

# Acton Scott Historic Working Farm

## Information for Lead Teachers

### *Supervision*

The farm is a public place and leaders must remain with their groups at all times. Please brief your children to respect other visitors and staff.

Although our animals are used to people, they are not pets. If they are chased, cornered or shouted at, then we cannot guarantee that they will respond calmly. Please ask your group to treat our animals with respect and to follow the instructions of farm staff so that your visit is a safe one.

A ratio of one adult to six children is recommended for KS1 pupils and one adult to ten children for KS2 pupils. The more adults you can bring the better.

### *Risk assessments*

Risk assessments have been undertaken on all our active learning sessions. The safety of children is our prime concern at all times. Copies of our risk assessments can be downloaded from our website, [www.actonscottmuseum.com](http://www.actonscottmuseum.com).

### *In an emergency*

Please ensure that any medical equipment (e.g. inhalers, epipens) are kept with your group as bags are stored at some distance from the main farm attractions. If you need first aid assistance, please ask any member of staff who will contact the closest trained first-aider.

In the event of a fire, please follow the instructions of staff who will direct you to the nearest safe assembly point. Please be aware that fire vehicles may need to access areas normally designated as pedestrianised so keep your group under close supervision.

### *Coach parking*

There are spaces reserved for coaches in the farm car park. On arrival, please leave your group on the coach while you make yourself known at the admissions kiosk. Please take care when disembarking as other coaches may be manoeuvring close by.

### *On arrival*

Staff at the admissions kiosk will have details of your visit, which they will check with you before taking payment, if appropriate. Please hand in your signed Code of Conduct form at this point. If you are taking an education session, you will be given details of who to meet, where and when. Once off the coach, please lead your group promptly along the path to the farm entrance.

### *Lunch facilities*

We have an undercover area near the entrance where you can eat your lunch away from the animals. There are cupboards here for the storage of lunchboxes. Please ensure your group wash their hands in the nearby toilets before eating.

### *Toilets*

The main toilets are located at the farm entrance. There are further limited facilities at the café and a disabled toilet (only) behind the cart shed. These are all public facilities and we ask that you always accompany children when they are using them.

### *Shop*

Our shop stocks a wide range of gifts, including some pocket money items. It is helpful if you divide your party into small groups to visit the shop. Children must be accompanied by an adult.

### *Special Needs*

Please let us know if there are any children in your group with Special Educational Needs. All our sessions can be adapted with some advance notice, and we want them to get the most out of their day.

### *Hygiene*

In the interests of hygiene, please ensure that everyone washes their hands after contact with animals and before eating. There are hand-washing facilities in the main toilets and in the Old Barn, nearer to the farm yard.

### *Clothing*

Acton Scott is an outdoor site so please ensure that every child wears suitable clothing.

# Acton Scott Historic Working Farm

## Code of Conduct

- ❖ Pupils must be supervised by their group leaders at all times, including visits to the shop or toilets.
- ❖ Please remember that your group remains your responsibility at all times and in every part of the farm.
- ❖ For safety's sake, we ask that all visitors behave calmly around the animals and treat them with respect.
- ❖ Farm machinery and fencing are not safe for climbing, so please keep your group's feet firmly on the ground.
- ❖ Please use the lunch facilities with consideration for others by arriving and leaving promptly, and leaving the area as you would wish to find it.
- ❖ For hygiene reasons, please ensure that everyone washes their hands before eating.
- ❖ If you are taking part in an education session, we request that mobiles are turned off or switched to silent.
  
- ❖ **I have read and understood the above conditions and agree to take responsibility for my group at all times during the visit.**
- ❖ **I have briefed all accompanying adults on their role and made them aware of this Code of Conduct.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

School \_\_\_\_\_