

PRIOR TO YOUR VISIT ONE OF THE LEARNING OFFICERS WILL:

1. Agree a programme for your visit and reserve the booking.
2. Discuss any particular requirements you have either on the phone or during a pre-visit to the site.
3. Provide you with appropriate information, which will ensure the safety and well being of your group members.

PRIOR TO YOUR VISIT YOU, AS GROUP LEADER, ARE REQUIRED TO:

1. Sign and return the visit confirmation slip to Creswell Crags

Signing the confirmation slip means that:

- Your group visit has been authorised by the Headteacher.
 - All members of the group have parental consent.
 - There is a recognised group leader.
 - There are sufficient teachers/helpers to maintain our pupil/adult ratio.
 - The Headteacher has authorised all accompanying adults.
 - You have read and agree to abide by this Agreement and our Health and Safety procedures.
2. Agree a visit schedule with one of our Learning Officers.
 3. Brief other teachers and helpers accompanying the pupils on the visit schedule and health and safety.
 4. Ensure that all group members are wearing appropriate clothing and shoes.

DURING YOUR VISIT CRESWELL CRAGS STAFF WILL:

1. Welcome you to Creswell Crags and indicate appropriate health and safety issues.
2. Keep to the agreed schedule and make alternative arrangements should these be disrupted.
3. Deliver the agreed activity and subject content of the session.
4. Provide first aid when required.
5. Work with teachers and helpers to keep control of the group.

The museum reserves the right to exclude any member of the group who is threatening the safety and well being of themselves, other group members, visitors or museum staff.

DURING YOUR VISIT CRESWELL CRAGS STAFF EXPECT YOU TO:

1. Assist them to keeping to the agreed schedule.
2. Keep control of the group, keep the group together and ensure that no-one becomes separated or lost.
3. Assist with group members who become ill and/or require first aid.
4. Be aware of the hazards and risks of the site (see our Health and Safety information).
5. Be aware that there may be other visitors on site who should be respected.