

BASTON FEN FARM SCHOOL VISITS POLICY

Booking

- Details of your booking will be confirmed to you after booking. The timetable of activities will be confirmed on arrival.
- Once your booking has been confirmed, please adhere to these times throughout your visit.
- On completion of booking, please contact David Whattoff on 07957 361454 with any further queries.

Planning your Visit

- We insist that a pre-visit must be arranged in order to discuss details of your visit and your individual requirements
- A Risk Assessment is available for your use which we strongly recommend you personalise for your pupils
- Please find details of the farm in the Teachers Pack
- Our visits are intended for a year group of approx 30 children. The visit should last around 2 hours
- It is essential that the school provides sufficient ratio of adults to pupils as follows
- Year 1 – 3 1:6
- Year 4 – 6 1:10
- Year 7+ 2:20 for first 20, then 1:15 for each additional 15
- Pupils remain your responsibility at all times and must be accompanied by an adult at all times during your visit

Visit Day

- On arrival, David will be waiting for you. Please do not take the pupils off the coach until instructed to do so
- Once the pupils are off the coach, a welcome and health and safety talk will follow in the grainstore
- Please ensure pupils maintain a good standard of behaviour during their visit and they are well supervised throughout
- Enjoy your visit
- Unfortunately, we can only accept visits over the lunchtime period that have been pre-booked, therefore no food is permitted otherwise

Health & Safety

- The health and safety of pupils remains the responsibility of the teachers and accompanying adults at all times
- Please ensure pupils wash hands thoroughly after the visit and most importantly before eating

Emergencies

- In the event of an emergency please dial 999 and inform your visit supervisor immediately.
- If urgent medical assistance is required please dial 999. You are located at Baston Fen Farm, Baston, Peterborough, PE6 9PU. The farm is 2 Miles due East of Baston Crossroads.

CHILD PROTECTION POLICY

When undertaking farm visits we have a policy of not being in sole supervision of individuals or groups. Whilst at the farm we ask that children are accompanied by a responsible adult at all times, with the appropriate ratios of adults to children according to age.