



Educational Visits to the Sir Harold Hillier Gardens: Information for Group Leaders and Helpers

Thank you for agreeing to help with the pupils while at our site.

Although you may receive information from the trip organiser, we hope that the information provided here will give you a clear idea of what to expect from your visit. The **Information for Group Leaders** and **Information for Parents** pages may also be of interest to you. Please contact the organiser if you have any questions.

Working in groups

- Groups work with our staff throughout the visit, however, when you arrive at the Gardens the organiser will ensure that the pupils are assembled into appropriate smaller groups. You will be responsible for the pupils assigned to your care. We expect the pupils in your group to:
 - stay close to you,
 - behave sensibly and politely, listening carefully to instructions, and
 - ask and answer questions.
- We expect you to:
 - make frequent head counts of the pupils in your group and to alert us immediately if ever a child is missing,
 - help pupils learn to recognise dangers like fungi, berries, water, germs, and uneven terrain,
 - help the pupils become involved in activities,
 - praise sensible behaviour, and
 - encourage the pupils to ask and answer questions.
 - *Please do not leave the group for any reason without checking in with our staff first.*

Other notes

- Is there anything the group organiser should know? Please complete the school medical form before your visit.
- Please remember to dress appropriately for the weather, as you will be outside on your feet most of the day. We recommend stout shoes or wellies, sunhats and sun-block and layers of clothing including something to block the wind, rain or cold.
- Reduce the risk of stings and bites by wearing *long trousers* or leggings, and check for ticks after the visit. While not that common, if you do find a tick, ask your doctor about Lyme disease.
- We cannot accept responsibility for any lost or stolen items. Please keep valuables to a minimum as they will need to be carried with you throughout the day. Mobiles to be used in case of emergency only.
- You will be with the pupils throughout the day. Although the Restaurant will do take away drinks, remember to pack a lunch. Please do take care with hot drinks around the pupils.
- Smoking and the use of e-cigarettes is not permitted in the building or within sight of the pupils.