AGREEMENT OF ROLES

By arranging to visit one of Norfolk Wildlife Trust's nature reserves, or for us to visit any other site with you, you are entering into a formal agreement. The roles and responsibilities of each party are outlined below.

Norfolk Wildlife Trust's responsibilities:

- To manage group bookings
- To provide adequately-trained leaders for group visits and deliver outdoor learning sessions as agreed in advance (subject to unforeseen circumstances)
- To ensure groups receive up-to-date risk assessments and site details in advance of their visit
- To maintain sites and equipment appropriately
- To brief groups on the day of the visit on health and safety aspects of the site and of appropriate behaviour at the site
- To offer advice on getting the most out of visits before, during and after the visit
- To assess sessions in the light of feedback and strive to improve them in accordance with groups' needs

Visiting groups' responsibilities

- To complete NCC educational visits and journeys documentation in a timely manner, including risk assessments
- To supervise the group, and ensure safe and appropriate behaviour among group members at all times
- To follow NWT booking and confirmation procedures correctly
- To provide adequate first aid equipment and ensure statutory adult-pupil ratios are in place
- To ensure group members are appropriately dressed and equipped for the day
- To assess risk dynamically and adapt plans as necessary
- To ensure the group uses NWT equipment carefully and returns it in good condition
- To provide constructive feedback to NWT on the visit