



7th Darlington Sea Scouts Eastbourne Explorers

Parents and Leaders Guidance and Rules St James the Great Church Hall

1. The site is a no smoking site, all areas of the site, and in front of all exterior doors. If you wish to smoke/vape please do so away from the building.
2. Leaders and parents are responsible for parking their vehicles in accordance with the law. Leaders where possible use the car park opposite the main door (access via prescott st) Parents please do not park on the double yellow lines on Allan street, or obstruct the alley way at the back of the hall.
3. All sections are to be clear of the main hall before the start of the next session, please leave at least 5 minutes prior to your session ending/next session starting to allow for smooth transitions between groups.
4. The hall is to be left in exactly the same state as when we open up on a night, if tables and chairs are moved, they need to be put back where they were, if anybody uses the kitchen, please ensure it is clean and tidy when leaving, there are provisions for tea and coffee, but please wash up after yourselves.
5. Safeguarding and control of persons entering and leaving the hall is the responsibility of the leader in charge, parents are not to enter the building unless supervised, in the case of adverse weather conditions parents can come into the small hall, but must not enter the main hall with the children.
6. Fire drills, all sections must have a fire drill practice at least once a term.
7. Enter and exit the building by the small side door only, the double doors on Allan street are for emergency fire access only.
8. First aid, there is a first aid box on the wall in the main hall, this does not belong to the group, we have designated first aid kits for each section, these are kept in the cupboards in the small meeting room, if any items are used from these kits, please ensure the the lead volunteer is informed to replace the used items, please also remember to fill in an accident form which is now located on OSM.
9. Please remember ratios if leaving the building, and ensure all doors are locked if there is nobody at the hall, George and Anth are the current Key holders.
10. I know I am repeating myself, but the Hall must be left clean and tidy. Please check toilets before the last person leaves, ensure all lights are out and heating turned off if you have put it on.