



## Preparing for your visit to Sevenoaks

Please read and retain this form

### Before your visit

- For your visit, please make sure in advance that your class is split into smaller groups for activities, each with an adult helper.
- Kent Wildlife Trust recommends the following adult/child ratios:
  - **EYFS & KS1:** 1 adult per 4 pupils
  - **KS2:** 1 adult per 6 pupils
  - **KS3 & above:** 1 adult per 10 pupils
- The above ratios are just a guide; please bring a number of adults suitable for your group. If possible, bring a “spare” adult, to maintain ratios should a member of staff be needed for toilet breaks, first aid etc.
- If a child requires a 1:1, please ensure this adult is not counted as part of the above adult supervision ratios.
- Please inform Kent Wildlife Trust staff of any medical conditions, allergies or SEND requirements before the visit so we can cater for them on the day.
- It is the responsibility of teachers/group leaders to ensure the health and safety of their party and to carry out their own risk assessment. Site visits are available; these must be made during site opening hours and we cannot guarantee a member of the education team will be on hand to show you around. A risk assessment for Sevenoaks can be [downloaded here](#).
- If arriving by coach, coaches will need to drop off by the grass verge on the left as you enter the reserve. This will ensure a safe space for the learners to disembark and our tutors will meet you there. Coaches will then be able to turn around in the main car park. There is a 15 minute grace period for parking charges. Please advise coaches that they cannot park onsite. Please inform the coach driver they will need to find alternative places to park.
- If you are using parent drop off, please be advised there is a 15 minute grace period for the parking charges. Please advise us of the licence plates of any parents or staff that are staying to support with the day, so we can add them to the system for free parking. If parents are staying to support with the day, please advise us of licence plates in advance so that we can add these to the system for free parking. Please also advise of any staff licence plates. Please send licence plates no less than **one week in advance** and in **one email** to [parkingcharges@kentwildlife.org.uk](mailto:parkingcharges@kentwildlife.org.uk).

### On the day

- Please note that while Kent Wildlife Trust staff will lead activities, **visiting adults/leaders are responsible for the behaviour of the group at all times** – especially when using the play equipment or visiting the shop. If behaviour is deemed unsafe, Kent Wildlife Trust reserves the right to end the activity.
- Visiting groups should bring their own first aid kit and appointed first aider to administer first aid if required. First aid kits are available at all our education centres, should they be required, and staff are first aid aware and trained to varying levels.
- We provide plastic gloves for pond work for any child with open cuts or abrasions. Please check learners **before** arrival and let us know your requirements on arrival
- We aim to work outside in all weathers. Learners should wear clothing suitable for the activities and should bring waterproofs and sun hats. Please ensure sun block is applied before they arrive. Stout shoes or wellingtons are advised; please ensure children do not wear flip flops or open-toed sandals. Long sleeves and trousers are advised due to nettles and brambles.
- **Wellingtons are essential for all groups participating in the rivers or pond activities.**
- Weather conditions are assessed in advance by the education team (and tutors on the day) according to our Severe Weather Policy and sessions may be cancelled or rearranged in the event of extreme weather. The safety of our staff and visitors is paramount.
- Activities may be subject to change and influenced by conditions on the day.
- Please make sure the children know, and stay with, their allocated adult helper.
- The lunch period will be 45 minutes (decided upon by the lead tutor on the day). Kent Wildlife Trust encourages eco-friendly packed lunches – **please take all litter home with you.**
- There are toilets available on site as well as additional hand washing facilities.

### After your visit

- Invoices will be sent after your visit for the number of learners (or minimum charge for smaller groups) stated on your booking form, plus any additional learners who attend on the day.
- Please pay all invoices within 30 days of receipt.
- Please help us to improve what we do by completing the [feedback form](#) after your visit. We love to hear your comments.

**For a fun filled educational day we invite all adults to actively participate in activities to ensure best outcomes for learners.**