

TEACHER INFORMATION

Thank you for booking a LifeLab Day, we look forward to welcoming you and your students soon. LifeLab follows the Department for Education voluntary code of safeguarding practice for out of schools settings*, there will be a trained first aider on site and risk assessments are available for all visits.

Please read the following information before you attend, and sign the agreement overleaf:

- Students must wear **school uniform**
- All students will need to bring a **packed lunch**
- Please bring the **signed parental consent** forms for each student attending on the day
- Minimum of **two members of school staff** to accompany the students
- Your coach driver will be given details of the **hospital drop off point** and a member of LifeLab staff will meet you there
- Please ring LifeLab as you get near to the hospital so we can make sure staff will be at the drop off point to meet you off the coach: **02381208979/ 02381203859**
- Students will need to move through the hospital in groups of no more than 15. We do have to walk through clinical areas so would appreciate it if you could ensure that students know that **noise should be kept to a minimum.**
- Please inform us, in advance if possible, of **any students who have specific health** or other relevant issues we need to be aware of
- Any students or staff suffering from COVID or vomiting and diarrhoea must be **clear of symptoms for 48 hours** before they visit the hospital
- If you are the last class from your school visiting LifeLab, please **return all appropriate resources** to us during your visit eg. LifeLab trolley and lesson 1-4 resources

**Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings - GOV.UK (www.gov.uk)*

TEACHER AGREEMENT

For completion by teacher attending LifeLab Day

Please initial the box

I have read and agree with the following statements:

- I will ensure that, to the best of my knowledge, no students are unwell on the day of the visit (students who have been suffering with COVID, vomiting or diarrhoea must be clear of symptoms for 48 hours before they visit the hospital)
- I will inform LifeLab staff of any health problems or other relevant issues relating to specific pupils on arrival or prior to the visit
- I will ensure that all students remain on the LifeLab premises at all times (Students are not permitted to leave LifeLab to buy food or use the shops etc.)
- Two members of staff will be present during the visit
- I will take responsibility for student behaviour and discipline
- I will ensure that all students have parental consent to attend the LifeLab Day and participate in activities, and will return all consent forms to LifeLab staff on the day of the visit or before.

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Name of School.....

Name of Teacher.....

Signature:

Date: