



at Rosliston Forestry Centre



## **Self-Led Groups: Booking Info and Checklist**

### **Site information, guidance and instructions**

For universities, colleges, schools, play schemes and other self-led groups

Booking forms are required for groups of 15 or more people. Other groups do not need to fill in the form *but they do need to follow all the instructions below in relation to habitat work.*

If you intend to bring 30 or more, please consult with us in advance to ensure:

- What you are proposing is something we can accommodate.
- That we don't have too many groups on site at the same time.
- That we agree a date that works for us and yourselves.

### **General Information**

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

#### **Mon-Fri daytime visits or for booking activity leaders at any time/day:**

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

Email: [Rosliston@southderbyshire.gov.uk](mailto:Rosliston@southderbyshire.gov.uk) Tel: 01283 535039

#### **'out of hours', at weekends and during school holidays**

Email [enquiries@roslistonforestrycentre.co.uk](mailto:enquiries@roslistonforestrycentre.co.uk) Tel: 01283 563483

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 contact 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 'leave no trace'. 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. 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

We recommend that your visit is for a **maximum of 2 hrs** if you do not book a room.

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. **This should all be covered in your risk assessment.**

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 Exhibition 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 avoid booking a room by leaving bags on your coach and eating lunch there (check with your coach company/transport provider first as they don't always stay on site).

## Your Visit

Please 'check in' at reception when you arrive.

There is one **water fountain** near the café which can be used to refill bottles.

Please do not eat your **lunch** in the atrium/soft play area etc. as this causes hazards for other visitors.

**Please remind your group to pay parking charges if using individual vehicles.**

## Shop

The site shop is usually open daily from 9-4:45. It is a small shop and they ask groups to split down into manageable numbers of <10 (which partly depends on staff availability here). Please pop into the shop when you arrive if you would like to take your group in and agree a time/ person limit for access to the shop.

## Out of Hours

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
- Barrier opening/ closing times vary with the season. Please ensure you liaise with us about visit dates and we can let you know barrier times. **It is essential that all vehicles arrive while the barrier is open. This includes drop off and pick up.** Vehicles should **never** be parked or "waiting" at the barrier entrance due to site obstruction and highway visibility concerns. If this is a problem, we suggest you find a local park or woodland which does not have highway or obstruction concerns or book a member of staff to come in and facilitate your visit.
- Some led activities are available - ring for further information. Activity leaders will have keys to rooms, toilets 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 2024

**Please note: Permission to bring a group onto this site is dependent on the completion of this form and follow up discussion (if applicable).** For further information on booking activities ring 01283 535039 or if you just want to book facilities ring 01283 563483 **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/learning institution:	
Proposed date of visit (please confirm with us before you book a coach):		Number of students 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 all the instructions on P1 & 2 of this document and those in this form. If you need additional copies or don't have the full document pp1-4, please ask for a copy or download from our website <a href="#">School &amp; Education General Info - Rosliston Forestry Centre</a> document name: <b>'Self Led Groups: booking info and checklist'</b> . <b>NB - If you have any queries or there are any activities you are unsure about, please check with us prior to your visit</b>			

<b>In addition, please tick to confirm</b>	
• <b>we will not be</b> doing any habitat work e.g. mini-beast hunting, pond-dipping	
• <b>we will not be</b> taking anything from the site e.g. sticks, plant materials	
• <b>we will not be</b> moving anything e.g. logs ( <i>except in the public den building area by the play field</i> )	
• <b>we will not be</b> having a fire	
<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)	
• Need for undercover space for lunch or other breaks and how this will be managed	
• Behaviour Management	
• First aid/medication	
• Emergency procedures	
• Adult: child ratios	
• Toilets / supervising access to toilets	
• Stranger Danger	
• Any activity-specific information	
• Getting lost	
• Your own organisation's guidance and procedures	
<b>Please confirm that you will have a first aid kit/ first aider with your group:</b>	
Signature Person in Charge: Name: Date	Signed: