

## SCHOOL VISITS CODE OF PRACTICE AND SAFETY ADVICE TO TEACHERS

Our aim is to give all children a positive experience during their school visit. It is important that every child should be valued and encouraged to contribute to the best of their ability. Where possible all children will be given opportunities to be included and participate fully in all activities. We aim to create an environment in which everybody is respected and feels safe and secure, and ask visiting staff and others to support us. Please let us know of any special needs or disabilities which may need to be catered for prior to your visit, so we can accommodate these.

- All Groundwork Kent & Medway education tutors will be qualified first aiders. First aid kits will be carried by Groundwork staff and are also situated in the Visitor Centre. However we ask that you bring your own first aid kit and that there is an adult within the group who is the designated first aider and knows the pupils individual needs. This person should be primarily responsible for administering any first aid if needed.
- You can obtain a generic draft risk assessment from the website or upon request, but we advise teachers to visit the site prior to the trip and complete their own risk assessment. Please note that all visiting adults should be aware of any risks associated with your chosen activity prior to the visit.
- All Groundwork staff involved in visits are CRB checked. At no time will a single child be left alone with an adult. Groundwork Kent & Medway has their own child protection policy
- Groundwork Kent & Medway have Public Liability cover and are covered by their own company's insurance policies for professional indemnity. School staff, parents and pupils will not covered by GKM Insurance. We ask that the school is covered by its own public liability insurance for the visit (through the Local Education Authority or other).
- The group leader must ensure that all the pupils wear appropriate clothing and footwear for the activity and time of year. Stout shoes or Wellingtons are recommended, as well as waterproof clothing and sunhats in the summer.
- Please be aware of our recommended DCSF adult/child ratios for school visits:  
Years 1-3 1:5      Years 4-6 1:10      Years 7+ 1:15
- We can provide gloves for anyone who does have open cuts or skin disorders, for activities like pond dipping (Latex or non-latex). Please make the tutor aware if this is the case.
- Please stay on the footpaths provided and walk around the site
- Please ensure your group all wash their hands after activities, especially before eating.
- Group leaders must heed all warning signs around the site. It does have industrial heritage remains and these can be potentially dangerous. Therefore pupils must be supervised at all times and not wander off alone. There are also areas which may be slippery, have steep slopes or are near deep water.
- Please be aware that the Country Park is open to the public, so there are likely to be others site users or dog walkers using the site during any visits.
- Please note our education tutor will lead each session and advise the children of health and safety issues. However the overall responsibility for the behaviour of the group during the visit and at lunchtime is the responsibility of the teacher/adult in charge.
- We have the right to cancel a visit in any unforeseen circumstances such as staff illness or extreme weather conditions