

# BRIGG HERITAGE CENTRE

## BHC SCHOOLS VISITS: TEACHER RESPONSIBILITIES / PRE-VISIT INFORMATION

Please read and sign this form and hand to Brigg Heritage Centre's Education Team Leader before your visit/session.

### Risk Assessment:

- It is the responsibility of the individual teachers and leader to conduct a site visit as part of the booking process in order to conduct their own appropriate risk assessment.

### Supervision:

- **Teacher to pupil ratio:** We recommend that you try and bring 1:5 as it enhances the quality of the children's learning experience. In all instances the ration must be a minimum of 1:8. **Maximum number of children per school visit is 30.**
- Adult supervisors must stay with their group for the entire visit.
- Teachers remain in loco parentis and therefore should have conducted appropriate assessments and have signed a copy of this document (see page 2).

### General:

- We require teachers / adult supervisors to group their children (and provide them with name labels).
- There will be a designated place provided for bags/coats.
- Toilet facilities are provided within Brigg Heritage Centre (Angel Building 1st Floor). We have Male only, Female only and Gender neutral facilities (with infant changing).

### Behaviour:

**We expect children to behave well and respect the Heritage Centre, its staff/ volunteers and other visitors:**

- Teachers / adult supervisors from the school are required to inform and enforce behavioural expectation while on a visit to Brigg Heritage Centre. Please note that the Angel Building is a multi-user complex - the noise must be kept to a minimum in communal areas such as stairwells/corridors and connecting areas such as the library/hub and Café.

*Behaviour continued...*

# BRIGG HERITAGE CENTRE

## BHC SCHOOLS VISITS:

### TEACHER RESPONSIBILITIES / PRE-VISIT INFORMATION

- Food and drink must not be consumed - with exception at the designated lunch break in designated area provided. It is the teachers / adult supervisors from the school are required to ensure that designated lunch break area is not left in a messy state. Mess beyond acceptable threshold will be liable for a cleaning sur-charge of £25.00 added to the school visitor's invoice.

#### Health & Safety:

- FIRST AID responsibility rests with the teachers, in all instances, following school policy and guidelines. Teachers must bring their own first aid kits with them.

#### Photography:

- The responsibility for obtaining parental consent for taking photographs or video images lies with the school (this relates any image capture devices - namely cameras and mobile phone cameras).

#### WHAT TO EXPECT FROM BRIGG HERITAGE CENTRE (BHC) EDUCATION TEAM:

- All BHC Education Team Leads have enhanced DBS disclosures.
- All BHC Education Team will demonstrate exemplary behaviour, ensuring that a positive culture and climate is created during all visits.
- BHC has public liability insurance in situ.

**PLEASE BE AWARE THAT YOUR SCHOOL VISIT MAY INCUR CHARGES - refer to [www.briggheritage.org](http://www.briggheritage.org) > BOOKINGS > SCHOOL VISITS for more information.**

***PLEASE SIGN HERE TO CONFIRM YOU HAVE READ AND UNDERSTOOD THE ABOVE AND THE 'VISIT TOPIC' IS CLEARLY STATED ON YOUR BOOKING FORM.***

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

School: \_\_\_\_\_ Visit Date: \_\_\_\_\_

Visit Topic(s): \_\_\_\_\_