

Trip To Whipsnade Zoo (LEADERS NOTES)

EMERGENCY CONTACT

Scott McLaren 07973 669785

Scott will be traveling by car to the venue and be at the zoo ready for your arrival at around 10am. Mason and Sophie will be traveling down by car on the day to help too, they will be added to the Whatapp group on the day.

If you have any issues in the first instance chat with the leader in charge on the coach, then if needed Whatsapp on the bus group and one of us will pick it up and call you as soon as we are free.

RISK ASSESSMENTS

Please find attached the risk assessment for the coach and Whipsnade Zoo. As some coaches are stopping at service on route I have included a risk assessment to cover this too.

MEDIA ARRANGEMENTS

Feel free to take photos of your own group and the site for your own use.

Claudine will be taking photographs on behalf of Leicestershire Scouts throughout the event. Because this is a large-scale gathering in a public setting, we cannot guarantee that any child with “no photos” will be completely out of all photos. However, if you are aware that your child is on a “no photos” list, please let us know. We will make every effort to avoid taking individual images of them and to remove any image upon request. Thank you for your understanding and cooperation.

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ACTIVITY PACKS

The zoo does not provide activity packs, however there is a detailed map available. Please ensure you familiarise yourself with the layout in advance.

All leaders are strongly advised to download the “Whipsnade Zoo” app before arrival. This will support navigation around the site and help you identify suitable lunch locations.

Group Management

- Groups must move around the zoo with a maximum of 30 Cubs at any one time.
- Please supervise closely and ensure groups remain together at all times.
- Be mindful of other visitors and avoid blocking pathways or exhibit entrances.

Areas with Additional Zoo Staff

The zoo has arranged for additional staff in the following areas so Cubs can ask questions:

10:30 – 12:30 @ Giraffes and Penguins

1:30 – 3:30 @ Elephants and Lions

Please plan your visit so your group can take advantage of these opportunities.

Animal Talks

There are various animal talks throughout the day. However, capacity at each talk is limited and we are unable to pre-book or schedule group attendance. With 31 groups attending, it is unlikely that entire groups will be able to access talks.

If you would like to attempt to attend a talk, you are welcome to do so, but please:

- Check the capacity in advance
- Be respectful of the general public
- Accept that only small numbers may be able to attend

Talk schedule and capacities:

- **11:00 – Bears** (Capacity 50)
- **11:30 – Elephants** (Capacity 100)
- **12:30 – Lemurs** (Capacity 50)
- **2:00 – Giraffes** (Capacity 100)
- **3:00 – African Wild Dogs** (Capacity 100)

Please use your judgement on the day and prioritise the overall experience of your group.

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GIFT SHOP

If you wish to let cubs bring spending money up to £10 will be plenty enough for the shop. Please make sure your group only goes in the shop during the allocated time period and spends up to 20min in the shop. See below list for the allocated times.

TRAIN TRIP

I have arranged with the zoo for each group to have one complimentary ride on the train.

Please refer to the timetable provided for your allocated group time.

To ensure everything runs smoothly:

- Arrive at the train station at least 15 minutes before your scheduled time.
- Inform the train staff that you are part of the Leicestershire Scouts group.

If you miss your allocated slot, the zoo cannot guarantee an alternative time, so please plan accordingly.

Bus Number	Shop Time	Train Time
1	12:00pm	11:00
2	12:30pm	11:00
3	3:00pm	11:25
4	3:30pm	11:25
5	2:00pm	11:50
6	2:30pm	11:50
7	11:00am	12:15
8	11:30am	12:40
9	11:00am	13:05

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Whipsnade Zoo ETIQUETTE

The below has been provided by the zoo to pass on and must be followed at all times while on site.

- Groups **MUST** split down into small groups of less than 30 cubs.
- All cubs **MUST** be accompanied by leader/adults at all times.
- The zoo is open to the general public please remind cubs to be respectful of this.

Respect

- As a courtesy to others, please refrain from shouting, talking over staff or other visitors.
- Please dispose of your rubbish in our designated bins.

Safety

- To ensure the safety of the group please refrain from running, climbing, chasing or jumping.
- Smoking and vaping is not allowed on site.

Whipsnade Zoo reserves the right to ask groups or individuals behaving in an offensive or unreasonable manner to leave the site.

Please make sure the above is discussed with your cubs on the coach before you disembark

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COACH TRIP

I am planning to create a Whatapp group per coach just for this trip with the main leader for each group being added, everyone will be an admin so you can add other leaders or remove yourself, this will be setup around a week before the event.

Each coach will have two leaders allocated to oversee the following duties (Feel free to change the allocated leaders). Can the two leaders bring a sick bucket or bags please. Can the main leader please bring a bit of A4 paper and some blue tack and write the bus number on it as large as you can, fix the sign to the front window just as you enter the bus (this is as a backup as the bus should have a signed).

The first few rows of the coach downstairs are reserved for children that need them most – it's completely up to you how you decide this.

Outward Journey

- Check the coach is clean on arrival (the coach **MUST** be returned exactly as we found it)
- If the coach has one pickup point count everyone on departure. If there are multiple pickup points count everyone at the last pickup point. Both leaders to count separately then compare to make sure you have everyone the count needs to be split into adults and under 18s.
- On arrival stay on the coach until instructed, then when the coach is empty make sure the coach is clear of belongings.
- You will be returning on the same coach you arrived on so make sure all leaders are aware of the coach number.
- Whatapp on your coach group when you leave your pickup point or your first pickup point.
- Whatapp on your coach group your headcount split into under 18 and adults when your coach is fully loaded. Don't worry if you forget I will remind leaders at 8.30 if I have not seen a head count.

On Departure (**MEET AT YOUR COACH AT 3.45pm for a 4pm departure**)

- Your coach will be exactly where you were dropped off.
- Both leaders to count everyone and check against original count.
- On the last stop check the bus is clean.

Each cub pack must bring/do

- Arrange their own home contact as a cub pack (I do not need a copy of this).
- A few bin bags.
- Portable first aid kit.
- Work out with the leader in charge on the day if you need to seat any cubs in the first few rows of seats.

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LUNCH ARRANGEMENTS

Due to the size of the site I have not arranged any official lunch breaks for each group. You can stop at any location or eating area.

Below is notes from the zoo:

There are a number of spaces that can be used by groups for lunches. If there is fair weather, we have abundant outdoor green spaces to use as picnic areas.

If it's a bit drizzly on your visit, there is a covered picnic area located near the station end of the outdoor play area, outside Hullabazoo outdoor play and another one outside the butterfly house that you are welcome to use.

Check the school tab on our map app (Just search for "Whipsnade Zoo" in the app store), for all sheltered areas.

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