

LUNDY

Essential information for visiting schools and colleges

January 2020



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Introduction

This guide is for teachers bringing groups on day visits to Lundy. It will take you through from booking your trip, preparing for the visit, what to expect on the day and how you can follow up your class's day on the island.

Lundy is just three miles long and half a mile wide, lying eleven miles offshore, and is an important part of the internationally important North Devon UNESCO Biosphere Reserve. It is a unique environment, and an ideal place for children to learn outside of the classroom. The island's rich history, natural environment, and remote community provide many curriculum opportunities, and an inspiring adventure which will help children's personal development and understanding of their world. Further details of the learning theses that a visit to Lundy can support can be found in our **Schools Flyer** at <https://www.landmarktrust.org.uk/lundyisland/discovering-lundy/Education/>

MS Oldenburg, Lundy's passenger ferry, sails to the island on Tuesdays and Thursdays from after Easter until October Half term. The ship sails from both Ilfracombe and Bideford. Dates and times and times of sailings can be found at <https://www.landmarktrust.org.uk/lundyisland/Timetable/>

The fare for children and students on a pre-booked educational day is currently £10 each. Accompanying adults travel free, up to the staffing ratios below. We may be able to accommodate additional adults at a discounted rate, please contact us to ask. However, for safety reasons, we can only accommodate one class per visit per sailing and the total group size, including adults, cannot normally exceed 37.

Year Groups:	Adult to Child Ratio:
3 and 4	1:6
5, 6 and 7	1:8
8 to 11	1:10
Post 16	1:10

There is no charge for the activities undertaken with our education officer.

A pre-visit talk in your school can be arranged, free, from one of our trained volunteer Lundy Ambassadors (subject to availability). An Ambassador will also join you on your visit, meeting you at the quayside and providing support to your group throughout your day.



How to book

If you have not already booked a date for your visit you can do so by contacting us at:

The Lundy Shore Office Tel: 01271 863636 Email: ilfracombeso@lundyisland.co.uk

Educational visits to Lundy are very popular and book up far in advance, so it is advisable to have a few dates in mind before contacting us.

Once a date for your visit has been agreed we will send you a booking form and a copy of our **Terms and Conditions**. The completed form needs to be returned to us within **10 working days** to confirm your booking and reserve passage for your group on your chosen sailing.

Confirmation of your booking implies acceptance of our Terms and Conditions, which can also be found at the end of this guide. We ask you to read this section carefully.

Preparing for your visit

Once your booking has been confirmed our Education Officer will contact you to find out a bit more about your group and to plan your activities for the visit.

The programme for your day visit to Lundy will depend on which activities you pick, the time of year and the port from which you sail. We will need you to supply us with details of any particular needs that members of your group may have so that we can make sure the activities we plan for you are appropriate.

Accessibility

Unfortunately, due to its rugged unspoiled terrain, we have to accept that Lundy will not be suitable for everyone and teachers of students with mobility limitations should contact us to properly assess whether a trip to Lundy is a suitable. Boarding and disembarking from the ship requires passengers to be able to walk up the gangway without being carried. There are handrails. Whilst we can provide reasonable assistance to reach the village from the ship and will endeavour to provide an additional volunteer Lundy Ambassador to accompany you on the day, we don't have any specific wheelchair friendly facilities or resource to drive guests around the island.

For anyone with mobility issues considering a visit to the island, we've produced a guide in partnership with Mobility for Devon. This includes details of what to expect beforehand, during the sailing over and on arrival at Lundy. The guide can be found here:

<https://www.countrysidemobility.org/sites/default/files/users/cmobadmin1/Lundy%20Island%20Information%20Pack%20integrated%20v3.pdf>



Sample Itineraries

An itinerary for your day will be produced once your activities have been agreed. This will include the route for your guided walk and a summary of the activities planned. Please note that the timings, route and activities will be influenced by the weather and conditions on the day and so the actual programme may vary slightly from the one agreed in advance of your visit.

Ilfracombe sailings

The table below gives an indication of the timings for a visit sailing from Ilfracombe:

09.00	Group to arrive at Ilfracombe Pier Car park to be met by Lundy Ambassador
09.15	Boarding of MS Oldenburg with ship's Information Officer for safety briefing.
09.30	Boarding for other passengers
10.00	Ship departs Ilfracombe
12.00 approx	Ship arrives Lundy, disembarkation, group met on jetty by Education Officer, group to gather in beach building for safety briefing
12.10	Start guided walk – up the beach road to the village
12.30	Short lunch stop
12.50	Activities and guided walk of South End of the island.
15.15	Arrive in village, brief toilet stop, walk back down beach road to landing bay
16.00	Board MS Oldenburg for return sailing
16.30*	Ship departs Lundy
18.30* approx	Ship arrives Ilfracombe

* Please note that the ship departs from Lundy at 16.00 during September and October, to arrive in Ilfracombe at 18.00



Bideford sailings

Sailing times out of, and returning to, Bideford are dependent on the times of High Tide so departure and return times will be specific to the date you have chosen. Please refer to the sailing timetable for further details <https://www.landmarktrust.org.uk/lundyisland/Timetable/>

The table below gives an example of the timings for a visit sailing from Bideford:

07.30	Group to arrive at Bideford Quay to be met by Lundy Ambassador
07.45	Boarding of MS Oldenburg with ship's Information Officer for safety briefing.
08.00	Boarding for other passengers
08.30	Ship departs Bideford
10.30 approx	Ship arrives Lundy, disembarkation, group met on jetty by Education Officer, group to gather in beach building for safety briefing
10.40	Start guided walk – up beach road to village. Visit to St Helen's Centre, brief toilet stop and depart for guided walk and activities
12.30	Lunch stop
13.00	Continue guided walk and activities
15.45	Return to Village, brief toilet stop, environmental games, writing and sending of postcards with Lundy stamps.
17.15	Walk back down beach road to landing bay
18.00	Board MS Oldenburg for return sailing
18.30	Ship depart Lundy
20.30	Ship arrives Bideford

Health & safety

The safety of your group at all times during their visit to Lundy is of utmost importance to us.

Risk Assessments

We will send your copies of our current Risk Assessments for your passage on MS Oldenburg and your activities whilst on Lundy. Please feel free to make use of these as part of the preparation of your own risk assessment for the visit in line with your organisation's policies and procedures.

Mobile phone coverage on the island is variable. There is a public payphone in the Tavern in the village. The Education Officer will be carrying a VHF radio for emergencies.

First aid

Please follow your school's policies and procedures with regards to First Aid.

The majority of Lundy's staff are trained Emergency First Responders, and staff carry VHF radios for communication. Lundy's staff team also includes members of the Auxiliary Coastguard who are trained to respond to a range of emergency situations, with access to a defibrillator and oxygen.

Supervision

The role of our staff and volunteers is to provide an inspiring and memorable experience of Lundy. As such the primary duty of care for any children under 18 or vulnerable adults remains with the group organiser at all times. It is therefore the responsibility of the group organiser to ensure an appropriate level of supervision and maintain acceptable standards of behaviour for their group at all times. This includes the sailing to and from the island. Your students must never be left without an adult from your school.

We ask that the children are assigned to an adult before departure and that each adult carries a list of the children in their care. This helps us organise the children during their activities as well as in case of an emergency.

Our minimum staffing ratios are set out in our **Terms and Conditions** at the end of this guide.

Your group should be kept under control and show good behaviour at all times. The responsibility for this lies with the group leader. Given the rugged and wild terrain of the island, it is essential that children know to stick to the paths, not run, and to follow instructions at all times. We will terminate the trip if any behaviour is unacceptable or causes danger to others.

Please note that to be able to adequately supervise your group at all times, accompanying adults need to be of a reasonable level of physical fitness. There will be a significant amount of walking during the day and the first part of the visit is a walk of approximately 25-minutes up the steep beach road from the jetty.

Please contact us if any of your students have mobility issues. We will do our best to adapt the programme to their needs, but we cannot guarantee that they will be take part in every activity. We have a Land Rover that can transport such students to the village, but they will need to be accompanied by a one of the supervising adults. Please factor this in when working out your staffing ratios, to ensure that the rest of the group are appropriately supervised at all times.

Safeguarding and DBS Checks

Lundy's staff and volunteers will not be responsible for supervision of any members of your group at any time during their visit, or during any in-school activities. Children should always be accompanied by an adult from the school.

DBS checks will be carried out for Lundy staff or volunteers if they are appropriate to the nature and frequency of contact with children and/or vulnerable adults that their role requires. Lundy's Education Officer is DBS checked.

To view our Safeguarding Policy please visit:

<https://www.landmarktrust.org.uk/globalassets/policies/the-landmark-trust---safeguarding-policy.pdf>

Code of Conduct

In order to protect Lundy's unique and special marine and terrestrial wildlife, all visitors are asked to adhere to our code of conduct <https://www.landmarktrust.org.uk/globalassets/lundy.pdf> . Lundy's marine conservation Zoning Scheme and No Take Zone apply to everyone. These are strictly enforced and much of the Code of Conduct is underpinned by law. The code is for everyone who visits Lundy to ensure that the marine life is protected for future generations.

If you happen to witness any infringements from this Code of Conduct and/or any instances of wildlife disturbance within the island's SSSI & MPA, please contact the Warden on (01237) 431 831 or email: warden@lundyisland.co.uk

Preparation Activities

To help prepare for your visit and to help plan your study of Lundy we have a growing bank of educational resources on our website <https://www.landmarktrust.org.uk/lundyisland/discovering-lundy/Education/> . The resources include further background information about the island and details of our annual poetry competition 'Poems on the Oldenburg'. We hope that your day on the island will be more than just an exciting day out and that our resources will help you embed your students' learning into a wider programme of study.

It may be possible for one of our trained volunteer Lundy Ambassadors to come to your school and give a free talk to your class. This can be a general talk or one tailored more specifically to the theme(s) you have chosen for your visit. It is an excellent opportunity for your class to ask questions about the island and to help them get the most from their visit. Please contact us if you would like us to try and arrange this for you.

Sailing on MS Oldenburg

The crossing time is approximately 2 hours. MS Oldenburg is licensed to carry 267 passengers. We will board your group before the other passengers to allow them to be seated together. Children must be supervised at all times during the crossing, including when visiting the toilet. Please be sensitive to the other passengers around you and ensure that your group behaves in a thoughtful and respectful manner.

After boarding your group will be taken below decks to the Aft Saloon for a safety briefing from a member of the ship's crew. Following this it is suggested that your group moves up on deck for the voyage. The best coastal views and, if you are lucky, marine wildlife sightings come from travelling on deck. This is also the best place to be to avoid seasickness.

We would recommend that anyone who suffers from travel sickness brings appropriate anti-seasickness medication to be administered in line with your school's policies and procedures. Adults can also be affected by seasickness and we recommend that they also take precautions against feeling unwell so that they can supervise your group effectively throughout the journey.

There is a buffet on board MS Oldenburg where adults will be able to buy hot drinks and refreshments. Hot drinks can also be bought from the bar, but we politely request that children are not allowed to visit this.

What to Bring

The following information should help you prepare your group for their trip. We will provide you with a template letter to send to parents to make sure that their children are fully prepared for their day.

- A trip to Lundy is a long and active day so please ensure that members of your group bring a generous packed lunch that includes sensible snacks for the boat journey to and from the island. Please avoid bringing overly sweet or sickly items of food as these may increase the likelihood of seasickness. Students should also bring water to drink for their day. They will be able to refill their bottles whilst they are in the village.
- Warm and waterproof layers of clothing are advisable, particularly for the sea crossing.
- Hats and sun cream are essential as sunlight can be reflected off the sea in even overcast weather.
- Anyone who suffers from travel sickness should bring appropriate anti-seasickness medication to be administered in line with your school's policies and procedures.
- We advise that children do not bring non-essential items as they will have to carry them with them throughout the day. Children may wish to bring cameras; this is at the discretion of the school.
- A sensibly sized backpack is the best way for children to carry their belongings. Adjusting the straps to fit will make their walk a lot more comfortable.
- Robust and, ideally, waterproof footwear will be needed. Exploring the island includes walking over rough terrain where a good grip is needed.
- Children may want to bring a small amount of money to spend in MS Oldenburg's on-board gift shop. We advise that they visit this on the return journey rather than on the journey over to avoid carrying their purchases with them all day. We also advise that they don't spend their money on confectionary as this can exacerbate feelings of seasickness.

Facilities on Lundy

We recommend that everyone uses the toilet facilities on board MS Oldenburg before they arrive at Lundy as it may be some time until you pass through the village where Lundy's only toilet facilities are found. The village consists of the Church, The Marisco Tavern, and the Lundy General Stores.

Lunch will usually be a picnic outdoors, in the camping field in the village where there are toilets and a tap for refilling drinking water bottles. For some groups, particularly when having sailed from Bideford, lunch may be further away from the village. This will be shown on your itinerary.

A visit to Lundy is essentially an outdoor experience. We will undertake activities in most weather conditions (except extreme and dangerous weather conditions e.g. high winds). We do, however, have indoor space should the conditions become unsuitable for outdoor activities during your visit. The grant funding we recently received from the Heritage Lottery Fund has enabled us to restore St Helen's church and turn it into a centre for education and community activities. It also houses a new interpretation exhibition covering the history and wildlife of Lundy.

Mobile phone coverage on the island is variable. There is a public payphone in the Tavern in the village. The Education Officer will be carrying a VHF radio for emergencies.

Travel to your port of departure

Please make sure you arrive at the correct port to check in one hour before departure.

The information below should be shared with any adults traveling in their own cars either to accompanying the group or to drop off or collect children. Please allow enough time for the journey. There can be delays when travelling through Barnstaple at peak times.

We also advise that you check in advance that your coach company has allowed enough time for the morning journey and know where to drop and collect you.

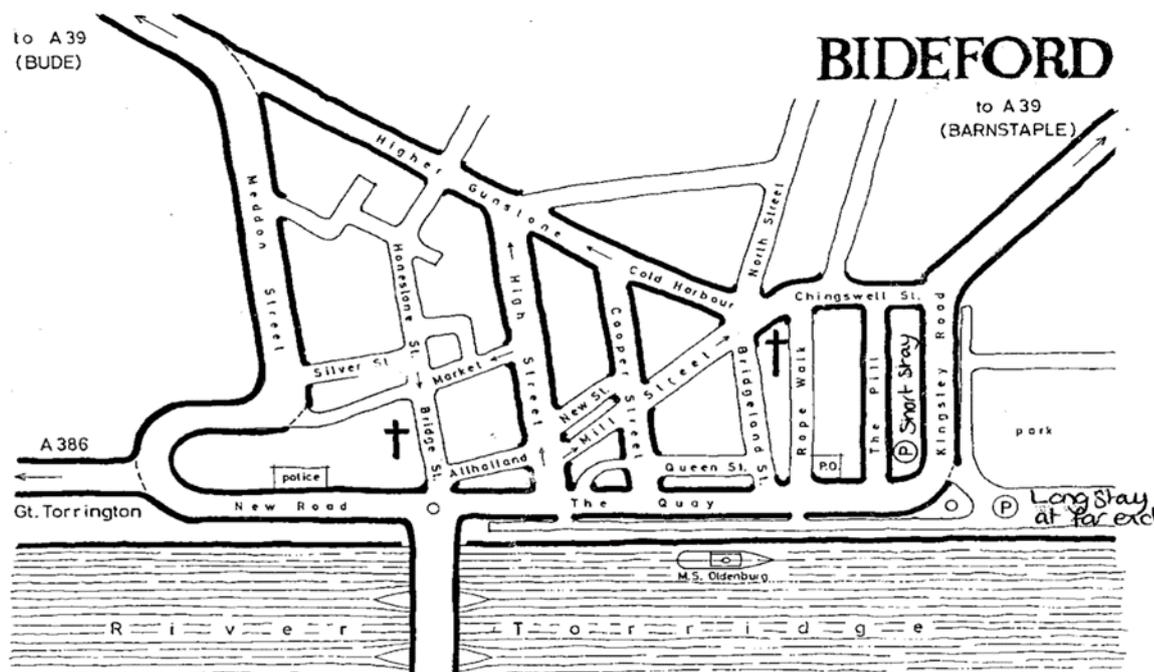
Please check off your students and accompanying adults as they arrive at the port. Muster points are described for each port below. **It is essential that you advise the Shore Office if there are any children absent or changes to the accompanying adults.** It is a legal requirement that the ship sails with an accurate manifest listing the names of all the passengers.

A member of our Lundy Ambassador volunteer team will join you on your visit, meeting you at the quayside and providing support throughout your day.

Bideford

MS Oldenburg berths on Bideford Quay in the centre of town, 250 yards north of the Old Bideford Bridge. The postcode for the Lundy Shore Office in Bideford is EX39 2EY.

Students can be dropped in the short stay car park just after the Shore Office/Toilet building, on the left on the quay if you're coming from the main A39 roundabout. They should then walk to the muster point for school groups which is the steps nearest to the Shore Office. They will be met here by their Lundy Ambassador for the day. Children must arrive no later than 45 minutes before sailing time.



Car Parking

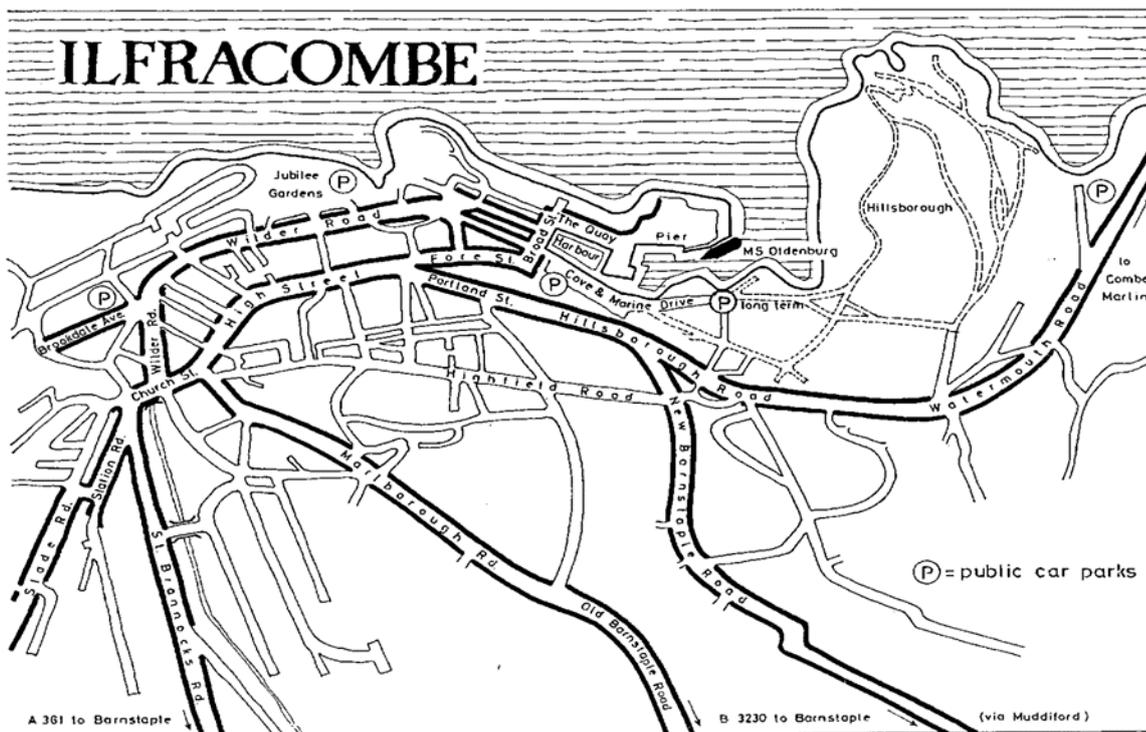
Public parking is available at Riverbank Car Park (EX39 2QS). You must park in the long stay section located at the far end of Riverbank Car Park on Kingsley Road. Please ensure you are parked beyond machine '3'.

For further information and enquiries please call Torrington District Council on 01237 428700 (Mon-Fri) or visit www.torrington.gov.uk/article/12488/Where-to-park-for-Lundy-Island to check on the latest charges.

Ilfracombe

MS Oldenburg is moored at the pier in Ilfracombe. The postcode of the Lundy Office in Ilfracombe is EX34 9EQ.

Students being dropped by parents should be dropped in the Pier Carpark and then make their way to the schools' muster point which is the waiting room next to the shore office. They will be met here by their Lundy Ambassador for the day. Children must arrive by 9.15am at the latest.



Car Parking

To pay by credit/debit card on the day there is a ring and go service available for the public car parks – the telephone number you require is 01271 823825, the car park ID is 3631 for Marine Drive (EX34 9EN) and 3630 for Larkstone Lane (EX34 9QG).

The Pier Car Park is Short Stay only; we suggest you avoid parking here if you are travelling to Lundy as it will be very expensive to park here all day (approximately £12). Please refer to www.northdevon.gov.uk/parking/council-car-parks for the most up to date charges.

Public transport

By public transport the nearest railway station is Barnstaple and there are regular bus connections from there to Bideford and Ilfracombe. • For trains call 03457 48 49 50 or visit www.nationalrail.co.uk • For bus/coach services call 0871 200 22 33 or visit www.traveline.info

Following up your visit

We hope that your excitement about Lundy won't end after your visit. We are producing a range of educational materials to help you embed your students learning once they are back in school. These include our annual poetry competition 'Poems on the Oldenburg'.

Details of the poetry competition can be found with our growing bank of educational resources on our website at <https://www.landmarktrust.org.uk/lundyisland/discovering-lundy/Education/>

Some schools also request a follow up visit from their Ambassador, and we will do our best to arrange this for you if you would like one.



Poems on the Oldenburg



Terms and Conditions (January 2020)

1. Charges and Travel Bookings:

1.1 There is no charge for the activities undertaken with our Education Officer and/or volunteer Lundy Ambassador(s).

1.2 The fare for children and students in a pre-booked educational group is currently £10 each, with accompanying adults travelling free depending on the size and age of your group. **Additional teacher price is £28.00 each.** Because a visit to the island includes travel over open water, we require the following adult to child ratios:

Year Groups:	Adult to Child Ratio:
3 and 4	1:6
5, 6 and 7	1:8
8 to 11	1:10
Post 16	1:10

1.3 We may be able to accommodate additional adults to accompany your group at a discounted rate. This will depend on age, number and needs of your students. Please contact us for details.

1.4 For safety reasons we can only accommodate one class per day visit and the total number in the group, including any accompanying adults, should not normally exceed 37. Children must be aged 7 or over.

1.5 In order to secure your places on the ship, travel bookings should be made through the Lundy Shore Office as soon as your visit date has been confirmed with you.

1.6 When completing the booking form, we require the details of any student(s) in the group with particular needs. We will do our best to accommodate these needs but please be aware that, due to the nature of the terrain on the island, we may not be able to include all students in all activities. Please contact us for further information on accessibility and facilities.

1.7 Once we have confirmed your visit, and as a condition of booking, we will require an authorised purchase order number from you at least one week in advance of your visit.

1.8 Final numbers must be confirmed by you one week in advance in writing, at which point we will invoice you accordingly.

1.9 We require the name, gender and age group (adult/child/infant) of each passenger. For travel purposes children are classed as being between the ages of 4 and 15.

1.10 The Shore Office must be notified of any changes to the passengers in your group before sailing to ensure accuracy of the ship's manifest (as required by law). This includes absent students and changes to accompanying adults.

2. Cancellation and refunds:

2.1 Bookings must be confirmed in writing or by E-Mail to secure your school visit. Your booking is provisional until your places have been reserved on MS Oldenburg for the day of your visit. If we do

not receive your travel booking within 10 working days of your visit date being agreed, we will assume you do not wish to confirm the booking and will offer the date(s) to another school.

2.2 Day trip sailing tickets are usually non-refundable or transferable unless the sailing is cancelled by the Lundy Company as a result of factors beyond our control.

2.3 In the event that you decide to cancel a confirmed booking before we receive payment in full, we reserve the right to charge you £200 as a late cancellation fee, and by confirming a booking in writing, you agree to pay this in full.

2.4 The Lundy Company reserves the right to alter your day's programme or cancel your visit should factors beyond our control such as adverse weather conditions affect the sailing on the day or conditions on Lundy. If cancellation is necessary, we will do our best to offer you a suitable alternative date.

2.5 Passenger safety is our priority and we reserve the right to cancel your visit should weather conditions prevent sailing of MS Oldenburg or make passage unacceptably uncomfortable for your group. If cancellation is necessary, we will do our best to offer you a suitable alternative date.

2.6 In the event of cancellation by the Lundy Company, sailing tickets will be transferable to another sailing within the following 12 months. If an alternative date cannot be found for your visit a refund for the cost of the sailing tickets can be obtained by contacting the Shore Office.

2.7 We will endeavour to give you as much notice as possible should cancellation be necessary. However, we are reliant on the accuracy of weather and sailing forecasts and these are by nature often short term. If you have any concerns leading up to your visit you should call the Shore Office on 01271 863636. Calling this number after 8.00pm the evening before your departure will connect you to the Lundy Information Line which gives the latest information on sailing times.

2.8 In the event of cancellation by The Lundy Company, the company will not be liable for any other costs that you may have incurred, including third party costs such as bookings for coach travel to and from the port.

3. Health and Safety:

3.1 The primary duty of care for any children under 18 or vulnerable adults remains with the group organiser at all times. It is therefore the responsibility of the group organiser to ensure an appropriate level of supervision and maintain acceptable standards of behaviour for their group at all times during the visit. This includes the sailing to and from the island.

3.2 All supervising adults will be expected to accompany their group at all times during the visit. This requires a reasonable level of physical fitness, including the ability to walk up steep hills.

3.3 We will provide you with a copy of our risk assessment for the activities to be undertaken during your visit. Please feel free to make use of this as part of the preparation of your own risk assessment for the visit in line with your organisation's policies and procedures.

3.4 We will do our best to accommodate specific needs of any members of your group provided these have been discussed with us prior to your visit. However, the varied nature of the island

terrain means that we may not be able to make all elements of the programme accessible to everyone.

3.5 We reserve the right to alter or abandon the programme during your visit should we have any concerns about the safety of the group, inclement weather or any other relevant factor.