

## 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.

### Organisation of the Day

- Your group of up to 30 pupils will be led by a member of RSPB learning staff. Please ensure that you follow your local authority's guidelines for the appropriate ratio of children to adults. RSPB staff and volunteers should not be included in your count.
- We will welcome the active participation of the adult helpers who accompany your group and will seek to involve them throughout the day.
- Please divide your class into small groups, each with an adult assigned. All accompanying adults should be briefed on what the day entails and their role as a support person to make sure the children get the most out of their visit.

As visits involve working in the natural environment, we may have to amend the programme should adverse weather conditions or other mitigating circumstances prevent you from safely participating in your chosen options.

We can accommodate most special needs, given prior notice. Please inform us in advance if any of your group requires special facilities or help, and we will endeavour to accommodate them.

### Lunch

If you are visiting for the day, please make sure that children bring a packed lunch with them and extra drinks, particularly during warm weather. We would ask you to kindly take your rubbish home with you as facilities are limited on site.

### Clothing

Please ensure that the students are dressed appropriately for outdoor activities.

If it is likely to be wet weather, or has rained heavily in recent days, you will need waterproof shoes or wellies, waterproof coats and possibly a change of clothes. Remember the British weather is very changeable!

If it is likely to be very hot and sunny then you will need sun hats; please bring sun block 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.

## **First Aid**

RSPB learning staff are first aid trained to Appointed Persons status and will carry a basic first aid kit. We would like to remind you that 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.

Each of our nature reserves has an emergency procedure in place that all learning staff are familiar with.

## **Risk Assessment**

A full risk assessment of the teaching site and all the teaching activities has been carried out and will be sent to you with confirmation of your booking. This risk assessment is reviewed annually. You are also advised to make your own risk assessment for the visit.

## **Discipline**

We aim to keep the group absorbed and engaged throughout their day but the discipline of the group remains your responsibility.

Our risk assessments identify a number of potential hazards which can be guarded against by good discipline and clear supervision of the group.

## **Payment for your visit**

You will only pay for the number of children who attend on the day – we will send an invoice after your visit. Our current charges can be found on [rspb.org.uk/schoolvisits](https://rspb.org.uk/schoolvisits)

## **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. If you cancel less than 14 days in advance and do not wish to rebook then you will be invoiced for the minimum charge, to cover unavoidable costs.

On the rare occasion that RSPB may need to cancel your visit, you will be offered an alternative date. We look forward to meeting you and to having a very enjoyable and exciting day with your group!