

Chesterfield and District Cub Sleepover

Saturday 16th April
2016



The Evening of Your Sleepover

On arrival the youngsters will be directed to a set area where they will be met by your leaders and a member of The Deep Crew.

Youngsters will be advised where to leave their kit.

On the evening we try and to keep to the itinerary below but times do vary on the night.

Arrival to Sleep

6.30pm	Arrival
6.30-6.45pm	Registration/toileting
6.45-8.30pm	Guided tour of the building
8.30-9.00pm	Supper time
9.00-10.00pm	Crafty workshops
10.00pm	Toileting and settle down to sleep!!!

From arrival to settling the youngsters down to sleep The Deep Crew organise a variety of different activities. We encourage leaders to join in but this is at your discretion, although of course any 'pastoral' or personal care of the children throughout the evening (and night) remains the responsibility of the leaders. Each group will start their guided tour from a different part of the attraction to avoid congestion but all groups will see the entire exhibition. On busier nights it may be necessary for 2 groups to join together for one activity but once this has taken place they will be on their own again.

As the sleeping areas are on the hard floor directly in front of the tanks, sleeping mats are advised. The sleeping area will be allocated to each group **and it is the responsibility of the leader of that group to arrange the children in such a way that they can easily move around safely, not kicking each other, with clear routes through to toilets and emergency exits.** We discourage youngsters from bringing inflatable beds as they are very cumbersome and often cause problems with transporting them around the attraction, also it is the leaders who will spend most of the evening blowing them up!!.. If leaders wish to bring them or camp beds that is fine.

For safety and security reasons we ask that youngsters leave torches (these will be taken off youngsters as are dangerous to our animals), mobile phones, electronic games and any valuables at home. Please **no aerosols** as these can set off the fire alarm and it could be cold outside waiting for the fire brigade to clear the building! Youngsters are welcome to bring their cameras but we ask them not to use the flash. Leaders are welcome to bring a torch for the evening but please do not shine them into the tanks.

If you are a mixed group we allocate slightly different sleeping areas but these are still in close proximity to each other. Also if your allocated sleeping area is extremely busy we may be able to allocate another area subject to their being enough leaders to supervise (please discuss with a member of The Deep team). Adequate lighting is left on so you can still see your way to the toilets and emergency exits – this will be discussed with leaders once the youngsters have settled down, normally about 30 minutes after they have been taken to the sleeping area.

Next Morning

6.15am	Lights on, wake up and dress
7.00-8.00am	Breakfast/Shop
8.00am	Departure from same doors as arrival

We hope you enjoy your evening.

Points to share with other leaders

Please ask your youngsters to travel light (it is only one evening!) and they need to carry their equipment to the appropriate sleeping area, sometimes up stairs! We have found that black bin liners are not always the best option as they easily split.

Suggested kit list - all belongings should be labelled so owners can be found

supper	Supper time will be provided after the guided tour, around 8.30pm, so it is advisable that the youngsters have something to eat before coming to The Deep. Please inform the district team of allergies etc.
sleeping bag	no blankets or quilts - the attraction tends to be fairly warm on an evening
sleeping mat	no inflatable beds for youngsters
pillow	
pyjamas or onesies	rather than a night shirt – onesies are fine because they're good for modesty, comfort and warmth BUT the floor surface is smooth and therefore footwear is advised when walking about as feet in onesies can be slippery?
wash bag and kit	
clean underwear	
small bottle of water	to use whilst brushing teeth
Deodorant (if necessary)	ROLL ON ONLY
medical items	should be handed to the appropriate group leader on arrival
money for shop	No more than £5
camera	
teddy bear	

Please ensure youngsters leave the following at home:

inflatable beds	they are very cumbersome and cause problems when transporting them around the attraction, as well as taking up a lot of room around the tanks. You will be the ones expected to blow them up all night! - leaders are welcome to bring them if required or a simple camp bed
mobile phones	we have telephones should there be an emergency
torches	these are dangerous to the animals
any valuables	
aerosols	NO AEROSOLS as these can set off the fire alarm and it can be very cold outside waiting for the fire brigade!

Toilets are located throughout the attraction.

Trained first aiders will be on site all night but we ask that all first aid incidents be administered by the group's leaders. A member of The Deep Crew must be informed of any incident for our records and will be present if required to assist. We have appropriately stocked first aid kits and a first aid room if necessary.

The Deep is a no smoking building. If you have any leaders that smoke this must be done at least 10 metres away from the building and the first available break will be 8.30pm, subject to their being sufficient leaders to cover their absence. **Perimeter alarms will be set at 10.30pm so outside access after this time will not be available to smokers.**

Due to licensing regulations, leaders are not able to bring their own alcohol into The Deep. Anyone found doing so will have the items removed until the end of the event.

Please note that there will be male and female members of staff on duty during the evening. A member of the opposite sex may need to lead your group to the sleeping areas but they leave these areas immediately to guarantee the youngsters privacy while changing and settling to sleep.

If sleeping in the Lagoon area the top of the tank is open and care should be taken to ensure that nothing is put into the tank. If bedding needs to be 'plumped' for any reason this should be done away from the tank. Also a clear path should be left through this area so that access can be gained.

A male security guard is on site all night (leaders will be told where his office is located). Should a situation arise around the building with security or the running of the tanks for which he is responsible, he may need to enter areas where youngsters and leaders are sleeping. Two members of The Deep sleepover team will remain on-site overnight and will be available should an emergency arise. Walkie-talkies will be issued to some leaders should they need to contact a Deep team member during the night and security cannot be raised.

Once the lights have been lowered full responsibility of the youngsters is down to the leaders. Please be considerate to all the other groups and try and keep your youngsters noise to a minimum as it travels very easily throughout the three floors. **We must draw your attention to the fact that 'once the lights have been lowered full responsibility of the youngsters is down to the leaders'. In order to carry out this supervision properly, an appropriate number of leaders must remain awake throughout the night in each sleeping area to ensure that children are safely contained, behaving appropriately, and have someone obvious to go to during the night and so that you can make sure that toilet trips are supervised**

Hot drinks are available for leaders throughout the evening (these will be arranged during the craft/games activities) and water cooler machines are located within the attraction for the youngsters.

The Deep will provide a light breakfast from 7am the following morning of toast, cereal and drinks - served in the 3rd floor café. The shop will be open from 7am.

Evacuation Procedures

Should The Deep need to be evacuated, the tannoy sounds with a lady's voice stating that 'A situation has arisen, please leave by the nearest exit'.

Our fire exit routes are clearly marked throughout the building. During the early evening when you are accompanied by a Deep member of staff they will lead you to the nearest exit, and will gather you at the muster point. You will then need to ascertain that all of your party is present. Any missing members of your party should be reported to a member of staff along with details of where you last saw them.

During the night, there will be Deep staff on site, but not sleeping in your area. Before you settle down for the evening a full safety briefing will be given to the leaders of each group before The Deep team retire for the night. Please make yourself and your adult helpers aware of the nearest fire exit.

Should the alarm sound during the night, it is advised that the children stop only to put on footwear and coat (if necessary) before evacuating the building. Do not stop to gather any other belongings, or to change/fully dress.

Again, when you are at a muster point (Spanish Steps or Bridge Pod) please make sure that all members of your party are present. A member of The Deep team will be checking that all groups are present.

Once the alarm has sounded and the emergency services are on their way, re-entry can only be allowed once the fire fighters have given the 'all clear' – this can be 30 minutes or longer.

Please note that, if any of your party cannot evacuate the building by stairs, 'safe haven' disabled refuge points are throughout the building at entry points to stairs. If this is applicable to someone in your group, you should acquaint yourself with the nearest refuge point to your sleeping area. Once a refuge is occupied during an evacuation, please activate the green call point which will alert the emergency services that this point is occupied.