



## Planning information for Educational Groups: Caistor Roman Town, Norfolk

The Norfolk Archaeological Trust has produced this information sheet to assist teachers in planning their school's visit to Caistor Roman Town.

### Services available

The Trust's trained volunteers can help schools study the Roman period at Caistor Roman Town in the following ways:

- In-school visit: our volunteers can visit your school to introduce pupils to the Roman Town using real archaeological finds, plus other materials which will help pupils imagine what the Town looked like in the Roman period
- Site visits: Volunteers can help schools explore the Roman Town with a choice of potential activities which are either school-led or volunteer-led, which can be pre-booked, subject to volunteer availability.

Please see our separate *Caistor Roman Town Schools Activities Pack* for details on activities, available to download: [www.norfarchtrust.org.uk](http://www.norfarchtrust.org.uk)

## PLANNING YOUR VISIT

### Risk assessment

- **It is the responsibility of teachers and group leaders to complete a risk assessment prior to any site visit being made.**

The following information is intended as a preparatory tool and does not replace a teacher's or group leader's own risk assessment. Please be aware that conditions at historic and rural sites may change rapidly, and that you will need to remain alert at all times during your visit.

- ***Emergencies***

Our volunteers are not trained in First Aid. To help you plan your visit Appendix 1 contains information on what to do in an emergency.

- ***General Comments***

Coaches are asked to park tidily in the main car park to ensure other vehicles can access the site. If the coach cannot find space in the car park the children can be dropped off in the entrance, and led immediately out of the car park area through the pedestrian gate next to the open shelter.

Apart from the small open shelter adjacent to the car park there is no shelter from the weather in the Roman Town. The church may be used for shelter in bad weather - this will be booked for you when the date of your visit is arranged.



The site is rural in nature and managed as pasture. Apart from in the car-park, and the driveway to the church, there are no hard-surfaced/all-access paths. Nettles and thistles may be present in some areas.

Surfaces throughout the site may be slippery and uneven.

There are high steep banks most of which are not fenced off. A path runs around the top of these banks and it is not necessary to climb up the steep sides. The banks may be slippery when wet. There are some low flint walls which present a climbing hazard.

There is a wooden staircase up to the top of the wall/bank near the car park (south side). This can become slippery in wet weather. On the north side there is another set of steps cut into the bank. These can become uneven. At other parts of the site informal sheep paths exist up the banks and these can be steep and uneven underfoot.

The River Tas runs through the site. The river banks are unfenced. The river is liable to flood in very wet weather in the winter months. The bridge over the River Tas can become slippery underfoot when wet.

Sheep are on the site through the summer months and sheep dung is present throughout the public area. The site is used extensively for walking dogs which are not always kept on leads as requested. Dog faeces may be present. It is recommended that the school provides alcohol-based hand disinfectant/handwipes for use if anyone gets animal faeces on their hands etc. This should be used by all members of the group prior to eating/drinking on site.

As the site is an ancient monument there may be occasional falls of flints.

The monument is inspected regularly.

- ***Trees***

All the trees on our sites are inspected regularly by South Norfolk Council. However, storm damage/extremes in temperature/vandalism etc can sometimes affect the stability of apparently healthy trees and branches. Group leaders should be particularly aware of this when undertaking their own risk assessments prior to a visit.

### **Pupil Supervision**

- **Supervision of pupils on site is the responsibility of the school at all times.**

Please do not expect or ask Trust volunteers to control pupil behaviour, lead groups on their own, or accompany children to the toilet etc. They will only be able to participate in your school's visit if you bring adequate numbers of adults to supervise pupil activities.



- ***Group numbers***

Each Trust volunteer can lead groups of 15 pupils maximum but these must be accompanied by at least one other adult provided by the school who will take responsibility for monitoring behaviour of their group.

- ***Under 8s***

If the children visiting the site are under 8 years of age the adult: child ratio provided by the schools should be a least 1 adult per 8 children. It is the responsibility of the school or organisation leading the visit to ensure that this ratio is adhered to. **If there are more than 8 children under 8 years old per adult provided by the school, Trust volunteers will not be able to participate in the visit.**

- ***Special needs***

Please help our volunteers by letting them know in advance if any of your pupils have special needs or behaviour issues which they should be aware of.

### **Other things to consider before your visit**

#### ***In school***

To support the activities on site, it would be helpful if the pupils have already covered the following topic areas before the visit:

- Archaeology – what it is, and some basics on how it's done.
- Roman Town: Study of reconstruction drawing and main buildings that were at Caistor - Forum, Baths, Theatre, Temples
- Preparation for school-led activities such as 'Be a Roman Soldier'

Support material and resources are available from the Trust website. These subjects can also be covered by a school visit from the Trust's trained volunteers prior to your site visit – please refer to the *Booking Enquiry Form* and *Caistor Roman Town Schools Activities Pack* available to download on the website

#### ***Practical preparation for the site visit***

- **Footwear:** The Roman Town is a big site and the pupils will need to walk to various parts of it to undertake the activities. Sensible, sturdy shoes should be worn, wellies in damp/wet weather.



- **Other clothing:** There is no shelter in the Roman Town. Depending on the weather waterproofs/warm clothing/sun hats and sun protection should be worn.
- **Toilets:** There is one toilet inside the church, which the Parochial Church Council kindly makes available to visiting school groups. Due to the size of the site and the limited facilities, it is recommended that you make a church-based activity one of the planned activities for each group so that they each have the opportunity to use the facility (see Activities Pack for ideas).

If an individual child needs to be taken to the toilet at any time they must be accompanied by an adult provided by the school. If this happens during a volunteer-led activity the volunteer must not be left without support from a member of the school staff/assistant

- **Wet weather:** We will assume that you will be arriving whatever the weather. If you decide to cancel your visit on the day due to bad weather, or any other reason, please let us know straight away.

If it is raining heavily when you arrive, or if this happens during the visit, we will suggest that the whole group makes its way to the church. Specific wet-weather activities are included in the Activities Pack if this situation arises

- **Other facilities:** There are no refreshment facilities at the site – pupils must bring adequate water and food for the length of the visit.

### Booking visits

To book a visit in school and/or on site please fill in the *Booking Enquiry Form* available to download from the website [www.norfarchtrust.org.uk](http://www.norfarchtrust.org.uk). Once completed, send to [info@norfarchtrust.org.uk](mailto:info@norfarchtrust.org.uk)

Please be aware that our services for schools are undertaken by volunteers. Although we will try hard to fit in with your requirements regarding dates and numbers of activities, it will not always be possible to provide this.

We will get in touch with you as soon as we can to discuss arrangements and any problems we have with providing the services you ask for on the Booking Enquiry Form.

### Timing

The Roman Town site is large! 90 minutes is the minimum time that should be allowed for a visit.

Time is built into the suggested activities to walk from one part of the site to another, but it will still only be possible to explore a limited part of the site in this time. Two hours or more would be better, as this will give pupils time to really explore the site without being in a hurry, and will allow them to take part in more activities.



When thinking about your preferred activities please make sure that you allow enough time to complete them during your visit.

The minimum amount of time to undertake each activity is given in the Activities Pack. You should also allow time to:

- assemble at the beginning and end of the visit
- re-assemble in-between each activity
- take breaks for snacks/lunch
- walk back to the coach at the end of activities

It is recommended that a church activity is included in all visits to build in the opportunity for pupils to use the toilet.

### **Self-led visits**

Schools can undertake self-led visits to the site without volunteer assistance. However, **the school must notify the Trust beforehand** so that we can check your visit does not clash with other visits or activities on the same day.

Please note, we will not be able to make the church and toilet available for self-led visits.

### **Fees**

We ask for a donation of £1.50 per pupil who visits the site. Part of this donation goes to the church to cover the costs of using their toilet facilities and providing shelter. The rest is divided between the Norfolk Archaeological Trust and Caistor Roman Project (both registered charities) to support their work in conserving, managing and researching Caistor Roman Town.

It would be appreciated if this donation could be made prior to the visit – details of how to pay are on the *Booking Enquiry Form*

For further information: [info@norfarchtrust.org.uk](mailto:info@norfarchtrust.org.uk)



## Appendix 1: What to do in an emergency

**Do not hesitate to call 999 in the case of a genuine life-threatening emergency, such as chest pain, shortness of breath, unconsciousness or serious bleeding.**

If you believe a person needs to go to hospital, can they get there by car, public transport or taxi? They will not be seen any quicker at the hospital if they arrive by ambulance.

### NEAREST HOSPITAL WITH A&E:

**Norfolk and Norwich University Hospital, Colney Lane, Norwich, Norfolk, NR4 7UY**

**Tel: 01603 286 286**

### Directions to hospital (see also map on last page):

6.7 miles from Caistor Roman Town - about 12 minutes needed for the journey

1. Turn left out of car park on to Stoke Road 0.7 mi
2. Turn left onto Markshall Lane 0.2 mi
3. Markshall Lane turns slightly left and becomes Markshall Farm Road 1.0 mi
4. At the roundabout, take the 2nd exit onto the A47 ramp to A11/Swaffham/Thetford 0.3 mi
5. Merge onto A47 2.1 mi
6. Take the A11 ramp to London/Thetford/Norwich 0.2 mi
7. At the roundabout, take the 5th exit onto Newmarket Rd/A11 0.5 mi
8. At the roundabout, take the 1st exit onto Round House Way 456 ft
9. At the roundabout, take the 1st exit and stay on Round House Way 0.3 mi
10. At the roundabout, take the 1st exit and stay on Round House Way 0.5 mi
11. At the roundabout, take the 1st exit onto Colney Lane 0.5 mi
12. At the roundabout, take the 1st exit and stay on Colney Lane 0.1 mi
13. Turn right 135 ft
14. Turn right 0.1 mi



**In a medical emergency you should stay calm and dial 999.**

You will be asked for some information, including:

- Details of what is wrong and what has happened
- The exact location of the incident:

Caistor St Edmund Roman Fort, Stoke Road, Caistor Saint Edmund, Norwich

**Nearest post code:** NR14 8QL

**Grid reference:** TG 23231 03252 (car park)

- The phone number you are calling from
- Write your mobile phone number here prior to the visit:

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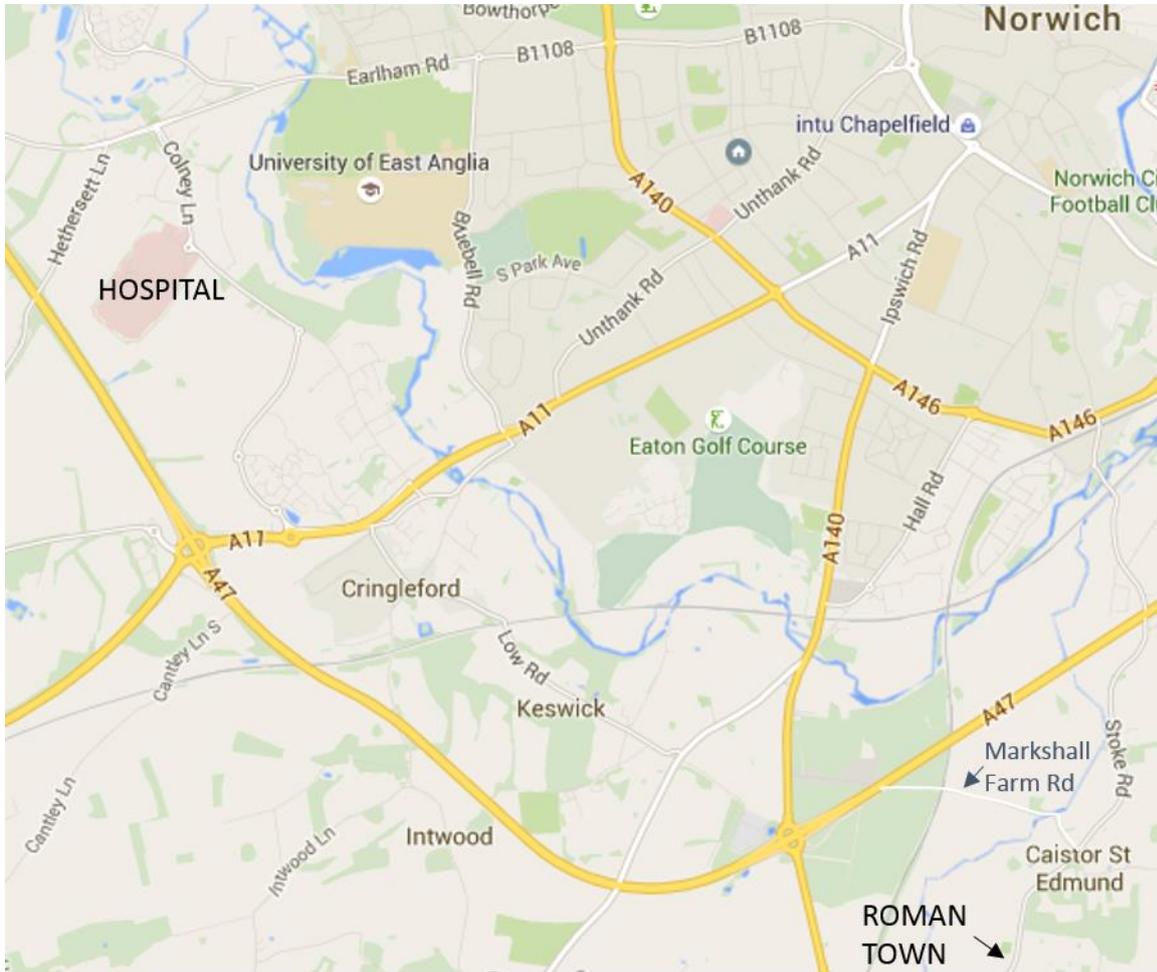
If it is appropriate an ambulance response will be dispatched immediately, but you will be asked to stay on the phone so that the ambulance call-taker can give you medical advice on how best to help the patient. **This will not delay the ambulance response.**

There are a number of ways you can help the ambulance responder or crew before they arrive:

- Stay with the patient until the ambulance or rapid response vehicle arrives. Call back if their condition or location changes
- If you are not near the access road, get someone to wait by the road and signal where the response is required
- If you can, write down the patient's GP's details and collect any medication they may need
- Remember to stay calm - ambulance crews are there to help and violence towards them will not be tolerated.

A traditional ambulance may not be the first vehicle to arrive on scene. It could be:

- A Community First Responder
- A single crewed response vehicle with an emergency care practitioner, paramedic or emergency medical technician
- An air ambulance
- An emergency doctor





There are a number of other options for less seriously ill or injured people, including:

- Visiting local pharmacy:

The Co-operative Pharmacy  
16-18 The Street  
Poringland  
Tel: 01508 495348

- Visiting the local GP or NHS walk-in centre:

Old Mill Surgery  
Stoke Road  
Poringland  
NR14 7JL  
Telephone: [01508 492929](tel:01508492929)

Timber Hill Health Centre (Walk-in Centre)  
115-117 Castle Mall  
Norwich  
Norfolk  
NR1 3DD

- **NHS 111 Service for non-emergencies**

The NHS 111 Service can be contacted free if you feel you need advice or reassurance about a health issue. All calls to NHS 111 are free from land lines and mobile phones.

- **For medical emergencies you should call 999.**

For more information on the East of England Ambulance Service have a look at their website: <http://www.eastamb.nhs.uk/>