



General Information & Safeguarding guidance for visits to the Apiary by School/Youth Groups

1. TTVBKA is based at The Apiary, 41, Whitton Road, Twickenham TW1 1BH near to Twickenham Station. For a location map please visit our web site www.twickenham-bees.org.uk

There are parking restrictions in the area from 8:30am. to 6:30pm. Monday to Saturday. For more information, please visit the London Borough of Richmond Upon Thames website www.richmond.gov.uk. We have off-road parking for two or three cars/minibuses within our grounds.

2. The Apiary gates can be closed to deter children from leaving the premises and to discourage access by adults who are not participants in the visit.
3. We cannot accommodate more than 30 children plus accompanying adults at any one time.
4. There are 2 toilets on site, one of which is designed for use by people with disabilities.
5. The Apiary toilets, Discovery Centre, main hall, garden and hide; for viewing the bees at close proximity, are wheelchair accessible. Please let us know if members of your group have any special needs.
6. Volunteers, who are members of the TTVBKA will be present throughout your visit and will lead and help with the activities for your children's group. Our regular volunteers are DBS checked and will adhere to TTVBKA safeguarding guidelines. It is the responsibility of the school/visiting group to ensure that children are supervised by their adult leaders at all times and follow instructions as directed by TTVBKA volunteers, especially in case of emergency.
7. There should be a minimum ratio of 1:8 adults to children for school years 4,5 & 6 and 1:6 for years R, 1,2 & 3. The visiting school/youth group should ensure the appropriate ratio in accordance with its own guidelines for any child/ren with SEND who may be attending
8. Children are welcome to eat packed lunches or snacks on site by prior arrangement with the Apiary visits administrator, when making a booking.
9. Photography by visitors to the Apiary is permitted. Volunteers assisting at the Apiary are not permitted to take photographs during a school/children's visit.
10. TTVBKA reserve the right to vary or cancel arrangements for a visit and apologise if any part of the Apiary is inaccessible at the time of the visit due to inclement weather. TTVBKA cannot be held liable for the cost of any transport or other costs which may have been incurred if the visit

must be cancelled for reasons beyond our control.

11. There is a First Aid box at the Apiary, but administration of first aid is the responsibility of the school/visiting group adult leaders. Visiting groups should be accompanied by an appropriately qualified first aider. Schools/group leaders should ascertain if anyone in their group has previously had a strong/allergic reaction to a bee sting and advise the volunteers at the apiary of this at the time of the visit. Although it is most unlikely that anyone will be stung during their visit, it is advisable to come equipped with an EpiPen. Children should be reminded that bees should not bother them or sting them if they remain still.
12. The school/visiting group is responsible for carrying out its own risk assessment. However, TTVBKA risk assessment will be sent to the visiting school two weeks before a visit.
13. TTVBKA is covered for up to £10 million Public Liability Insurance for risks associated with visitors to the site.
14. Any queries on the above or any other aspect of the visit please email the Apiary Educational visits administrator at apiaryvisits@gmail.com
15. TTVBKA is an educational charity. If your group would like to make a financial donation to the charity it would be much appreciated but is not obligatory. Bank details for online bank transfers are as follows:
Bank account name: TTVBKA
Sort code: 40-52-40
Account number 00015813