



## NORTH YORKSHIRE MOORS RAILWAY

### ESSENTIAL INFORMATION FOR GROUP LEADERS

This information is designed to help you plan your visit and to ensure that your group has an enjoyable experience at the North Yorkshire Moors Railway.

#### Staff to pupil ratios

Groups should provide at least one adult for every 10 pupils and the adults must remain with the groups at all times. It is essential that you keep us informed of any changes to your group size so that we can provide the correct number of staff on the day. Please note that if you arrive with more pupils than you booked for, we may be unable to provide sufficient staff and may have to alter your activity programme accordingly.

#### Responsibility of visiting group leaders

Visiting teachers and group leaders are responsible for the behaviour and discipline of their pupils and should remain with and supervise the group at all times. The teacher or leader in charge should ensure that all adult helpers are aware of their role. Please pass on the following to all your adult helpers to ensure that all visitors enjoy their day out.

- Ensure that any medication is with the children or the right group leader at all times.
- Show courtesy to other members of the public around you. The station and trains will be open to the public as well as yourselves.
- Check for litter after your group has had lunch and tidy up after yourselves.
- Groups are welcome to visit our shops in groups of up to 10 pupils accompanied by an adult.

#### Risk Assessments

Our generic risk assessment Learning Department area of our website.

#### What to bring

All learning materials and equipment required for your booked activities are provided.

#### Other items to bring:

- Waterproof coat & warm clothing depending on the weather / time of year / activities chosen.
- Plenty to drink on hot days – plus a hat and sun cream if outdoor activities are planned.
- Packed lunch.

#### Arrival at the North Yorkshire Moors Railway

Please plan to arrive in plenty of time to allow for organising your group, toilets, etc. If you are delayed en route it would be helpful if you could let us know by telephoning the Learning Manager on 01751 473 799 ext. 248, or Customer Services on 01751 472508.

**PLEASE NOTE THAT THE TRAIN CANNOT BE DELAYED FOR YOU IF YOU ARE LATE.**