



SOUTHAMPTON CITY COUNCIL ARTS AND HERITAGE

IMPORTANT INFORMATION FOR TEACHERS AND GROUP LEADERS

ADULT TO CHILD RATIOS

Primary 1:6

Secondary 1:10

The more adult helpers the better as our activities are very hands on and children will require your assistance. Please contact us if you have any concerns or questions regarding ratios. During outreach sessions please ensure that at least 2 adult helpers are present, including a teacher or LSA.

ARRIVING AND DEPARTING OUR VENUES

Please arrive at least 10 minutes earlier than your activity start time to allow for coats, bags and toilets.

Upon arrival please organise yourself into your classes / activity groups and enter the venue you're your Workshop group first, then the Discovery Session group, followed by the self-guided group (if applicable). You will be met by a member of the Arts and Heritage team. If a member of staff is not present please notify a Customer Service Assistant, located at the entrance or shop.

Please allow 10-15 minutes after the **end time** of your last session before your transport collects you. You may need to visit the toilets, wash hands and gather belongings.

If you take part in an art workshop at the museum please prepare to **transport your work home**. Recommended methods: CLAY/ 3D work= 4/5 strong cardboard boxes / trays per class: WIRE = a carrier bag per 5/6 children: 2D work = an A3 paper folder per class.

RISK ASSESSMENT

Arts and Heritage venues are historic buildings and have some unique architectural features and exhibits. Please carry out a **pre-visit risk assessment**. If you would like a copy of our Risk Assessment please contact the Learning Team, this however does not negate your own responsibility to carry out an assessment.

If the **fire alarm** should sound whilst in any of our venues please assemble your group and leave via the nearest fire exit. Arts and Heritage Customer Service assistants will show you the nearest exit. If in a teaching space please assemble your group and follow the session leader out of the venue. Please ensure numbers in your group are accounted, it is your responsibility to organise and ensure the group under your control is evacuated swiftly and in a safe manner.



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BEHAVIOUR IN OUR VENUES

Visiting group chaperones have a duty of care to ensure their group is acting appropriately and in accordance with the Arts and Heritage venues behaviour code. Failure to do so could result in your party being asked to leave.

Out of respect for yourself, other visitors, and the Arts and Heritage collections please adhere to the following:

- Large groups of pupils or young people should tour the museum in **small groups of no more than ten** and should be **supervised at all times**. To avoid congestion and disruption to other visitors we request that these small **groups start their visits in different exhibition spaces** and rotate around the exhibitions.
- **Photography without a flash is permitted in SeaCity Museum by educational groups** on the condition that a disclaimer form is filled out prior to the visit. **No flash photography, publishing of the material or photographing visiting exhibitions is allowed.**
- **Please do not touch the exhibits.** Keep a safe distance from artwork, objects, walls, platforms, and cases. The oils, salts, and acids in the sweat on our hands damages works of art and artefacts. This includes Media and Musical instruments.
- **Food, drinks and chewing gum are not allowed** in the exhibition spaces. Groups with packed lunches: please leave in the space pre-arranged during booking with the learning team.
- The **venue shops** sell books, postcards and stationery but they are not large spaces so please visit them in small groups and with an adult present.
- Be respectful of other visitors in the venue by **not shouting**, particularly when moving through the exhibition spaces.
- **Use of abusive, threatening or insulting language** while in the Arts and Heritage venues is not acceptable; those in breach will be asked to leave.
- **Please under no circumstances run**, a fall could result in injury and damage.
- If you want to sketch in our venues you are welcome to bring **clip boards and paper**. Please ensure you **use dry art materials**. Other materials can be used but please check with a member of the learning team before visiting.
- **Mobile phones must be turned off or be on silent mode while in the exhibitions.**
- **Smoking is strictly prohibited** within all Arts and Heritage venues.
- **Litter or Waste must be deposited in the bins provided or removed from the venue.**

Thank you. We hope you enjoy your visit.



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MEMBERS OF THE PUBLIC, TOILETS AND LUNCH

All our venues are **public spaces** in which other members of the public will be present. If you are concerned about another visitor's behaviour please notify a member of the Arts and Heritage team immediately.

The toilets in SeaCity Museum are a shared facility. Please be vigilant when using the toilets and supervise children at all times. If you do not have a male member of staff present please use the female toilets.

The **lunch rooms** at the museum are shared spaces so please be respectful of staff working nearby and leave the space as you found it, removing your rubbish.

The Museum is not responsible for lost items. Please keep valuables with you at all times.

THE ARTS AND HERITAGE TEAM

Our team is made up of a variety of freelance, permanent and volunteer staff in a variety of roles.

On the day you may meet:

- Customer Service Assistants in the shops, front desks and exhibitions.
- Freelance Educators leading your workshop and tour activities.
- Volunteers and work experience students helping with the activities.
- Members of the Arts and Heritage Learning team welcoming your group and leading you around the venue.

CONTACT

Arts & Heritage Learning Team
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Southampton Arts and Heritage



TERMS AND CONDITIONS FOR SCHOOL / GROUP EVENTS AT, OR PROVIDED BY SOUTHAMPTON ARTS AND HERITAGE SERVICES

ADMINISTRATION AND CHARGES

After preliminary discussion written confirmation will be sent by Southampton Arts and Heritage detailing the reserved date and length of event, estimating the costs and enclosing a booking form.

Any subsequent variations in timing and or event details must be made to Southampton Arts and Heritage in writing and will be subject to an extra charge.

The full cost of event shall be paid not later than 28 days after receipt of invoice from Southampton Arts and Heritage, which will normally be issued within 5 working days after the event.

CANCELLATION

When an event is cancelled after the booking form has been sent out, Southampton Arts and Heritage must receive written notice. If less than ten working days prior to the event written notice is given, Southampton Arts and Heritage will reserve the right to invoice the school / group for a cancellation charge of £60, per session booked.

Southampton Arts and Heritage reserves the right to cancel a booking at its sole discretion without any notice, at any time. In the event of Southampton Arts and Heritage having to cancel a booking its liability shall be limited solely to repayment of a £50 cancellation fee, any consequential loss incurred by the school / group is expressly excluded as a liability upon Southampton Arts and Heritage, as are (to the extent that it is lawful to do so) any implied obligations, warranties or conditions that would otherwise be imposed on Southampton Arts and Heritage under statute in common law otherwise.

SECURITY

Southampton Arts and Heritage has an overriding responsibility for the safety and well being of people on its premises. It also has a fundamental duty to safeguard its collections and buildings, which are held in public trust. Southampton Arts and Heritage reserves the right for their representatives to be present in the venue during the visit.

Southampton Arts and Heritage reserves the right for their representatives to require any person to leave its venues and to terminate the event if security matters such as a bomb, fire or, in the opinion of Southampton Arts and Heritage representatives, the behaviour of those attending warrants such action.

Southampton Arts and Heritage reserves the right to change or alter these terms and conditions at any time and impose further conditions, if necessary. These will be specified at time of booking confirmation.



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OTHER CONDITIONS

Parking for disabled visitors can be arranged at some Arts and Heritage venues.

Unfortunately due to changes in parking arrangements at the Civic Centre there are no longer parking bays available for school mini buses. If using school mini buses, it is advisable for the driver to drop off the group outside the museum and to then find a parking space, rejoining the group afterwards. This helps to avoid any factors that may delay the whole groups visit.

Mini buses can be parked at Amoy Street Car Park (SO15 2DR), just off Bedford Place, as it has no height restriction. For alternative parking you may find the following website useful:
http://en.parkopedia.co.uk/parking/so14_7lp/

All arrangements for setting up an event must be agreed in advance with Southampton Arts and Heritage. Any subsequent variations in timing may be subject to an extra charge.

Southampton Arts and Heritage venues should be left in the same good order and condition as they were found. Southampton Arts and Heritage is responsible for general cleaning after an event, but may make an additional charge for any cleaning considered by the particular venue to be in excess of normal use.

- This contract shall be governed by and interpreted in accordance with English law and the parties submit to the jurisdiction of the English courts.
- The parties agree that the provisions of the Contracts (Rights of Third Parties) Act 1999 shall not apply to this agreement. Further, nothing in this contract is intended by the parties to confer any privileges on any third parties.
- If any provision of this contract is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these conditions and the remainder of the provision in question shall not be affected hereby.
- The contract shall be subject to these conditions. No alteration or qualification of these conditions, whether issued by the school / group or otherwise shall be effective unless expressly accepted by Southampton Arts and Heritage in writing.

INSURANCE

Southampton Arts and Heritage does not accept responsibility for any property or article placed or left on its premises by a school / group during a visit.

The school / group shall be solely liable for and shall indemnify Southampton Arts and Heritage in respect of any liability, loss, claim, or proceedings whatsoever in connection with personal injury to, or damage to the property belonging to, any persons which occurs during or as a result of the visit to Southampton Arts and Heritage venues. If any damage is done to the buildings or collections or floors or fittings during the use of the premises by the school or group, or if any articles owned by Southampton Arts and Heritage or other persons for whom Southampton Arts and Heritage is responsible are lost, damaged or destroyed through the action of the school or group shall on demand pay full compensation to Southampton Arts and Heritage or such other persons for the damage or loss.

The school / group will be responsible for the security and insurance of their equipment on the premises.

