



# Essential Information

For Educational visits to Monkey Forest

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## *BEFORE arrival at Monkey Forest*

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- Please ensure the **member of staff leading the group on the day** has read this essential information sheet. It contains information needed on the day.
- **Risk Assessments** are included in this document. They are a non-exhaustive list, but contain the risks most closely associated with educational visit activity.
- **Free Teacher pre- visit.** Each school is entitled to a pre- visit to Monkey Forest to fill in any necessary school paperwork and Risk Assessments. One free place is given to each school, anyone accompanying the free teacher is subject to standard admission prices. Must be booked in advance.

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## *ON THE DAY of your trip*

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### **Arrival**

Monkey Forest has its own car park and there is ample room for coaches. There are no roads to cross to the entrance kiosk; but do make sure you keep groups together when walking through the car park. Monkey Forest opens at 10.00 am.

### **Payment**

When you arrive at the kiosk inform the member of staff how many students and adults are in your group. There is one free member of staff for every 5 students. Payment is to be made on the day of the visit by cash or card. A till receipt will be issued upon payment as an invoice.

**If your school wishes to be invoiced after your visit, a £10 administration fee will be added to the invoice.**

### **Toilets**

The toilets are located near the café. We advise that all students go to the toilet before entering the enclosure, as there are no toilets inside the forest.

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*DURING your trip*

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### **Safety & Behaviour**

To make your visit as enjoyable as possible, please be advised that at all times during your visit, teachers are responsible for safeguarding and disciplining students. This is not the responsibility of Monkey Forest staff. The monkeys are free to roam, and may share the same pathways as students so it is important that staff have an understanding of the Forest Rules, and ensure their students adhere to them.

Please ensure teacher and students have read and understood the forest rules, as failure to comply may result in being asked to leave the forest.

### **Packed lunches**

We advise you leave packed lunches on the coach and collect them when needed. If your coach cannot stay at Monkey Forest, lunches can be left in the two large containers beside the classroom (behind the video room).

Packed lunches can be stored here while the group visits the enclosure, to ensure no open food/lunch bags are on show to the monkeys during your visit.

Please note- there are no locks on the containers, so we advise that no valuables are left.

Monkey Forest has an undercover area and a picnic area for packed lunches to be eaten.

Please find a member of staff on the day if there is anything you need help with.

### **Re-entry to Monkey Forest**

If a member of your party needs to leave Monkey Forest main gate (to collect packed lunches from the coach etc), they will require a re-entry stamp which can be issued at the Jungle shop or the kiosk. Each person that requires re-entry must get a stamp, as this will ensure that you do not have to re-pay when entering again at the kiosk.

### **Educator Led Visit**

If you have booked an educator led visit, please ensure that you meet your educator at the designated time in front of the Monkey Forest office. Lateness may result in a shortened visit as we often accommodate many school visits each day. If you find yourself running late, please do call ahead to Monkey Forest. Please ensure that bags are stored, and toilets visited prior to meeting the educator. There are no toilet facilities in the forest, so toilets and / or snacks are advised before entering the monkey enclosure.

Our educator will lead the session, but it is the responsibility of school staff to discipline students, and ensure children are adhering to the rules of the forest.

### **Self led Visit**

Self Led visits still require close adult supervision of students whilst in the forest.

**All students under the age of 16 must be accompanied by an adult.**

To help make the most of your visit, there are lots of informative signs around the forest, as well as guides along the path to give information on the monkeys. Feeding talks are at quarter past every hour- so you can see the monkeys being fed and learn a bit more about them.

We offer support materials for teachers on self led visits. If you cannot download these from our website please contact our education department who will be happy to send them to you

Trentham Monkey Forest

## Forest Rules



- Touching monkeys is strictly prohibited
- Keep at least an arms length distance from monkeys at all times
- No Running or shouting
- Stick to the visitor path
- Children under the age of 16 must be supervised at all times
- No Smoking
- No feeding the monkeys
- No food, drink or chewing gum to be eaten in the monkey enclosure

## Risk Assessment Guidelines

Monkey Forest understands that visiting groups are required to perform risk assessments, when taking groups of students on a trip.

Unfortunately, it's not feasible for us to provide detailed descriptions and copies of our documentation, due to the volume of information that would entail.

However, we are happy to provide the following information of potential risks along with some health and safety considerations for your trip. If you have more specific requirements or questions about something we haven't covered- please feel free to get in touch with us at: [info@monkey-forest.com](mailto:info@monkey-forest.com)

## Risk/Hazard

## Your Responsibilities

## Monkey Forest Responsibilities

<b>Close contact with monkeys resulting in a bite or scratch</b>	Monkey forest insists that at least an arms-length distance is kept from the monkeys: <b>at all times</b> . Group leader is to ensure staff and children are aware of the rules, and adhere to them. Do not touch, run towards, corner or make loud noises in the park; no eating or feeding monkeys is allowed.	The rules and regulations of the park are reiterated before entry to the park. Guides are situated along the path to remind visitors of the rules and regulations.
<b>Monkey faeces around the forest – contact with primate faeces</b>	Ensure the group are aware to stay on the designated paths and not to pick up anything from the ground.	The path is cleaned of droppings each morning. Monkey Forest staff continuously monitor and remove droppings throughout the day. Washbasins are situated in the classroom and the toilets.
<b>Lost child</b>	An adequate number of responsible adults are required to supervise children. Inform everyone that the designated paths are to be kept to. Arrange lost meeting point. Advise children to go to a park guide if they become separated.	Staff are situated to ensure people keep to the designated paths and are trained to deal with lost children. All staff are approachable for help, and will assist in an emergency situation
<b>Fire</b>	Inform a member of staff, and then follow their direction. Remain calm, and keep your group together.	Staff are trained in fire and evacuation procedure.
<b>Medical assistance</b>	Anyone needing regular medication should carry it with them. Inform a member of staff if a member of your group is unwell and in need of medical assistance	First aid is available at the Monkey Forest office. First aid boxes are available throughout the site. Staff can request an ambulance at any time. All areas of the park have ambulance access.
<b>Disabled/special needs visitors' accessibility</b>	Make staff aware of any special needs requirements when booking a visit.	Wheelchair access in the park, disabled toilet, ramp available for wheelchair access to classroom. Classroom sessions are adaptable to the special needs of each group.

<b>Uneven ground/ slope during pathway</b>	Staff to ensure the children are behaving sensibly when going down the incline.	Staff in the forest can advise on the best routes to avoid the incline if needed, accessibility information also available at the kiosk.
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## Health and safety considerations

Other areas of consideration, when planning and organising a group visit.

<b><u>Area</u></b>	<b><u>Your responsibilities</u></b>	<b><u>Monkey Forest Responsibilities</u></b>
<b>Banana café</b>	People with food allergies may prefer to bring their own food (only food purchased in the café is to be eaten in the café). There is a picnic area and an undercover seating area available.	The Banana café adheres to health and safety regulations. The café staff will give details of allergens on request.
<b>Jungle shop</b>	Children must be supervised when in the shop. It is recommended that small numbers of children visit the shop at one time to reduce overcrowding.	School goody bags can be made up on request to avoid the need for children to visit the shop – please ask for details when booking.
<b>Toilets</b>	This area also contains baby changing facilities, disabled toilet, and handwashing facilities; use the facilities you need.	Areas are cleaned regularly by Monkey Forest staff. Please alert a member of staff if you have an issue.
<b>Picnic Area</b>	Undercover and outdoor picnic areas are available. Ensure no food is to be taken into the monkey enclosure.	Area is cleaned regularly by Monkey Forest staff. Please alert a member of staff if you have an issue.

<b>Play Areas</b>	Please ensure the area is left as you found it. Children must be supervised at all times when using the playgrounds.	Playgrounds are checked and maintained daily. Ensure playground is safe & clean for use
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Don't forget to arrange your FREE teacher visit, to tie up those H/S loose ends.  
Call us on 01782 659845 or email us at [info@monkey-forest.com](mailto:info@monkey-forest.com) to let us know you're coming.