



Newton Field Centre Essential Information

Health and Safety

- The Group Leader or teacher is responsible for the behaviour and management of the pupils at all times.
- A first aid kit is available on site
- Although Field Centre staff have a First Aid at work certificate and hold Enhanced Level CRB Disclosure Certificates group leaders should arrange sufficient first aid cover and report any accidents to centre staff.
- Please let us know if your group has any special needs, allergies or medical conditions we should know about.
- Please ensure you bring a group register.

Supervision

- An adequate number of staff will be required to supervise the children you are bringing. Visiting staff and helpers will be required to take an active role in supervising group work.
- When calculating staff to child ratios, please bear in mind that centre staff need to be free to move between groups to provide assistance and set up equipment.
- Support staff assigned to a particular child on a one to one basis cannot adequately supervise a group working outdoors.

Clothing Everyone will need to wear or bring suitable weatherproof clothing and footwear (see list below) for walking outdoors in the countryside and a pair of indoor shoes to wear inside the building. Conditions can be wet and muddy at some sites at any time of year.

- wellingtons or stout closed in shoes
- long sleeved top and long trousers
- sun hat or warm hat
- waterproof coat
- jumper
- gloves and scarf in cold weather
- Sun protection cream should be worn when outdoors when required.

Lunch

- Visitors will require a packed lunch. There is no shop at the centre.
- Visitors are asked to tidy up after lunch and take away any leftover food and packaging, as we do not have the facilities to recycle large amounts of waste.

Transport

- The drive down to the centre is too narrow for coaches so please arrange to be dropped off in the centre of the village by the telephone box if you are travelling by coach.
- There is a car park suitable for cars and minibuses next to the centre.

What we provide

- A member of staff to lead the day.
- All necessary recording sheets and equipment for fieldwork and indoor practical activities.

During your visit

- For safety and out of respect for the churchyard children should stay on the paths and keep away from the churchyard wall. Children need to be supervised by their group leaders when in the churchyard.
- First aid kits are carried by Newton Field Centre Staff. Decisions on what treatment should be carried out remain the responsibility of the teacher in charge.
- Please ask your students to respect the environment. Do not allow them to pick, eat or damage anything. If moved, fallen branches, stones etc. should be replaced as found to avoid damaging habitats.
- Do not allow your pupils to run (except in organised games). This is particularly hazardous by water and in woodland where the ground may be uneven and there may be hidden tree roots.
- Do not allow your pupils to enter the river except at points indicated by centre staff. At other times pupils should stay well away (at least 1metre) from the edge of the riverbank.
- Remind all pupils to stay in their groups at all times and to stay within sight of their group leader.
- Everyone should wash their hands before eating or drinking and especially after working outdoors or handling rocks, soils and living things.
- Ensure that cuts are covered up (e.g. with waterproof plasters) to guard against soil and water borne infections such as *Leptospirosis* (Weill's disease)