



**at Rosliston Forestry Centre**



## **Self Led Groups: Site information, guidance and instructions**

For schools, play schemes and other self led groups of over 15 people in total.

### **General Information**

We welcome you on site and ask that you help us by reading and applying our guidance for self-led groups, and send us a completed booking form prior to your visit.

For schools and other groups coming during the school day, more information is available from:

Environmental Education Project,  
Unit 1A, Rosliston Forestry Centre,  
Burton Road, Rosliston,  
South Derbyshire, DE128JX

Tel: 01283 535039

Email: [Rosliston@southderbyshire.gov.uk](mailto:Rosliston@southderbyshire.gov.uk)

For visits 'out of hours', at weekends and during school holidays please ring 01283 563483 or email [enquiries@roslistonforestrycentre.co.uk](mailto:enquiries@roslistonforestrycentre.co.uk)

Rosliston Forestry Centre is a large public site but the space around the Main Centre, buildings, toilets, play areas and picnic areas can get very congested, particularly at lunchtime and when it rains! Therefore we ask you to book with us, even if you do not require many facilities. Sometimes we have groups with 100 plus children booked in for activities and visits on site so we may suggest/offer alternative dates for your self-led visit when you ring us.

### **Habitats/Activities**

You are welcome to walk around and enjoy the views, but to help manage the habitats like woods, meadows and ponds we only allow people to walk through and enjoy the views. We do not allow any kind of work or activity which might disturb the undergrowth or habitat areas, and we do not allow you to collect things or make fires or shelters. We do not allow self led pond dipping or minibeast hunting. If you wish to do these activities you can book a member of our staff to lead them. We manage and maintain the habitats carefully. This is expensive and our charge for leading sessions takes this into account. See website or contact us for current charges.

## Alternatives to Habitat Work

We do have some alternative activities you can try, like trail sheets. Some of these are free and some have an administration charge. If you want to lead habitat activities yourself, we may be able to help you find a more suitable site close to your school or nursery – do contact us and we will help if we can.

## Rooms/Indoor Space

If you are staying for the whole day, please consider what you will do if the weather is bad – too hot, too cold, too wet or too windy. We recommend that you book a room for lunch, or to use as a base. Rooms must be pre-booked – they are not available ‘on the day’. We charge £30 for the Training Room for lunch (12-2) or £60 if you want the room as a base from 9.30-2.30 (you can leave bags there all day and have somewhere to go if it rains). If you just want the room at lunchtime, you may be able to leave bags on your coach (check with your coach company/transport provider).

## Your Visit

Please ‘check in’ at reception when you arrive.

We recommend that your visit is for a **maximum of 2 hrs** if you do not book a room. There are no water fountains – make sure your group all bring enough **drinks** for the day. Please do not eat your **lunch** in the atrium/soft play area etc. as this causes hazards for other visitors.

If you plan to visit in the evening **after 5pm** please note:

- Site buildings including toilets will be shut
- There will be no ‘on site’ first aid provision
- Make sure you find out what time the entrance barrier to car park shuts to ensure that parents will be able to get onto the site to collect children. It is **not safe** to park on the road outside or in front of the entrance/exit barriers as these need to be kept clear at all times for emergencies.
- Some led activities are available - ring for further information. Activity leaders will have keys to rooms and the car park barriers.

**Please keep this information to help plan your visit. We also advise you to take a Site Guide with you on the day, so that you have the site map and also the office contact details for site staff (office hours only).**

**Please fill in and return the booking form -**

**This will help us plan which groups are using the various parts of the site on the day of your visit, and will also help us to support you in the event of an emergency. Keep your own copy of the booking form.**

## Self-led Visits Booking Form 2021

**Please note: Permission to bring a group onto this site is dependent on the completion of this form.** Additional permits are not required if this form is completed. For further information on booking facilities/activities ring 01283 535039 (schools) or 563483 (other groups). **Please return this form to:**

**Environmental Education Project, Unit 1A, Rosliston Forestry Centre,  
Burton Road, Rosliston, South Derbyshire, DE128JX**      [rosliston@southderbyshire.gov.uk](mailto:rosliston@southderbyshire.gov.uk)

Your name:		Name of group:	
Proposed date of visit (please confirm with us before you book a coach):		Number of children in group: Number of adults in group:	
Address:			
Email:		Daytime phone number:	
Time of arrival:		Proposed time for lunch:	
Proposed location for lunch (please circle):	Picnic area	On the coach	Other (please state)
	In the Café	Out on site	.....
Time of departure:		Emergency mobile number of person on site during your visit:	
What facilities and/or activities have you booked e.g. soft play, lunchroom, cycle hire:			
Which parts of the site you plan to use, and what do you intend to do:	<b>Location</b>		<b>Activities</b>
Please tick to confirm that you have read and will apply the <b>'Self Led Groups: Site information, guidance and instructions'</b> that are with this form			
<b>NB</b> - If you have any queries or there are any activities you are unsure about, please check with us prior to your visit			

<b>Please tick to confirm that you will <u>not</u> be:</b>	
• Doing any habitat work e.g. mini-beast hunting, pond-dipping	
• Taking anything from the site e.g. sticks, plant materials	
• Moving anything e.g. logs, shelter building	
• Having a fire	
<b>Please tick to confirm</b> you have read the <b>Environmental Education Project's Self-led Risk Assessment</b>	
<b>Please tick to confirm</b> that you will apply your own organisation's health and safety, and child protection policies	
<b>Please tick to confirm</b> that you have a back up plan for bad weather (e.g. lunch on coach) or contact us to book a room	
<b>Please tick to confirm</b> that your organisation has Public Liability insurance	
<b>Please tick to confirm you have</b> done your own risk assessment and plan for the visit, which includes:	
• Weather contingency (hot, cold, windy, wet)	
• Behaviour Management	
• First aid/medication	
• Emergency procedures	
• Adult: child ratios	
• Toilets	
• Stranger Danger	
• Any activity-specific information	
• Getting lost	
• Your own organisation's guidance and procedures	
Please confirm that you will have a first aid kit/ first aider with your group:	
Signature Person in Charge: Name: Date:	