



## HARBOUR FIELD VISIT – NOTES OF GUIDANCE

We look forward to welcoming you to Chichester Harbour. These notes are intended to help you plan an educational visit, which is safe, informative and enjoyable. Please circulate them among any adults accompanying your visit. Our policy is to take groups out of doors, regardless of the weather. In extreme conditions schools may cancel trips and will not be charged.

**Before the visit:** Please discuss your requirements as fully as possible with Conservancy Education Officers. (John Tierney & Jean Lyle). You are welcome to visit Dell Quay education centre for a preliminary look round and discussion, or to meet education staff at the location of your field visit. To arrange for visits or discussions contact Dell Quay education centre (01243 789173) or email [education@conservancy.co.uk](mailto:education@conservancy.co.uk)

**Safety:** Staff from schools or colleges are responsible for the safety and welfare of pupils or students during the field visit. Please ensure that at least one supervisor with appropriate knowledge and experience is designated to take responsibility for first aid and that sufficient first aid kits are carried. Pupils or students should not venture onto soft mud or go into the sea. At Dell Quay Education Centre, care should be taken on the Quay itself because of its height above the low tide mark and the tidal water that flows around it. Please let us know your school policy on the taking of photographs.

**Supervision:** School or college staff are responsible for the conduct of pupils or students during the field visit and should be with the group at all times. Conservancy education staff are available to assist but are not responsible for the behaviour of pupils or students. CHC recommends the following ratios of adults (teachers/helpers) to pupils; under 5 - 1:5, up to 8 years old - 1:6, 8 – 12 years old - 1:10, 13 years and over - 1:12. Conservancy education staff should not be included in these ratios.

### WHAT TO BRING

Please ensure that pupils or students bring clothing that is adequate for the weather conditions and activities to be undertaken, especially with regard to footwear, waterproofs, warm clothing or the danger of sunburn. It can feel much colder at East Head and on the Solar Boat, than on land. For visitors to the muddy foreshore or Fishbourne stream, Wellington boots are particularly recommended.

#### Pupils and students

Packed lunch (in a box or wrapped in plastic)

Drink, in plastic screw top bottle or sports bottle

Stout footwear or Wellington boots

Plastic bag for sitting on

Raincoat or anorak

Warm clothing (hats, gloves, jumpers)

Sun hat and sunscreen

#### Adults

First Aid kit(s)

Handwipes

Paper / pencils

Clipboards with elastic bands

**Facilities:** Dell Quay Education Centre is a fully equipped classroom with seating for up to 40. There are toilets with access for people with disabilities. There is equipment for making hot drinks.

**Equipment:** The Dell Quay Education Centre can provide a range of field equipment. If this is lost or broken, Chichester Harbour Conservancy regrets that it will be necessary to add the cost of replacement to the final invoice.

**Transport:** Coaches are advised to drop off passengers well before the pub, and for safety reasons not to attempt to drive on to the quay. Coaches may not park nearby and drivers are asked to take vehicles away for the duration of the visit. There is ample parking for cars and minibuses along the roadside. Visitors are asked not to park on the quay itself, nor in the pub car park. Vehicles displaying orange badges may park next to the Centre by prior arrangement with the Education Officer (John Tierney)

**Terms:** From January 2008 charges are: £3.50 per student for a whole day (£80 minimum charge), £2.50 for a half day (£55 minimum charge). The solar boat is £4 per head (minimum charge £150). Minibus: £25 for a half day, 50 for a whole day. Fees may be paid on the day of the visit or within a week of receipt of the invoice. Payments should be made to 'Chichester Harbour Conservancy'