

Education Booking Form

DATE OF VISIT

SCHOOLS DETAILS

Name of School/College

Teacher/Tutor name in charge

Address

Postcode

School Telephone No.

Email address

Mobile No of visit leader (for contact within the Farm and a condition of booking)

Time of Arrival

Time of Departure

To find out more about how we use your data, please see our Privacy Policy at <https://www.mrsdowsons.co.uk/privacy-policy>

PAYMENT DETAILS

An invoice for a non-refundable £50 deposit invoice will be attached to this booking form. Payment of the deposit confirms the booking.

Dowsons Dairies Ltd

Account No:39171393

Sort Code: 05-03-78

Please confirm the details below:

County Council E-Procurement/accounts payable dept the payments are sent to:

Numbers for the visit will be confirmed by telephone 7 days before the visit and the invoice will be sent

(Once final numbers are confirmed and the invoice has been raised, please note the invoice cannot be amended)

Please also note we cannot guarantee the visit will be just the sole school on the day

EDUCATION RATES

Group of 20 to 34 (minimum 20 children)

£12.00 each

Groups of 35 plus

£9.00 each

Accompanying Adults

Pre school to year 3 - 1 adult free with 5 children

Year 4 to 6 - 1 adult free with 10 children

Year 7's upwards - 1 adult free with 15 students

Visit Enhancers

Ice Cream on cone/in tub

£2.00 each

Children are more than welcome to bring some pocket money on the day of the visit as our gift shop will be open

GROUPS DETAILS

Any dietary requirements/allergies?

Please circle and complete any additional information to assist in the smooth running of the day



Additional Information

OBJECTIVES OF THE VISIT

Please telephone 01254 812407 to discuss any questions or queries

Topic

Objectives

LEARNERS WITH ADDITIONAL NEEDS/ALLERGY DETAILS

Mrs Dowsons Farm Park prides itself on providing an inclusive and child-centred experience for all visitors. Please help us in this by completing the Additional Needs section below (additional sheets or documents can be attached if required). Information that would be helpful includes allergies, sensory challenges, language and communication difficulties, need for visual supports, mobility difficulties, behaviour challenges or anything you feel we should be made aware of in a classroom/ outdoor environment and to enhance your visit.

We welcome suggestions on how to adapt our environment or programme delivery to meet individual needs. We will do our best to accommodate these.

Please now EMAIL your completed booking form to: bookings@mrsdowsons.co.uk

Or POST to - Mrs Dowsons Farm Park, Hawkshaw Farm, Longsight Road, Clayton-le-Dale, LANCASHIRE BB2 7JA

Provisional bookings will not be held or reserved on the system without a completed form.

Advice to Teachers and other who organise visits for children - Information sheet



MRS·DOWSONS FARM PARK

This supplement to AIS23 preventing or controlling ill health from animal contact at visitor attractions advises teachers and others who organise visits by children on the precautions necessary to reduce the risk of ill health arising from contact with animals.

All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, where they may cause ill health. Some of these, such as the bacterium *Escherichia coli* O157 (E coli O157) or *Cryptosporidium parvum* (a microscopic parasite), present a serious health hazard and have the potential to cause severe illness and health problems which may be particularly acute in young children. As with many other educational or recreational activities, visits can never be considered free from all risk. However, while the hazards are real, the risk of infection in children can be readily controlled by simple everyday measures. The following practical steps will help make your visit even more safe, healthy and enjoyable.

Before your visit, you should:

Read and understand the advice in the main AIS23 information sheet, and discuss arrangements for the visit with the management at the site;

Confirm that the control measures provided at the site match the recommendations in AIS23;

Seek advice from your local authority or organisation on what the appropriate ratio of children to teachers/ leaders/assistants/parents etc should be;

Discuss and agree with the supervisors, parents or staff of the school, crèche, leaders of youth organisations etc, their roles and responsibilities during the visit. In particular, they must understand the need to make sure that the children wash, or are helped to wash, their hands thoroughly after contacting animals. Key points to cover with the children should include:

- Explaining the rules for the visit, stressing that they must not eat, drink or chew anything (including sweets) outside the areas in which you permit them to do so;
- Explaining why they must wash their hands thoroughly after contact with the animals, and before eating or drinking anything;
- Demonstrating how to wash their hands properly;

- Discussing the requirements for appropriate clothing, including suitable footwear. You should liaise with the attraction to ascertain what this is; and
- Checking that cuts, grazes etc on children's hands are covered with a waterproof dressing. During and after the visit, make sure that the children: Are reminded of the rules/precautions to take on arrival at the site;
- Do not kiss animals;
- Always wash their hands thoroughly before and after eating, after any contact with animals, and again before leaving the site;
- Eat only food that they have brought with them, or food for human consumption they have bought on the premises, in designated areas, and never eat food which has fallen to the ground, or taste animal foods;
- Do not suck fingers or put hands, pens, pencils or crayons etc. in mouths; Where practical and possible, clean or change their footwear before leaving; and Wash their hands after changing their footwear.
- Check that the children stay in their allocated groups during the visit and that they: Do not use or pick up tools (eg spades and forks) or touch other work equipment unless permitted to do so by site staff;
- Do not climb on to walls, fences, gates or animal pens etc;
- Listen carefully and follow the instructions and information given by the site staff; Approach and handle animals quietly and gently; Do not chase, frighten or torment the animals;
- Do not wander off into unsupervised or prohibited areas, eg manure heaps.

Remember: The children are your responsibility during the visit; You should supervise them during the visit, especially during hand washing to make sure that each child washes thoroughly. Site staff may be able to help with this supervision; and Allow plenty of time before eating or leaving so that the children do not have to rush. If a member of your group shows signs of illness (eg sickness or diarrhoea) after a visit, advise them or their parent/ guardian to visit the doctor and explain that they have had recent contact with animals.

Other advice is available from a number of other government websites including:

<http://www.hse.gov.uk/> <https://www.gov.uk/government/organisations/public-health-england>

www.hps.scot.nhs.uk/ www.dh.gov.uk/en/index.htm

<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>

<https://www.gov.uk/government/organisations/animal-health-and-veterinary-laboratories-agency>



MRS·DOWSONS
FARM PARK

Group visit risk assessment

At Mrs Dowsons Farm Park the Health and Safety of our visitors is our number one priority. We work with local and national experts as well as the local authority to constantly assess the safety of our provision. As part of our approach to managing Health and Safety, we continually appraise our offer and Risk Assess various activities. Below is our standard Risk Assessment for a visit to the Farm.

However it is very important that you, as a group leader, carry out your own Risk Assessments relevant to your visit. To arrange a complimentary visit to carry out your own assessment, please call 01254 812407. We hope you have an enjoyable visit and our staff will only be only too happy to help you in any way they can.

Hazard or activity	Risks associated	Potential to cause harm	Controls in place and action required by visitors
Animals	Infection Biting	Low	All animals on site are hand picked for their kind and docile nature. How to feed the animals will be covered during your safety talk. Your Group Leaders must ensure that children wash their hands after handling the animals and especially before eating or drinking. Please note that wet wipes are not sufficient. Do not touch or feed the pigs donkeys and horses.
Animal droppings	Infection	Low	All animal areas are thoroughly cleaned each morning. Public pathways and grassed areas are free from animals.
Animal handling	Infection	Low/med	After walking around the animal pens and paddock areas and after touching any animals all visitors MUST thoroughly wash their hands and follow guidance procedures displayed.

Play area		Low	
	Falling Tripping		Children must be supervised at all times. All signage for equipment must be adhered to at all times. Our equipment is inspected on a regular basis
Sand pit	Sand in eyes	Low	
			The sand complies with British Standard BS5665 and is rounded sand. If it is a windy and dry day, the sand is watered to prevent blowing.
Lost children		Low	
	Child becomes separated from Group		Clear objectives so children know what is expected. Clear instructions as to expectations of behaviour and responsibilities to themselves and to one another. Your Group Leaders must have a list of the children and carry out a periodic check of numbers. Count pupils on to the coach and then count again (another adult) before setting off.
	Slip / trip / fall	Low	Your Group Leaders and
Uneven surfaces			children should take care when walking and wear sensible footwear. Children should not run whilst on site.
Wet grass	Slip / trip / fall	Low	Your Group Leaders and
			children should be aware of the possibility of wet grass and take adequate precautions.
		Low	Trained first aiders are always
Medical attention	Grazes Stings Bites		on hand.

EDUCATIONAL VISIT TIME TABLE

Arrival - around 9.30am

- Our staff are here on site from 8.30am so you are more than welcome to arrive any time after then, average time of arrival is around 9.30am – 10 am due to buses being used for school drop offs, but we work to whatever is best for yourselves.
- On arrival you will be greeted by our team under our large stretch tent which provides adequate room and ventilation. Here we take a few moments to gather everyone together, refreshments are offered to your staff and then our team will go through safety points that come with being on a working farm (Safety points will be explained throughout the day such as feeding technique but we give a brief explanation at the start too), we will also explain the plan for the day and what we hope to gain from it. We believe using all their senses throughout the way is a great way to learn and helps keep children engaged.
- Toilet breaks are encouraged at this point.

To start – around 10am

(depending on group size we sometimes split you off into two groups – I shall explain the below as if one group attending, however if you are larger group and split into two, all activities will be covered by both groups, just not particularly in this order but it gives you an idea of our typical day)

1. 'Chicken Mansion' - here we will throw some feed and lettuces out to our inquisitive chickens – they're used to being hand fed so will gather around the children's feet whilst they feed. We quite often have chicks of some age here on the farm so this provides a perfect opportunity for us to bring some chicks into the children and let them observe them next to the chickens and see how they develop and change whilst we talk through the life cycle of the egg to chicken. LOOK.
2. Animal Handling – we will have placed straw bales in a square either on the grass or in the barn (weather dependent) so that the children can see what is going on at all times. Here our staff will come around with 2 different types of small animal, such as a rabbit or guinea pig, we can also take some extra time to observe chicks and they can now have a hold themselves in a more controlled environment. TOUCH.
3. Outdoor animals – we carry around a large bucket of feed nuts for the children to take turns in feeding the animals spread out amongst our many paddocks, here they will see; sheep, goats, emus, wallaby's, Llamas & alpacas. We ask the children to look for any differences amongst the animals such as the llamas and alpacas as they are so similar, yet do have their differences and to observe the different breeds of sheep for any differences. We are very fortunate in where we are situated in that we have lots of a wildlife so encourage the group to listen out for any animals' noises from our own or wild, as well as listening for the farm machinery in the background. SOUND.
4. Indoor barn – here houses our pigs and sometimes piglets as well as any expectant mothers, or recently birthed sheep and goats. The viewing platform is raised slightly higher than the animals so the children can get a good look at what is going on – normally the babies in their pens creating havoc with their mums which provides great enjoyment for the children. Here we feed the pigs their diet of veg and fruit and explain the importance of a healthy balanced diet – even in our animals, to get the nutrients they need to grow. We also talk about different animal baby names and give the groups their chance to tell us what animal young stock names they know.

Lunch time – around 12.30pm

We go for a toilet break and wash hands ready to eat – our stretch tent provides the perfect space for this with a large number of picnic benches under there, and you will have however long you request to eat the lunches brought with you – hot beverage refreshments will be offered to adults.

Last activity– around 1.30pm

5. Ice cream tasting – after they finish lunch we will ask you to split off into groups with at least one helper per group to assist. We place 6 different ice cream flavours on the table, made here on the farm, and ask the children to smell then taste the ice cream and discuss amongst themselves what flavour they think it is, a form will also be provided for their helper write down the decided flavour and the correct answers will be shared at the end. TASTE & SMELL.
6. Cow barn – originally our barn to house the cows, hence the name, this is now home to our Water buffalo, horse & donkey and our pet cow, Penelope as well as our calves. We talk about the parts of the cow, specially the udders and chat about how milk is collected and then what happens to it from there and what it can be used for. We also discuss a cow's digestive system and how it's so different from our own. We give the children a chance to go around these animals themselves (in smaller groups with helpers) as we are in a secure building and encourage them to ask questions and provides a some down reflective time for the children.
7. By this point the children normally have has enough information compacted in such a small day so we stop off on our large wooden play area and sand pit for a quick play and time to digest the day.

To finish around 2.45pm

We head back towards stretch tent, go to wash our hands and have a toilet break. Then we re group, discuss the days event, chat about what we have learnt and answer any questions the children may have thought of since. From here we say goodbye and you head off to your coach.

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Advice to Teachers and Others who organise visits for children

Code of Practice: Teacher's Guide

ADVICE TO TEACHERS AND OTHERS WHO ORGANISE VISITS FOR CHILDREN

This advice is for teachers and others who organise visits for children. It explains actions that you can take to reduce the risk of ill health arising from contact with animals.

All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, where they may cause ill health. Some of these, such as *Escherichia coli* O157 (*E. coli* O157) or *Cryptosporidium parvum* (a microscopic parasite), present a serious health hazard and have the potential to cause serious illness and health problems which may be particularly severe in young children, the elderly, or those with reduced immune systems.

As with many other educational or recreational activities, visits can never be considered free from all risk. However, while the hazards are real, the risk of infection in children can be readily controlled by simple everyday measures. The following practical steps will help make your visit even more safe, healthy and enjoyable.

Before your visit, you should:

- Read the Industry Code of Practice, so that you understand what control measures the farm should have in place. You can then discuss arrangements for your visit with the management at the site.
- Confirm that the control measures provided at the site match the recommendations in the Industry Code of Practice.
- Seek advice from your local authority or organisation on what the appropriate ratio of pupils to teachers/leaders/assistants/parents should be.
- Discuss and agree with the supervisors, parents or staff of the school, crèche leaders or youth organisations etc. their roles and responsibilities during the visit. In particular, they must understand the need to make sure that the children wash, or are helped to wash, their hands thoroughly in the following four situations: after contacting animals, before eating, before and after using play equipment, and when leaving site.
- Before your visit, cover at least the following key points with the children:
 - Explain the rules for the visit, including stressing that they must not eat, drink or chew anything (including sweets) outside the areas in which you permit them to do so.
 - Explain why they must wash their hands thoroughly after contact with the animals, before eating or drinking anything etc.
 - Demonstrate how to wash their hands properly.
 - Discuss the requirements for appropriate clothing, including suitable footwear. You should liaise with the attraction to ascertain what this is.
 - Checking that cuts, grazes etc on children's hands are covered with a waterproof dressing.

During and after the visit, make sure that the children:

- Are reminded of the rules while on the site.
- Do not kiss animals.
- Always wash their hands thoroughly before eating, after any contact with animals, before and after using any play equipment, and again before leaving the site.
- Eat only food that they have brought with them or food for human consumption that they have bought on the premises, in designated areas.
- Never eat food that has fallen to the ground.
- Never taste animal foods.
- Do not suck fingers or put hands, pens, pencils or crayons etc. in mouths.
- Where possible, clean or clean and change their footwear before leaving. The site should have facilities to clean footwear as you leave the site.
- Wash their hands after cleaning/changing their footwear

Check that the children stay in their allocated groups during the visit, and that they:

- Do not use or pick up tools (e.g. spades and forks) or touch other work equipment unless permitted to do so by site staff.
- Do not climb on to walls, fences, gates or animal pens etc.
- Listen carefully and follow the instructions and information given by the site staff.
- Approach and handle animals quietly and gently.
- Do not chase, frighten or torment the animals.
- Do not wander off into unsupervised or prohibited areas e.g. manure heaps.
- Know what to do if they get separated from the group for any reason.

Remember the children are your responsibility during the visit:

- You should supervise them during the visit, especially during hand washing to make sure that each child washes thoroughly. Site staff may be able to help with this supervision.
- Allow plenty of time for hand washing before eating or leaving the site so that the children do not have to rush.

What to do if you or any of your party become ill after a visit:

- If a member of your group shows signs of illness (e.g. sickness or diarrhoea) after a visit, advise them or their parent/guardian to visit the doctor and explain that they have had recent contact with animals.
- Please also contact the attraction you visited and inform them of the illness.