Visit guidelines for teachers

The following guidelines are intended to ensure that you gain the maximum benefit from your visit – please circulate them to all adults accompanying your visit.

We **strongly advise** that the lead teacher **visits the reserve before** bringing pupils so that the **school's risk assessment** can be completed and the leader has familiarised themselves with the facilities including toilets, coach parking and educational areas.

Further information and training about organising school visits can be found oeapng.info.

Please read the terms and conditions carefully before confirming your booking here

School responsibilities

All school staff and helpers are responsible for the **health and safety, safeguarding, first aid, behaviour** and general **wellbeing** of the visiting group.

Safeguarding

Please read our RSPB safeguarding policy here.

Health and safety

The RSPB have the highest standards of health and safety management on reserves. Visiting school groups should have completed their own **risk assessment** which should be prepared **in advance of the visit.** Please consider the following guidance: **Health and safety guidance**

All accompanying adults need to be briefed by the lead teacher; they must be made aware of any possible risks that may arise during a visit. **Please share your risk assessment with supporting adults.**

Behaviour and discipline

- Please ensure pupils are **supervised at all times.**
- Members of the public visit our reserves. Visiting groups should adhere to the highest standards of behaviour and conduct.
- Remember that during your visit all school staff and helpers are responsible for the behaviour of your group.

First aid

DfE guidelines state that the visiting school is responsible for providing a teacher/adult helper with a good working knowledge of first aid and an adequate first aid box. We also recommend you carry a mobile phone. Further guidance can be found oeapng.info.

Before your visit

- Make a booking by filling out our booking form on the RSPB's website. We will respond within five working days.
- Confirm the date when we contact you within five working days and agree to the terms and conditions.
- Lead teacher makes a pre-visit to the site to familiarise themselves with the parking arrangements, permitted access areas, footpaths and walkways, hides, toilets, any indoor storage or space available (this is not guaranteed). Any further information following your previsit can be requested here: teacherledvisits@rspb.org.uk
- Decide which activities are suitable. Here are some suggestions. Please note equipment will not be provided by the reserve and pond dipping is not available for visiting school groups.
- Write a risk assessment.
- Check adult to children ratios. Please note these **do not** include adults who are supervising children with **1:1** support.

Early Years	**1:4**
Key Stage 1	**1:5**
Lower Key Stage 2	**1:8**
Upper Key Stage 2	**1:10**
Key Stage 3 & 4	**1:12**
Key Stage 5	**1:15**

- Make sure you have a designated first aider and first aid kit.
- Organise transport (if required) after your booking is confirmed.
- SEND – Please visit the reserve page you are visiting on our website to find out about our accessible facilities.
- Clothing – Please ensure that children are dressed appropriately for outdoor activities.
- For **wet weather,** or if it has rained heavily in recent days, waterproof shoes or wellies, waterproof coats (and possibly a change of clothes) are recommended. Remember the UK weather is very changeable!
- For **extremely hot and sunny weather,** bring sun hats, sun cream and plenty of liquids. You may be exposed to the sun for large parts of the day, so it is important to be well protected.

The Countryside Code

A few things to remember to help you enjoy your visit,

- Respect everyone visiting and working on the reserve, leaving gates and property as you find them and do not block any access.
- Project the environment by taking litter home and not causing any damage or disturbance to nature.
- Enjoy the outdoors by planning ahead for the weather and what you can do.

On the day

- School groups are welcomed to the reserve between the hours of 9.30am and 3.00pm.
- Please let site staff know that you have arrived.
- All accompanying adults need to be briefed by the lead teacher; they must be made aware of any possible risks that may arise during a visit. Please share your own risk assessment with them.
- During your visit you will have access to public areas only. Please refer to the site map provided.
- If your group would like to visit our shop, please let us know so that our retail staff can ensure that we are able to offer you the best experience. We recommend that you organise pupils into small groups and have a rota in place.
- Teachers must escort pupils leaving the coach and crossing the car park and/or road.
- Pupils must be supervised when using the toilet facilities.
- Please let us know when you are leaving the reserve.

After your visit

- To help us to improve our offer, we would ask that the post-visit evaluation is completed. This will be sent to the lead teacher via email after your visit.
- Visiting a reserve is one of our RSPB Wild Challenge activities. You can submit evidence from your visit to help gain a Wild Challenge award. Please find the details via this link Wild Challenge for schools.

Cancellations and changes to visit dates

Should you need to change the date of your visit, please inform us as soon as possible and we will try to accommodate your new requirements.

If you find that you need to cancel your visit, please inform us at the earliest opportunity.

Contact: teacherledvisits@rspb.org.uk

On the rare occasion that the RSPB may need to cancel your visit, you will be offered an alternative date.

We hope you have a very enjoyable and exciting day with your group!