



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 workshops run at 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, using heat in cooking sessions and hot water during herbal sessions. 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 sessions 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 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
- ◆ It will save time on arrival if children have already been placed in groups. These will generally be groups of around 30 but please contact me if you are unsure of group sizes.
- ◆ Most hands-on-history sessions include a cookery session, for this reason please ensure that you notify us if any of your pupils has a food allergy.
- ◆ When booking a coach, we recommend that you check that the coach company is aware that they will not leave MKCDC until 2.30p.m., at the earliest.
- ◆ If you are taking part in a historic site visit please ensure that children are dressed appropriately i.e. waterproof coat, hat, scarf (if cold). Please note if the weather is very inclement the site visit will not take place and an alternative session will be offered.
- ◆ Please note if it has been wet it may be advisable for children to bring a spare pair of shoes/boots
- ◆ 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