



Important Information for Your Visit

We are very pleased to welcome you to the Ashdown Forest. Please ensure that you have read and understood the following information which form the terms and conditions of your visit.

PLANNING

The Education Team will contact you before your visit to plan or adapt a programme to suit your class's needs. Please let us know as much as possible on your booking form and let us know when it is best to talk to you.

ADULT TO CHILD RATIOS and FIRST AID

It is the school's responsibility to ensure the appropriate level of adult supervision and to provide First Aid cover. Ashdown Forest leaders are not to be included in the ratios. We recommend a minimum of 1:6 for KS1, 1:8 for KS2. No less than 3 adults must accompany any class not including Forest staff. It is useful for each adult to be allocated a small group of children.

We recommend that staff have a vehicle on site so that, in the unlikely event that a minor injury requires hospital treatment, transport can be provided. If this is not possible a taxi may be called. For any serious injury an ambulance will be called.

BEHAVIOUR

Teachers and Supervising Adults are responsible for appropriate behaviour by students at all times.

COACH PARKING

If the school is coming by coach, please inform the driver that they **must use Broadstone car park**.

Map



Broadstone car park is a few hundred yards further along the road and on the same side as the Ashdown Forest Centre car park. There is a path leading from the car park to the Forest Centre. Please make sure you give the coach driver exact details of where you are going.

CLOTHING

Children and accompanying adults must be dressed comfortably and appropriately for the site and weather. We will aim to be outside for most of the day except in strong winds, torrential rain or storms.

This includes:

- **stout, closed toe shoes, long sleeves and long trousers** all year round for health and safety.
- clothes that are ok to get muddy and messy during the visit.
- sun hats and sun cream if sunny.
- several **layers** of warm clothes, wellies and waterproofs (including waterproof trousers if they have them) in cold weather and rain. In cold weather children need to wear two pairs of socks in their wellies to keep warm.



EDUCATION BARN

Group visits generally start and finish in the Education Barn giving groups an opportunity to leave bags somewhere secure during a visit.

We can make hot drinks for staff and helpers in the Education Barn at lunch time, a small donation would be welcome to cover the cost of this.

FOREST SCHOOL AREA

We have a new Forest school area near to the Education Barn. In good weather this can be the base for the visit allowing us to spend all day outdoors.

ENVIRONMENTAL POLICY

The Ashdown Forest is carefully managed by the Ranger team to benefit biodiversity. Please help us look after the wildlife by taking your littler home, keeping to the paths and not picking (picking up) or damaging plants or animals.

We all need to do more to link our own behavior to the protection of the environment. Looking at lunch time waste as part of a countryside trip is a great opportunity to talk to the children about what can and can't be recycled, what happens to our waste if it's not recycled and ways of minimizing environmental damage through our actions.

Before your visit please encourage children to think about what is in their lunch box (we understand children are not always in control of this). Reusable drinks containers and reusable food boxes, paper wrappings or reusable wrapping such as wax cloths will cut down on rubbish. We can offer facilities to **collect fruit and vegetable waste on site for composting**, but we **cannot dispose of other waste from packed lunches**. Please ask the children to put their rubbish back in their lunch boxes to take home to recycle or bring a black bin liner to collect rubbish and recycling to take back to the school. This is in line with the Country Code which asks us to always take your litter home with you.

RISK ASSESSMENT

Please read our risk assessment before your visit. Staff will give a brief safety talk at the start of your session. This will not generally include information about adders and ticks as this can make children apprehensive. Children should be advised not to pick up animals if they find any and to look where they are walking (at all times).

There may be ticks on the Ashdown Forest, as there are all over the countryside. Long trousers and stout shoes reduce the risk. The advice, if anyone does get a tick, is to remove it as soon as possible and to be aware of possible risk of Lyme disease. More information can be found at www.nhs.uk/Conditions/Lyme-disease. There are tick removing cards on site.

WHAT3WORDS

You may like to download the what3words app on your phone prior to your visit. This can provide a very accurate location marker in the unlikely event that emergency help is required when out on site.

EQUIPMENT

All equipment needed for a visit led by Ashdown Forest staff will be supplied.



FOREST INFORMATION CENTRE AND SHOP

As part of your booking you are welcome to visit the Information Centre where there are all sorts of fascinating facts about the Forest and a small shop with pocket money items.

Please note you will need to limit the number of children visiting the shop at any one time. If you are planning to visit the shop you will need to leave time (perhaps half an hour) to do so slightly reducing the length of your outdoor session. It is essential to let us know on the booking form if your school would like to use the shop as we need to organise a member of staff / volunteer to open it. Alternatively, we can prepare in advance a small pre-packed bag with a pencil and post card for each child. If you would like this option, please state on booking form.

FEEDBACK

We are very keen to continue to improve our visits please send us any feedback that would ensure your next visit is even better. Staff will give you / send you an evaluation form please complete and return this.

FREE OUTREACH SESSION

If your school is within 15 miles of the Ashdown Forest, we are currently able to offer a free educational outreach session delivered in your school. You could make use of this to prepare for or follow up your visit or to enhance another aspect of the curriculum. Please speak to the Education Team for more information. This is possible through funding from the Friends of Ashdown Forest.

THE EDUCATION TEAM

School visits are delivered by Talking Trees on behalf of the Ashdown Forest Conservators. Education staff have DBS checks and their own insurance. The Ashdown Forest Conservators have public liability insurance.