



## **SCHOOL VISIT PROCEDURES**

### Class Visits to the LIFE Exhibition

Contact will be made between a church representative and the school well before the exhibition where possible dates and times for class visits will be discussed and agreed.

### Class list

If an electronic class list can be provided on the day (as a simple text file – Word or Notepad), this will enable speedy input of children’s names for their personalised take-home sheet. If this is not possible, please bring a written class list.

### Timetable

A typical class visit will take about 1 hour 10 minutes. The church representative will agree with the school how many classes will visit and the times that they should arrive.

### Group Leaders and Supervision

The hosting church(es) will have trained group leaders available to help pupils around the exhibition. Teachers and Teaching Assistants are welcome to participate in the exhibition, and there is an expectation that school staff will retain supervisory control of their classes during the visit.

### Refreshments

An integral part of the exhibition is the LIFE Café where pupils will be offered a drink (at no charge). If it is preferred that your children are not offered drinks, please talk to the church contact before your visit.

### Flashing lights

There is one instance of very mild flashing lights during a DVD clip. This lasts for approximately 5 seconds and simulates lightening strikes.



## **SCHOOL VISIT PROCEDURES (CONT)**

### Child Protection

1. As an agreed host for the LIFE Exhibition, the Church/Organisation will have its own Child Protection Policy in place.
2. Those involved directly with children during the exhibition, e.g. group leaders, will have completed full screening (including a CRB check) in line with Child Protection guidelines.
3. A formal record will be maintained of all those involved in the exhibition in any way.

Any concerns would be addressed by the church/organization in line with their agreed Child Protection Policy and contact made with the school's designated Child Protection Officer to ensure school procedures are also followed.

### Life Web Site

There is information about the exhibition available on [www.LifeExpo.co.uk](http://www.LifeExpo.co.uk) including photographs and downloads of documentation and lesson plans etc.