

LBKA Guidance for school visits

Issue October 22

This guidance replaces any earlier dated LBKA school guidance or policy.

Aims of the guidance

- To ensure that where a member of LBKA is visiting a school as an LBKA representative that LBKA are aware of intended visit.
- To ensure that appropriate safeguarding procedures are followed
- To provide information to schools and to obtain feedback from schools

General guidance

- LBKA member must be a full (registered or partner) member of BBKA (for insurance purposes).
- LBKA secretary **must** be informed **before** the event if the visit is being carried out on behalf of LBKA. Please provide the following information:
 - School name and address
 - Date and times at the school
 - Presentation contentOR a completed booking form.
- The school agree to cover mileage at current HMRC rate if the beekeeper requests. LBKA secretary will provide a numbered invoice for completion by the LBKA member.
- There is no charge for the visit – if there are any expenses eg for materials these should be agreed with the school before the visit. The member should include any expenses on the invoice.
- School carries out risk assessment / LBKA member carries out risk assessment using BBKA risk assessment template.

Safeguarding

- LBKA members visiting schools will follow the LBKA Safeguarding Children, Young People and Vulnerable Adults policy.
- School safeguarding policy: Members should request sight of the school's safeguarding policy and follow any requirements, including social media requirements.
- Members are encouraged to carry out online Safeguarding Awareness training.
(<https://www.leedsscp.org.uk/training/introduction-to-working-together>)

DBS certificates

- Members carrying out school visits regularly on behalf of LBKA must have a valid DBS certificate. (Enhanced check with children's barred list check). For infrequent school visits this is not required but may be requested by the school.
- LBKA will obtain a DBS certificate through an umbrella body and the admin fee will be covered by LBKA. The member will be asked to provide the specified ID documents to an LBKA trustee and submit further information by secure online link from the umbrella body.
- If the member holds a valid DBS certificate has been obtained through another organisation, this must be seen by an LBKA trustee before the visit and the expiry date recorded.

Honey sales

- Honey sales (if any) associated with a school visit should be separate from the classroom sessions for example facilitated through the school office.

Presentations

Children should have a positive and enjoyable experience whilst participating in LBKA activities in a safe and children centred environment.

- valuing, listening to and respecting them

Presentation content and presentation style will be appropriate for the age of the children and in accordance with LBKA policies.

Risk assessments

- Risk assessments for taking live bees in an observation hive into the classroom can be based on the LBKA template and should include room evacuation procedure
- Additional risks may include children with a known allergy to bee stings

LBKA School Visit Booking Form

School name

School address

Lead contact name

Contact email

Contact telephone

Preferred date(s) and times

Year groups and numbers

How does this session fit into the curriculum? What subject areas would you like to be covered? Have the children had any lessons on bees/pollination?

Is there parking available on site, reserved and close to the door?

Would honey tasting be an acceptable activity?

Do any children in the class(es) have known allergies to bee stings?

LBKA school visits

We request that the school covers the mileage expenses for the visit if this is requested by the beekeeper. The amount will be notified to you before the visit and the LBKA member will provide a numbered invoice. Any other expenses should be agreed before the visit.

If bringing live bees into the school in an observation hive the member will carry out a risk assessment, based on the BBKA risk assessment for observation hives in public places. It is expected that the school would carry out their own risk assessment for the activity. This should include how the room(s) will be evacuated in the event of any significant bee numbers or bees escaping from the hive.

We welcome any feedback following the visit. Please send feedback to secretary@leedsbeekeepers.org.uk