

Guidelines for School visits at RHS Garden Hyde Hall

Planning your visit

It is essential to book a preliminary visit to the garden to familiarise yourself with the site unless you have visited previously. This can be done by contacting the Education Team on 0845 265 8071(option 2) to make an appointment.

At the pre-visit discuss:

- Arrival and entry to the garden
- Objectives of the visit and any special needs / requirements
- Health and Safety issues and emergency procedures.
- Lunch arrangements.

On your pre-visit allow time to familiarise yourself with the Garden, maps are available at the Admissions desk.

Visiting pupils are primarily in the care of accompanying school staff. Adults must accompany their groups at all times for health and safety reasons. Please ensure you have the required number of adults and that they are aware of their responsibilities during the visit:

Ratios

Special Needs 1:1

Foundation Stage 1:4

Years 1-3 1:6

Years 4-6 1:8

All others 1:10

- Refer to the 'Guidance for making a Risk Assessment' enclosed in this pack, when making your own risk assessment for the visit.
- All our programmes include outdoor experiences in the Garden. Please ensure that the students and accompanying adults are dressed sensibly for the weather, with suitable footwear and appropriate clothing.
- It is advisable that pupils visiting the Garden have up-to-date Tetanus inoculation, particularly if a hands-on gardening activity is planned.

On the day

The Garden opens at 10am. The coach drop-off point is within a short walk of the Garden entrance. Please check in at the admissions desk where you will be met by a member of our education team.

- All school staff are expected to remain with their group throughout the day and are responsible for the young people's needs, behaviour and safety at all times.
- Teachers must make the children aware of the need to take special care with regard to their own safety by not exploring potential hazards such as garden machinery, ponds and climbing trees. Children must not pick any plant material and must always wash their hands before eating.
- There is First Aid cover in the Garden in case of an emergency. RHS staff will only carry out first aid under the direction and authority of an accompanying school staff member. The Society holds Third Party Insurance but it is essential that the school holds Public Liability Insurance.
- We welcome school children into the shop and the plant centre as part of their day out, but would kindly request that they are supervised and visit in small groups. If you would like to visit the shop please indicate this on your booking form.

After the Visit

We value the educational opportunities that RHS Gardens can provide and will always do our best to see that visiting students have a worthwhile and enjoyable learning experience.

Please complete and return the evaluation form which helps us to plan our future programme of workshops for school visits.