

Teachers Check List

1. PREPARATION

www.sparsholtschoolscentre.org.uk/teachers

- **Brief staff and pupils** about Health & Safety issues appropriate to the day.
- **Plan working groups** and allocate supervising adults to groups.
- **Please bring a full list of all participants** including all staff, helpers and pupils emergency contact numbers. A copy should be handed to Schools' Centre staff.



2. ARRIVAL – Coaches must go to the Bus Park. You will be met by a member of Schools' Centre staff and guided to the Centre.

3. EQUIPMENT

Footwear – All visitors need a change of shoes



Visitors should arrive carrying clean wellington boots or old boots/shoes in a plastic carrier bag. A limited supply of wellingtons are available to borrow.

Visitors should change out of dirty footwear and leave Sparsholt in clean shoes.

Clothing - Please ensure your group are dressed appropriately

Waterproof coat: all visitors need one, even in summer! Waterproof coats offer protection against the wind. A limited supply of waterproofs are available to borrow.

Long sleeved tops and trousers: these provide protection against nettles, brambles & ticks and also protect against sunburn. Shorts & skirts should not be worn.

Warm clothing: Visitors should have jumpers/fleeces, thick socks, hats and gloves as it is surprising how quickly you can become cold. The site can often be windy and therefore cold. **On hot days,** ensure that pupils bring sun hats & skin protection.

Layers of clothes work best - you can add/remove items to suit the weather!

Camera – Visitors may use their own cameras or borrow the Centre's digital cameras to record their day (please do not flash cameras directly at animals' eyes).

4. LUNCH - Visitors must wash hands before eating

Visitors should bring a packed lunch to eat at the Schools' Centre or in our picnic areas. Drinking water is available at the Centre. Toilet facilities are close by.

- **Please ensure that you supervise your group over lunch.**
- **No pupils may go onto the farm unaccompanied.**



Sparsholt Schools' Centre for Environmental Education

"outdoor learning experiences in a countryside environment"

Teachers Guide

Important information about your day visit to Sparsholt

GENERAL

Please read the following guidance notes carefully to ensure that your visit is enjoyable and safe. A farm is a potentially dangerous place. Our activities are carefully designed to give groups safe access to the site. We hope you will enjoy your visit. Find out more at:

www.sparsholtschoolscentre.org.uk

SUPERVISION

In addition to Sparsholt staff, who are qualified group leaders, the following **minimum*** ratios of responsible adults (from your school) to pupils are required:

- ◊ Pupils under 8 years of age (Y1-Y3) require a ratio of 1 : 8
- ◊ Pupils under 16 years of age (Y4-Y11) require 2 adults per group
- ◊ Groups working at 'hazardous sites' (water) require a minimum ratio of 1 : 12

**Minimum ratios are not the recommended ratio.*

Small working groups remain the target.



GROUP CONTROL

- ◊ Keep the group together and under your control at all times
- ◊ No pupil may go on to the farm unaccompanied
- ◊ When moving around the site, a leader should be positioned at the front and a 'tail-ender' at the rear of the group.
- ◊ Do not allow pupils to climb on farm equipment or gates and fences.

Sparsholt Schools' Centre for Environmental Education,
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email: schoolscentre@sparsholt.ac.uk



Hampshire
County Council



Other Information

BEFORE YOUR VISIT- TEACHING RESOURCES AVAILABLE ON-LINE!

Pre-visit meetings – if you have not visited Sparsholt recently, we strongly recommend you attend. The meetings provide opportunities for you to view the site, discuss possible activities and consider Health & Safety issues. Pre-visits usually take place at 3.30pm–4.30pm. Please contact us to reserve your place: 01962 797201.

Consider the learning outcomes – you will need to discuss these with a member of Centre teaching staff and agree a programme of activities for the day. Centre staff can also advise on the preferred staffing ratios for your chosen activities.

This can be done in person at a pre-visit or by phone.
This should be done at least 2 weeks before your visit.



Links to Education for Sustainable Development (ESD) ...

We support Hampshire's waste management strategy to reduce waste, reuse and recycle. All groups are invited to take the 'Low Waste Lunch Challenge'. There is a prize for the best result each term. Follow the links from on our website to find out more or visit: www.hants.gov.uk/sustainable/schools/

Resources for Teachers and Pupils ...

In order to provide teachers and pupils with a wide range of useful resources to prepare for and follow up a visit, we are continuing to develop our on-line facilities.

Visit: www.sparsholtschoolscentre.org.uk select:

'TEACHER PAGES' (Resources)

• **Primary Resources:** KS2 Teachers Packs, preparation & extension activities.

• **Secondary Resources** – grouped by topic with background information

• **Other useful information** can be accessed via the 'Teachers' section:

Risk Assessment & Management Local Operating Procedures

Emergency Procedures Vision & Values

Low Waste Lunch Challenge How to get here

'**VIRTUAL TOUR**' of Sparsholt can be a useful preparation or follow up activity.

'**ACTIVITY GALLERY**' provides a range of activities (mainly for KS2/3).

'**PUPIL PAGES**' (secondary) – follow the link from our Home page to find resources listed by topic (Geography or Science) and individual schools.



AFTER YOUR VISIT

Please complete and return the **Course Evaluation** form with any suggestions for how you think a particular element of your day could be improved. We are also keen to hear about the follow up work you have planned. Please contact us if you need any additional resources or if you have difficulty accessing those on-line. Thank you.

Health & Safety Guidance

GENERAL – All visitors should ensure that they wear appropriate footwear and clothing. Cuts and abrasions should be covered. Thorough hand washing is essential after contact with animals, especially before eating or when leaving the farm. Livestock should be approached quietly and slowly. Animals can bite therefore, keep fingers away from animals mouths, particularly pigs. Please keep pupils away from farm machinery eg. tractors. Be aware of barbed wire/electric fences around the site. Note: **Smoking** is not allowed within any buildings, vehicles or teaching areas.

Visitors need to be aware of the following illnesses & hygiene precautions:

• **E-Coli** is an infection that can cause serious illness, particularly in young children. E-coli bacteria are carried by farm animals and can survive for long periods in soil and manure. Effective supervision of young children near livestock and thorough hand washing are essential. After a farm visit, footwear should also be thoroughly cleaned.

• **Enzootic abortion in sheep** is an infection that can affect pregnant women and their unborn baby. Pregnant women are advised to avoid close contact with sheep, particularly at lambing time. The infection causes abortion in sheep and can cause illness and miscarriage in humans. The disease can be treated with antibiotics.

• **Tetanus** (lockjaw). It is recommended that all visitors and staff maintain a course of tetanus injections. Cuts and grazes should be protected. The illness is a serious, but preventable bacterial infection affecting the body's muscles and nerves.

• **Weil's Disease** is common in areas where rats may be present. People working in these areas should protect cuts and grazes with waterproof dressings and wash their hands thoroughly before eating. Medical advice must be sought at the earliest stage possible if persistent flu-like symptoms develop.

• **Lymes Disease** is carried by ticks on bracken and is common in Hampshire. Long sleeves and trousers are advised. The risk of infection is low, but if bitten, the tick should be carefully removed as soon as possible. Consult your GP if you detect a red spot around the location of the tick's bite and flu-like symptoms develop.

• **Toxocara** is a disease organism commonly carried by domestic dogs and cats which is also present in the fox population.



Recommended reading:

1. **HCC Off-site Activities & Educational Visits: Regulations & Guidance 2003**
2. **HSE Agricultural Information Sheet no 23 and AIS23 Advice to teachers** (<http://www.hse.gov.uk/pubns/index.htm>)

3. **Sparsholt College Health & Safety Policy & Procedures 2004/05.**

4. **Health & Safety of Pupils on Educational Visits DfEE** (www.dfes.gov.uk)

5. **Sparsholt Schools' Centre** (www.sparsholtschoolscentre.org.uk): *Emergency Procedures; Local Operating Procedures; Risk Assessment & Management*