

# General Visits:

## Notes for Teachers and Adult Helpers

### During your visit:

- In the event of a fire please exit the building and assemble outside by the Queen Victoria statue. Please keep your group together and do not re-enter the building until told to by a member of staff.
- Adults and teachers are responsible for the children. Please supervise them at all times.
- When exploring the Museum please do so in small supervised groups
- Please note that access to some galleries may be restricted due to educational sessions, private events or maintenance. Public notices will be posted at the entrance/s to galleries to indicate this.
- There are toilets on the ground floor by reception and on the second floor in the Window Gallery.
- If you are visiting the Museum shop please do so in small groups and pay for your purchases at the reception desk.
- Photography (without flash) is permitted in all areas of the Museum except in the Art Gallery, located on the second floor. Our photography policy is published on our website.
- Please do not consume any food and drink in the Museum (except in designated lunch spaces during your lunch period). For health and safety reasons we do not allow hot drinks in the Museum galleries or in the lunch spaces.
- If you have booked a lunch space (subject to availability, £39) please use the bin bags provided to tidy up. **Please help us to eliminate single use plastics from use within the Council and take your plastic bottles back to school with you.** Please leave the space clean and tidy ready for the next group.