

Education Booking Form

(for education visits – term time and weekdays only)

Date of Visit:



MRS·DOWSONS
FARM PARK

Your details

Name of School/College	
Teacher/Tutor name in charge	
Address	
Postcode	
School Telephone No.	
Mobile No. of visit leader (for contact within the Farm and a condition of	
Time of Arrival	
Time of Departure	
E-mail Your confirmation letter and our post-visit online evaluation survey will be emailed to you	
To find out more about how we use your data, please see our Privacy Policy at https://www.mrsdowsons.co.uk/privacy-policy	

Your Group's details



Age of the children you are bringing to the farm / key stage?	
Any dietary requirements / allergies? *Please circle	PEANUTS CRUSTACEAN GLUTEN MUSTARD EGG SULPHITES SHELLFISH LUPINS SESAME FISH NUTS CELERY SOY MILK

Education rates*	Price	Quantity
Group of 20 to 34 (minimum 20	£12.00 each	
children) Groups of 35 plus	£9.00 each	
Accompanying Adults	Included (see website for ratio)	
Comments or requirements:		
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

*We reserve the right to charge for School Visits if these are cancelled and we are unable to re-fill the sessions.
Please now complete Section Three (Payment Method)

Payment details

Non Refundable Deposit of £50 to confirm booking

Our account details

PAYMENT BY BACS SHOULD BE MADE TO : DOWSONS DAIRIES LTD ACCOUNT NUMBER : 39171393

SORT CODE : 05-03-78

Details of e-procurement / Acts payable dept the payments are sent to

Tel:

County Council :

Name of the payment taker

Email address of the payment taker

*Confirmed numbers & invoice 7 days before visit

(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



Objectives of the visit

Please telephone 01254 812407 to discuss any questions or queries

Topic:



Objectives:

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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.

Name	Has the following needs...	Can be helped by...

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: amanda@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



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>



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.
	Infection	Low	
Animal droppings			All animal areas are thoroughly cleaned each morning. Public pathways and grassed areas are free from animals.
	Infection	Low/med	After walking around the
Animal handling			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

An Example Timetable

(this is only an example, activities and timing may vary depending on the day)

9:30am – Arrive at the farm, unpack and set up base (visit toilets)

Our staff are on site here from around 8.30am so you are more than welcome to arrive any time after then. You will be greeted by your hosts for the day under our well-ventilated stretch tent providing cover for the days weather for breaks and storage of your packed lunches.

10:00am – Introduction, welcome talk, safety briefing


Safety points that come with being on a working farm will be explained here. Depending on group size you may also be split into smaller groups to ensure the most enjoyment whilst taking part in activities. If this is the case the groups swap so everyone has taken part in all activities.



These consist of:

Feeding the outdoors animals - such as llamas/alpacas, sheep, goats, pigs and wallaby's and discussing their diet.

Cow & calf talk over at the cow shed - talking all things dairy which includes a visit to our milk parlour (may not be milking at the time of visit but can still have a look and discuss how it works as well as seeing the dairy herd from our viewing platform)



10:30am – Activity Workshop

11:15am – Activity Workshop

12:00pm – Lunch Break

Toilet trip & Hand washing back at base ready for your packed lunches (provided by yourselves) which will be held under the stretch tent.

1:00pm – Activity Workshop - Mrs Dowsons farm made ice cream tasting game

This tends to lead on from the Cow & Milking parlour tour – we split the group into smaller groups, each having their own adult helper, we have a range of different flavours to try and the group collectively decide on what they think it may be, coming together at the end to find out if they were right or not.

1:45pm – Play at the farm

Here at Mrs Dowsons farm park we have a range of play equipment for the children to explore. After a busy day of learning, we find a good play helps them to blow of a little bit of steam and allows them time to process there day before heading home.

2:45pm – Depart from the farm & shop visit

We all get together under the stretch tent – now is the time they can go in the shop if they wish to purchase anything, our farmer helpers will be there to help answer any questions the children may have forgotten to ask over the course of the day before our final goodbyes, heading onto the coaches to leave.

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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.