



## **Terms & Conditions for Groups visits to Speedwell Trust @ Parkanaur Forest Park**

Please ensure that all group leaders accompanying the group on the day are familiar with this information.

### Leaders / Teacher Responsibilities

- Make sure they have adequate staff supervision using the ratios laid down by the Children Order (NI) 1995 or as required by your insurance company.
- In addition to the legal requirements for school / group bookings. We request that you allocated one leader (teacher / assistant / leader) per working group, you have been advised at time of the booking of the size of your working group. i.e. School Groups – 1 Speedwell Trust teacher/staff member : 6 children (nursery groups), 10 (Foundation/ KS1), 15 (Key Stage 2)
- The primary responsibility for the supervision, discipline and welfare of the group remains with the visiting group leader/teacher(s) throughout your visit. Please ensure your group is supervised at all times including break periods / lunch etc.
- Bring a list of all participant's names, to include leaders and helpers. Please notify the field teachers / guide of any pertinent issues in relation to your group on arrival.
- Group leader/teacher(s) should adhere to the booking arrangements made as outlined on your confirmation of booking slip.
- Ensure that the appropriate leader carries any necessary medicine for children with them at all times with the required authorisation to administer medicine from the parent / guardian.

### Group Behavioural Expectations

Speedwell Trust @ Parkanaur Forest Park wishes all groups to have an enjoyable visit. We therefore expect all groups to display courtesy and respect for others and Speedwell property at all times. Groups should be advised of the following information.

- All groups should be suitably dressed for the visit. Warm clothes, waterproof coats and stout sensible footwear are recommended.
- Groups should follow instructions and guidelines given by Speedwell field member of staff throughout your visit.
- No eating or drinking of food should take place while the Speedwell field member of staff is conducting the group's field visit. Speedwell operates a no smoking policy; smoking is only permitted in designated smoking areas.
- Please ensure your group does not vandalise or damage property or enter unauthorised areas of the Parkanaur Forest Park, visitors are not permitted to touch any machinery / equipment.
- Member of the group are not permitted to make any offensive, sectarian, racist or other offensive remarks or abusive behaviour towards any person or other groups.
- Groups are responsible for the own possessions and Speedwell accepts no responsibility for lost or stolen items.

In the event that any of the above are not followed Speedwell reserves the right to refuse admission and / or ask the group to leave.

## Health & Safety

In order to ensure that your group has an enjoyable visit, please make your group aware of the following guidelines.

- Please keep your group to the designated pedestrian walkways and crossings and ensure adequate supervision of group when crossing roads.
- Watch out at all times for dangers e.g. passing traffic, slippery surface, fallen branches, deep water.
- Remind children not to eat any of the plants or berries that you see because some of them are poisonous. Care should also be exercised in handling plants as some can cause allergic reactions.
- When walking through the Deer Park please warn the children not to touch or get too close to any of the animals or shout or make sudden movements that might frighten the animals.
- Occasionally animals and pond water carries potentially harmful germs. Please ensure your group ALWAYS wash their hands before eating any food and before leaving the forest.

Please ensure that you inform Speedwell Trust of any pertinent issues relating to the H & S / health of your group members prior to your visit to the Speedwell Centre @ Parkanaur Forest Park. e.g. medical, disability, learning / behavioural needs. Please read and advise your group of the H & S issues relating to Parkanaur Forest on the enclosed risk assessment.

## Parkanaur/Speedwell Facilities

1. *Speedwell Meeting Point:* On arrival at Parkanaur Forest Park, please follow the directional signs indicating 'Speedwell Trust' to the meeting point, which is located in the Courtyard.
2. *Lunch/Break Facilities:* Packed lunches can be eaten in the classrooms. In the good weather an arrangement can be made to facilitate the group outdoors.
3. *Toilets:* Toilet facilities are available in the Speedwell Courtyard. A Speedwell member of staff will be able to advise you of location.
4. *Bus / Car parking:* Speedwell Trust groups should use the Car Park.

*These guidelines are given to help keep you and group safe on your visit to the Speedwell @Parkanaur  
We would encourage you to explain them to your group prior to the visit.*

*A full range of risk assessments for all trail activities is available on request; please contact the Trust if you would like to receive a copy. Have an enjoyable visit.*