

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 and 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 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. This 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.

CLOTHING

Children and adults must be dressed comfortably and appropriately for the site and weather. This includes:

- **stout, closed toe shoes, long sleeves and long trousers** all year round for health and safety.
- clothes that can get muddy and messy during the visit.
- sun hats and sun cream if sunny
- warm **layers** of clothes, wellies and waterproofs (including trousers if they have them) in cold weather and rain. In cold weather wellies need two pairs or thick socks. We will be outside for most of day except in strong winds, torrential rain or storms.

NAME BADGES

It is helpful if children come wearing a badge with their first name on to help Ashdown Forest School leaders to identify them. This can be just a sticky label.

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

RUBBISH

There are no facilities for disposal of waste from packed lunches. Please ask the children to put their rubbish back in their lunch boxes or bring a black bin liner to collect rubbish in and take back to the school. This follows the Country Code – take all your litter home with you

ENVIRONMENTAL POLICY

We would prefer children to bring re fillable water bottles with their lunches rather than juice cartons with plastic straws. Please encourage children to think about recycling and reducing packaging in their lunch box, it is important to link our everyday behaviour with looking after the environment. We can collect fruit and vegetable waste on site for composting.

RISK ASSESSMENT

Please read our risk assessment on the website for general school visits. 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 tends to make children apprehensive. Children should be advised not to pick up animals if they find any and to look where they are walking.

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.

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. 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. If you would like we can prepare a small pre-packed bag with a pencil and post card for each child, this can be arranged in advance.

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 should 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.

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.