



Papplewick Pumping Station Educational Visit Booking Form

Papplewick Pumping Station
 Off Longdale Lane, Ravenshead, Nottingham NG15 9AJ
 0115 963 2938

Name of Contact			
Name of School			
School Address			
Postcode			
Telephone No. (include code)			
Fax Number			
Email Address			
Mobile Number			
Preferred Visit Date	1 st Choice	2 nd choice	3 rd Choice
Time of Arrival:	Time of Departure:		
No. of Pupils:	No. of Adults:	Year Group:	
Title of Session a.m.			
Title of Session p.m.			
Detail Special Requirements (learning, physical, social, medical, allergies etc)			



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The Learning and Access Department at Papplewick Pumping Station aims to provide a safe and enjoyable learning environment for all visitors. However, parties containing young people require special consideration in order to ensure their safety.

A pre-visit meeting is strongly advised for all group leaders. This enables group leaders to familiarise themselves with the site and the location of all the planned activities, whilst also providing an opportunity to discuss specific learning objectives, any special requirements and health and safety considerations. On receipt of this booking form contact will be made to arrange a mutually convenient date and time for this.

Risk Assessments have been carried out for all available activities and all the staff and volunteers of the Learning and Access Department have undergone enhanced CRB checks.

All parties must agree to the following terms prior to the visit taking place:

I have read the Papplewick Pumping Station Educational Visit Pack and I agree to ensure that:

- We keep our group under control throughout the duration of the visit in order to ensure everyone's enjoyment, safety and to make best use of the learning opportunities afforded. We accept that the activity leaders are responsible for the delivery of the activity sessions, and not for supervising the behaviour of group members.
- A qualified teacher will accompany the group and there will be at least one responsible adult to every 8 pupils at all times. A completed Visitor List (included in pack) will be provided to Papplewick staff at the commencement of the visit.
- All teachers and responsible adults will be conversant and compliant with the requirements identified within our risk assessment documents and heed all safety advice given on site.
- We undertake not to hold Papplewick Pumping Station Trust, or its volunteers and staff, responsible for any loss or damage which we, or any member of our party, may suffer. This undertaking shall not extend to negligence on the part of Papplewick Pumping Station Trust.

Name	
Position	
Contact Telephone Number	
Signed	
Date	
Name of Group Leader for visit if different from above	