



SOUTH DOWNS
NATIONAL PARK

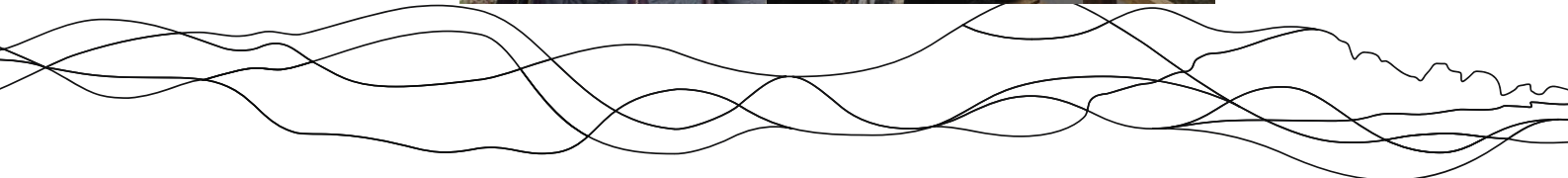
KS3 Geography Fieldtrip

Pulborough Brooks

Educational Visit Plan



St Philip Howard **SPH**
Catholic High School †





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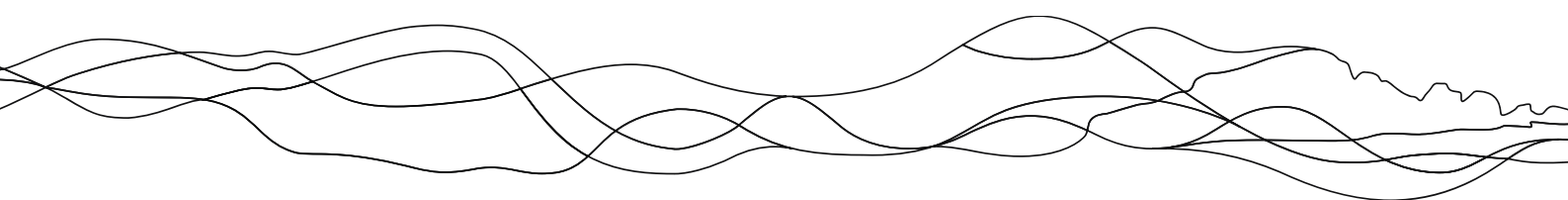
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Visit Introduction

This education visit plan has been developed to encourage schools to access the South Downs National Park and its resources using sustainable transport in the form of the railway.

The learning provider for this EVP is the RSPB Education Team at Pulborough Brooks, and the visit using the train was trialled by St Philip Howard Catholic School, Barnham.

Set in the beautiful Arun Valley (within the South Downs National Park), Pulborough Brooks is a restored wetland site boasting a great variety of habitats including woodland, grassland, hedgerows, heathland, scrub and ponds. The reserve is a haven for a wide range of wildlife throughout the year and is managed for the conservation of wintering wildfowl, breeding birds and other important wildlife, and you will almost certainly also see herds of deer and grazing cattle in the meadows.

The River Arun runs through the reserve and pupils can be taken right down to the riverside for a range of river studies, along with hands-on investigations of life in the ponds and ditches. There is so much to discover, making Pulborough Brooks ideal for children to explore and find out more about wildlife and nature.

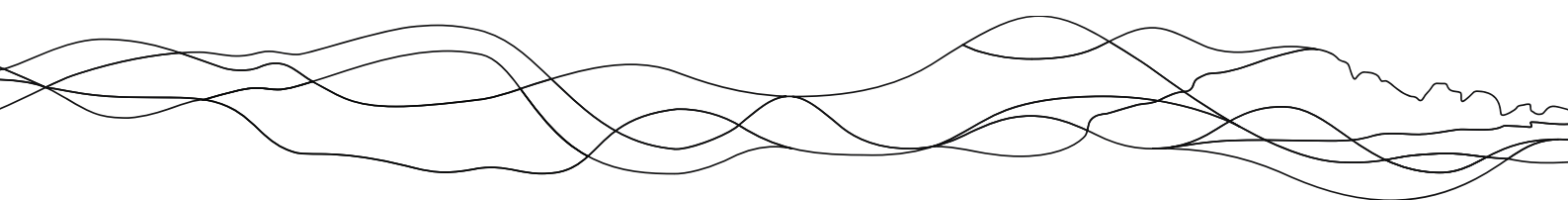
There is a visitor centre with indoor space available for classes, a wildlife garden and wildflower meadow, and much more for you to explore!

There are a number of programmes for schools and each programme is designed to last two hours; sessions run from 10 am to 12 pm and then 12.30 to 2.30 pm. Two programmes can be combined to make a whole day visit which is what happened to create this pack, investigating a freshwater ditch and a woodland as part of the 'Location of Places and Environment' programme.

For this visit the RSPB Education Officer changed the format of the visit so that the school were met by RSPB staff and volunteers off the reserve on the footpath that leads to the reserve by the River Arun. This did involve more walking for the group but the time was spent familiarising themselves with the reserve and its location as well as using some map reading skills.

To see the other programmes that are available at the RSPB Pulborough Brooks Reserve, go to the following website:

www.rspb.org.uk/forprofessionals/teachers/schoolvisits/pulborough_brooks.aspx



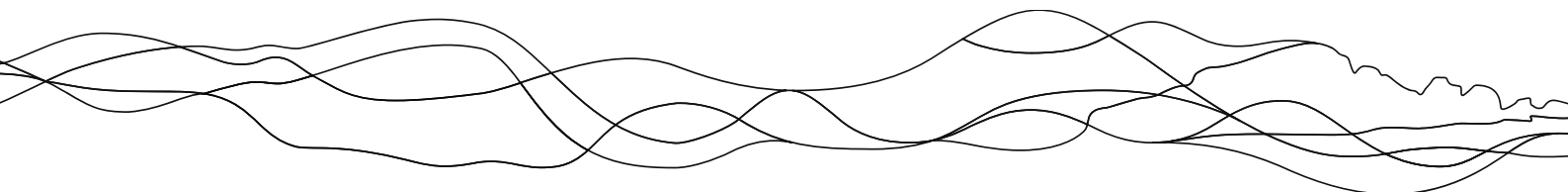


Visit Information

Lesson Plan –

Location of Places and Environment.

National Curriculum links: KS3 Geography 2.1 Geographical enquiry 2.2 Fieldwork, out of class learning 3.c Location of places and environments 3.h interactions between people and their environment		
Learning objectives	Session structure	Assessment for learning
<p>By the end of the session pupils will be able to:</p> <ul style="list-style-type: none"> • Know the RSPB reserve landscape and where it is located • Be able to use field work tools and techniques appropriately, safely, efficiently and with regard to sustainability of wildlife. • Know how to collect and record information from 2 different habitats • Option; use maps at a range of scales 	<p>Introduction The class have an introduction including an outline of the day and activities. Recap key concepts and sampling techniques.</p> <p>Session Activities From the viewpoint or hill, in pairs or groups, students observe, identify and discuss landscape features, land use and habitats.</p> <p>Habitat investigation (pond or ditch) Use environmental sensors and fieldwork tools to measure and record temperature, light level, pH, water depth and clarity. Plan and carry out a fair test to sample freshwater animals. Identify and record. Observe and record plants and evidence of any other animals.</p> <p>Conservation management We will find out how the habitats investigated are managed for wildlife and for people. Students to use pre-visit research, observations and ask questions on the day, making notes as required</p> <p>Plenary options Group review of data collected and evaluation of fieldwork techniques. Students consider and present their thoughts of what the impact would be on the reserve if no management took place</p>	<p>We will re-visit the learning objectives and students will be encouraged to reflect on their learning and enjoyment of the day.</p> <p>Students will be given the opportunity to give feedback in a variety of ways.</p>
Before your visit	After your visit	Key vocabulary
<p>Locate RSPB reserve on an OS map and interpret landscape features. Review fieldwork methods. Consider Health & safety procedures for outdoor learning</p>	<p>Analyse and evaluate data collected and comment on the management for biodiversity at the reserve</p>	<p>Ecosystem, conservation</p>



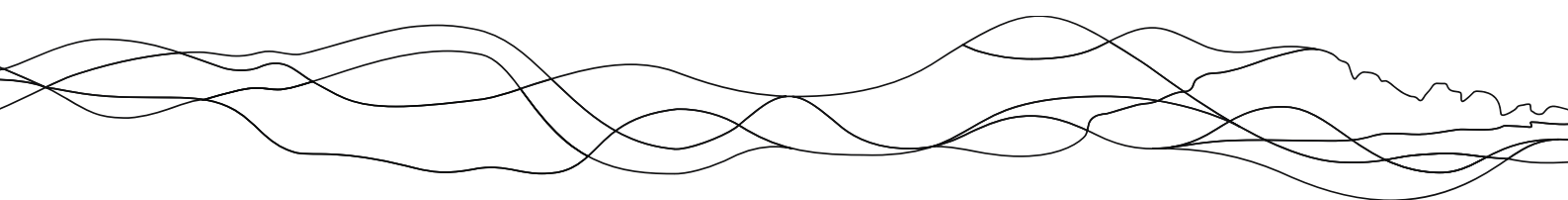


Itinerary

The following timings are only approximate depending on your specific train times.

Itinerary		
Time	Activity	Emergency Action
09.04	Train leaves Barnham Station	Inform Group Leader of issues
09.24	Arrive at Pulborough Station	Inform Group Leader of issues
*09.37	Train leaves Barnham Station	Inform Group Leader of issues
09.55	Arrive at Pulborough Station	Inform Group Leader of issues
09.24 – 09.45	Walk to Reserve	Inform Group Leader of issues
09.45	Meet RSPB Education Team / volunteer at end of Barnhouse Lane	Inform Group Leader of issues
09.45 - 11.30	Morning Activity	Inform Group Leader of issues
11.30 – 12.00	Lunch	Inform Group Leader of issues
12.00 – 13.45	Afternoon Activity	Inform Group Leader of issues
13.45	Walk back to Pulborough Station	Inform Group Leader of issues
14.20	Leave Pulborough Station	Inform Group Leader of issues
14.39	Arrive back at Barnham Station	Inform Group Leader of issues

* If the 09.37 train is taken then the timings will all be 30 minutes later and the activities will be 15 minutes shorter.





Booking

All bookings must be made directly by the Group Leader with the organisation listed; please follow the booking instructions carefully. Terms and conditions for each service provider are as stated by each organisation; please ask them for more details if required.

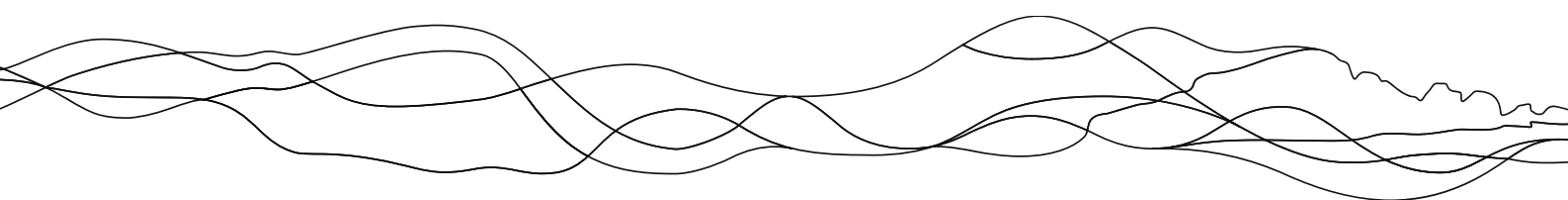
Learning Provider Information			
Organisation Name	RSPB Pulborough Brooks		
Contact Name	Kerrie Stapley		
Telephone	01798 875851	Address	Pulborough Brooks Uppertons Barn Visitor Centre, Wiggonholt, Pulborough, West Sussex
Email	kerrie.stapley@rspb.org.uk		
Website	www.rspb.org.uk/Pulborough_Brooks	Postcode	RH20 2EL
Cost	Secondary KS3 and KS4 per child £5 per two-hour session, or £8 for a full day. There is a minimum charge of £100 half day and £160 for a full day.		
Cancellation policy	If you cancel less than 14 days in advance you will be invoiced for the minimum charge, to cover unavoidable costs. Should you need to change the date of your visit, please inform us as soon as possible and we will try to accommodate your new requirements. However, the RSPB reserves the right to treat your change of date as a cancellation. On the rare occasion that RSPB may need to cancel your visit, you will be offered an alternative date.		

By filling in the following table you will have the necessary information when you make the booking.

About the Group			
Year Group	9	Special needs / considerations	
Number of students	50		
Total number of supporting staff	5		

RSPB Pulborough Brooks 'Guidelines for Teachers' can be found by going to the following link:

http://www.rspb.org.uk/Images/guidelinesforteachers_tcm9-389794.pdf

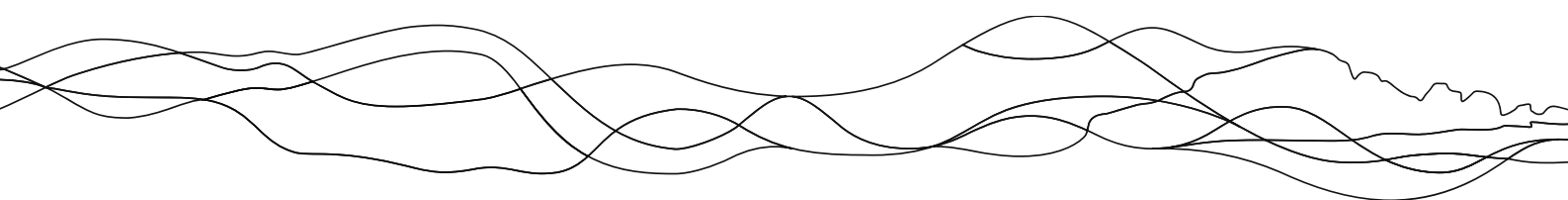




Travel Plan

Sussex CRP School Train Travel - Risk Assessment							
Location: Stations and trains				Date: 10.7.15			
Task or Activity: Travel by train from Barnham				To: Pulborough Brooks			
Persons covered by this assessment: All pupils and staff							
Hazard:	Risks(s)	Persons who may be harmed	Existing Control Measures	Ranking with existing controls (L / S / R)	Additional Control Measures	Ranking with additional Controls (L / S / R)	Responsibility & Timescale
Walking to and from the station	Road traffic accident Falls & trips	All named above	Walking in pairs with teachers	1 / 5 / 5		1 / 5 / 5	Teachers for all of trip
At the station	Trips and falls Platform edge Members of the public	All named above	Safety briefing given to each pupil. Teachers to be with pupils at all times Everyone to keep back from platform edges.	1/5/5	Children to be in small groups with a designated adult	1/5/5	Safety Briefing by teachers Teachers to ensure for all of tour.
Travel by Train	Accident	All named above	Safety briefing given to each pupil. Everyone to keep back from platform edges. Pupils to be seated at all times on train. Each group to be with designated adult in one carriage.	1 / 5 / 5		1 / 5 / 5	Safety Briefing by teachers to pupils Teachers to ensure pupils are seated.
Adverse weather	Falls & trips	All named above	Bad weather plan	2 / 3 / 6	No trip is to be undertaken if the weather is really bad.	1 / 1 / 1	Safety Briefing by teachers to pupils

Level of risk (R) is Likelihood (L) multiplied by Severity (S) and will be a number between 1 and 25. The grid below shows that 16 - 25 can be regarded as high risk, 9 - 15 as medium risk, and 1 - 8 as low risk.





		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Likelihood	Severity
1 Nearly impossible	1 No injury
2 Possible under unfortunate circumstances	2 Minor injury requiring no more than first aid
3 Possible under normal circumstances	3 Minor injury requiring attendance at hospital or doctor's surgery
4 Probable	4 Major injury
5 Inevitable	5 Fatal

Ticket Information

To find out how much it will cost for your visit you can follow the link and complete the Group Travel Booking Form. The information will then be emailed to you directly.

www.southernrailway.com/tickets-and-fares/railcards-and-discounts/group-travel-booking-form

There are restrictions on some tickets so you need to check the train times to see if they are outside the restrictions

Train Information

National Rail Enquiries is an excellent website that gives you live information about trains, tells you the next train you can take, the fastest train and helps you to plan your journey. There is also an 'app' which is very useful if you have a Smart phone.



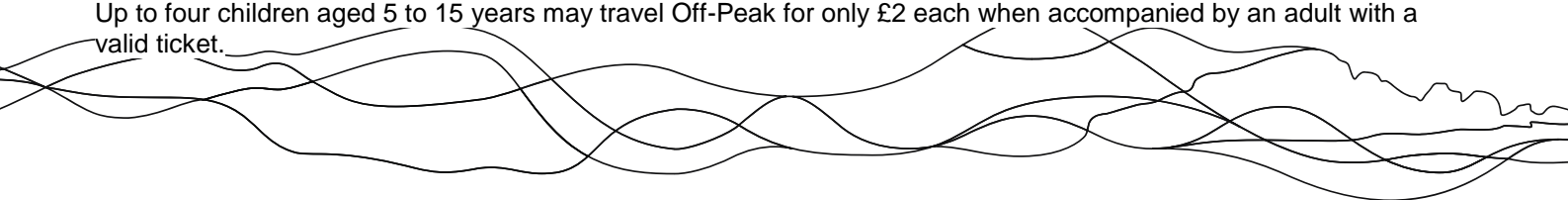
Hints & tips

Let all of the passengers getting off the train go first, then get a seat as quickly as possible once you are in the carriage. Get pupils to sit in next to the windows so that other passengers can sit down more easily.

Most trains have toilets but this is not the case for all trains so make sure that you make your students aware of this before you travel. All stations will have toilet facilities but the opening times may vary at different stations. Pulborough Station does have toilet facilities but they are only open when the Ticket Office is open.

GroupSave offers a 34% discount on the adult fare for between 3 and 9 people when travelling together. plus children travel for just £2 (for journeys made wholly on the Southern network) and under 5's travel absolutely free.

Up to four children aged 5 to 15 years may travel Off-Peak for only £2 each when accompanied by an adult with a valid ticket.





Risk Management Plan

Each educational session or event requires an appropriate safety briefing. It is based on the risk assessment and forms the Risk Management Plan.

Pre-visit Briefing – delivered by the Group Leader prior to the visit to prepare the participants

This is a reminder of the key points to cover:

General

Emergency plan
Suitable attire and footwear
Weather appropriate protection
Emergency equipment, first aid (are permission slips needed for emergency medication?)
Food and toilets
How accompanying/supporting adults will be deployed
Expectations
No headphones

Walk

Footpaths
Traffic

Activities

Specific activity hazards

On Site Briefing – delivered by the Education Team on the day

Outline of the day and emergency actions.

A member of the Education Team will be with the group all day, any problems should be brought up as soon as possible to allow for us to seek solutions.

Some of the site is a public space and the group is expected to be courteous and polite.

On the walk through to the Reserve there is a flowing river. As long as people are sensible and aware of their surroundings everyone will remain safe.

At no point in the visit should headphones be used.

Group leader responsibilities

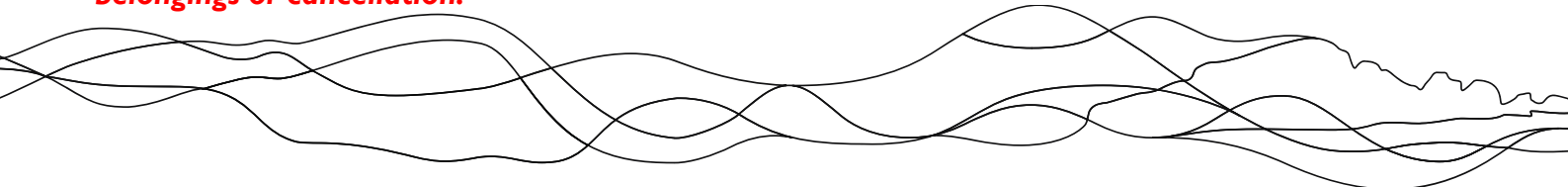
In loco parentis shall remain the duty of school/youth group staff at all times during the visit. Discipline & conduct of educational groups will be the responsibility of the person in charge of the group, as will the responsibility for pastoral care. Officers who regularly come into contact with young people and vulnerable adults as a main aspect of their role have been vetted via the DBS service.

Details of the RSPB Child Protection statements are available on request.

Due to the nature of the environment it is essential that groups display appropriate behaviour at all times and it is within the discretion of the Pulborough Brooks Education Team to curtail the visit should poor behaviour prove hazardous to the individual, group or staff.

It is the responsibility of the Group Leader to ensure that the correct Local Authority supervision ratios are maintained by the school staff, and that the Local Authority is notified of the educational visit as appropriate. **Learning Provider staff will be in addition to the minimum supervision ratios.**

It is recommended that you take out insurance to cover risks of accident, illness, loss of personal belongings or cancellation.





Risk Assessment

This generic risk assessment is a pick list aimed at facilitating risk assessment of a specific site prior to use with a group. Use it to form the actual risk assessment and **embolden the text** once complete.

Please add activity related risk assessment. It is the responsibility of Group Leaders to familiarise themselves with all risk assessments associated with the visit and update them accordingly.

Prior to the group arriving, the Education Team should carry out a daily site check to identify/minimise risks and inform safety briefing. A risk management plan must be completed based on the finalised risk assessment.

Hazard and Associated Risk	Initial Risk	People at Risk	Existing Ways of Reducing Risk	Measures to be taken, and by whom	PPE	COSHH	Risk Outcome
Open site and exposure to the elements leading to cold injury	Medium	Group	Suitable clothing needs to be worn for the weather conditions	Group Leader to inform group of the expected dress code for the expected weather conditions.			Low
Uneven ground resulting in slips, trips or falls, causing injury or contact with cow pats.	Medium	Group	Suitable footwear to be worn throughout the event. Keep to the designated footpath. Single file walking where appropriate.	Education Team to assess site prior to group visit and identify significant hazards to the group during initial briefing.	Sturdy shoes		Low
Narrow pavements/no pavements resulting in slips, trips or falls into the road	High	Group	Single file walking where appropriate. Use pedestrian crossing	Group Leader to warn group of hazards when walking.			Low
General contact with vegetation resulting in minor injuries, scratches or allergic reactions.	Medium	Group	Site management to minimise risk. Schedule of work arranged to address issues. Keep to the designated footpath.	Education Team to assess site prior to group visit and identify significant hazards to the group during initial briefing. Group Leader to be aware of allergies in the group and have a suitable emergency plan.			Low
Steep drops, faces and slopes leading to falls and crush injuries.	High	Group	Appropriate barriers installed to minimise risk.	Education Team to make visiting groups aware of specific hazards. Education team to carry out daily site check prior to group arriving.			Low
Flowing river, deep water leading to drowning, health hazard or cold injury.	Medium	Group	Group educated in emergency procedures. Keep to the designated footpath. Single file walking where appropriate.	Education Team to identify boundaries and provide appropriate supervision where water approached	Throw rope or ring where appropriate		Low
Contact with insects resulting in bites and stings	Medium	Group	Long trousers and tops advised where insects are identified as a problem.	Group Leader to consider the use of insect repellent and be aware of any allergies in the group. Avoid known tick areas in high season.	Long trousers and tops where appropriate	Insect repellent	Low
Contact with animals/ livestock resulting in injury	Low	Group	Group members prepared with a code of behaviour when near animals. Education Team will be present to reduce risk of contact with livestock.	Education Team to remind group what to do in the event of contact with animals. Education Team to liaise with handler of straying animals. Education Team to identify no-go areas where disturbance to animals is identified.			Low
Contact with members of the public resulting in abduction or abuse.	Low	Group	Group members prepared with a code of behaviour when near strangers	Group Leader to remind group what to do in the event of inappropriate contact with strangers. Group members to advise Group Leader of suspicious activity asap.			Low