



## **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 forms 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. You are welcome to arrange a pre-visit to the site to plan the session with Forest staff.

### **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 including lunchtime.

### **PARKING**

If you are coming as part of a school visit, then parking is included in the price of the visit. You will need to provide the number plates of any staff and parent cars that are staying for the duration of the trip. If possible, please send details of number plates to [education@ashdownforest.org](mailto:education@ashdownforest.org) prior to the visit. Number plates can also be given to the Education Team on the day of the visit to be excluded from parking charges. If parents are dropping off and collecting, there is 15 minutes free parking available. If more than one class is coming on the day they **must use Broadstone car park**.

### **COACH PARKING**

If the school is coming by coach, please inform the driver that they **must use Broadstone car park (W3W holiday.beep.ambitions) marked as the red area on the map below**.

**Please do not attempt to access the Visitor Centre car park in a coach.**



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 which takes about 5 minutes to walk. Please make sure you give the coach driver exact details of where you are going.

### **CLOTHING**

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

Please wear:

- **stout, closed toe shoes, long sleeved tops and long trousers** all year to avoid scratches and bites.
- clothes that are ok to get muddy and messy during the visit. School uniform is not recommended. Some schools wear their school jumpers and home trousers
- sun hats and sun cream if sunny.
- several **layers** of warm clothes, waterproofs (including waterproof trousers if they have them) in cold weather and rain.
- Waterproof footwear - wellies are ideally in wet weather but can be very cold for feet! - children may need to wear two pairs of socks to keep feet warm.

### **FOREST SCHOOL AREA**

We have a fenced Forest learning area near to the Education Barn. This will be the base for the visit allowing us to spend as much time outside as possible.

### **EDUCATION BARN**

The Education barn is available for lunch or indoor activities in extreme weather and as a base to leave bags.

### **ENVIRONMENTAL CARE**

Ashdown Forest is carefully managed by the Ranger team to benefit biodiversity on this internationally protected wildlife site. Please help us look after the environment by taking your littler home, keeping to the paths (especially during the bird nesting season March to August) and not picking (picking up) or damaging plants or animals. Leave no trace.

### **LUNCHTIMES AND THE PICNIC AREA:**

In good weather we promote eating outdoors on the picnic benches provided.

Toilets and hand-washing facilities are next to the picnic area as well as a composting bin.

Often the children love to jump and play on the logs that surround the area - **however they can become very slippery and can cause injury - please make your classes aware of this.**

## **LUNCH WASTE**

We can **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 take your litter home with you.

Looking at lunchtime waste as part of a trip to the countryside is a great opportunity to talk to the children about what can and can't be recycled and minimizing environmental damage through our actions (waste). Before your visit, please encourage children to think about what is in their lunch box and bring reusable drinks containers and reusable food coverings where possible.

There are some useful resources here [www.plasticfreeschools.org.uk](http://www.plasticfreeschools.org.uk)

## **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 are ticks on the Ashdown Forest, as there are all over the countryside. Long trousers and stout shoes reduce the risk of bites. The advice, if anyone does get a tick, is to remove it as soon as possible with a tick removing tool and to be aware of the possible risk of Lyme disease. More information and details of symptoms can be found at [www.nhs.uk/Conditions/Lyme-disease](http://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 provides a very accurate location marker in the unlikely event that emergency help is required on site.

## **EQUIPMENT**

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

## **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 the 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**

Education Team staff have DBS checks, Safeguarding training and their own Outdoor Leader insurance. The Ashdown Forest Conservators have 10 million public liability insurance. Schools should ensure they have their own appropriate insurance for their pupils when engaged in activities on the Forest.

For more information please visit our website [www.ashdownforest.org](http://www.ashdownforest.org) or email [education@ashdownforest.org](mailto:education@ashdownforest.org) or phone 01342 823 583 extension 8