



# Scrapbook Safari Welcome Pack



## About Scrapbook Safari

The Scrapbook Safari sessions are run throughout the year during the school holidays. The Safaris are an opportunity for children to enjoy a guided exploration at Hylands along with others of a similar age. The Safaris are aimed at primary school aged children and so we ask that for safety reasons children are accompanied by an adult.

## Outside

The first part of the session is the Safari! We meet outside in The Stables and then we head out on to the Estate to investigate what is happening at the time of year. It's great to find out how our wildlife adapts to the changing seasons and to begin to learn some of the names of the plants and animals. We generally spend an hour or so outside before heading to the workshop in the basement of Hylands House.

## Indoor Activity

Once inside we have a drink of squash and a biscuit before starting on our Scrapbooks. This is a cutting and gluing activity where we use pictures and some of our findings to assemble in a scrapbook which children should bring along with them. This activity reinforces what we have learned outside and helps children to recognise the creatures and plants when they come across them again. The final part of the session involves a craft activity where the children create something wonderful to take home!

## What to Wear

The Safaris are designed to foster an appreciation of the natural environment and the seasonal changes. The sessions therefore take place even if the weather is less favourable. It is important that both children and parents are dressed appropriately for the weather conditions including suitable footwear so that children learn that the outdoors is a fun place to be. Remember sun hats and sun creams when the sun is out too.

## Documentation

There are 3 forms which we ask parents to complete.

### 1. Image Consent Form

During the sessions we sometimes like to take photographs of the children which we use for promoting future events. Children's names are never publicised and if you are happy for us to take photos we ask that you complete an image consent form.

### 2. Emergency Contact Details

In the event that something were to happen to the parent /carer during the Scrapbook Safari we ask that you provide us with emergency details of a person who would be able to come immediately to care for your child. Please let us know if your child has any allergies and remember to let us know if any of your details change.

### 3. Equal Opportunities Information

Chelmsford City Council aims to integrate equality and diversity into everything it does to ensure equality of service to all members of the community. To help monitor the effectiveness of our equality and diversity policies we would like you to complete our Diversity Monitoring questionnaire.

We aim to offer crafts and activities so that every child feels included as part of the group. Please let us know of any special needs to ensure your child fully benefits from the sessions. We also aim to provide an environment which promotes dignity and respect for all; please speak with the Hylands Tutor if you have any concerns in this respect.

#### Safeguarding Children

As part of Chelmsford City Council we work with children, parents and the community to ensure the safety of children and to give them the very best start in life. Further information is available in Chelmsford City Council's 'Combined Safeguarding Policy for Children, Young People and Vulnerable Adults'.

#### Health and Safety

There are some health and safety risks which you should be aware of when we are out with the children. Children may be unaware of the risks and so you need to **take responsibility for your own children** during the session's activities. We will take bookings for one parent with up to a maximum of 3 children.

Some of the main risks which you should note:

#### Outside

- Traffic in the car parking areas and approaches to the House
- Deep water in ponds in the Pleasure Gardens and out on the Estate
- Dogs off lead in the park - a child could be knocked down by an enthusiastic animal and we do not encourage children to touch strange dogs. We do not permit dogs (except guide dogs) on the Safari sessions.
- Children wandering away from the main party

#### Indoors

- Squash and biscuits may not be suitable for your child – please let us know of any food allergies
- Use of art equipment and materials – risks of slipping on spillages; cuts from using scissors.
- Fire risk – never block fire exits with boots, bags etc

Please take particular note of the fire evacuation procedure:

### **Evacuation Procedure from Hylands House:**

If you discover a fire:

- ✓ Tell a member of staff
- ✓ Operate the nearest fire alarm point
- ✓ Call the fire service on 999
- ✓ Leave the building and go to the nearest assembly point

On hearing the fire alarm:

- ✓ Leave the building by the nearest available exit
- ✓ Report to the assembly point

The assembly point is situated:

On the back lawn (to the left, on the path by the gardens)

- Do not re-enter the building unless authorised to do so
- Do not use the lift

### **Smoking Policy**

We operate a No Smoking policy throughout the Scrapbook Safari.

### **Pre- Booking for Scrapbook Safari**

As places for these sessions are popular and space is limited we have to ask people to book in advance. You can book online at [www.hylandsestate.co.uk/events/](http://www.hylandsestate.co.uk/events/)

We regret that we cannot refund in the event that you are unable to attend the session.

### **Comments, Compliments and Complaints**

We hope that you and your child/children enjoy the Scrapbook Safari and we welcome your feedback. If you have a suggestion or there is something with which you are less than satisfied please speak in the first instance with the Hylands Events & New Business Coordinator (tel. 01245 605504 or email [michelle.marwood@chelmsford.gov.uk](mailto:michelle.marwood@chelmsford.gov.uk) ) who will try to take the appropriate action. If this does not resolve the situation the procedure for comments, compliments and complaints can be found at:

<https://www.chelmsford.gov.uk/your-council/have-your-say/make-a-complaint/how-we-deal-with-your-complaint/>

Thank you.

Donna Bennett (Freelance Tutor)



## Emergency Contact Details

There may be occasions when we need to make contact with either yourself or with someone who would be able to look after your child in the event that something were to happen to you during the session.

Please ensure that the emergency contact would be available at the time of the Scrapbook Safari sessions.

Please complete the details below:

Name of child	
Date of Birth	
<b>Details of any known allergies</b>	
Name of parent/carer	
Address	
Post code	
Telephone number	
Mobile	
e-mail (Please write very clearly!)	
Emergency contact name	
Emergency contact telephone number (s)	

**It is most important that you keep us updated of any changes in your emergency contact details.**

We would like to keep you informed of other events which take place at Hylands.  
If you would prefer us not to include you on our mailing list please tick here

I have read and understood the information in the Scrapbook Safari Welcome Pack.

Signature..... Name.....

## **Image Consent Form**

### **Our Policy**

Chelmsford City Council takes the issue of data protection very seriously so we want to use only images of you with your prior consent. We promise we will not use your image for anything that may be used as negative in tone or that may cause offence, embarrassment or distress. If you have any questions please call the Corporate Communications Team, Chelmsford City Council, 01245 606459. This does not affect your rights under the Data Protection Act and Freedom of Information Act.

- I understand that the image will only be used for the following purposes:  
Electronic and printed information, displays and exhibitions relating to the activity shown in the picture or any similar campaign or related area.
- I understand that this image will NOT be used for anything which may be used as negative in tone or that may cause offence, embarrassment or distress.

**I give permission to Chelmsford City Council to use my image in printed and electronic material.**

Your name.....

Signature.....Date.....  
(or the signature of your parent/guardian if under 18)

Your address (optional).....

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.....Post code.....

Tel: ..... email.....

## Your Feedback

We are continually looking at ways to improve our Scrapbook Safari sessions and would like you to complete the feedback form after you have attended one of the sessions. Many thanks for your time.

Q1 Is this your first visit to the Scrapbook Safari Session?

Yes

No

Q2 How would you rate the following?

	Excellent	Good	Fair	Below Average	Poor
Quality of session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of tutor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q3 Would you consider coming to another Scrapbook Safari session?

Yes

No

Q4 What other children's activities would you like to see at the Stable Visitor Centre?

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Q5 Any other feedback:

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Thank you for taking the time to complete this feedback form and for your help in providing diversity monitoring information. Your comments are important in helping us to improve. If you would like us to send you information about future events and workshops, please call the office on 01245 605500 or email us at [michelle.marwood@chelmsford.gov.uk](mailto:michelle.marwood@chelmsford.gov.uk)