

COLEG TREFECA

Registered Charity 258456

Notes for Leaders & Booking Conditions for DAY bookings

Thank you for booking a visit to Coleg Trefeca.

You will be welcomed at the start of your visit by the duty Warden, who will be pleased to tell your group a little about the history of Trefeca and to give any information necessary about the day.

We aim to keep “rules and regulations” to a minimum, but we hope that these guidance notes will be of help to you as a group leader. Our current tariff is outlined on the attached booking form.

Facilities

Should another group have booked Coleg Trefeca on the same date as yourself, we shall consult in order to ensure that each group has access to the facilities it needs. You will appreciate that if there is a group in residence overnight, they will have priority for the use of some facilities.

The following **meeting rooms** are available:

- The **Lounge** in the centre of the College seats 27, and can seat up to 40 with additional chairs. There is a TV (for watching videos – it has no external aerial), a CD/cassette/ tuner stereo system, and a piano (for experienced players only). The Lounge is accessible to all, including wheelchair users.
- The **Defynnog Room** is reached by climbing ten mobility standard steps. Unfortunately, it is not accessible by wheelchair. It can either be used as a games room, or as a conference room seating up to 60 people. If you wish to use the games equipment (table tennis, snooker, indoor skittles and bowls, etc.), the group leader is asked to sign it out at the start of the day and back in at the end, and to be responsible for its proper use and safe keeping. It is advisable to return snooker cues to the office when not in use – they seem to break very easily!
- The **Library** is located off the Dining Room, and is accessible to all. It seats 12 in easy chairs, and up to 20 with additional chairs. The Library includes a range of books, videos, tapes and pamphlets, in both English and Welsh. There is also a selection of current periodicals. You are welcome to browse. If you wish to borrow anything, please ask the duty Warden first. A TV with video and external aerial is located here.
- **Capel Bach** (Little Chapel) is located on the opposite side of College Lane. It is wheelchair accessible, and can accommodate 24 people on the benches. Up to 40 can fit in with additional chairs or cushions on the floor.
- The **Entrance Area** seating will accommodate 20 people in comfort. This area is wheelchair accessible.

The following additional facilities are available:

- Various translations of the **Bible** in both English and Welsh are available in the Lounge and the Library. Our main hymn books, *BBC Songs of Praise* and *Caneuon Ffydd*, are kept in the Lounge, with additional copies in the cupboard outside the Defynnog Room, which also contains a large selection of other hymn books in both languages.

- **Communion sets** (including plates, chalice and/or individual glasses) are available for use. We can supply bread and alcoholic or non-alcoholic wine. Copies of various bilingual orders of service are kept in the cupboard outside the Defynnog Room.
- **Musical instruments:** There is a piano for use by proficient pianists only in the Lounge, and a piano for “playing” in the Defynnog Room. There is no musical instrument in Capel Bach, but you are welcome to bring your own.
- An **OHP & screen** are available. Please supply your own acetates. A **carousel slide projector** and an old-fashioned manual filmstrip & slide projector may be borrowed for use – please ask the duty Warden.
- A **flipchart board** is available. Please supply your own paper.
- In addition to the sound system in the Lounge, a **portable CD/cassette player** is available on loan.
- **Photocopying.** We are happy to copy handouts and brief articles on request, subject to the laws of copyright. Cost 10p per sheet (15p for double-sided).
- A **radio controlled hearing loop or translation system** can be set up in any room. There is also a hard-wired hearing loop system in the Lounge and the Defynnog Room. Please ask for these facilities in advance, as they take a little time to set up.
- **Toilets** with wheelchair access are located in the ground floor of the accommodation block and outside the rear entrance, near the Dining Room. Other toilets are located in the entrance area and next to the Defynnog Room.
- The **shop** is located opposite the Dining Room, and is accessible to all. It sells books and cards in English and Welsh; postcards, stamps and Trefeca souvenirs; locally made pottery, cards and candles; T-shirts and sweat-shirts; sweets, chocolate and soft drinks; and Traidcraft goods. The shop is usually open immediately before and after main meals, and at other times by arrangement. You are welcome to browse at any time, but please do not remove goods when the shop is unattended.
- The **Howell Harris Museum** is located through the Defynnog Room. Access requires negotiating ten mobility standard steps, and is unfortunately not possible by wheelchair. The museum tells the fascinating story of Howell Harris, the first Methodist (who was born here in 1714 and died here in 1773) and of the Christian community or ‘Family’ he founded here in 1752. A guided tour of the Museum and of Howell Harris’s house (which is now the Warden’s residence), may be arranged. There is one step down into the house.
- **Leaflets** about events at Trefeca and other local attractions are available at the reception desk. Please feel free to take any which interest you. There is additional information on the adjacent noticeboard and in the box nearby. The duty Warden will be happy to provide further information.
- The **College grounds** are open to visitors and to local residents during daylight hours. Equipment for bowls, croquet and mini-golf is kept in the entrance area. Please return to the box after use. Spare golf balls may be obtained at reception.

Meals

Meals are served in the Dining Room, on the lower ground floor at the rear of the building. Access for wheelchairs is through the external door at the rear of the College; a chair-lift from the foyer provides access for others with limited mobility. The Dining Room can accommodate 36 to eat + 2 high chairs. Up to 16 additional diners may be accommodated in the Library.

Our usual meal times are as follows:

12.45pm Lunch

6.00pm Evening meal.

If you would like your meals to be served at different times, please contact us as soon as possible to discuss possibilities. Please remember that we have only a small kitchen staff, and we cannot usually expect them to be on duty outside their usual hours.

A bell will be rung a few minutes before each meal is to be served. Please try to be prompt for meals. **Note that if you ask for food to be re-heated for late arrivals, it is served at your own risk. We recommend that all guests eat together.**

Morning coffee (with home-made biscuits) and afternoon tea (with home-made cake) will be served as arranged at the time of booking.

The booking form offers you a choice of types of meal. If you would like to discuss the menu in detail, please give us a ring well in advance. Please note that no alternative is offered to the main course, except by prior arrangement for those with special diets. As far as possible, our food is GM free. We cannot guarantee that there will not be traces of nuts in some of our dishes. **Please notify us of all members of your group who require a special diet or who suffer from allergies.**

We very much appreciate help in serving food from the kitchen hatch to the tables, in clearing up after each course, and in laying the tables for the next meal. Please follow the directions of the duty Warden or kitchen staff.

Payment

Please collect payment from the members of your group, according to the rates already agreed, before or as they arrive. Cheques should be made payable to **Coleg Trefeca**, and must be drawn on a sterling bank account. We cannot accept switch, credit or debit cards. The balance of fees is due on arrival at Trefeca. We cannot offer credit or delayed payment terms.

Please contact us **immediately** if you feel that the tariff or other arrangements are likely to cause difficulty for your group. In fairness to all concerned, we cannot re-negotiate our prices after you have arrived.

If you wish to give **gratuities** to the staff, we ask you to arrange a collection. For legal reasons, we ask you to present the gratuities to the staff, in cash, yourself.

Smoking

Please note that smoking is **not permitted** on the premises, as smoke detectors have been installed in every room to satisfy the fire regulations, and also to ensure the comfort of the vast majority of our guests, who do not smoke.

Pets

Sadly, our welcome to pets in the past has been abused by some guests, and we now **cannot** accommodate pets (other than guide dogs) in the premises. Dogs may use the grounds only with the advance permission of the Warden. This is due to the health risks to other guests, especially children, posed by dog excrement.

Fire precautions

The fire precautions have been upgraded to meet all the latest standards in 2001. The duty Warden will guide you in the unlikely event of an emergency.

Please ensure that all members of your group sign the Visitors' Book on arrival. This will be used for a roll-call should one be necessary.

All exit routes are clearly signed with a 'running person' symbol. The doors to the main (modern) entrance to the College building open from the inside by pressing the white button on the right hand door post (by the wheelchair lift) as you exit. In case of emergency, the exit system will still operate. In case of difficulty, the duty Warden will use the override key to ensure your safe exit. Use the 'smash glass' exit box in emergency **only**. Alternatively, exit through the garden side of the reception area using the key marked with a large blue tag.

First Aid

A **First Aid box** is kept at the reception counter. It does not contain any medication or ointments, as our staff's First Aid qualifications do not permit them to administer medication. Any **accidents** on the premises, even if they do not require treatment, should be reported to the duty Warden as soon as possible. There is an Accident Book at the reception desk, and the duty Warden will assist you to fill it in.

Safety and liability

Please note that the **Howell Harris Memorial Chapel** and those parts of the grounds which are fenced off are **out of bounds** to visitors.

Please note that the Presbyterian Church of Wales cannot accept **liability** beyond its statutory obligations for the safety of guests or their property whilst at Coleg Trefeca. Coleg Trefeca's insurance does not include liability cover for any activities in which guests at Trefeca may engage outside the bounds of Coleg Trefeca, or within Coleg Trefeca without the express permission of the duty Warden. It is your responsibility as group leader to arrange any insurance cover you may consider necessary.

Coleg Trefeca cannot accept liability for any legal action arising out of any part of your programme, unless led by a member of our staff. Please be aware, in particular, of the provisions of race, sex and disability discrimination legislation and of the law relating to libel and slander.

The safety of children, young people and vulnerable adults

If you are arranging any activities for children or young people, it is your responsibility to familiarise yourself with the provisions of the Children's Act and other legislation.

The Presbyterian Church of Wales adopted in 2001 a Child Protection Policy, which applies also to vulnerable adults. The Policy Statement reads as follows:

It is the policy of the Presbyterian Church of Wales to safeguard the welfare of all children and young people by protecting them from neglect, physical, sexual and emotional harm. As a Church we are fully committed to safeguarding the wellbeing of our members and those entrusted to our care. Members of the Church, staff and volunteers will at all times, show respect and understanding for children's rights, promoting an ethos of listening to children and ensuring their safety and welfare, conducting themselves in a way that reflects the principles of the Christian Church.

The staff at Coleg Trefeca have received training in the practical implementation of this policy. However, we do not employ youth or children's workers, and we expect

all groups which include children, young people or vulnerable adults to make their own arrangements for caring for those in their group.

- Most other denominations or organisations booking Coleg Trefeca will already have adopted similar policies, and it is **your responsibility as group leader** to familiarise yourself with the relevant policy and its implications.
- You should have a signed registration form for each child, young person or vulnerable adult who will be attending without their own parents or guardians, including permission to arrange emergency medical treatment if necessary. You also need a declaration signed by each adult who will have substantial and unsupervised access to children, young people or vulnerable adults other than their own children during the weekend stating that they have no relevant criminal record. You should also have at least one, preferably two, independent referees for each relevant adult. After April 2003, this declaration should be verified through the Criminal Records Bureau using one of the umbrella bodies. Further details of this procedure may be obtained from your denomination or organisation. Please allow sufficient time for the checks to be carried out.
- Children and young people, and any other guests who may need supervision, must be supervised by a competent adult **at all times**, both inside and outside the building. **It is your responsibility as group leader to arrange that this happens.** If there is any problem during your stay, we will discuss the matter first with you. **By signing the booking form, you are agreeing to accept responsibility for arranging and monitoring the supervision of all children, young people and vulnerable adults in your group.**
- When parents or guardians come with their own children we would expect that parents or guardians would take responsibility for their own children whenever they are not in the care of an appropriately trained and registered leader. You should explain this to each parent or guardian.
- It is not possible to see all parts of the grounds from within the building. The grounds are not fenced off from the road, and are open to the public during daylight hours. Therefore, when children, young people or vulnerable adults are outside then supervision must be provided outside also.
- It is particularly important that supervision is provided when one or more individuals move away from the main group – for example, by leaving a meal early.

Parents and the group leader are also responsible for any breakages or damage caused by your children to the property of the College, local residents or other guests.

If you have any further queries about any aspect of your visit, please ask. We are here to help.

Trevor Lewis, Mair Jones

Wardens

Revised 10.05.03

bookings/notesDAY