

## Magdalen Farm – Day Trip Information Pack

All visiting staff, parents and helpers should read this information pack to ensure that your group makes the most of their day at Magdalen Farm

### Before you arrive at Magdalen Farm

- Confirm your itinerary with Magdalen – to ensure that your day runs smoothly please ensure you adhere to the timings on the agreed itinerary. Please confirm Coach/Bus company's timings fit with your Magdalen experience.
- Risk assessments for all activities will be sent to your group leader prior to your visit and are available upon request during your trip. 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.
- Arrange staffing - each group must bring at least one member of staff/adult per 10 students/young people or part thereof (not including any person requiring 'one to one' assistance).
- Report any medical, behavioural issues or dietary requirements – please inform Magdalen before you arrive of any such issues/requirements that could affect your trip.
- Decide on your working groups - most activities will be carried out in smaller working groups therefore before you arrive please organise groupings with 1 adult per working group. Ensure everyone knows their group name/number/adult to help the day run smoothly and to save you precious time at the farm.
- Provide list of names – either on or before arrival, please provide a list of full names for all members of the group for fire safety purposes.
- Sickness - Magdalen takes the safety and security of all its visitors very seriously therefore we ask that you do not send anyone to Magdalen if they have had sickness or diarrhea within 48 hours of arrival. If anyone falls ill or has an accident during their trip visiting staff will call the correct emergency contact (please ensure this is up to date for all members of the group). Unfortunately Magdalen cannot offer any refunds for non-attendance.

### Recommended Kit List

All Magdalen activities are all outside regardless of what time of year you visit Magdalen

- Packed lunch with refillable water bottle - whilst at Magdalen there will be a lot of running around – so please ensure that everyone has enough food and drink to keep their energy levels up *Magdalen has a NO NUTS policy*
- Plenty of **layers** of warm, comfortable old clothing (jeans are not good for outdoor activities as they do not dry quickly), non-cotton tracksuit type clothing is best.
- A good waterproof jacket
- Trainers or shoes to wear on the coach
- Wellington boots or walking boots with thick socks. (Please note that trainers can only be used on the Low Ropes Activity course)
- Dependent on the time of year and weather either a sun hat with suntan lotion or woolly hat and gloves

- Waterproof over trousers (if you have them)
- Change of clothing for the trip home.

*Please ensure all your personal items are clearly labelled*

*Please note that we accept no responsibility for personal property left at Magdalen Farm*

## Things to note

- Hot drinks will be available at break times for visiting staff/adults
- There is no food for sale at Magdalen – please bring enough food with you.
- Group Responsibility including Discipline & Supervision - visiting staff are in loco parentis at all times. Therefore visiting staff are responsible for the supervision, safe behaviour and wellbeing of their group, ensuring all health and safety procedures are adhered to as advised by Magdalen staff during the introductory talks and risk assessments.
- 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.
- Magdalen is a working farm therefore all groups must be accompanied at all times.
- Magdalen reserves the right to terminate activities if there is inadequate supervision or poor discipline
- On arrival each visiting group will be given a leaflet on being “Tick Aware in the Countryside”. If you have any concerns please discuss with your Magdalen staff leader.
- Farmland, Water, Bio-security and Animals - Visiting staff should ensure that everyone follows 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.

