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Agreement Letter to Schools

Dear School Group Leader,

Thank you for making a booking with Stokehill Education and Training Ltd, we look forward to welcoming you at our farm.

The purpose of this letter is to confirm our procedures and the responsibilities of Stokehill staff, Lead Teachers and pupils.

Stokehill systems are aimed at providing an appropriate level of support to Lead Teachers during their visit to the farm whilst fulfilling our own Duty of Care as a provider. Lead Teachers, in exercising their duty of care, remain responsible for the overall safety of their Students at all times. Lead Teachers must therefore have adequate arrangements for the pastoral care of their students during non-contact time, and remain responsible for the behaviour of their students at all times.

Stokehill Education and Training Ltd will be responsible for ensuring the following:

- All sites used by pupils on the farm will be Risk Assessed with the significant findings documented and acted upon.
- Ongoing Risk Assessments will be carried out at field sites with amendment to the fieldwork or activities if required due to group, weather or other circumstances.
- Where visitors require medical attention, Stokehill staff will support teachers to make appropriate arrangements.
- Stokehill staff are registered with the DBS update service. Safeguarding of visitors is a priority for Stokehill and is delivered through induction, training and codes of practice.
- Stokehill codes of practice are consistent with the Industry Code of Practice.

Lead Teachers must be responsible for the following:

- Risk Assessing the journey to and from the farm.
- Ensuring any activities not led by Stokehill staff, including any non-contact time, are appropriately Risk Assessed.
- Having a presence on site and during activities to ensure the appropriate behaviour and effective pastoral care of their Students.
- Ensuring that they are able to meet the requirements of their school's safeguarding policies.
- Ensuring that Stokehill is made aware of any Student or Staff medical or health issues,

- or special educational needs in sufficient time, prior to the visit.
- Ensuring that in the event of illness or indiscipline the school or parent/guardian have arrangements in place to facilitate the safe return home of the student(s).

School Students on courses at Stokehill also have responsibilities:

- All Students must follow Health & Safety instructions.
- All Students should behave with a concern for the safety of themselves and others and follow the Stokehill Code of Conduct.
- All Students (or their parents/guardians) should ensure that Lead Teachers are made aware of any health or medical conditions prior to the visit.

Stokehill Policy is that safe and productive out-of-classroom activities must be based upon a partnership between the provider, organisers and students. Stokehill also hopes that organisers and accompanying staff will participate as fully as possible in the planning, support and follow up of the course to ensure that its educational potential is fully realised. Stokehill will endeavour to ensure that it fulfils its obligations. We ask that Lead Teachers ensure they can fulfil their commitment to this partnership. If you have any concerns, or need clarification, please don't hesitate to discuss this us.