

# Guidelines for School Group Visits to Whitechapel Gallery

Thank you for visiting the Whitechapel Gallery. To make your visit as successful as possible please read the following information. This should be signed by the group leader and given to the Information Desk before your group continues its visit.

## Guidelines

- The group leader/staff are responsible for their group at all times.
- For large self-programming groups, members should be divided into smaller groups to explore the Gallery.
- Each of the smaller groups must have an appointed leader (teacher or responsible adult).
- All staff and group leaders should carry a list of the children in their group.
- The Visitor Services team, on site at all times during public opening hours, are trained in first aid and emergency procedures.
- Requested maximum group size – 30 pupils or 40 adults.
- Supervision of those under 18 is required at all times.
- Adult student ratio of: 1:5 for under 5 yrs, 1:10 for 6-11yr olds, 1:15 for 11– 16 yr olds, 1:20 for 16 – 18 yr olds
- Some works may be considered unsuitable for children. Please ask Information Desk for details of works on display.

## Access and Special Requirements

Please let us know before you visit if anyone in the group has any access or special requirements.

## Photography

With the exception of The Bloomberg Commission: Goshka Macuga: The Nature of the Beast in Gallery 2, photography is not permitted in the galleries.

## Safety of Art Works

Works of art damage easily. Many contemporary works are especially fragile. Please remind your group of the Gallery rules:

- No running
- No touching
- No pointing at works of art or leaning against walls or plinths
- No shouting
- No mobile phones
- Please note that teachers are responsible for students' behaviour whilst at the Gallery.

## Sketching

Permitted with dry materials: fine-tipped pens, crayons, pencils Not permitted: paint and other wet materials, permanent markers, charcoal, pastels

Please ask students not to take up too much space whilst working in the Gallery.

## Teaching

Please do not lecture in rooms where talks are already in progress. Please be aware of the schools talks and workshops and the guided tours. Whitechapel

Gallery speakers have precedence over outside lecturers.

All groups are asked to remain no longer than 20 minutes in front of any artwork and to be prepared to move on when asked by Whitechapel Gallery staff.

**Shop**

To avoid congestion in the shop, please ensure that pupils visit in small, staggered groups and are supervised at all times.

The shop sells challenging material within its book sections which may not be suitable for children.

**At no stage can Whitechapel Gallery assume the formal duty of care on behalf of teachers and group leaders.**

**The Gallery has a general risk assessment and a Health and Safety statement available upon request. Please ask the Information Desk.**

**Please complete all of the following information and return this form to the Information Desk.**

Name:

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Name and address of your school/organisation:

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Number of people in your group today:

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Contact number:

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Contact e-mail address:

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I confirm that I have read and accept all of the guidelines set out in this document (please tick)

Date

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Signed

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**Thank you. We hope you enjoy your visit.**