

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 kept with group leaders on the day.



2. ARRIVAL - details will be confirmed with your programme

You will be met by a member of Sparsholt staff. Please confirm your pupil numbers and groupings. You will then be guided to your first activity.

3. EQUIPMENT

Footwear - All visitors need to bring a change of shoes

Wellington boots or old boots/shoes (ideally waterproof) are needed when visiting the farm. Visitors should change out of dirty footwear and leave Sparsholt in clean shoes. A plastic bag is useful for taking dirty footwear home.



Clothing - Please ensure your group are dressed appropriately

- **Layers of clothes are best - you can add/remove items to suit the weather!**
- **Waterproof coat:** very strongly recommended! Waterproof coats offer protection against the wind, rain and animals!
- **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.

Camera - Visitors may use their own cameras to record their day (please do not flash cameras directly at animals' eyes).

4. LUNCH / SNACKS visitors must wash hands before eating

- **All visitors should bring a packed lunch** - there are no shops or cafes available for visitors at this event. For Health & Safety reasons, do not allow your pupils to eat/drink during the activities. Encourage pupils to wait for snack/lunch time breaks.
- **Please ensure that you supervise your group during breaks / lunch.**
- **No pupils may go onto the farm unaccompanied.**



Sparsholt Schools' Centre

**Wed 2nd
April 08**



**Thurs 3rd
April 08**

YEAR OF FOOD AND FARMING

Teachers Guide

Important information about your 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

The following minimum ratios of staff to pupils are required:

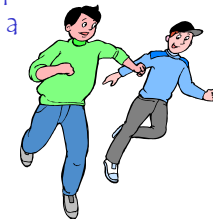
1 teacher to 15 pupils

1 teacher and 1 responsible adult* to 25 pupils

In order to access some areas and provide the planned hands on activities, it may be necessary to split a larger group into two smaller groups. Where this is necessary, the *responsible adult would be required to supervise a small group on their own for some of the time.

GROUP CONTROL

- ♦ Keep the group together and under your control at all times
- ♦ No pupil may go onto 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



Other Information

BEFORE YOUR VISIT...

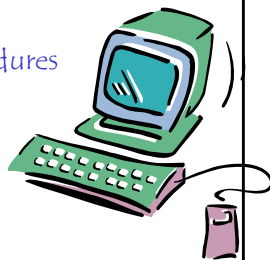
1. Pre-visit meetings – These are planned for **Wednesday 19th March** and **Wednesday 26th March**. All teachers who will be supervising groups on the day must attend. At the pre-visit there will be an opportunity to view the areas that you will be using, to discuss the programmes/planned activities and Health & Safety / Risk Assessment issues. The meetings will start at the **Schools' Centre at 3.45 pm**. Please let us know which one you will be attending.

2. Preparation Activities in School – these will depend upon your planned learning outcomes and the amount of lesson time available in school. Some useful resources can be found at: **www.sparsholtschoolscentre.org.uk**

'**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.

3. Additional information for teachers – can be accessed via 'Teachers' Pages section of the website including:

Risk Assessment & Management Local Operating Procedures
Emergency Procedures Vision & Values
Low Waste Lunch Challenge How to get here
Pages section including:



AFTER YOUR VISIT... ?

Please complete and return the **Teacher's Evaluation** form with any suggestions for how you think a particular element of your day could be improved. The Teacher's Evaluation may also be available online. Details will be provided on the day.

An online Pupil Survey will be available. Please encourage your pupils to complete this, either at home or in school.

The password for the survey is **sparsholt**



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 online. 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