

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 learning 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.

COVID-19

In order to run birthday parties safely while the COVID-19 pandemic is still in effect, we have put a number of restrictions in place in order to keep participants, staff and volunteers safe.

It is important that you read and agree to the following information before you book your birthday party and that you pass this information on to those who accept your party invitation.

- Wild Birthday Parties will be held entirely outdoors; there will be no access to the learning centre before or during the birthday party with the exception of toilets and handwashing facilities.
- During the party, all participants will be required to socially distance from other households at the 2m distance recommended by the Government; this includes households that know each other. The parent or carer named on the booking form is responsible for ensuring that social distances are maintained between participants.
- A maximum of 15 children, including the birthday child and siblings accompanying the invited participants, may attend each party. Please ensure that you book and pay for every child attending the party at the time of booking; it is not possible to accommodate additional children over and above those on the booking form on the day of the party.
- Please discourage parents and carers of participants (with the exception of those accompanying the birthday child) from joining the activities, unless required to meet the recommended adult:child

ratio or to provide additional support for children with mobility issues, behavioural issues or learning needs, in order to facilitate social distancing.

- All participants will be required to use sanitising hand gel (provided by Suffolk Wildlife Trust) on arrival; sanitising hand gel will be available for use during the party, as required.
- If you or a member of your household is showing ANY signs or symptoms of COVID-19, or you have been told by NHS Test and Trace to isolate, you must **not** attend the party. Please ensure that this is passed on to all invited participants in advance of the party.

All equipment used on the day will be cleaned before and after the party and no equipment will be shared between households during the party.

Personal Care and First Aid

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

Suffolk Wildlife Trust learning team staff 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 Learning 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. Please note that, due to the risks associated with COVID-19, there will be no access to the learning centre or the kitchen (including fridge) with the exception of toilets and handwashing facilities. We recommend providing individually packed 'lunchboxes' for participants, rather than sharing platters to reduce the risk of cross-contamination.

Party bags

Age-appropriate nature-themed party bags are available from £3 per child. Please contact birthdayparties@suffolkwildlifetrust.org to discuss your requirements. Please note that the content of the party bags supplied may differ from that depicted on our website. All party bags will be made up at least 48 hours before the party. Please order all party bags required at the time of booking; it will not be possible to provide additional party bags at a later date.

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.