

WILD BIRTHDAY PARTIES

At a Suffolk Wildlife Trust Wild Birthday Party we aim to ensure that your child and their friends have a wonderful time and that the birthday party is as relaxing for you as possible.

Information for your Wild Birthday Party

Staff

The themed party activities will be planned and led by a member of Suffolk Wildlife Trust staff and a trained volunteer. All Suffolk Wildlife Trust Engagement team staff have enhanced DBS certificates and have undertaken safeguarding training. Suffolk Wildlife Trust has a safeguarding policy which is available on our website or on request.

Responsibilities

Parents and carers are responsible for the supervision and conduct (including discipline) of all children during the party. The parent or carer named on the booking form is responsible for ensuring adequate adult supervision of the children. The recommended adult:child ratio is 1:5; please ensure that you bring accompanying adults to meet this ratio. Suffolk Wildlife Trust staff and volunteers should not be included in this ratio. Please provide additional support for children with mobility issues, behavioural issues or learning needs and advise us before the party so that we can respond to their needs and adapt activities, as appropriate.

Please ensure that all accompanying adults have been fully briefed before the party and are prepared to play a full and active part in the activities.

Health and safety

Suffolk Wildlife Trust has a health and safety policy which is available on our website or on request. A risk assessment for Wild Birthday Parties is available on request. In addition, a daily risk assessment will be carried out on the day of the party; this is available on request. On arrival, the group will be briefed on the site and activities and any health and safety issues pertaining to these.

Personal Care and First Aid

Parents and carers are responsible for the personal care of children (where appropriate).

Suffolk Wildlife Trust Engagement team are trained in first aid. Please ensure that children (and accompanying adults) carry any medication they may require during the party.

Weather

Activities will take place outdoors, unless weather conditions are deemed unsafe or children (and accompanying adults) are in discomfort. Please ensure that children and accompanying adults dress appropriately for the weather with suitable footwear; long trousers (to protect against ticks, brambles and nettles) and wellington boots are advised. Please ensure that all children and accompanying adults bring/wear a waterproof coat and, in hot weather, bring/wear a sunhat and have applied sunscreen.

Accessibility

We are committed to ensuring that our parties are accessible for everyone. Please let us know if any children (or accompanying adults) have specific needs or requirements.

Timings

The price of the party includes two and a half hours exclusive use of an outdoor area that is not accessible to members of the public during the party, including up to 90 minutes of activities on the theme of your choice led by a Suffolk Wildlife Trust Wild Engagement Officer, 30 minutes for food and birthday cake and 30 minutes for clearing up after the party. You are welcome to arrive up to 15 minutes before the start of the party to unload and to prepare the room. Please ensure that guests arrive promptly; we regret it is not possible to extend the party time slot due to late arrivals.

Food and drink

Parents and carers are responsible for providing all food and drink for the party. You may use our kitchen area, where available, for preparing food (we do not have cookers available). But please note you will need to tidy up after yourself.

Personal belongings

Suffolk Wildlife Trust cannot take responsibility for any loss or damage to clothing or belongings. Please do not leave valuables unattended.

After the party

Parents and carers are responsible for clearing up after the party. Please take all recycling and rubbish away with you. Please ensure you leave promptly after the party to enable staff to prepare for another booking or to close the learning centre.