Guidelines for Day Visits

Thank you for booking your visit to Whirlow Hall Farm. We hope you enjoy your experience at the farm. Please read the information on both sides of this sheet, and see the maps for our location.

What to do in advance of your visit
- Visit the farm for a free familiarisation session with a member of the education team. We are happy to answer any questions and tailor your visit to your individual needs and learning objectives.
- Complete your own visit risk assessment
- Ensure you have the required adult to child ratios and a first aider
- Photocopy this information and pass to support staff and parents
- Return your booking form to Whirlow with the required deposit within 1 month of booking
- Discuss the visit with your group/class, making them aware of the expectations outlined below, and complete any preliminary work to enhance the visit
- Put your class into groups (a class of 30 will need to be split into two groups for a farm tour)
- Find out about any medication requirements or animal allergies

What to bring
- A first aid kit and a first aider.
- A sick bucket for the journey
- A cheque for the full balance of the cost of your visit (if you haven't already sent it or made payment via BACS)
- Any free school meals
- Any medication
- Money if you wish to use the gift trolley or farm shop (PLEASE BE AWARE THE FARM SHOP IS CLOSED ON MON & TUES).
- Suitable footwear and clothing (see below)
- Name labels would be helpful to allow your tour leader to address the children by name.

What to advise children to bring
- Several warm layers in cold weather plus hats and gloves. It is very cold at Whirlow, even in spring and summer! Please encourage all children to wrap up.
- A waterproof
- Wellies or sturdy footwear
- A packed lunch
- A snack (time to eat on arrival if needed)
- Extra drinks if the weather is warm
- Spending money (£2 per child is more than enough for our gift trolley)
- Sun cream and a sun hat in hot weather

On arrival
- If you have come in your own transport please park in the carpark
- You will be greeted by a member of the education team on arrival and shown to your classroom. The classroom is your base for the day and a trolley is provided for children to leave their belongings while they are out on the farm.
- If you are having a led session, your session leader will welcome you, give you an evaluation form, take receipt of any outstanding payment and ask you to sign in.
- Please inform your session leader at this point if any children in your group have additional needs, allergies, fears or phobias, religious beliefs which may affect the activities they can be involved with. If you have altered departure times or wish to break for lunch at a particular time, please arrange this with the session leader who will ensure your activities run on time.
- You will be shown the kitchen where you can make a hot drink for the adults in your group. There is a small box for donations should you wish to contribute to the Trust.
- There is time on arrival for your group to go to the toilet and have a snack before going out on the farm. There isn't a break built into the sessions so it is advisable to offer this to your group, especially if you have brought younger children. There is a disabled toilet and changing facilities if required.
There are wellies and kagoules of various sizes which can be borrowed for the day. Please speak to your group leader should these be required.

What to do after your visit

- Complete an evaluation form, preferably via the on-line link [http://goo.gl/forms/5eHHUddNSR](http://goo.gl/forms/5eHHUddNSR). We know you are busy but evaluation forms are crucial for us to improve our service and draw down funding to subsidise your visits so please do complete it and return it as soon as possible. All schools that return their evaluation forms are entered into a draw for a FREE day visit for up to 30 children!
- A visit to the farm offers fantastic opportunities for follow up work. We love to hear about what children and teachers have got up to after a visit to the farm, so please do stay in touch! Any written work, letters or pictures you can send in help us to show funders and the public what children get up to at Whirlow.
- Book your next visit! If you have particular dates in mind, please book early to avoid disappointment. Consider coming at different times of the year as each season brings new excitements and learning opportunities at the farm!

Ensuring your group have a safe and enjoyable visit

All led activities are run by a fully trained member of the education team. However, teachers and other adults on the visit play a crucial role in providing a safe and good quality learning experience for the children. The education team are not permitted to take children on a tour of the farm without a representative from the school being present at all times. Teachers, support staff and parents are kindly requested to support the group leader with management of the children and ensuring that all the health and safety points below are adhered to. On a visit we ask the school teacher/leader to:

1. Ensure the children behave in a calm, safe and positive manner.
2. Encourage the children to listen to the tour leader's instructions and support them to follow these instructions at all times.
3. Ensure all children are suitably dressed, coats zipped up, loose clothing tucked in before departing for the tour, wearing sun cream if necessary.
4. Ensure that any children with open cuts have them covered before the tour begins.
5. Ensure that children keep their hands away from their mouths during the tour.
6. Encourage children to be quiet and calm when entering the farm buildings and particularly when children are participating in an animal handling activity.
7. Supervise children around walls and fences, preventing children from climbing.
8. Keep the group together, ensuring there is an adult at the back to close gates.
9. Ensure all children walk on the side of the lane and cross with care as it is used by a number of vehicles and livestock.
10. Prevent children from touching any farm machinery unless invited to by your session leader.
11. Supervise toileting and hand washing to ensure that all children use soap and water on their hands at the end of each session.
12. Ensure children keep to designated areas. Animal barns and the wildlife garden are out of bounds to visiting groups unless accompanied by a member of the education team.

We would like to politely remind you that Whirlow Hall Farm is a no smoking site. If there are smokers in your group, please advise them to walk down to the bottom of the lane to the benches where they can smoke off site.

Further information about the farm or educational opportunities can be found on our website [www.whirlowhallfarm.org](http://www.whirlowhallfarm.org). Or call us on (0114) 2360096.
Maps showing location of Whirlow Hall Farm, Whirlow Lane, Sheffield, S11 9QF