

SHARING REPTON: HISTORIC LANDSCAPES FOR ALL

Families' Excursion

Method Statement

Sunday 9th September 11.30am-2.30pm, Wicksteed Park

Purpose

For an invited group of adults and children to visit a historic park for a fun experience that will introduce them to the concept of historic designed landscapes, facilitated by the Community Link Manager and volunteers at Wicksteed Park, with Northamptonshire Gardens Trust volunteers.

Number of guests

30-40 people, including 6-10 children (this is likely to be c10 families).

Volunteer or staff support needed

4-6 volunteers are needed so that they can support the excursion with approximately 1 volunteer to 2 family groups, or ideally 1:1.

Approximate budget required

£700 for participant travel and materials. (Potential additional costs could be venue hire, refreshments, and professional support to deliver.)

Requirements for insurance, risk assessment, personal checks, First Aid

Insurance:

This event is covered by a combination of venue insurance (Wicksteed Park), Northamptonshire Gardens Trust insurance (via the Gardens Trust) and the coach hire company insurance.

Risk Assessment:

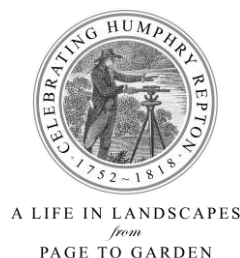
This event will need a risk assessment, see Appendix X. The Risk Assessment should be circulated to all volunteers and relevant staff prior to the day (at the briefing meeting), and a copy kept to hand during the event.

Personal Checks:

As all children are accompanied by their parents at all times, it is possible to run an activity of this nature without volunteers having a DBS check (Disclosure and Barring Service check). It is however best practice to have at least one key volunteer with the check, and ideally more – details at <https://www.gov.uk/request-copy-criminal-record>. In this instance, Tracey and Carol have Enhanced DBS, and Linden has Basic.

First Aid:

It is best practice but not essential to have a qualified First Aider at an event of this kind, with a First Aid kit to hand. On this occasion, the First Aider is Tracey Clarke.



Equipment and materials needed

- First aid kit
- Site history crib sheet for volunteers, if possible.
- Blank name stickers x50 (confirm when have guest numbers)
- Sharpie pens x10
- Red stickers x50 for people who do not want their photograph taken
- Photo subject permission forms x50 – LINDEN TO SUPPLY
- Biro's x25 for signing the permission forms
- 'Shoe bag'-type rucksack x 3 to carry materials for each activity
- Long picnic tables x3-4
- Picnic benches or chairs x1 per guest.
- Cake
- Paper plates x50
- Napkins x50
- Knife for cake cutting
- Disposable cameras x1 for each child plus spares.
- Picture frames x1 per guest (or at least child).
- [NEED TO CONFIRM TREE MEASURING MATERIALS – TRACEY TO SUPPLY]
- [NEED TO CONFIRM PAPERBOAT MATERIALS – TRACEY TO SUPPLY]
- Lollies x1 for each guest. NB must be non-dairy, non-nut and the same flavour for everyone.
- Voice recorder for evaluation. LINDEN TO SUPPLY, SUBJECT TO DISCUSSION BETWEEN CAROL/ELAINE AND PHYLLIDA

Preparation schedule (in advance):

When	Action	Equipment	Who	Notes
2 months prior	Promote to potential participants by giving a talk at the Victoria Community Centre.		Tracey	Need to keep a note of participants signed up
6 weeks prior	Coach hire		Carol and Elaine	
6 weeks prior	Train ride booked		Tracey	
6 weeks prior	Volunteers recruited		Carol and Elaine	
3 weeks prior	Deadline for participants to sign-up		Tracey	
3 weeks prior	All equipment and materials obtained		Carol and Elaine	
3 weeks prior	Risk Assessment completed		Carol and Elaine	
1 week prior (4 th September, 2pm)	On-site briefing meeting for volunteers to be talked through the itinerary, test the activities, and agree some 'customer service' principles.	All event equipment and materials. Paper copies of risk assessment and method statement to be given to every volunteer and participating staff member.	Tracey, Carol, Elaine, Linden, NGT volunteers	Run through schedule and risk assessment in detail, raising potential scenarios and responses. Walk through the event on site and practice each activity in situ. Amend risk assessment and method statement accordingly.
1 week prior (4 th September, 2pm)	Volunteers to organise materials and equipment	All equipment and materials	Tracey, Carol, Elaine, Linden, NGT volunteers	Open packets and store appropriately. Pack individual sports bags with materials for each activity so they can be carried to each activity location.
1 week prior (4 th September, 2pm)	Volunteers to be briefed on key points of park history in case guests ask		Tracey, Carol, Elaine, Linden, NGT volunteers	

Preparation schedule (on the day):

- 10.30am volunteers arrive to set up exhibition, table, source lollies, check activity locations are safe

During Activity schedule:

When	Action	Who	Equipment	Notes
11.00am	Coach with guests departs from the Victoria Centre.	Carol and Elaine to greet and travel on the coach.		
11.30am	Coach arrives at Wicksteed Park and parks in car park, guests are greeted by volunteers.	Everyone	Name stickers, sharpie pens	Guests dismount and are greeted as a group, each family is allocated a volunteer. Volunteers help guests write name stickers – each vol has a pen and pile of stickers
11.35am	Group makes way to amphitheatre	Everyone		Volunteers to chat to guests, help marshall small children, answer questions, etc.
11.50am	Gather under Round House to be told structure of day and very brief introduction to Repton and history of the park. NGT Repton display is available.	Tracey leads	NGT Repton display.	
12.00pm	Guests seated at single long picnic tables to eat their lunch (byo)	Everyone	Picnic tables, chairs	Volunteers mingle, sit with their guests and eat own lunch. Some children will leave the table and run around. This is ok but needs to be managed so they don't all run off – friendly role for volunteers.

12.20pm	<p>Cake cut and distributed, guests each given a camera and picture frame with explanation.</p> <p>Lunch ends.</p>	<p>Volunteer x1 to cut cake.</p> <p>Volunteer x1 to distribute cake.</p> <p>Volunteer x1 to distribute cameras and frames.</p> <p>Tracey to explain cameras and frames.</p>	<p>Cake, paper plates, napkins, knife.</p> <p>Disposable cameras.</p> <p>Picture frames.</p>	<p>Need to be able to let people know the cake ingredients if asked (eg, gluten, dairy, nuts).</p> <p>Tracey to explain to the group that the cameras are to take pictures during the visit, and the frame is to choose your view – volunteers can then repeat this message to their families as needed.</p> <p>Volunteers will need to keep an eye on the camera use so that all photos don't get used too early in the day as need to save plenty for the Rose Garden – children not used to the limited number of photos on non-digital cameras!</p>
12.30pm	<p>Group walks to willow tree for very brief talk on history of trees at the park (ie ornamental, different ages, careful locations for views) and tree measuring activity (see Appendix X for activity guidance)</p>	<p>Tracey demonstrates and leads the activity, volunteers support each family</p>	<p>TRACEY TO SUPPLY</p>	

1.00pm	Group walks to Lake for very brief talk on how the lake was made paper boat making activity (see Appendix X for activity guidance)	Tracey demonstrates and leads the activity, volunteers support each family	TRACEY TO SUPPLY	
1.30pm	Group walks to Rose Garden to choose views for framed photos (see Appendix X for activity guidance)	Tracey demonstrates and leads the activity, volunteers support each family	Disposable cameras. Picture frames.	Particularly look towards Barton Hall parkland
1.55pm	Group walks to train station for ride, children all given a lolly to eat on the train	Everyone. Volunteer x1 will need to run off ahead to the kiosk to collect the lollies	Lollies	Volunteer to stand at entrance to train platform and give everyone their lolly as they pass. Buggies / wheelchairs left at the station for collection on return. Volunteer in each carriage.
2.00pm	Train ride	Everyone		

2.20pm	Group walks from train station to car park	Tracey to lead		Wait till everyone safely off the train before the group starts to walk.
2.25pm	Group assembles at coach – group photo, and goodbyes . IS THERE GOING TO BE AN EVALUATION ACTIVITY HERE? OR I WAS WONDERING ABOUT BUYING DIGITAL VOICE RECORDERS AND EACH PARTICIPANT SAYS ONE SENTENCE TO DESCRIBE THEIR DAY AS THEY BOARD COACH – WAITING FOR CONFIRMATION FROM PHYLLIDA	Everyone		Keep children close whilst in car park
2.30pm	Coach leaves	Elaine and Carol on coach to gather anecdotal evaluation	Should they use digital voice recorders for this?	