

BROGDAL COLLECTIONS

The Home of the National Fruit Collection



Education Visits

Key Stage 1 & 2

Teachers Handbook

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Background

Brogdale Farm, in Faversham Kent, is home to the National Fruit Collection, which comprises over 4000 different varieties of Apples, Pears, Cherries, Quinces, Plums, Hazelnuts and Cobnuts, and a variety of soft fruits.

We work with schools and education institutions, offering modular days designed to give pupils practical, theoretical and interactive learning related to the Key Stage 1 & 2 curriculum.

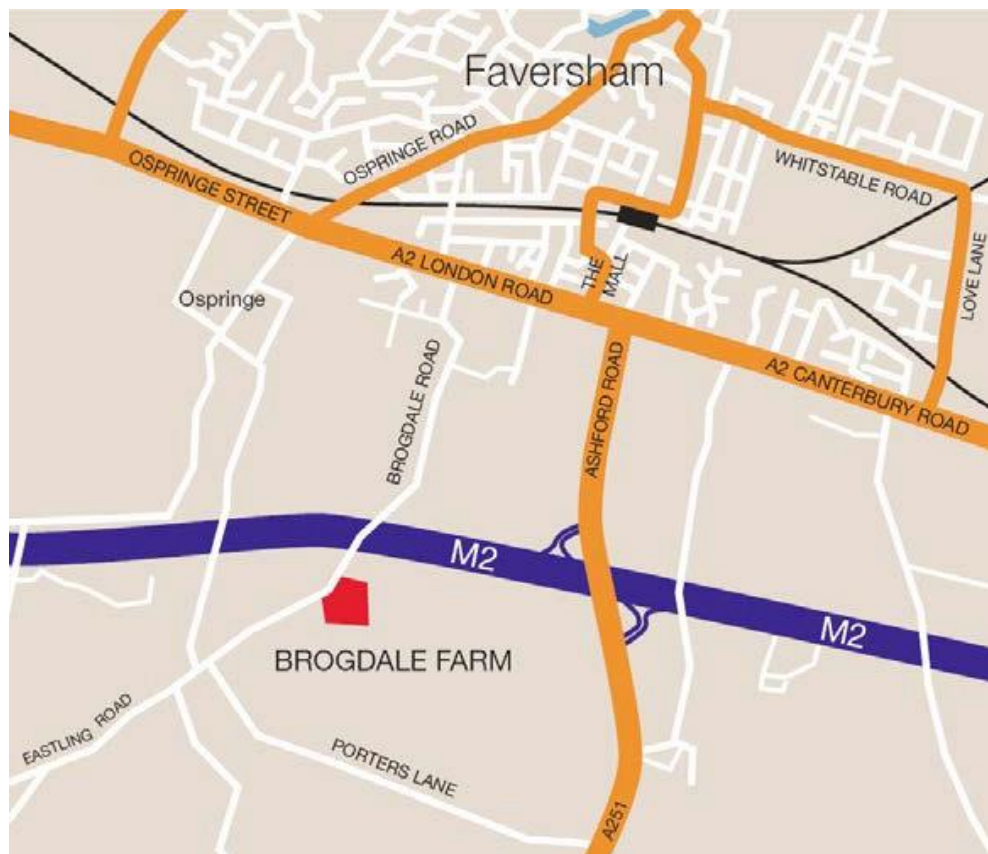
The fruit farm, weather station and nature area offer an environment to encourage a greater understanding of how fruit is grown and how both climate and insects play their part in making this happen.

Children can explore these areas as part of our modular days and enjoy hands on learning that is valuable to their curriculum goals.

BROGDALE COLLECTIONS
Registered Charity No. 1135678

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ME13 8XZ

Map Location:



Modules

We offer six modules tailored to the National Curriculum and designed to give children a fun and interactive day with practical demonstrations and positive learning experiences.

We provide all necessary equipment and materials and whenever possible (depending on the time of year) we offer inclusive seasonal fruit tasting as part of the day.

Days typically run from 10:00 to 14:00 with lunch, play and comfort breaks.

The modules model our BROGDALÉ education values of:

- B** 'Bee' nice to Bees, Bugs and Beasties
- R** Recycling and Resources – to support plant and animal life
- O** Orchards – importance of the Heritage Collection
- G** Grow and Gather – in the home and school environment
- D** Diet and Healthy Living – importance of eating and living well
- A** Arts & Crafts – taking inspiration from nature
- L** Lifecycle of plants and animals
- E** Environment and climate – how it effects what we grow

Module Agenda

Typical timings dependent on module chosen

Time	Activity
10:00	Arrive, go to classroom. Leave bags and lunches. Introduction to the day. Toilet break.
10:30	Walk to orchard for module activities.
11:45	Return to base. Toilet break and hand wash.
12.00	Lunch (picnic area or indoors) with time in the play area.
13:00	Afternoon activities depending on module chosen and required departure time.
14:00	Fruit tasting, toilet and gift shop (if required) and depart.

Arrival

Upon your arrival at Brogdale Farm please ask your coach driver to proceed to the far right of the car park away from other cars so that you can unload and assemble the children safely. Please then take the children to the school rooms where they will be able to leave their belongings, use the toilet etc, before you start your activities. The entrance to Brogdale Collections and the school rooms is on the right just past the Courtyard Restaurant.

Site Facilities

We are well equipped to host school visits at Brogdale Farm. We have adequate coach parking, two classrooms, toilets and hand washing facilities. Adjacent to the classrooms we have a shop and small kitchen.

There are also additional retail outlets that you may wish to visit in the market place in addition to our own craft and gift shop.

Children may choose to bring money with them to use in the gift shop.

Equipment and Materials

We will supply all scientific equipment (nets, bug catchers, magnifying glasses, compasses, maps etc. depending on module) and any clipboards, worksheets, craft materials and stationery needed. All you need to bring along are yourselves and your packed lunches.

Tailored Visits

Schools are welcome to visit Brogdale Collections throughout the year.

As well as the Brogdale modules for KS1&2 pupils, we welcome the opportunity to discuss your individual teaching requirements and will endeavour to accommodate your needs by tailoring a specific agenda.

Cancellation Policy

If you need to cancel your visit please let us know as soon as possible, preferably via phone. Deposits are non-refundable.

Pre Visit Meeting

To ensure that your classes have a perfect visit we suggest that you book a pre-visit meeting. The purpose is to discuss your teaching requirements, familiarise yourself with the site and look at the areas that the children will be visiting, so that you can complete your Risk Assessment. Pre-visits can be booked any time during weekdays, including school holidays.

Risk Assessment Procedure

Our risk advice is regularly updated to reflect the layout and activities of the farm, orchards and classrooms. Visitors should arrange to undertake their own risk assessment, the Brogdale one is for advice only.

Preparing your class for a visit to Brogdale Collections

Brogdale is a working farm, as well as accommodating a number of businesses, retail outlets and the visiting public. Help to keep your group safe by talking to them about a few simple rules before your visit.

The following safety tips may be of use.

- Stay together with your group and close to your adult leader. Do not run ahead.
- Look and listen for vehicles and farm machinery. Listen carefully to your group leader.
- Do not climb on gates, walls, fences or machinery.
- Do not pick or eat any fruit.
- Do not put your hands in your mouth whilst you are on the farm.
- Make sure you wash your hands before you eat your lunch and leave the farm.
- Do not touch any horticultural equipment unless instructed to do so.

Pupil Supervision

Teachers are responsible for the supervision, discipline and management of their groups whilst they are visiting the site. Schools must supply adequate adult supervision in accordance with county council guidance. Brogdale Collections are happy to accommodate any supervisors that schools bring along.

Lost Children

Any children found unaccompanied will be escorted to the classroom and cared for by Brogdale Collections staff if no teachers or supervisors are present. Brogdale tutors carry mobile phones and we are never more than five minutes brisk walk from the classroom.

Hygiene

To reduce the risk of infection, all cuts and grazes should be covered by waterproof dressings before coming to Brogdale Farm. Pupils should not take any food out into the orchards. Teachers are advised to carry anti-bacterial gel and tissues whilst on the farm as well as a first aid kit.

Before leaving the farm all visitors should thoroughly wash their hands using soap and warm water. It is the responsibility of teachers and supervisors to ensure this happens.

First Aid and Allergies

Teachers are responsible for providing and administering their own first aid. Please ensure that children bring any medication with them that they require.

Allergies – Please be aware of any allergies, particularly with regard to Bee and Wasp stings and ensure children have their medication with them. We may also visit cobnut and hazelnut trees.

Footwear and Clothing

Visitors should be conscious of weather conditions and the fact that we will be outdoors and dress appropriately. Sturdy footwear should be worn at all times of year and ideally long trousers. Hats should be worn on sunny days and sunscreen applied. If it is very hot we will work in the shade where possible.

Lunch and Refreshments

A packed lunch is required which can be left in the school rooms. Please ensure that you bring sufficient drinks for the children whilst out on the farm, particularly on hot days.

If the weather is good we have an outdoor picnic and play area available. Children are not allowed to eat in the orchards.

Disabled or Limited Mobility

The Farm can accommodate disabled children or those with limited mobility. Please discuss the options available with the Education Officer.

Brogdale Collections Staff

All Brogdale staff involved in school visits have an Enhanced DBS check undertaken by Brogdale Collections. The primary care of children sits with teachers and supervisors.

RISK ADVICE

BROGDALE EDUCATION RISK ADVICE

This document is for advice only and visitors should arrange their own risk assessment prior to any visit.

Hazard	Risk associated with the hazard	Controls in place	Personal protective equipment Required	Severity of Risk	Likelihood of Risk
Car Park Traffic	Collisions ,Being struck from other vehicles.	Speed limits are in place in car parking areas. Groups are told not to enter designated parking areas without supervisors. groups advised to alight and board from coach at courtyard on grass area.		High	Low
Site Traffic	Collisions , Being struck.	Groups are warned to be aware of farm vehicles, especially on paths. Site traffic is required to stay below the speed limit of 10mph. Farm are advised of visits and movements limited. Danger and warning signs by railway tracks. Children are regularly reminded to Stop, Look, Listen by adult supervisors. Supervisors should be aware of, and manage children likely to be less observant. Keep children together in a place visible to drivers and at a safe distance from vehicles.		High	Low

		Typical vehicles include tractors, cars, forklift, lorries and vans.			
LPG/petrol	Fire, explosion	The use of LPG and petrol equipment is monitored and controlled by the farm. Visitors should not come into contact with the equipment.		High	Low
Electrical equipment	Fire, electrocution	Visitors should not touch or interfere with electrical equipment. Any electrical equipment for use must be PAT tested.	Electrical equipment must be PAT tested	High	Low
Fire	Inhalation, burns, ill health, panic	Fire risk assessments and emergency evacuation procedures are in place. Fire exits from within buildings are clearly sign posted. Supervisors should ensure children in their care leave the buildings by the nearest fire exit		High	Low
Uneven ground, rabbit holes, wet grass.	Slip, Trip, Fall, Strain	Children and supervisors will be advised of effected areas before and during tour. Supervisors are requested to assess site on a pre visit.	Wellington boots or sturdy outdoor footwear is recommended all year round.	Low	Medium

Straying into Prohibited areas	Unidentified Hazards	Supervisors and groups are instructed of boundaries and designated areas. Children should not be left unattended.		High	Low
Climbing of objects and vegetation	Fall, Slips, trips	Children must be adequately supervised by supervisors. Groups are instructed not to climb vegetation or fences.		Medium	Low
Safeguarding	Coming into contact with members of the public	Supervisors are responsible for supervising children and children must not be left unattended. Education team members hold a valid DBS in accordance with Brogdale Safeguarding policy. Supervisors are required to supervise children using the bathrooms.		Medium	Low
Vegetation, trees and Branches.	Scratches, stings, Allergic Reactions, Eye Injury	Supervisors to review as part of pre visit. Supervisors to be aware of any allergies and have an emergency plan and first aid kit. Instruct pupils to be aware of low branches as they walk and to be aware of any vegetation that may cause irritation (inc. but not limited to brambles and nettles)	Gloves are appropriate for effected individuals.	Low	Medium

Infection	Ill health	Supervisors are advised there is always a risk of infection from any environment. Children in their care should wash their hands before handling food and drink. A dressing should protect any existing cuts and abrasions.	Handwashing facilities are provided. A dressing should protect any existing cuts and abrasions.	Medium	Various
Chemicals & Substances	Inhalation, skin contact, eye contact	All substances and chemicals deemed dangerous to health		High	Low
Contact with Insects.	Bites, Scratches, Stings	Supervisors to be aware of any allergies e.g Bee & Wasp stings and should hold their own emergency plan and first aid kit. Children will be supplied with appropriate equipment when working in the nature area. Children will be advised not to try and handle an insect with the potential to cause harm.	Gloves are appropriate for effected individuals.	Medium	Low

Displays and demonstrations	Various	Displays and demonstrations are controlled by their own method statements and where necessary if they fall outside the above, risk assessments.	Various	Low	Low
Miniature Railway	Struck or Knocked Down. Overhanging trees and bushes.	The railway will not operate during school visits unless booked. Danger and warning signs are present at track crossings. Children should be constantly reminded to Stop, Look, Listen. Hands, feet and heads must be kept inside the train at all times. The miniature railway hold their own risk assessments.		High	Low
Fruit tree supporting wires	Trips and Falls	Hazards are pointed out to children where possible who are asked to walk at a safe distance from them. Some wires are less obvious, both children and helpers need to be vigilant.	Wellington boots or sturdy outdoor footwear is appropriate all year round.	Medium	Medium

Nut allergies	Allergic reaction	Supervisors are queried about possible nut allergies and the severity of the allergy. Supervisors are loco prentice on the visit and it is ultimately their decision if they wish to refrain from entering the nut orchard. Supervisors should carry any required medicine for children with nut allergies.	Supervisors should carry any required medicine for children with nut allergies.	High	Low
Hygiene	Stomach upsets, allergies, infection .	Teachers should be aware of any children with infections or stomach upsets and be in control of any medication as appropriate. Children are advised to wash their hands upon return from working outdoors. Children are not to touch or eat any fruit unless instructed to. Children are advised of hygiene hazards in the orchards e.g. when bug hunting. Children are instructed to wash their hands before handling any food items and before eating.		Medium	Low
Pollen and long grasses	Hay fever and asthma	Supervisors should make themselves aware of the pollen count prior to the visit. Supervisors are made aware of the presence of pollen at the start of the visit. If	Supervisors should carry any required medicine for children sensitivities.	Weather dependant	Low

		individuals suffer from sensitivities they are advised to refrain from the long grasses.			
Wandering into prohibited areas	Unidentified hazards or persons	Leaders should ensure that children are monitored, supervised and do not deviate from the planned route. Access to the orchards is for authorised staff and registered visitors only.		Low	Medium
Hemlock	Allergies, poisoning and illnesses	Any Hemlock found should be reported to Operations manager/ Farmer. Hemlock to be cut down/ sprayed and killed by named person . Teachers/ Children to be made aware of it's existence and advised not to touch it.	Protective clothing/ gloves to be worn when dealing with removal of hemlock	High	Low

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