Activities and/or learning objectives for the visit – e.g. team building activities, Shelter building and map reading,

Group details

Name of Group:

Name of Leader:

Address:

Email: Tel:

**Visit Details**

Date of visit:

Arrival time: Departure time:

Number of children: No of staff / helpers:

Phone number on the day: Covered outdoor picnic area needed?

Please indicate any special requirements for your group – e.g. wheelchair users

**Our current maximum group size is 60 children plus adult helpers.**

Other Information

 ⃝ Please tick if you would like a copy of our risk assessment(s) to be sent out with your confirmation

 ⃝ Please tick if we may take photos of your group for records and publicity

Education establishments please indicate the number of pupils in each year group:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pre- School | **YR** | **Y1** | **Y2** | **Y3** | **Y4** |
| Y5 | **Y6** | **Y7** | **Y8** | **Y9** | **Y10** |
| Y11 | **A/BTEC** | **HE** | **Other** |  |

Number of accompanying adults:

(Please ensure you comply with the adult-student recommended ratio of **4 adults per group of 30**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Group Type:  | School | Community | College | Other |
| School Type:  | **LEA** | **Independent** | **Special** | **Other** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Charges*Activity prices are based on a group size of 30 children*

|  |
| --- |
| * Half day Team Challenge and Shelter Building

 – £291* Full day Team Challenge, Shelter Building and Map Reading – £440

*£50 discount if booking 2 groups (up to 60 children) for a full day of team building on the same day* |
|  |
| **There is no coach parking charge for a KHWP led session** |
|  |

 |  |
| Total Cost |  |

**Payment**

 *Schools will be invoiced via the education people/EduKent as soon as the booking confirmed. A full refund is available for bookings cancelled more than 4 weeks prior to the scheduled visit. Cancellations made with less than 4 weeks’ notice will be refunded the full amount less a cancellation fee of £100.*

**Pre-visit Checks**

It is advised to visit the site before hand to carry out your own risk assessment and familiarise yourself with the site and location of facilities. Please let us know when you plan to visit so we can arrange parking and if you want us to do the site check with you.

**Teacher/ leader responsibilities:**

* The group leader is responsible for the behaviour and overall wellbeing of the group.
* The group MUST be accompanied by the correct number of adults. Failure to meet the required adult/child ratio will result in cancellation of activities.
* The group leader and helpers are expected to take part in the activities.
* The group leader must have consent from the participants for the planned activities and hold emergency contact details and medical information.
* The group leader **must inform** the lead KHWP staff member of any special medical or other needs preferably before the session.
* The group leader is responsible for any medication needed by members of the group (e.g. inhalers) and their use.
* The group leader must ensure that all participants (including adults) are dressed correctly for the visit. More details on this are available in the Welcome Pack.
* The group leader is responsible for organising the group’s transport and associated risk assessments for the journey to and from the site.
* All KHWP staff are First Aid trained, and will have First Aid kits with them at all times. KHWP is happy for the group leader to be the nominated first aider for the group but please read the First Aid procedure in the Welcome Pack.

All groups participating in activities with KHWP are covered under Kent County Council’s Public Liability Insurance policy. Groups will need their own insurance for getting to and from the site.

**KHWP responsibilities:**

* The KHWP leader will provide all the equipment and resources for the required activities, reserving the right to alter arrangements to ensure safety.
* The KHWP leader will carry out the risk assessment(S) for the activities and review them regularly.
* The KHWP leader will have a First Aid kit and phone with them at all times.

I have read and understood the notes above and will ensure that my group complies with the conditions.

Signed …………………………………………………………… Print Name …………………………………………………………..

Position ……………………………………………………………..…….… Date …………………………………………….…………..

**Please e-mail this form to:** TeamBuilding@khwp.org.uk

**Don’t forget to bring the following!**

* **Suitable outdoor clothing, including waterproof coat with hood.**
* **Long trousers and sleeves even in warm weather. This is due to the location and activities.**
* **Sturdy shoes.**
* **A change of clothes is advised, as is somewhere to put dirty shoes.**
* **The wearing of hats, sunscreen and insect repellent is advised in the summer.**
* **Packed lunch and drink – please let us know if you wish to book a room to have lunch in.**

 **Full details on what to bring with you can be found in the Welcome Pack**