

BBC Gardeners' WorldLive

Sponsored by:  LEXUS

13 - 16 June | Birmingham NEC

SCHOOLS DAY- Thursday 13 June 2019

FAQs

What are the opening and closing times of the Show?

School parties attend the Show on Thursday 13 June 2019. The Show opening times are 9am to 6pm (Floral Marquee opens at 10am). The Show closes at 6pm and we kindly request that all school parties leave the premises promptly and without delay. Delaying coach departure times could involve clamping by NEC parking officials.

Where do coaches park at the NEC?

All coaches should enter the NEC by following signs to Car Park N1. This will enable the school party to enter the Show via the visitor entrance point. Your coach will then stay in this area until the schools departure time. Please note that the coach parking will incur an additional charge from the NEC of £20 per day.

Why is a Risk Assessment necessary?

River Street Events Ltd and the National Exhibition Centre have Health & Safety Policies and produce Show specific risk assessments for the protection of visitors, exhibitors, venue staff, contractors, disabled persons, security and organising staff. You can download a copy of our Visiting Schools – Risk Assessment Plan from:

www.bbcgardenersworldlive.com/schools-day-2019

It is the responsibility of the School to produce **their own risk assessment plan** for the Schools Day Visit to BBC Gardeners' World Live. This risk assessment should include the journey to and from the venue as well as attendance at the event. Teachers should take into consideration the type of group they are taking and any risks specific to them. For example, age, disabilities etc. Controls should then be put in place to reduce or eradicate these risks.

Do children have to come in school uniform?

Wrist bands and **school uniform** (where applicable) must be worn at all times and serve two purposes: a) in case of an emergency, officials are able to contact the teacher/head of group without delay; b) Exhibitors must be able to identify any individual/s who is/are under-18, in case the nature of their exhibit is unsuitable, for example, samples of alcoholic drinks and participation in demonstrations involving knives and sharp equipment.

Blank wrist bands have been sent by post and we kindly request that schools complete these, prior to arrival at the Show with the name of the school, teacher/head of group together with a mobile contact number for the day. Any school party, who doesn't arrive at

the Show with the students wearing wristbands could incur significant delay gaining entry to the Show.

What is the code of conduct at the Show?

Once inside the Show, the teacher/head of group is responsible for encouraging and managing acceptable and responsible behaviour within their school party and for dealing with any anti-social and unacceptable behaviour. Given the nature of the Show, any students seen misbehaving or causing unacceptable disturbances to the other Show guests will be asked to leave and not invited back in future years.

What do I do if a child gets separated from the group?

All parties have a '**DUTY OF CARE**' to ensure the health, safety and welfare of themselves and others for the duration of the Show. The attending school should recognise and accept this responsibility, and must undertake so far as is reasonably practicable to inform the organiser's office as quickly as possible, if a child is found to be missing. This can be done either by going to the organiser's office (Hall 19) or by contacting a member of the security team. The name, age, last known whereabouts, what the child is wearing and details of any special needs should be given at this time.

What can I do to avoid a child getting separated from the group?

A **pupil-teacher ratio** of one adult for every 10 pupils is advised to facilitate close supervision. Teachers/Head of Groups are responsible for the supervision of their students at all times throughout their visit to the Show.

Please brief your students on all procedures such as separation from the group, the whereabouts of medical facilities, location of the organiser's office (Hall 19), time and location to meet at the end of the visit and general dos & don'ts.

Many children have **mobile telephones** and it would be wise to take a list of their mobile numbers so that the teacher/head of group can contact them directly if they become separated or are late. It is also advisable for the students to be given the teacher/head of group's mobile number for the same reasons. Please ask your students to switch off their mobile phones during the Big Kitchen session.

What time should we arrive at the BBC Gardeners' World Live Theatre?

The Lee Connelly (AKA Skinny Jean Gardener) theatre session starts at 11.30am. We recommend that you arrive at the theatre 15 minutes prior to the commencement of the Show. If your school's arrival at the Show is arranged to coincide with the commencement of the theatre session, please allow up to 45 minutes to gain access to the appropriate area.

Is photography permitted at the event?

Please be aware that photography, audio & video recording may occur at BBC Gardeners' World Live Show. By entering the venue ticket holders consent to being photographed, filmed or recorded as visitors attending the Show, and consent to their image and/or recording of them being used in any future marketing material created by River Street Events or its partners.

Is the Show suitable for those who suffer from food allergies?

As schools Please note the following while attending the Show:

- Food and alcohol sampling is available around the Show and is consumed at your own risk
- Some foods contain nuts, seeds, gluten & other allergens and traces could be present in any other dish or food served/sampled within the Show. Please ask the exhibitor for details.

Are there restrictions in place for students under the age of 18?

Under 18's – alcohol, controlled drugs and knives. There are strict laws governing the sale of alcohol to under-18s, the use of controlled drugs and the carriage of knives and offensive weapons in public places. In accordance with the law, we operate a strict Challenge 25 policy and alcohol will not be served to anyone under the age of 18. Knives are available for sale throughout the Show, some exhibitors allow visitors to try these – please take extra care. The wrist bands provided by us enable our exhibitors to identify that your pupil is under 18. Please ensure that the wrist bands are worn at all times by your students. It is the school and teacher's responsibility to ensure students are aware and comply with these laws for the duration of their visit to the Show.

If you have any further queries, please email Abigail.Cornthwaite@riverstreetevents.co.uk