

SOMPTING DOWNS BARN

EDUCATIONAL VISITS CODE OF PRACTICE

v130312

Bookings policy

The aim of the Sompting Estate Trustees, in accepting bookings at the Estate's Downs Barn centre, is to facilitate courses and meetings through which all participants will learn to better understand and appreciate the contribution of the local farmland economy to the environment, its history and culture, together with the natural history, beauty and culture of the South Downs area.

Irrespective of whether the bookings are by charitable, public or private / commercial organisations, in the event of annual demand exceeding permitted availability (currently 40 events p.a.), those bookings will be given priority which are considered likely to support creative and practical responses to the downland history, natural history and farm economy, and which cater for a range of mental and physical abilities.

Users booking the barn will have sole use of the classroom and will normally have sole use of the building during the booked time. Because the building is dual use, very rarely it is possible that an estate trustee or contractor may need to access the facilities (other than the classroom) during an event. If this is necessary they will identify themselves to the course leader and otherwise avoid disturbing the classroom event.

Children

Children are welcomed as well as adult learners but where children are present, Course Organisers are responsible for ensuring that selection accompaniment or supervision will be such as to protect the children, and also the Downs Barn and its contents, remembering and where necessary making clear that the facility is not a public classroom as such but also a private family library / archive and general farm and conservation management base facility for the Sompting Estate.

Course organisers are also expected to ensure that their course leaders and volunteers working with children are CRB checked and that a single child will not be alone with a single adult companion unless the companion is the trusted representative of their family.

Health and Safety

The Downs Barn is part of an agricultural site and is also used in connection with practical farming and conservation activities. The Sompting Estate has considered and assessed the risk of activities at the Barn in general terms only as we do not have detailed knowledge of specific course activities. Risk Assessment of usage by Hirers, and of the site as it affects the hirer's usage, remains the responsibility of the Hirers and Course organisers. Course leaders are expected to provide and maintain a safe and secure environment within the site for course participants.

A hirer or course organising body is responsible for their own First Aid, however any incident or accident at the Downs Barn also needs to be recorded and communicated to the Sompting Estate.