****Upgraded Self-Guided Visits Guidance

**to include all viral infection management**

The management of Barleylands are not responsible for the visiting persons or the hygiene measures taken by any visitor groups until after the group has alighted from the transport provided by the travelling group.

On arrival, a health and safety briefing will be given by the education team facilitating the visit. Group leaders are responsible for their children at all times.

The visiting groups staff are responsible for ensuring their group maintains the required hygiene measures.

**Specific measures taken by Barleylands in the management of viral containment/spread.**

The management of Barleylands have taken the following measures to arrest the spread of any viral condition. The success of the measures taken relies heavily on the cooperation of the visiting public and supervising staff in ensuring hygiene measures are maintained together with handwashing as often as possible. There is no limit set on anybody on the number of times they may wash their hands.

* Group access is by booked appointments only.
* Play equipment cleaned on a regular enhanced cleaning rota using antibacterial cleaning materials.
* All indoor equipment is cleaned on a regularly cleaned after each use and routinely by enhanced cleaning rota using antibacterial cleaning materials.
* Monitoring of the regime put in place to be carried out to ensure it is working. Adjustments to be made if found adjustments are needed.

**Visit Conduct and Management**

**Arrival at Barleylands: Meet your Education officer at 10.00 a.m. in the coach park unless otherwise arranged. If you are running late or plan to arrive at another time, please phone 01268 290219 and a message will be passed to the team.**

An outline of the day is provided below.

* We have a large car park with ample parking.
* Visits are scheduled from 10.00 a.m. to 2.00 p.m. unless otherwise arranged.
* You will be met by a member of the Education Team in the coach park at 10.00 a.m.
* We will take you to your dedicated base and go through our welcome presentation. We have large lunch box trolleys on wheels available for your use and will allocate these to you at your base. Please be assured all our equipment undergoes enhanced cleaning procedures.
* You are welcome to move your trolley(s) to your chosen picnic area or use them to collect lunches from your coach.
* The trolleys have a weight limit of 28kg (about 45 children’s lunch packs). It is not designed to carry large trays of bottled water or very heavy items.
* Please be assured all our equipment undergoes enhanced cleaning procedures.
* Rubbish: **In the interest of the environment, we ask that schools take their rubbish home with them to recycle responsibly.**

**Important: We want to make sure you gain the most from your day, so if your coach is delayed due to unforeseen circumstances and you are having a particularly long journey please call 01268 290219 and a message will be passed to the team who will aim to reschedule your day accordingly.**

**Outline of the Day:**

* **10.00 a.m. You will have an education officer to take you to your base. We strongly recommend you arrive at 10.00 a.m. and advise us if you are planning otherwise.**
* **We will go through health and safety instructions. Please ensure all members of your group listen to the health and safety instructions given by the education officer. There are also risk assessments in this information document (see below).**
* **We will provide you with the time(s) of your tractor and trailer ride(s) on arrival. As we are a working farm, we cannot give you a specific time ahead of your visit day.**
* **We will also supply some animal feed for your group to share. Additional animal feed can be purchased at the Farm Park Kiosk.**
* **We hope the weather will be nice enough to enjoy lunch outside, but you will have a base for the day where lunch can be taken in the cooler months, or should the weather be unkind.**
* **A copy of our daily activities is available at the Farm Park Kiosk and can also be found by following the link below.** <https://www.barleylands.co.uk/farm-park/things-to-do/timetable/>
* **Please note that your base is available until 2.00 p.m. when we require the room back for cleaning. Please be assured all our equipment undergoes enhanced cleaning procedures. You are of course welcome to stay on in the park but will need to collect your belongings from your base.**
* **Rubbish: In the interest of the environment we ask that schools/groups take their rubbish home with them to recycle responsibly. We unfortunately do not have the staff to separate rubbish left behind by our visiting groups. This is a very time-consuming operation.**

**Important**

Teachers/group leaders are responsible for the children in their party at **ALL** times. Barleylands education staff will be on hand during your visit. Barleylands require a ratio of 1 adult to 6 children for children aged 4 to 8 years, and 1 adult to 8 children for children aged 9 to 12 years.

**Clothing and the weather**

It is important you think about the weather before your visit. Please make sure you pack waterproofs for wet weather. During the summer months a sun hat is advisable. We also have various locations where you can refill your water bottles or take a drink from our fountains. We use What3words to make these easy to find. You will find locations at “alone.trap.camp”, “scope.secret.client”, “vision.gitz.buyers” and “appeal.live.just”.

**Health and Safety**   
Hygiene is of the utmost importance and you will be asked to wash your hands after activities involving contact with the animals, before eating lunch and at regular intervals throughout the day. Please note that hands should be washed using running water and soap for at least 20 seconds. This is the most effective method of handwashing.

**Hand sanitiser points are located throughout the farm park. Please note alcohol hand gel is NOT a replacement for hand washing with soap and running water. You are welcome to bring your own hand sanitisers, but we will have plenty located around the farm.**

**Listed below are a few facts to help you keep safe during your visit to Barleylands:**

* **We have signage around the farm. Please take note of all our safety signs.**
* **We have hand sanitisers located at various points throughout the farm, and in our indoor areas**
* **There are hand washing stations located around the farm and in our animal barn.**
* **Please ensure all hands are washed thoroughly after touching the animals and before eating.**
* **Pupils should be supervised if using play equipment on the farm.**
* **Socks must always be worn in the play barns.**
* **Please try to minimise pupils putting their hands in or near their mouths.**
* **Please be aware that some of our animals may bite.**
* **Children under 14 must be accompanied by an adult when riding the tractor.**
* **Pregnant ladies are advised not to touch sheep and lambs.**
* **The first aid point for the farm is at the kiosk and any accidents should be reported to a member of staff.**
* **The fire assembly point is situated outside the Farm Park on the Village Green, opposite the Farm Park Kiosk.**