



OUTREACH VISIT GUIDELINES

Thank you for enquiring about our outreach visits. To ensure your booking runs smoothly please read the following and let us know if you have any queries.

BOOKING...

If you have received this by email, our visit to you is already successfully booked!

If you have downloaded this from our website, just give us a call or email when you are ready to make your booking. Please note there are restrictions as to where and when we can visit.

- ✿ Outreach sessions are not available during May, June or July and are subject to availability.
- ✿ Distances over 25 miles away will be charged an additional £15 travel cost and the maximum distance we are able to travel is 40 miles.
- ✿ For animal welfare reasons, we are unable to bring live animals to our outreaches.

PLANNING...

Audience and Topic

We will need to know how many classes/groups we will be seeing, how many people per class/group and their approximate ages.

Each session lasts around 45 minutes for a class of up to 35 children. Large audiences and school assemblies can be carried out but will have less interactive activities for the whole group to take part in.

Location

We strongly suggest that our staff and artefacts are based in one room. If we need to move into different rooms, this can use up time. Wherever we are based will need to be inside, with a table for our artefacts and with access to a plug socket.

WEST MIDLAND
**SAFARI
& LEISURE
PARK**

Bewdley, Worcestershire, DY12 1LF

www.wmsp.co.uk



Risk Assessments...

WMSP operates under license to the Wyre Forest. To fulfil the requirements we are legally required to complete a Risk Assessment on each area and activity annually. Due to the number of areas it is not possible to provide them to individuals.

It is the responsibility of the organiser to carry out a specific assessment for a visit.

To help your risk assessment, the following hazards with some of their associated controls have been identified for you:

Dangerous Animals – risk of being bitten

- ❖ All animals used are individually assessed.
- ❖ Only low risk, non-aggressive individuals will be used in any close encounter session.
- ❖ Feeding of animals is prohibited, unless specifically stated.
- ❖ Supervision by trained staff at close contact animal handling sessions.

Close contact with animals and artefacts – risk of accidental injury or disease contraction

- ❖ Regular screening of animals for zoonotic diseases.
- ❖ Anti-bacterial hand gel provided by Park staff, for all pupils to use until they can access your onsite hand washing facilities.
- ❖ Supervision by staff at close contact handling sessions.
- ❖ Feeding animals prohibited, unless specifically stated otherwise.
- ❖ Equipment and animal carrying boxes are kept clean.

General public – child welfare risk

- ❖ Park staff in charge in close contact animal handling sessions are CRB checked and approved.
- ❖ School staff **MUST** be present at all times and are responsible for the pupils.

WEST MIDLAND
**SAFARI
& LEISURE
PARK**

Bewdley, Worcestershire, DY12 1LF

www.wmsp.co.uk



ON THE DAY...

Supervision

it is essential that children are supervised throughout the visit by a teacher or supervisor. The school representatives are responsible for pupil conduct throughout the session.

To ensure your group minimises the potential for accidents, please remind them to obey all normal school rules and regulations as well as the above rules and instructions that may be given by the Park staff.

Most of our outreach visits involve the chance to see and handle some of our unique artefacts. We advise that anyone who touches the artefacts washes their hands after the session.

On Arrival...

Our staff will need to park one vehicle in your car park. The vehicle used may be a large people carrier, Land Rover Discovery or a small van. If you foresee any problems with parking, please let us know beforehand. We will aim to arrive at least 15 minutes before the start of the first session to allow unloading time. We do not take any responsibility for any delays due to unexpected road works or vehicle accidents, but we will at all times attempt to contact the school and inform you of any delays if they occur.

Payment...

After your visit, our accounts department will raise an invoice which will be sent out to you by email. This invoice will give you 30 days to pay from the day of the visit.

See You Soon!

We hope these guidelines have helped you plan a safe, educational and memorable visit to your school. If you have any further queries, please don't hesitate to contact the Learning Team directly on 01299 404888 or email learning@wmssp.co.uk.

We look forward to seeing you soon.

Kind Regards,

The Learning Team

WEST MIDLAND
**SAFARI
& LEISURE
PARK**

Bewdley, Worcestershire, DY12 1LF

www.wmssp.co.uk