

An opportunity for groups to investigate Farming, Food and the Environment...



## **Terms & Conditions for Group visits to the CAFRE Trail @ Greenmount Campus**

Please ensure that all group leaders accompanying the group on the day are familiar with this information.

### Leaders / Teacher Responsibilities

- Make sure they have adequate staff supervision using the ratios laid down by the Children Order (NI) 1995 or as required by your insurance company.
- In addition to the legal requirements for school / group bookings. We request that you allocated one leader (teacher / assistant / leader) per CAFRE Trail working group, you have been advised at time of the booking of the size of your working group. i.e. School Groups – 1 RSPB Field teacher : per class.
- The primary responsibility for the supervision, discipline and welfare of the group remains with the visiting group leader(s) throughout your visit. Please ensure your group is supervised at all times including break periods / lunch etc.
- Bring a list of all participant's names, to include leaders and helpers. Please notify the field teachers / guide of any pertinent issues in relation to your group on arrival.
- Group leader(s) should adhere to the booking arrangements made as outlined on your confirmation of booking form.
- Ensure that the appropriate leader carries any necessary medicine for children with them at all times with the required authorisation to administer medicine from the parent / guardian.

### Group Behavioural Expectations

CAFRE trail @ Greenmount Campus wishes all groups to have an enjoyable visit. We therefore expect all groups to display courtesy and respect for others and CAFRE property at all times. Groups should be advised of the following information.

- All groups should be suitably dressed for the visit. Warm clothes, waterproof coats and stout sensible footwear are recommended.
- Groups should follow instructions and guidelines given by RSPB Trail field teacher / guide throughout your visit.
- No eating or drinking of food should take place while the field teacher / guide are conducting the group's field visit. CAFRE operates a no smoking policy; smoking is only permitted in designated smoking areas.
- Please ensure your group does not vandalise or damage property or enter unauthorised areas of the Greenmount Campus, visitors are not permitted to touch any machinery / equipment.
- Member of the group are not permitted to make any offensive, sectarian, racist or other offensive remarks or abusive behaviour towards any person or other groups.
- Please be advised that Greenmount Campus is not an Open Farm, but a working college farm therefore animals are not always on view.
- Groups are responsible for the own possessions and CAFRE accepts no responsibility for lost or stolen items.

In the event that any of the above are not followed CAFRE reserves the right to refuse admission and / or ask the group to leave.



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### Health & Safety

In order to ensure that your group has an enjoyable visit, please make your group aware of the following guidelines.

- Please keep your group to the designated pedestrian walkways and crossings and ensure adequate supervision of group when crossing roads.
- Watch out at all times for dangers e.g. passing traffic, slippery surface, fallen branches, deep water.
- Remind children not to eat any of the plants or berries that you see because some of them are poisonous. Care should also be exercised in handling plants as some can cause allergic reactions.
- If visiting the dairy unit ensure the group use the disinfectant mats provided on both entry and exit to the farm.
- Please warn the children not to touch or get too close to any of the animals or shout or make sudden movements that might frighten the animals.
- Occasionally animals and pond water carries potentially harmful germs. Please ensure your group ALWAYS wash their hands before eating any food and before leaving the CAFRE Trail.

Please ensure that you inform Greenmount Campus Admin of any pertinent issues relating to the H & S / health of your group members prior to your visit to the CAFRE Trail @ Greenmount Campus. E.g. medical, disability, learning / behavioural needs. Please read and advise your group of the H & S issues relating to Greenmount Trail on the enclosed risk assessment.

### Greenmount Campus Facilities

1. *Greenmount Trail Meeting Point:* On arrival at Greenmount Campus, please follow the green directional signs indicating 'Greenmount Trail' to the meeting point, which is located in the Bus Park.
2. *Picnic Facilities:* Packed lunches can be eaten at the picnic tables (your field teacher / guide will advise you of location), however please be informed that there is a distance between the car-park and picnic facilities, so children should carry their own lunches or if containers for each class ensure they can be easily carried. In the event of bad weather an arrangement can be made to facilitate the group indoors.
3. *Toilets:* Toilet facilities are available throughout the campus, your field teacher / guide will be able to advise you of location.
4. *Bus / Car parking:* Greenmount Trail groups should use the Bus Park. (No 23 on the enclosed map)

*These guidelines are given to help keep you and group safe on your visit to the CAFRE Trail.  
We would encourage you to explain them to your group prior to the visit.*

***A full range of risk assessments for all trail activities is available on the website.  
Have an enjoyable visit.***