

Sample Itinerary - Day Visit

Base:	Number of Pupils:	Age of Pupils:	Lead staff of Group:
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Wednesday 7 th June		
Time	Activity	Topics/Themes to be included
10:00	Arrive, Introduction and Safety Talk	
10:15	Activity 1	
12:15	Lunch (all visitors need to bring a packed lunch)	
12:45	Activity 2	
14:45	Prepare to Board Coach	
15:00	Return to School	

Snack and drink breaks will be provided in the morning and afternoon either during or between activities.

If you have any questions regarding your itinerary, please do not hesitate to contact us on 01460 30144 or via email: info@magdalenfarm.org.uk

Important preparation information

To ensure that you and your class make the most of your day on the farm, please read this carefully and communicate any relevant information to staff, helpers, parents and children.

Please also refer to the [booking terms and conditions on the booking form](#).

Group Responsibility including Discipline & Supervision

Each group must bring at least one member of staff per 10 students or part thereof (not including any students requiring 'one to one' assistance). Visiting staff are in loco parentis at all times. Therefore visiting staff are responsible for the supervision, safe behaviour and wellbeing of their students, ensuring all health and safety procedures are adhered to as advised by Magdalen staff during the introductory talks and risk assessments. Each group must have a

designated first aider with them and ensure that all medicines and medical information are with the group at all times. Magdalen is a working farm therefore all students must be accompanied at all times. Magdalen reserves the right to terminate activities if there is inadequate supervision or poor discipline.

Packed Lunch

Children and staff need to bring their own packed lunch and drink. We recommend that children bring a refillable drinks bottle, to ensure that they can refill their bottles to avoid dehydration. Whilst at Magdalen there will be a lot of running around – so please ensure that children have enough food to keep their energy levels up! Please note we do not have vending machines at Magdalen or food for sale.

Working Groups

Please organise groupings before you arrive at the farm as most activities will be carried out in smaller working groups (usually indicated on your itinerary). Ensure children know their group name/number/adult to help the day run smoothly and to save you precious time at the farm.

Name Tags

Please could all children on day visits arrive wearing a name tag/sticker to help Magdalen staff to remember names and to aid group safety. Please bring spare tags as they often come unstuck.

Clothing

Regardless of the weather - we don't stop unless we absolutely have to, so please advise parents to pack adequate OLD clothing for wet/warm/cold weather. This includes a woolly hat, wellies, thick socks, waterproof jacket, waterproof trousers, sun cream, and a sunhat as appropriate.

Spare Clothing

We recommend that children bring a complete change of clothes, shoes and socks with them (in a large carrier bag), to ensure they have something clean and dry to wear back on the bus (this also keeps your bus driver happy!).

Risk Assessments

Risk assessments for all activities will be sent to your group leader prior to your visit upon request, and are also available upon request during your visit. If at any time visiting staff are unhappy about an activity, it is essential they make their concerns known to your Magdalen leader at the earliest opportunity.

Farmland, Water, Bio-security and Animals

Adults should ensure that children follow the advice given in the introductory talk from Magdalen leader, as well as guidance from risk assessments. It is the responsibility of visiting staff to ensure the group wash and dry their hands thoroughly before and after eating, after any contact with animals, and after every activity.

Visiting staff should enforce that using hand sanitiser is not an acceptable substitute for hand washing using washing with water and soap. Visiting staff should ensure any soiled footwear are cleaned at the boot wash station prior to departure. To minimize the risk of contracting illnesses from water such as Leptospirosis (Weils disease), all open wounds (and broken skin including eczema) should be covered, and all persons should keep hand to face contact at a minimum. After a visit to Magdalen, if a group member experiences flu like symptoms, they should request a blood test from their doctor.

First Aiders and First Aid Kits

Magdalen requires all groups to bring a designated qualified first aider and a first aid kit, to provide minor first aid. The designated first aider should also carry all children's medication and emergency contact details and medical information for children and adults. In addition, Magdalen leaders carry first aid kits when out on the farm away from the centre.