



## TEACHERS CHECKLIST

The following information is designed to address some of the common concerns raised by teachers planning a visit to Milton Keynes City Discovery Centre and to ensure full enjoyment of your visit.

- ◆ The study tours run by Milton Keynes City Discovery Centre are designed to be educational, fun and safe for children, as appropriate for particular age groups. Whilst none of them present any health or safety hazard, there are some risks involved. For example, the children will be gathering data close to roads. MKCDC has worked to minimise these without removing the qualities that engage the children's interest. MKCDC has recently carried out a new Risk Assessment and this will be made available on request. MKCDC staff who facilitate tours will take the lead to ensure discipline and safety is maintained. However, I would like to emphasise that teachers remain ultimately responsible for this.
- ◆ We recommend all pupils are suitably dressed for outdoor work with warm, waterproof clothing (or sun hats if appropriate). Pupils will also require a clipboard and pencil, and something waterproof to cover their work (a clear plastic bag will do).
- ◆ **We request that all accompanying adults help pupils during practical exercises and are made aware of their responsibility before the visit.** For **each** session involving 30 pupils, we would expect at least two adults to be present. Current DfES supervision guidelines recommend 1 adult for every 10-15 children in year groups 4-6
- ◆ When booking a coach please ensure that it has a fully working PA system
- ◆ Please advise if you are bringing more than one coach
- ◆ If you intend to use your own worksheets please advise in advance and provide copies.
- ◆ Risk assessments are available on request as is a copy of our health and safety policy

If you have any further queries please contact Sabina Crouch on 01908 227229