

Information Pack

THE CHILDREN'S
**ADVENTURE
FARM**
TRUST



Hello!

We are so thrilled that you would like to come and visit The Children's Adventure Farm Trust for a free holiday or fun day trip.

This handy little pack contains all the information you will need to know before you apply. After you have read this information pack thoroughly, please call us to discuss the next stage of the application process. Our contact number is 01565 830053 and Ian is the man to ask for.

We encourage all potential service users new to CAFT to come for a visit prior to applying. During a visit you can see our facilities first hand, have a chat with the team and get a good idea as to whether it is the right place to bring a group for a holiday / fun day trip.

If you have any further questions or would like to visit the Farm before you apply for a visit, please do not hesitate to contact us.

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The application process

Step 1: Read this Holiday Information Pack and if you think a visit to CAFT will be suitable for your group / child, contact Ian on 01565 830053 to discuss applying for a holiday / fun day trip.

Step 2: After your phonecall an application form will be sent to you for completion, please complete and return to us for consideration.

Step 3: After we have received your completed application we will offer you a provisional date/s. After you have confirmed your date/s, we will contact you to discuss your visit in more detail.

Step 4: The next step is to complete further paperwork. A "Getting to know you" form for each child visiting for a residential holiday is required. Group leader is to complete a "Your visit to CAFT" with the details of the group and the activity choices for during the stay. Forms can be found on the downloads section of our website.

Step 5: Once we have received the completed paperwork, we will put together your bespoke programme. We will then send you a summary of the information we have, we ask you to check the details, sign to confirm and then return to us. Letting us know in advance if any details are incorrect or there are changes to the group party / information.

Please remember as a charity we rely solely on the generosity of our supporters to provide these visits completely free of charge to you. Please therefore help us make every penny go further by providing us with the information we require as timely as possible. Thank you.

A little bit about us

We are The Children's Adventure Farm Trust (CAFT), a registered charity providing free residential holidays and fun day trips for terminally ill, disabled and disadvantaged children from the North West of England and North Wales. Set in the heart of the Cheshire countryside, our 17th century Farmhouse with surrounding 10 acres of land is the perfect place for deserving children of all abilities to play, laugh and simply enjoy being children. Whether the children are here for just a day or for a few days, there is an amazing array of things to see and do.

From swings and roundabouts, to alpacas and donkeys. Messy play in the art room and bouncing down the inflatable slide. Pirates on the galleon and rock stars in the music room. What we do goes so much further than just a holiday or a fun day trip; it is creating memories to cherish in the hard times, memories that bring joy in sorrow, memories to last a lifetime.

Who we are for

CAFT helps children of all abilities aged 17 and under, children who through no fault of their own miss out on the normalities of childhood. We welcome applications for holidays and fun days from charitable organisations, statutory services, schools, community organisations and individual families. The activities we offer are open to children of all abilities. Children with complex and severe physical or learning disabilities, sensory impairments and terminal illnesses. Children from disadvantaged backgrounds, children who have witnessed or faced abuse. Children who act as young carers and sadly, children who have already faced bereavement. For these children, a break at The Children's Adventure Farm Trust provides a fantastic and much needed opportunity to escape the traumas of their everyday life and for a few days they can simply be children again.

The list below are examples of the children and groups that usually visit CAFT. When filling out your holiday application form, you will have the opportunity to explain what circumstances your group/child comes from and why a trip to CAFT would be so beneficial to them.

- Emotional, social and behavioural disorders
- Sensory impairments
- Special educational needs
- Registered charities
- Voluntary organisations
- Support groups
- Statutory services
- Young carer
- Disabled
- Disadvantaged
- Terminally ill
- Chronically ill
- Bereaved
- Victim of abuse

What we do

1) Free holiday programme (Feb - Oct)

Residential stays for groups of up to 22 (including care staff) or individual families. Typical activities during a residential stay include a themed fun day plus plenty of playtime with all fantastic onsite facilities and animals! We have the following options available in our holiday programme:

A short week residential (3 days)

A weekend residential

A split week (5 days assigned to a large group. The group is split to accommodate numbers, allowing a two night stay for each child).

2) Fun day trip (Feb - Oct)

A fun filled activity packed day running from 10am - 2pm. Fun and games, plus use of our onsite facilities and a packed lunch. The size of the group is dependant on the needs of the children. For large groups (max. 60 children at one time) we can offer several fun day trips so that the group may be broken down into smaller numbers.

3) Christmas Party Programme (Nov - Dec) By invitation only.

Throughout November & December, CAFT is transformed into a magically festive farm. Children visit throughout the period for a Christmas fun day party (10am - 2pm) during which they will meet Santa, enjoy a Christmas dinner and receive a big bag of presents to take home!

Meet the Activity Play Specialists

The Activity Play Specialist are on hand to make sure you have the best possible holiday. Not only are they trained in having fun, they do their best to make sure you have everything you need.

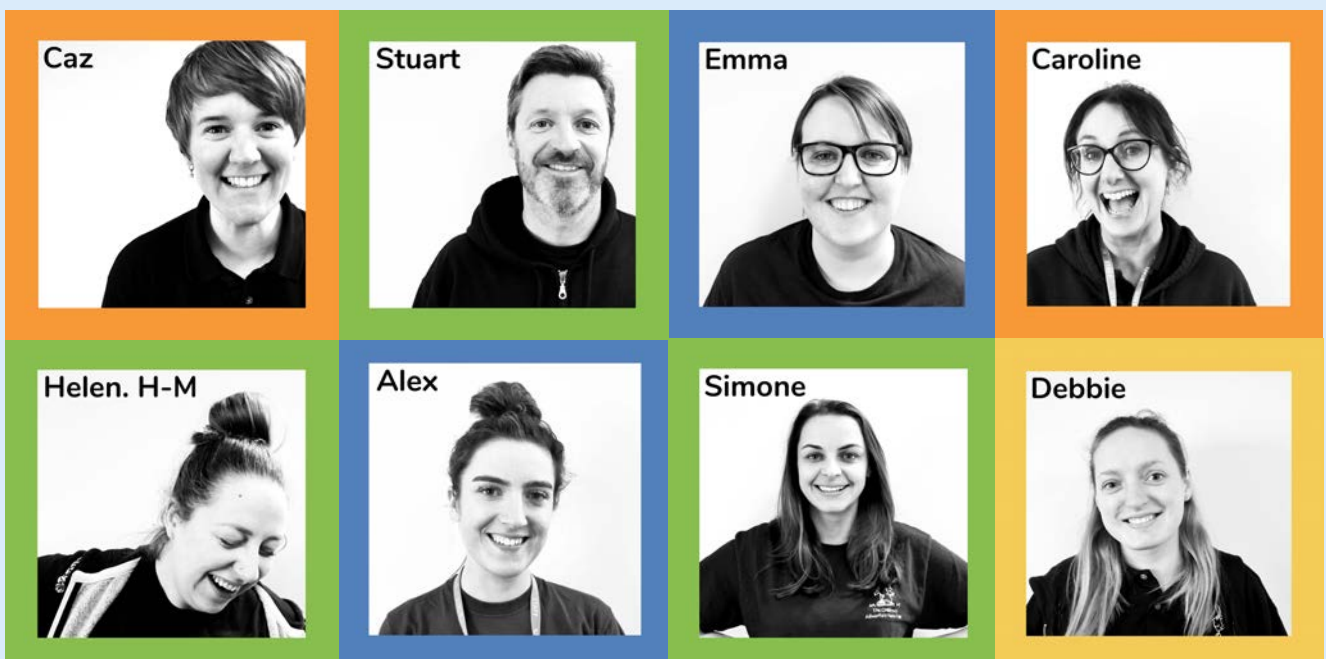
Our clever APS crew have lots of training, experience and skills to ensure that every child receives a holiday special to them and their needs. Some of the training they have are:

Makaton Trained

Sign Language Trained

First Aid Trained

As well as speciality training, our crew are experienced in all types of play, including: sensory, rebound therapy, music, outdoor play and guided animal talks!



Accessible facilities

Our priority is to ensure a comfortable stay for all. We want children and staff to feel warm, safe and secure so our facilities are kept to a high standard. Where possible, our facilities have been specially adapted for wheelchair users.

The apartments are completely accessible and have four fully adjustable beds with safety sides and bathrooms which have been equipped for safe use; including a portable hoist, shower chair, commode chair, hydrotherapy bath and shower toilet. The apartments are linked by an internal door.

The farmhouse is Grade II listed so we are restricted in terms of adjustments but we have tried to make it as accessible as possible. The ground floor has a few shallow steps and slightly uneven flooring. It can be accessed by wheelchair users but assistance will be needed to manoeuvre. There are no lifts in the farmhouse so there is no access to the second floor for wheelchair users. Features of the farmhouse also include a breakfast room, dining room, living room and conservatory. The farmhouse is cosy, warm and a real home away from home.

What we have at CAFT

Two self-contained stable apartments with wheelchair access

Farmhouse with breakfast room, dining room, lounge and conservatory

Art room

Multi-sensory suite

Sports Hall with inflatable slide and trampoline for sensory therapy

Music Room and Games Room

Adventure playground and Galleon

Sensory garden and duck pond

A range of animals, including: dinky donkeys, alpacas, miniature goats, sheep, a piggy-wig and lots and lots of chickens!

Nature trail leading to a walk-in aviary with budgies, finches, cockatiels, 3 golden pheasants and Charlie, the dove.

Playing fields

Slip 'n' slide

And much much more!!!

What a stay at CAFT looks like

Upon arrival you will be welcomed by the ready to go APS Crew, they will meet, greet and get you all settled in ready for the upcoming activities. The activity plan is completed prior to your stay and will typically include, arts and crafts, play time in the sports hall with the inflatable slide, time in the games room and sensory room. Plus outdoor play, which includes the activity playground, visiting the animals, sensory trail, a visit to the galleon, fantastic games and the slip 'n' slide (weather permitting & not available on a fun day). With all these fabulous fun things to see and do, the children will go home tired, happy and filled with wonderful memories to last a lifetime.

Our themed days

If you would like a day filled with fun themed activities and games, we have the following themes to choose from:

Witches and Wizards

Pirate Day

Heroes

Any requests? We will do our best to put together a theme day for you.

What you need to bring

We provide the majority of the facilities needed for your stay, such as food, cutlery and bedding. Each child is required to bring with them; **clothes, nightwear, underwear, towels, shoes/wellies (all weather appropriate and suitable for outdoor play) toiletries, medications and any personal items required for a safe stay away from home.** And because we love to be outside as much as possible (conditions permitting) please bring **suitable weather protection i.e. a raincoat, gloves, scarf, a sun-hat and sun-cream.**

We ask that children do not bring with them expensive equipment such as laptops, mobile phones, and tablets as we cannot guarantee the safety of these items. Each child's belongings must be clearly labelled. Any medication must be stored correctly (please bring your own storage box) and administered by the appropriate carer / parent / guardian / teacher. Likewise, all sanitary products, nappies and other specialist equipment must be provided by the group and it is the responsibility of the carer / parent / guardian to apply and dispose of when necessary.

What we need to know

We understand that every child is unique, with their own likes and dislikes and because we want every holiday to be fun and memorable, we would like to know about every child that walks through our door. In particular we would like to know about:

Interests / hobbies / activities

As we compose the activity programme before arrival, we can tailor activities to suit the likes and interests of every group (eg, if a large majority of a group enjoyed football, we can theme activities around this interest). We want to engage the children as much as possible throughout their stay and so we love to hear what interests them and what will capture their attention.

Behaviour triggers

It is important that we are aware of any triggers which may cause distress to a child. The safety and happiness of the children are our main priority and so to enable us to minimise any risks of upset and harm, please disclose all possible behaviour triggers and phobias so we can do our utmost to protect every individual. If your child has a risk assessment, please send a copy of this to us prior to your visit.

Meals at CAFT

The delicious meals here at CAFT are homemade. Every morning there will be a selection of breakfast foods available for you to help yourself to. A light meal and a main will be prepared by our brilliant chef Jacqui, and all you need to do is choose from the menu options (you can choose at which time of day you would prefer your light / main meal) In addition to the set menu, we will also provide snacks throughout the week.

It is important to remember CAFT is child centred and our menu is therefore designed to appeal to our really important guests therefore, we are unable to create an additional adults menu.

Your menu choices need to be confirmed prior to your stay so that we can keep our overheads as low as possible. If we do not receive your choices, you will receive a set menu during your visit. Menu choices will be confirmed with you prior to your stay.

Dietary Requirements

Fresh, quality, home-cooked meals are our speciality. As we order ingredients specifically for each stay we can accommodate most dietary requirements so please ensure that you have communicated with us as early as possible what these may be so that we may prepare for your meals in advance. We are unable to provide food for medical conditions such as peg feeding, nor do we provide specialist feeding equipment.

The meals we do offer can be adapted to vegetarian, vegan, halal, gluten free and dairy intolerance. In instances where groups require multiple menu alterations due to extensive or complex dietary requirements, we may ask you to support us by providing your own meals and snacks. In instances such as these, we will arrange for a discussion with our chef prior to your visit.

Three day residential

Day 1:

Light meal - Soup and Sandwiches (cheese / ham / tuna)

Main meal - Roast Chicken Dinner

Day 2: (Please choose one option for your light and main meals)

Light meal options Lunch or Evening

- Make your own wraps (spicy / plain chicken, ham, cheese, tuna with salad)
- Mac 'n' cheese with garlic bread
- Brunch (bacon, sausage, hash browns, scrambled eggs, beans and toast)
- Cheese / bean / spaghetti on toast

Main meal options Lunch or evening

- Make your own pizza with homemade wedges
- Lasagne and salad
- Sausage and mash with peas or beans
- Meat and potato pie with peas or beans
- Chicken curry with rice and naan bread
- Sweet and sour chicken

Day 3: Brunch

Snacks

Breadsticks

Fruit

Biscuits

Smoothies

Crisps

Small chocolate bar

Decorate your own biscuits

Make your own pancakes

Fun Day Trip:

Picnic Boxes with sandwiches, drink, yoghurt, crisps and snack





Accommodation

The Farmhouse First Floor



The Farmhouse Second Floor



The Apartments Stable One



The Apartments Stable Two



After your visit

During residential stays CAFT Crew will be taking photographs and videos of the children enjoying their time here at CAFT. At the end of the week, these photographs and videos are put onto a DVD and there is a copy for every child to take home and enjoy. We hope that families / carers and guardians will be able to watch these DVDs with their children so that together they can relive all the fun had at the Farm.

Please note that photos will not be taken unless we have obtained prior consent from the child's parent / guardian.

Important points to note

- 1) As a charity reliant on public donations we need your support in getting information in a timely manner so that we can limit wastage of opportunities for others.
- 2) We endeavour to respond to all applications within 10 working days.
- 3) On all forms all boxes are mandatory. Any forms that are incomplete will be returned to you. Your holiday / fun day trip will not be confirmed until we have received all the information required and the subsequent summary sheet has been signed.
- 4) If we do not receive room choices prior to your stay we will set these for you.
- 5) Dietary requirements MUST be clearly stated prior to arrival to allow us to plan effectively for your visit.
- 6) We are only able to provide holidays and fun days for children aged 0-17 years living in the North West and county boundaries.
- 7) Our farmhouse accommodates 18 able bodied people. Our stable apartments accommodate 8 people, 4 of whom can be wheelchair users. During a residential stay we are able to accommodate a maximum of 22 people at any one time.
- 8) The two stable apartments are linked by an internal linking door.
- 9) Due to our heritage and conservation it is imperative that you respect our environment during your visit.
- 10) It is your sole responsibility to care for and look after the children during your visit. This includes one to one and pastoral care.
- 11) Our Activity Play Specialists do not provide specialist care, they are here to run the activity programme only.

12) It will be your responsibility to provide a qualified first aider and appropriate number of carers with the correct ratio to support your group / family needs.

13) Small groups and families must have a minimum of two adults throughout the visit.

14) It is important that you do not invite extra guests other than those set out in your form. If there are changes to your group party you must communicate this to us in advance of your arrival.

15) Two of our Activity Play Specialists will lead your group however parents and carers are required to be present throughout all activities; besides the activities can be just as fun for you too!

16) The farm is staffed between the hours of 9am and 6pm. There are no staff onsite overnight. For those staying overnight there is an out of hours on-call system available for assistance should you need it.

17) We have three functional lifts on site. Dimensions of which are: 103cm length by 85cm width and 135cm length and 79cm width. These lifts allow access into our sensory suite and the games and music rooms in the sports hall.

18) CCTV is in operation around the site for the safety and security of all on-site. All video footage is automatically wiped from our system after 3 weeks.

19) There is a public footpath running through our land so there may be occasional members of the public passing through our site.

20) Any forms that you require CAFT to complete, such as provider forms will need to be sent to us at least 4 weeks prior to your visit.

21) If your group does not adhere to the rules and regulations set out by CAFT in the Service Level Agreement you will be asked to leave.

22) Due to the narrow country lanes that lead to our farm we can only allow groups to visit us by minibus rather than coach. If your only option is to travel by coach, then please contact us so that we may discuss alternative transportation.

FAQ's

How do we find you?

We are easy to find being just 5 minutes off J7 to the M56. Our full address is: **The Children's Adventure Farm Trust, Booth Bank Farm, Reddy Lane, Millington, WA14 3RE**

Do I have to pay for my visit to CAFT?

No, we provide an entirely free holiday, short break, fun day trip or Christmas party. Everything is included in your visit and there are no added financial extras. However, as we are so reliant on the generosity of others, if you feel that you are in a position to provide a financial donation we are extremely grateful for all financial contributions.

We have already been to CAFT for a visit, can we come again?

Yes, you may apply for another visit, however precedence will be taken over groups who have never before attended. We do our very best to get every group a visit to CAFT, however we do get booked up very quickly so be sure to send your application as soon as possible.

Do you provide personal care?

No, medical care is the responsibility of the group. Medication needs to be clearly labelled, safely stored and administered by the appropriate adult. Likewise, all personal hygiene of the children is the responsibility of the group. Nappies, sanitary products etc must be provided by, applied and disposed of by the group.

What is your cancellation policy?

We understand that unforeseen circumstances can cause disruptions to plans and sometimes cancellation cannot be helped. We would be grateful if you could give us as much notice as possible if you do need to cancel so that we may be able to accommodate another group or family. We will do our utmost to reschedule your trip but this is dependent on availability.

Do you only do holidays for disabled children?

No, we welcome children from a variety of backgrounds who are in need of a holiday. Sadly, for many reasons children miss out on the freedom and fun of childhood and that is why we want to help. When you fill out the application form, please explain why you would like your child to visit CAFT and we will review each application on its own merit.

How many children can I bring in a group?

This is dependant on the needs of your group and which type of visit you are planning on. For a residential visit it is a maximum of 22 including care staff. For a fun day trip it is a maximum of 80 children plus care staff.

What are your arrival and departure times?

Times are dependent on what type of visit you are undertaking. If visiting site for a residential, arrival time will usually be 11am and departure 12.30pm. Fun day trips run from 10am - 2pm. Weekend visits are arrival at 5pm on Friday afternoon and departure at 1pm on Sunday.

Will there be another group in at the same time as us?

It is important that we are able to offer as many groups the opportunity to visit CAFT as possible and therefore there may be two groups on site at the same time. If required, we have enough space and facilities to run two groups side by side. All considerations will be taken into account before we allow two groups onsite simultaneously.

Do you provide evening entertainment?

Our CAFT Crew are onsite until 6pm. They will be around to serve your evening meal and to clean up afterwards. From 6pm there will be no CAFT employees onsite. However, you will still have access to some of our facilities, such as the playing field, adventure playground and courtyard. You will be provided with access points and all the information you need for an independent overnight stay.

Do we get to choose our accommodation?

The accommodation will be decided by the needs of your group. In this pack you will find the layouts of the farmhouse and the courtyard apartments along with a description of the facilities and accessibility of both. In the "Getting to know you" form, we will ask you to decide which children are in which room and we require this completed form back prior to your arrival. If we do not receive this back prior to your stay we will set this for you.

Are bathrooms designated to gender / adults / children?

Our bathrooms are not gender or age specific. The designation of bathrooms to gender and adult / child use is at the discretion of your group. Our sports hall does offer designated gender bathrooms.

Can we change our carers / staff throughout the stay?

Yes, changes in staff / carers are welcome. Please inform us beforehand so that we are aware of who is coming and going.

What equipment do you have at CAFT?

We have two shower chairs, four hoists, one cot, one high chair and changing facilities in the sports hall. Please contact us if you need to discuss the particular equipment needs of your group.

Will you post photos of the children on your website / social media?

No, we will never post any photos / videos without having obtained prior consent. Attached to the "Getting to know you" form is a photo release form. We need this to be completed by every child's parent / guardian and this will instruct us to whether permission has been given to use photos on our website / social media / marketing materials.

Do you cater for all dietary requirements?

No, but we do cater for the vast majority. We ask you to disclose all dietary requirements and meal options prior to your stay so that we can accommodate for needs and tastes. Children who have medical dietary requirements, such as peg feeding, will need to bring their own food. Please contact CAFT if you wish to discuss this further.

Can we bring and cook our own food?

You will have access to our kitchen where you can heat up prepared food but you are not able to cook food from scratch. Please note that children are strictly prohibited from entering the kitchen.

Is alcohol and smoking permitted on site?

We are a strictly alcohol free site. Smoking is permitted in the designated smoking area which will be pointed out on arrival. Smoking is strictly prohibited inside any of our buildings. If discovered smoking outside of the designated area you will be asked to leave.

What are your security measures?

Our premises are directly linked to a central monitored security system as well as a fire alarm. Each exterior building has its own locks and dead bolts. Upon arrival you will be given the keys you require for access throughout your stay. Please note that most doors have a twist lock and all fire doors have a push bar. If a child in your group is likely to run or open a door please inform us so that precautions can be taken.

What are your health and safety regulations?

We have thorough risk assessments for onsite facilities and equipment which is available from our website. We have a health and safety policy that outlines our approach and is available upon request. You will be informed of the safety rules for each activity by the CAFT Crew before you begin.

What is your safeguarding policy?

We take every endeavour to safeguard and a copy of policy is available upon request.

Is there access to the Internet?

For safeguarding, children are not permitted to use the internet. If group leaders / adults require access to the wifi please speak to a member of CAFT staff.

Are you open to the general public?

No, only prearranged visitors. Please note there is a public foot path running through our land so there may be occasional walkers passing through the site but they will not interfere with your activities.

What does CAFT look like?

All the photos included in this pack were taken at the farm. For more images of our facilities and some of the activities we do, please visit our website www.caft.co.uk

Recommend us to a friend

If you know of any groups, schools or families who would enjoy a visit to CAFT, please pass along our contact details so that they may also apply for a visit to the Farm. Thank you.

Contact us

Tel: 01565 830 447

Email: info@caft.co.uk

Website: www.caft.co.uk

Address: The Children's Adventure Farm Trust

Booth Bank Farm

Reddy Lane

Millington

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@CAFTCharity #CAFT



Registered Charity Number: 1003675