



HOLKHAM

ROLES & REPONSIBILITIES

In order for your visit to be enjoyable and to run as smoothly as possible, we ask you to read and observe the following roles and responsibilities:

HOLKHAM'S RESPONSIBILITIES

- To communicate effectively with each visiting group prior, during and after the visit.
- To ensure all Health & Safety legislation is adhered to, including providing copies of relevant risk assessments and policies on request in advance of the visit.
- To deliver professional, engaging educational sessions as agreed at the time of booking.
- To ensure all equipment and resources are maintained and available for use by visiting groups where appropriate.
- To undertake dynamic risk assessments and make decisions regarding suitability of tasks in conjunction with visiting group staff.
- To review sessions and associated resources regularly, taking into account feedback received.
- To maintain high standards of child protection amongst staff and volunteers.

VISITING GROUP'S RESPONSIBILITIES

- To ensure participants are appropriately attired for the weather conditions and activities.
- To supervise group at all times, particularly 'down' times such as lunch time.
- To set standards of behaviour expected and reinforce this where required.
- To provide first aid equipment, a trained first aider and appropriate adult to child ratios (we recommend a minimum of 1:10 for KS2 and 1:8 for KS1, with higher ratios for SEN students).
- To be responsible for the welfare of participants at all times.
- To inform Holkham staff of any Special Educational Needs or requirements.
- To evacuate buildings if the fire alarm sounds and undertake a head count to ensure all members of the group are present.
- To provide constructive feedback on completion of visit.

PARTICIPANT'S RESPONSIBILITIES

- To show respect for the environment, its contents, other visitors and Holkham staff.