

PRACTICAL NOTES ON GROUP VISITS TO HAUSER & WIRTH SOMERSET

Booking Process

All group visits must be booked at least two weeks prior to arrival. Groups are able to complete and submit an online booking enquiry form. The Learning Team will be in touch by email within three working days to either confirm the visit, or if they are unable to accommodate the request, suggest an alternative option. All visiting groups will have the opportunity to take part in tours led by the Learning Team which are tailored to meet the specific needs, interests and learning objectives of the audience.

Prior to the Visit

Groups will receive confirmation of their booking by email as well as Directions, Programme for the Visit, links to relevant online Resources and the Code of Conduct.

Format of Visit

Groups will arrive by coach or minibus and come directly to the Education Room where they will meet with the Learning Team. After an initial welcome by the Learning Coordinator the Group will be organised into parties of no more than 15 students (20 adults) and they will begin staggered tours around the galleries, meadow garden and outdoor sculpture. Tours will last approximately 90 minutes.

Picnic Facilities

School groups will be invited to bring a snack / packed lunch which they can eat in the Education Room (or picnic directly outside the Education Room, when appropriate).

Ratio of Staff to Students

The recommended ratio of school staff (or adults helpers) to students is 1:5 (aged 5-6), 1:10 (aged 7-10), 1:15 (aged 11-18)

Risk Assessment and Staff Responsibility

Students will remain the responsibility of teaching staff at all times and must be accompanied at all times including to the toilets. Visiting groups will be asked to have a register to hand, in the event of a fire alarm.

All visiting groups will be responsible for carrying out their own risk assessment. Although every effort will be taken to ensure visitors safety no responsibility can be accepted for any accident or loss by Hauser & Wirth Somerset. A downloadable copy of our Risk Assessment will be available from the website.

Teacher-led Visits

Groups will be encouraged to participate in our programme of gallery and garden tours which will be led by our Learning Team. We do however anticipate requests from groups to be self-directed and teacher-led. These requests will be managed on a case by case basis depending on the age of the students, size of the group and how frequently the organisation uses the gallery as a resource. We feel it is important to avoid over-crowding in the galleries and to ensure that each group gets the most from their visit.

Access

We would like the Learning Programme to be as inclusive as possible and look forward to welcoming groups with disabilities or special educational needs. All public areas will be accessible for wheelchair users.

Code of Conduct in the Galleries and Garden

Students will be asked to observe the following:

- No rucksacks and large bags in the galleries
- No touching artworks
- No shouting or unruly behaviour
- No running in the galleries or the garden
- No food or drink in the galleries or the garden
- Mobile phones should not be used in the galleries or the garden

Appropriate clothing must be worn for your visit, outdoor shoes appropriate for the garden must be worn, no high heels, waterproofs if necessary.

Drawing Materials

Groups will only be permitted to use pencil and paper in the galleries. No other materials – including glue, pen, or scissors – are allowed.

Gift Shop

Whilst there is an on-site gift shop we do not encourage visiting groups of children to use the shop. In the event that the school / college wishes to permit their group to visit the shop, we ask that they do so only in groups of four accompanied by an adult.