

## Guidelines for Education Groups

The department of Public Programmes aims to make The Courtauld Institute of Art's scholarly expertise and the wealth of The Courtauld Gallery's world-class collections accessible to all. We warmly welcome all groups. To help us make your visit successful and pleasant we ask that you follow the following guidelines:

### Opening Times and Days

The Courtauld Gallery is open daily from 10am to 6pm, with last admission at 5.30pm. Please check our website for seasonal opening times.

### Education bookings are available Monday – Friday.

All education (school, college and university) workshops, tours or self-guided visits *must be booked in advance*. Please check our website for further information:

<http://courtauld.ac.uk/learn/schools-colleges-universities/visiting-information>

### Group Rates Permanent Collection

Entry is free for all school and college groups (under 18), full time UK university groups, and accompanying teachers/adults.

### Group Rates Temporary Exhibitions

Entry is free for all school and college groups (under 18) and accompanying teachers/adults.

Discounted entry is charged to school and college groups (over 18) and full-time UK university groups. There is no charge for accompanying teachers and adults. Payment at the time of visit must be made by the group leader in one transaction for the entire group. Alternatively, payment by invoice can be requested at the time of booking and must be paid in full prior to your visit. Please check our website for current prices.

### Preparing for your visit

Teachers or group leaders are welcome to make a free **preparatory visit** to The Courtauld Gallery for research. Teachers and lecturers receive free entry with proof of identity.

We have a range of online resources to support your research, development and teaching around our exhibitions and collections:

<http://courtauld.ac.uk/learn/schools-colleges-universities/teachers-events-resources>

### Arrival

Arrival times are pre-booked to ensure all groups have clear access to the galleries and to avoid clashes with other large parties. If you are running late or would like to amend your arrival time, please contact us on **+44 (0)207 848 1058** or [education@courtauld.ac.uk](mailto:education@courtauld.ac.uk).

You may wish to ask your group to wait outside the gallery on arrival while you register with either the admissions desk or your tour guide/tutor to avoid congestion in the foyer.

**We recommend that groups who have booked a tour or workshop arrive 15 minutes before the start of the session to use the toilets and lockers.**

## Facilities and Practical Information:

**Toilets** are located on the lower ground floor of the gallery. We recommend that students and teachers use them before going into the galleries.

### Personal Belongings

Group Lockers for educational groups are available on a first come first served basis upon request at the gallery reception. If your students wish to bring their bags into the galleries back packs must be carried by hand/at the side and must be kept with students at all times.

### Wheelchair Access and Disabled Parking Spaces

All of the galleries and public spaces are accessible to wheel chair users, except for Room 1. Disabled parking spaces are available on the Victoria Embankment or in the Courtyard of Somerset House (which is accessed via the Strand entrance). To book a disabled parking space, please phone Somerset House Visitor Services on 020 7836 8686.

### Refreshments

**Eating and drinking is not permitted in the Galleries.** There is **no lunchroom** in The Courtauld Gallery. We have a small café for the general public, but it is not possible to eat packed lunches there. Packed lunches may be eaten outside the gallery in the Somerset House courtyard. Please ensure that all of your group's litter is disposed of after your lunch.

### Shop

Students are welcome to visit The Courtauld Gallery shop before or after their sessions. For school groups it is the accompanying teachers' responsibility to restrict numbers of students entering the shop at a time and to accompany them inside the shop.

### Teachers' Resource Packs

For many of our temporary exhibitions we produce printed teachers' resource packs. These are available from the gallery admissions desk and online.

<http://courtauld.ac.uk/learn/schools-colleges-universities/teachers-events-resources>

### Group Supervision

**Teachers are required to supervise their students at all times and must never leave their group unattended.** Please ensure students respect other visitors by retaining low noise levels and allowing access to exhibits for other visitors.

If you have a large class (above 15), please divide them into smaller groups, each with an accompanying adult (if applicable) to look around the gallery. A ratio of at least one adult to 10 children is required for secondary school groups. A ratio of at least one adult to 6 children is required for primary school groups.

**Teachers and accompanying adults are responsible for the behaviour of their group throughout their visit to the gallery.**

Please ensure that students adhere to the following guidelines.

- No running
- Do not sit or lean against walls or plinths
- No food and drink is permitted in the gallery
- No shouting
- Do not touch works of art
- Do not cross over rope barriers
- Please keep doorways & access routes clear
- Mobile phones must be switched off

Groups may be asked to leave the museum if students ignore the requests of our educators, admissions and security staff regarding inappropriate behaviour in The Courtauld Gallery.

#### **Access to works of art**

- Only one group is allowed in any room of the galleries at a time.
- Please do not lecture in a room where a talk is in progress, move your group to a different room until it becomes available.
- At busy times, please refrain from sketching in the exhibition room or spend too much time in front of one particular work of art.
- All groups are asked not to spend longer than 15 minutes in front of any artwork, be prepared to move your group if asked to by staff.

**Due to occasional loans out and other groups visiting the gallery, we unfortunately cannot guarantee that you will have access to a specific work of art.**

#### **Sketching**

When your group is sketching, please ensure that they either stand or try to occupy as little space as possible so that other visitors can look/move around the gallery easily.

#### **You may use these materials in the galleries:**

- All pencils
- Fine-tipped pens
- Crayons

#### **These materials are not permitted in any of the galleries:**

- Paint or other wet materials
- Charcoal
- Permanent markers
- Oil pastels
- Glue
- Sharp items including scissors, knife or cutting tools
- Fixative spray

#### **Photography and Filming**

Photography is permitted as long as you **do not use your flash** or a tripod. However, we do not allow video filming in The Gallery. On occasion we do not allow photography in our temporary exhibition due to the terms of loan agreements.

We look forward to your visit.

For further information or to contact us:

✉ [education@courtauld.ac.uk](mailto:education@courtauld.ac.uk)

☎ +44 (0)207 848 1058

📄 [courtauld.ac.uk/learn/schools-colleges-universities](http://courtauld.ac.uk/learn/schools-colleges-universities)

### Risk Assessment: School, college or community group visit to Courtauld Gallery, Somerset House

This is a basic risk assessment to help you planning your visit to The Courtauld Gallery. It is a general outline and you will need to add your own details of the journey to the Gallery and any special needs specific to your group.

Area	Hazard	Risk Score H/M/L	Detail	Existing Control Measures
<b>Mounting/ dismounting transport</b>	1. Slip, trip or fall	L	Risk of injury	Group must be under the supervision of accompanying responsible adults e.g. teachers, group leaders or carers. Security staff qualified to administer first aid always present on site
	2. Traffic on Public Highway	L	Risk of person being knocked over by a moving vehicle	Coach drop off on road adjacent to embankment entrance to Somerset House.
<b>Grounds of Somerset House</b>	3. Slip, trip or fall	L	Risk of injury	Grounds inspected daily by security staff. Group must be under the supervision of accompanying responsible adults e.g. teachers, group leaders or carers. Security staff qualified to administer first aid always present on site
	4. Pupils exiting the grounds unsupervised	L	Risk of children getting lost and potential abuse of children by adults	Group must always be under the supervision of accompanying responsible adults e.g. teachers, group leaders or carers. Child Protection Policy in place.
	5. Balustrades around the courtyard	M	Deep drop behind, Risk of falling	Signage informing visitors not to sit on balustrades. Security patrol officers preventing any attempts to climb. Group must always be under adult supervision.
<b>Courtauld Gallery</b>	6. Slip, trip or fall	L	Risk of injury	Group always under adult supervision and pupil conduct agreed with school. Security staff First aider always present on site.
	7. Damage to Displays	L	Financial risk to Gallery	Group must always be under supervision of the responsible adults. Tour leader to outline rules of conduct to group. Pupil conduct agreed with school at time of booking.

	8. Heavy Objects falling	L	Risk of injury, damage to Collections	Group must always be under supervision of the responsible adults and pupil conduct agreed with school at time of booking. . Galleries cleaned and inspected by staff daily. Security staff qualified to administer first aid always present in the gallery.
	9. Interaction with general public in galleries	L	Aggressive/ dangerous behaviour from schools/ general public.	Group must always be under supervision of the responsible adults. Pupil code of conduct agreed with school. Aggressive customer procedures upheld by duty security officer. Child protection policy in place.
<b>activity sessions in the Courtauld Institute</b>	10. Slip, trip or fall	L	Risk of injury	Group must always be under supervision of the responsible adults. Room inspected and cleaned by staff daily. Security staff First aider always present in the Institute.
	11. Handling of artefacts	L	Risk of injury from objects that may be heavy or have sharp edges.	Security staff First aider always present in the Institute. Workshop leader to give verbal warning about the nature of the handling collection and the condition of objects are monitored closely by members of staff. Use of sharp objects minimized.
		L	Damage to objects	Courtauld staff to instruct groups on correct handling techniques, demonstrated by the workshop leader throughout the session.
	12. Fire within the building	L	Risk of injury	School informed of fire evacuation procedures and fire marshalling point. Courtauld Institute security and facilities staff check room as part of evacuation procedure.
	13. Use of art materials	L	Damage to personal property, risk of injury.	Courtauld staff to ensure the correct and appropriate use of art tools and materials. Pupils should be advised to wash their hands after any art making sessions. All unused materials returned to correct storage.
<b>Public &amp; university toilet facilities</b>	14. Need for adult assistance	L	Potential abuse of children by adults	Teacher or responsible adult to arrange for pupils to be escorted to the toilets and supervised as necessary. Courtauld Institute of

				Art Child Protection Policy and code of conduct guidance in place
	15. Need to lock the door	L	Unable to unlock the door	Toilets can be opened by staff from the outside if necessary.