# Born Free Workshop Booking Form 2023-24

**Preferred Type of Workshop(s)**

[ ]  In person

[ ]  Remote/online delivery

[ ]  If Born Free are unable to deliver in person, I am happy for remote delivery

**Your Details**

|  |  |
| --- | --- |
| Name of your school/ club/ organisation |  |
| Address of the talk (if applicable) |  |
| Your name |  |
| Your email address  |  |
| School/ organisation phone number |  |
| Other helpful information |  |
| Date booking made |  |
| Name of school safeguarding Lead |  |
| **General**If there are any necessary changes to the agreed date or time of your talk we will do our best to let you know well in advance and provide an alternative speaker or date. |
| Preferred date of workshop(s) |  |
| Suggested alternatives | 1.2. |
| Does the speaker need a DBS check to access your premises? | [ ] Yes[ ] No |
| **School Workshops** *For more information, please see our brochure or email* *education@bornfree.org.uk**Full curriculum links can be provided upon request. Also suitable for Beavers, Cub, Scouts and Brownies.* [ ]  **Precious Primates** (rainforests) – 60-75mins[ ]  **An elephant called ‘Slowly’. Should animals have the same rights as humans?** (animal welfare) – 90mins[ ]  **Threats Facing Wildlife** – up to 60mins [ ]  **Conservation Or Con?** (wildlife volunteering) – 60mins |
| **School Assembly**[ ]  **Threats Facing Wildlife** – up to 30mins  |
| What subject/module is this related to?  |  |
| Size of audience / class |  |
| Age range of the audience/ class |  |
| Suggested arrival time (in person) |  |
| Start time of workshop(s) |  |
| Please let us know if the above workshop timings/lengths need altering for your school |  |

**Born Free’s Child Safeguarding Policy** stipulates that our staff should never be left unsupervised, or in sole charge of a group of learners under the age of 18 years, whether delivering in person or remotely – therefore please ensure that a teacher or group leader is present at all times.

(please tick)

[ ]  I understand the above policy and confirm an adult will be present at all times.

Please note that some of our workshops when held fully remotely (e.g. when all students are learning at home) include breakout rooms, and need enough school staff present to supervise these sessions. If this is not possible, we are happy to offer an alternate workshop.

**Cost / Donation**

Our workshops and talks are **free of charge.** However,to ensure as much of our funding goes to our projects as possible, we request that, if your in-person talk is further than 30 miles from Henfield, West Sussex or Taunton, Somerset, expenses are paid at a rate of 45p/mile after the first 30 miles (60 miles return). We would ask you to carry out fundraising before or after the talk wherever possible.

|  |  |
| --- | --- |
| Total return distance from **BN5** or **TA2** |  |
| Distance minus 60 miles |  |
| Return mileage (45p/mile)  | £ |
| Payment/ donation (if applicable)[ ]  Require an invoice[ ]  Pay on the day (cheques payable to Born Free Foundation) |
| [ ]  Our school/ organisation are happy to undertake fundraising for Born Free |
| **For In Person Delivery** |  |
| How would you like us to bring the workshop presentation? | [ ] Bring on the day via USB memory stick[ ] Send in advance via email |
| Can you provide any of the following pieces of equipment?Please indicate which | [ ] Smartboard and computer[ ] Projector along with screen, and associated cabling |

**For Remote/Online Delivery**

|  |  |
| --- | --- |
| What is your preferred platform?  |   |
| Who will be responsible for arranging the meeting via this platform? | [ ]  Born Free (Zoom/MS Teams)[ ]  School/ organisation |
| Please give details of any safeguarding rules your school/organisation has asked you to follow when receiving remote/online talks |  |

**Monitoring and Evaluation**

Born Free is currently conducting student questionnaires, to determine the impact of our Elephant Called Slowly workshop on student knowledge and attitudes towards wild animals. We will therefore be asking primary schools if they are happy to take part when booking for Yrs 4, 5 and 6. Taking part will enable us to justify, and therefore continue to provide workshops to schools free of charge. Schools that take part will be offered a free elephant mascot for their class as a thank you.

**Please do let us know if there is any other information you would like to provide.**