



GUIDANCE FOR TEACHERS

These notes provide advice and guidance for sessions that can be delivered in a number of settings, at venues, through outreach or by teachers using loan boxes.

The venues

This resource is designed to give an overview of the sites in the Aviation Heritage Lincolnshire Group that offer educational visits. The sites have developed over the years to accommodate an audience predominantly of aviation enthusiasts. Some are on operational RAF bases and others on the sites that were active during the First and/or Second World Wars. It is important that teachers are aware of the content of the venues so they can make sure a visit is appropriate to children in their care.

All of the venues are happy to offer pre-visit sessions to teachers. A pre-visit session is an opportunity to iron out any potential problems and is essential to a successful visit, particularly where the venue deals with potentially difficult subjects like war and conflict.

Outreach sessions

Some of the venues may be happy to offer outreach sessions but most of the venues are staffed by volunteers.

Agreeing what will happen on the day
 For both venue-based and outreach sessions, it is advisable to have an agreement with the venue that covers:

- » Name and contact details for staff at the venue and of the teacher arranging the session and the names of the teacher(s) or group leader(s) who will present throughout the session.
- » Is the visit free or is there a cost per child?
- » When will the session take place? (Date and time)
- » How long the session will last. (It is important to stick to agreed times on both sides)
- » If the visit can no longer take place, let the venue know as soon as possible
- » Where the visit will take place (venue, RAF base, school/village hall etc)
- » Are there any security issues and procedures if the venue is on an RAF base.
- » What needs to be in place for young people and teachers to pass efficiently through security? What happens if children aren't on pre-agreed lists etc. Who will escort the group on site?
- » What is the precise location of the session? (Hall, classroom). This is important as it will allow venue staff to plan what can and cannot be achieved.
- » What facilities are available in the space?
- » Where are the nearest toilets etc?
- » What happens in case of fire?
- » Will there be a qualified first aider on hand?
- » How many children will take part? (Venue staff may set a limit on the number of children they can safely accommodate and the number of children they are happy to work with in an outreach setting).
- » How old are the children? (This will help venue staff to tailor the visit to meet the needs of the children).
- » Are there any special needs or circumstances venue staff need to be aware of?
- » What will the session will cover?
- » What are the expected outcomes of the session?
- » What does a successful session look like as far as the young people are concerned?
- » What are the expected standards of behaviour?
- » What are the ground rules?
- » How many teachers will be on hand to accompany the young people. (Again venue staff may specify child adult ratios).



- » Many of the venues contain rare, precious or delicate items. A pre-visit will allow teachers to gauge the level of information they need to give to children before a visit.

It is good practice to have a template agreement covering the above (a sample template agreement document has been provided as a starting point). When it has been completed, both parties can agree the content and sign it. This will act as the agreement for the session.

There should always be a teacher present during sessions to support venue staff in control and supervision of the children. Government guidelines recommend there should be:

- » one adult for every 6 pupils in years 1 to 3 (5 to 7 year olds - under 5s and reception classes should have a higher ratio)
- » one adult for every 10 to 15 pupils in years 4 to 6 (7 to 11 year olds)
- » one adult for every 15 to 20 pupils in year 7 onwards (11 year olds onwards).

Teachers are required to complete Risk Assessments. Aviation Heritage Lincolnshire can advise on Risk Assessments.

Loan boxes

Loans boxes are available and can be booked through each site.

The contents of the box are described on a laminated card which is kept in the loan box. Whoever is loaning the box must sign to say all the contents are as described and the contents must be checked and signed off on return.