



## A Guide for Educational Group Leaders & Teachers

Thank you for planning a visit to Haddon Hall.  
We hope you and your group enjoy your experience with us.

Please read the information on both sides of this sheet to ensure your visit is safe and enjoyable. What to do before your visit

- Visit the Hall for a free familiarisation session with a member of the Learning Team. This will help you write your risk assessment and give you an opportunity to ask any questions. You can also inform us of any specific details so we can tailor your session to suit your individual needs and learning objectives.
- Complete your own visit risk assessment - see the Important Safety Information below.
- Make sure you have the required adult to child ratios and a First Aider within your group.
- Photocopy this information and pass it to any support staff.
- Return your enquiry form to Haddon Hall.
- Put your class into groups (a class of 30-35 will need to be split into two groups).
- Find out about any medical or support requirements or allergies in your group.

### Important Safety Information

- Please be aware that, due to the age and nature of the site, there are irregular and worn stone steps, flagstones and uneven footpaths which could create tripping hazards throughout the Hall and Gardens.
- Please note that there are steep drops and low parapets within the gardens and that groups should be supervised at all times. Please do not lean on stone walls or parapets.
- During the hours of 10.30-5pm there may be visiting members of the public throughout the site.
- All areas that are publicly accessible or visited during educational sessions are inspected daily with issues reported and remedied as required. These are monitored by staff that are trained in First Aid, Fire and Emergency Procedures.
- Haddon Hall is protected by fire safety measures and a fire safety plan approved by the Derbyshire Fire & Rescue Service.
- Please note groups should bring their own First Aider during their visit.

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### What to bring

- A First Aid kit and a First Aider.
- A sick bucket for the journey.
- **A cheque for the full balance of the cost of your visit (if you haven't already sent it or made payment via BACS)**
- Any free school meals and packed lunches.
- Any medication or support equipment used by your group.
- Money - if you wish to visit the gift shop at the end of you visit.
- Suitable footwear and clothing (see below).
- Name labels with first names would be helpful to allow your Haddon Hall session leader to address the students/children by name.

### What to advise your group to bring

- Several warm layers in cold weather plus hats and gloves.
- A waterproof jacket.
- Sturdy footwear.
- A packed lunch.
- **A snack (time to eat on arrival if needed).**
- Extra drinks if the weather is warm.
- **Spending money if you wish to visit the Gift Shop.**
- Sun cream and a sun hat in hot weather.

### On arrival

- Please park in the Car Park and lead your group across the A6 using the designated crossing point. The A6 is a busy main road and Teachers/Group Leaders are asked to take great care when crossing with children and young people.
- Make your way through the Gate House archway and up the drive but be aware that estate vehicles may also be using this route and to remain vigilant as you walk. Walk over the bridge – do not sit on or lean over the parapet walls because they are only 500mm in height.
- You will be greeted by a member of the Learning Team on arrival and shown to the

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classroom base in the Gardener's Cottage. The classroom is your base for the day where you can leave belongings for the day and eat lunches (please note large rucksacks are not permitted in the Hall - these can be left in the Cottage or at the Bag Storage in the Guide Room at the Hall entrance).

- **If you are having a facilitated session (by a member of our Learning Team), your session leader will welcome you, give you an evaluation form, take receipt of any outstanding payment and ask you to sign in.**
- Please inform your session leader at this point if any of your group have additional needs, allergies, fears or phobias, or religious beliefs which may affect the activities they can be involved with. If you have altered departure times or wish to break for lunch at a particular time, please arrange this with the session leader who will ensure your activities run on time.
- There is time on arrival for your group to go to the toilet and have a snack before beginning your session. There isn't a break programmed into the sessions so it is advisable to offer this to your group, especially if you have brought younger children. There is a wheelchair accessible toilet and changing facilities if required.

### Refreshments & Photography

- Packed lunches can be eaten in the Gardener's Cottage or as a picnic in the designated picnic area.
- The restaurant serves hot and cold drinks, cakes, snacks and hot and cold meals to take away.
- You are welcome to take photographs, but we do not allow tripods in the Hall.

### What to do after your visit

- Please complete an evaluation form. We know you are busy but evaluation forms are vital for us to improve our provision so please do complete it and return it as soon as possible. All groups that return their evaluation forms are entered into a draw for a FREE day visit for up to 30 children/students!
- A visit to Haddon Hall offers fantastic opportunities for follow up work.

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**the Haddon, so please do stay in touch!**

All facilitated sessions are run by a fully trained member of our Learning Team. However, Group Leaders, teaching staff and other adults on the visit play a vital role in providing a safe, enjoyable and good quality learning experience for your group. They are kindly asked to support the Haddon Hall session leader in ensuring the following safety points are followed.

On a visit we ask the teacher/group leader to:

1. Ensure the students/children behave in a calm, safe and positive manner.
2. Encourage the students/children to listen to the session leader's instructions and support them to follow these instructions at all times.
3. Ensure all students/children are suitably dressed and wearing sun screen if necessary.
4. Ensure that any children with open cuts have them covered before the session begins.
5. Ensure that children keep their hands away from their mouths and eyes during the session.
6. Supervise students/children around the Hall and gardens, preventing children from climbing or walking near steep drops.
7. Ensure a Teacher or group leader remains at the front of the group when moving around the site.
8. Keep the group together in the same room.
9. Ensure all students/children cross the A6 road and walk up the drive with care.
10. Supervise toileting and hand washing to ensure that all children use soap and water on their hands before lunch and at the end of the visit.

The Learning Team are not permitted to take students/children around the Hall without a representative from the school/ group being present at all times.

We would like to politely remind you that Haddon Hall does not permit smoking or vaping anywhere in the grounds.

Further information about the Hall or educational opportunities can be found at <https://www.haddonhall.co.uk/visit/learn>