



# CLEEVE COMMON



## Cleeve Common Educational Toolkit



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Dr Martin Maudsley, play development officer for Playwork Partnerships, at the University of Gloucestershire, said: "*Play is the primary mechanism through which children engage and connect with the world, and natural environments are particularly attractive, inspiring and satisfying for kids. Something magical occurs when children and wild spaces mix.*"

# Section 1: Welcome and Booking Information

## Purpose of the Cleeve Common education toolkit

This pack endeavours to equip you, the teacher or community group leader, with all the information you need to be able to bring young people to Cleeve Common and to help them and you enjoy and learn from everything it has to offer.

The pack highlights Cleeve Common as a fun and safe learning environment where people can experience learning in the outdoors and gain an increased understanding of farming and rural life, conservation, history and geology.

The Board of Conservators has secured funding from Natural England to deliver FREE educational visits for school aged children. If you would like a guided education session, for us to plan your lesson around your classrooms curriculum needs, then please contact us through the email address on the front page. These sessions must include an explanations of the links between farming, conservation and food production using Cleeve Common as a classroom.

## Welcome

Welcome to Cleeve Common, Gloucestershire's largest Common at 1000 acres. The wide open spaces and breathtaking views have attracted visitors for more than 200 years. The Common is open to the public for your enjoyment, but please remember that it is a Site of Special Scientific Interest and an important part of our natural heritage. It is open access land (Countryside and Rights of Way Act 2000), and as such you are permitted to bring groups to the Common independently, however, we ask that you please always let us know when you will be visiting. Our ranger team often likes to welcome groups, and will make sure one of the rangers is available during your visit to assist if an emergency situation occurred. We can also let you know if there are other public events being run, or if there are electric fences and stock roaming in the areas you plan to visit, so please keep in touch with us.



Cleeve Common is managed by a Trust, which was given the authority to control what activities may take place and where under an Act of Parliament. Our policy is to permit as wide a range of peaceful activities as possible, as long as they do not degrade this important habitat, interfere with grazing stock, or spoil the enjoyment of other visitors.

## Information

Cleeve Common is one of the most extensive areas of agriculturally unimproved limestone grassland in Gloucestershire. Cleeve Common is designated as a Site of Special Scientific Interest (SSSI) for both its geological and botanical interest. The Common is situated in the Cotswolds Area of Outstanding Natural Beauty (AONB), and also has much archaeological interest, including three Scheduled Monuments.

Like most other commons, Cleeve Common is in fact privately owned. Local properties have 'Commoners rights', allowing them to turn out stock on the hill between April and November. Cleeve is different to most other Commons in that it is managed by a Trust. The Trust, formally called the Board of Conservators was formed in 1890 via a Provisional Order Confirmation Act. The Act gave the Board sole management responsibility of Cleeve Common, allowing them to make Bylaws to protect and preserve the site for years to come.

Cleeve Common is a brilliant place for students of all ages. Cleeve Common is a great example of farming with conservation and the environment in mind. Managing the Common is a juggling act, ensuring there is grass to feed the sheep and cattle, protecting the landscape features such as stone walls, managing the habitats – grassland, heathland, woodland, and working with all the people who enjoy the Common. Cleeve Common is a special place to many people for many reasons. Most visit for walking and the beautiful views, but some of the hobbies people partake in are: golf, horse riding, mountain biking, running, rock climbing, orienteering, paragliding, mountain boarding and kite flying.

## Booking a visit

In the first instance, please email the community engagement officer. Visits are free but you will need to organise and pay for transport. A confirmation letter will be sent once a date has been agreed. See below for booking requestform.

## Contact details

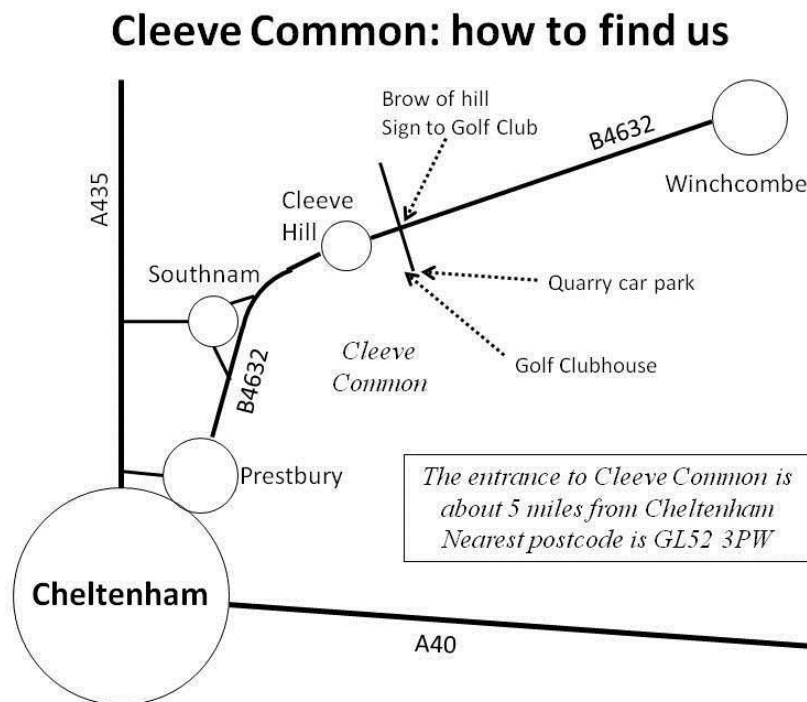
hello@cleevecommon.org.uk  
Office: 07471 687 877  
Duty Ranger: 07756 828 458

## Cancellation arrangements

Please contact us as soon as you know you cannot attend. We will not cancel sessions for rain. If high wind or low visibility conditions deem Cleeve Common an unsafe place to bring students we may have to reschedule your learning day, or change our plan for the day at late notice so we can base ourselves in more sheltered parts of the site.

If you wish to cancel your trip you must give a minimum of 24hrs notice. Cancellation on the day will result in a cancellation fee of £50.

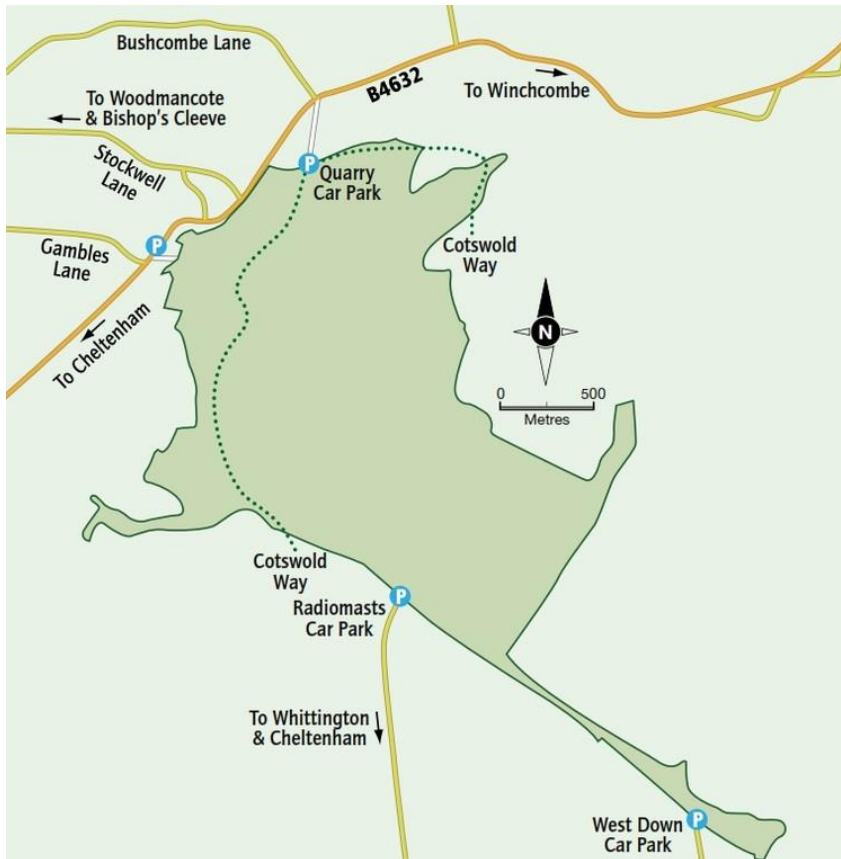
## How to get to Cleeve Common





## Car:

Cleeve Common lies some 4 miles or 7km north east of Cheltenham in the County of Gloucestershire. Parking is available at four main locations



- 1) At the Golf Club entrance. Turn off the B4632 at the summit of Cleeve Hill, signposted to Cleeve Hill Golf Club. Park in the Quarry Car Park (go over the cattle grid and bear left). Grid reference SO989272, nearest postcode GL52 2PW.
- 2) On the B4632 at Stockwell Lane viewpoint, Cleeve Hill.
- 3) At the Radio Masts. Access from Cheltenham via Harp Hill and Aggs Hill, or from Whittington. Limited parking. Grid reference SO994249
- 4) At West Down, access from Brockhampton or Whittington. Grid reference SP009239.

### **For all led sessions and coaches:**

Drop off point is the Golf Club car park. This must be pre-arranged through the community engagement officer.

Address: Cleeve Hill Golf Club, Cleeve Hill, Cheltenham GL52 3PW

### **Public Transport:**

Castleways bus service 606 from Cheltenham to Winchcombe and Broadway. Alight at the Rising Sun or Golf Course. For details, see the [Castleways timetable](#). You can also catch a local bus to Prestbury and walk up Mill Lane, but this is about a mile of steep uphill climb.

### **On Foot:**

The [Cotswold Way National Trail](#) from Chipping Campden to Bath takes in all of the escarpment of Cleeve Common. There is also a Cotswold Way circular walk, the Cleeve Hill Common Ring. The [Winchcombe Way](#) and [Gustav Holst Way](#) also cross the Common.

### **On arrival:**

If you have arranged for a lesson, you will be met by the community engagement officer who will welcome you and carry out the brief housekeeping/health and safety talk.

## **Facilities**

- Education room- we work closely with the Golf Club to use their skittle alley. This must be planned and booked in advance and depends on availability.
- Picnic Area in field.
- Parking area- hard surface available for 1 coaches/ 3 mini buses/ 9 cars. Bags to be left in transport or in education room, though please note there is no way of securing this.
- No public toilets are available on site, however at the golf club's discretion we are able to use theirs. (currently none wheelchair accessible). Hand washing facilities (attached to toilets) with running water, soap and hand driers are available.

### **Wheelchair access**

Currently there is very restricted access for wheelchair users. However, specific lessons can be arranged for wheelchair users in a more accessible area of the Common. Please talk through any additional requirements in detail before your visit with our community engagement officer.



## The Visit

The community engagement officer will give an introductory talk about the visit with some background to Cleeve Common.

The lesson is led by the community engagement officer (if booked), with support from Cleeve Common volunteers and teachers and parents from the school. Teachers must be present for the duration of the visit and are responsible for the behaviour, and the health and safety of the pupils.

Lessons vary from two to two and a half hours dependent on age and ability of pupils. Each lesson includes a walk and explore of the Common with an activity that has been pre-arranged with the teacher.

Pupils are brought back together for a final discussion.

Schools are welcome to stay onsite after the lesson has ended.

## Evaluation Form

We ask each teacher who visits to fill out the enclosed educational visit evaluation form on the day. This helps us monitor how we are doing, and improve our service to the community. It is also essential to enable us to keep offering free visits though funding from Natural England. Please take a few moments to complete this form after the visit and hand it to us before you leave. Additional feedback regarding the visit is also appreciated. Thank you.

## Complaints procedure

If you have any complaints regarding your visit, please inform us so that we are able to improve our service.

## Risk Assessment and Insurance

We require schools and trip organisers to produce their own risk assessment and ensure that they have appropriate insurance for the visit. However, we have attached our risk assessment for educational sessions, to help you cover some of the risks. The participants on the visit will be the responsibility of the trip organisers and/or teachers.

## Health and Safety

We comply with Health and Safety Regulations. However it is important that all pupils and supervising adults are aware of the correct Health and Safety guidelines.

As with any educational trip there are many factors to be considered:

- Teachers/ trip organisers should bring their own first aid kits.
- The nearest hospital is Cheltenham and the access point is Cleeve Hill Golf Club if near the front of the Common- for example near Postlip, Oat Piece where lessons are held. If you are near the Hill Fort or lone beech, the radio mast carpark is the nearest access point. If you are by Cleeve Cloud or the Ring, The Rising Sun carpark is your best access point.
- As soon as you have called 999 with your location, please call the ranger who will help you get to the access point.
- Please ensure you have a mobile phone in case of emergency.
- Cleeve Common has a stream and three ponds. Unlike tap water, the water in the river has not been treated and will contain various micro-organisms. This is perfectly natural but there is a very small risk of contracting infections like Weil's Disease. Always take the following precautions:
  - Ensure that cuts are covered before contact with water (e.g. plasters or disposable gloves).
  - Hands should be thoroughly washed after contact and especially before eating. Objects that have been in contact with water should be kept out of the mouth. The risk of infection is very small, but disease caused by an infection could be serious. By following simple guidelines, similar to everyday basic hygiene recommendations, the risk can be easily minimised.

The Health & Safety Executive has produced guidelines, HSE sheet AIS23 – Avoiding ill health at open farms – Advice to farmers. The supplement to AIS23 advises teachers and others who organise farm visits on controlling the risk of infection from animals which the pupils may have contact with during their visit. All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, causing ill health. Some, such as the bacterium *Escherichia coli* O157 (*E coli* O157) cause infections which can potentially cause disease, which may be particularly acute in young pupils.

While the hazard from infection resulting from a farm visit is real, the risk can be readily controlled by following sensible steps which will help make your visit safe, healthy and enjoyable.

Read and understand the advice in AIS23, and discuss visit arrangements with staff. Assure yourself that the facilities provided match the recommendations in AIS23

Decide what the ratio of pupils to teachers/assistants/parents should be, using advice from your local authority. As a general rule, the ratio of supervisors to pupils should be 1:1 for pupils under 1 year old, 1:2 for pupils between 1 and 2 years old, 1:3 for pupils between 2 and 3 years old, 1:4 for pupils between 3 and 5 years old, and 1:8 for those between 5 and 8 years old. If supervision levels are less than this, you should not allow direct contact with any animal for pupils under eight. The ratio of supervisors for pupils between 9 and 11 years old should be 1:10-15, and 1:15-20 for pupils from 12 years old and above. These are examples only and group leaders should assess the risks and consider an appropriate safe supervision level for their particular group.

Discuss with the supervisors, who may be parents or staff of the school, creche, etc. their role during the visit. They must understand the need to make sure that pupils wash, or are helped to wash, their hands thoroughly after contact with animals, and follow the other rules suggested below.

Discuss with pupils the rules for the visit, stressing that they must not eat or chew outside the areas in which you permit them to do so.

Check that cuts, grazes, etc. on pupil's hands are covered with a waterproof dressing.

## Clothing

Please make sure children AND teachers/supervisors are appropriately dressed for their outside visit and have suitable clothing and footwear, especially for wet weather (wellies or old trainers as appropriate). Cleeve Common is 1000 foot above sea level and very exposed. It is often several degrees cooler than anywhere else, and out on a hill top, the wind can feel like ice. The ground can be wet and muddy in places, particularly in winter. Remember sun cream/sun block and hats in summer. Having correct clothing helps participants get the most out of their outdoor learning experience.

Please ensure everyone has water and food with them as there is nowhere to buy food and drink once you arrive.

Some school groups suggest packing a spare set of clothes in case of getting wet/muddy.

Please bring binoculars if available.

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## Behaviour

Cleeve Common has wild and domestic animals roaming freely. It is also home to many rare plants and animals (some of which you will learn about), that must be protected for future generations to enjoy and learn about. Respect for the environment is vital. Appropriate behaviour will reward pupils with better views of wildlife behaving naturally. We would respectfully ask teachers to discuss the following with their pupils before the visit begins:

- Please take all litter home with you.
- Please do not pick any flowers unless instructed.
- Please stay with your group at all times.
- Please do not try to touch the animals- they can be dangerous when scared.

Teachers and adult supervisors remain responsible for discipline and should ensure their pupils are adequately supervised at all times. It will be the responsibility of the teachers/trip organisers to ensure that everyone is behaving in a respectful way that does not cause any damage.

If at any time the Cleeve Common staff feels the educational visit is counter-productive, for whatever reason, they have the right to terminate the visit, immediately.

We appreciate outdoor educational visits are an exciting time and expect that spirits will be high. The above is a disclaimer that will hopefully never have to be practised. Staff will speak to the teachers/organisers about their concerns prior to terminating the trip.

During and after the visit, make sure that the pupils:

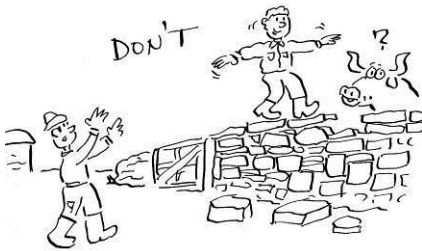
- Always wash their hands thoroughly before and after eating, after any contact with animals, and again before leaving the site.
- Eat only food that they have brought with them, in designated areas, and never eat food which has fallen to the ground, or taste the animals' food.
- Do not suck fingers or put hands, pens, pencils or crayons, etc. in their mouths.
- Clean or change their footwear before leaving, remembering to wash their hands after any contact with animal faeces on their footwear.
- Allow plenty of time before eating or leaving so that they do not have to rush.

Check that pupils stay in their allocated groups during the visit, and that they:

- Do not climb on to walls or animal pens, machinery, etc.
- Listen carefully, and follow the instructions and information given by Cleeve Common staff and volunteers.
- Approach animals quietly.

- Do not chase, frighten or torment the animals.
- Dogs are not allowed on educational visits.

If a member of your group shows signs of illness (e.g. sickness or diarrhoea) after a visit, advise them or their parent/guardian to visit the doctor and explain that they have had recent contact with animals.





- Check weather conditions before you leave, and don't be afraid to turn back.
- A farmer will normally leave a gate closed to keep livestock in, but may sometimes leave it open so they can reach food and water. Leave gates as you find them or follow instructions on signs. If walking in a group, make sure the last person knows how to leave the gates.
- In fields where crops are growing, follow the paths wherever possible.
- Use gates, stiles or gaps in field boundaries when provided - climbing over walls, hedges and fences can damage them and increase the risk of farm animals escaping.
- Our heritage belongs to all of us - be careful not to disturb ruins and historic sites. Leave machinery and livestock alone - don't interfere with animals even if you think they're in distress. Try to alert the farmer instead.
- Litter and leftover food doesn't just spoil the beauty of the countryside, it can be dangerous to wildlife and farm animals and can spread disease - so take your litter home with you. Dropping litter and dumping rubbish are criminal offences.
- Discover the beauty of the natural environment and take special care not to damage, destroy or remove features such as rocks, plants and trees. They provide homes and food for wildlife, and add to everybody's enjoyment of the countryside.
- Wild animals and farm animals can behave unpredictably if you get too close, especially if they're with their young - so give them plenty of space.
- Fires can be as devastating to wildlife and habitats as they are to people and property - so be careful not to drop a match or smouldering cigarette at any time of the year.
- Respect the needs of local people - for example, don't block gateways, driveways or other entry points with your vehicle.
  
- Keep out of the way when farm animals are being gathered or moved and follow directions from the farmer.

[www.countrysideaccess.gov.uk](http://www.countrysideaccess.gov.uk)



## Booking request and confirmation form

Please can you send us the 'booking request form' enclosed when you have set a date to visit us. Please provide us with as much information as you can so we can be prepared for your visit. We will return a 'booking confirmation form' to acknowledge receipt of the form. It is therefore important that you provide us with a correct email address and phone number so we can get in touch with you.

*BOOKING REQUEST FORM*

Dear Cleeve Common,  
Please find the details below and confirm our booking via email.

Name of school:	
Address of school:	
Name of lead teacher for the visit/co-ordinator:	
Contact number for lead teacher:	
Contact email for lead teacher:	
Date of visit:	
Time of arrival:	
Time of departure:	
Method of transport:	
Number of pupils:	
Age range of pupils:	
Any special needs e.g SEN, behavioural, physical or relevant allergies such as hayfever:	
Number of adults:	
Outline programme:  Special requirements:  We have read and understand the information contained within this pack	Please sign: Please print name: Position: