



WINCHESTER
CATHEDRAL

Teachers' Pack



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Introduction

Thank you for booking a visit to Winchester Cathedral. This pack is designed to help you prepare for your visit so that the children get as much as possible from their day. We hope that you will find this pack useful. Please share it with all the adults who will be making the visit with the children.

Essential information about your booking

Your letter of confirmation, sent by email, gives details of your visit. Please read it carefully. If anything is incorrect or you want to make changes please contact the Learning Centre team:

Cheryl Bryan – 01962 857224 or cheryl.bryan@winchester-cathedral.org.uk

Aisha Al-Sadie – 01962 857285 or aisha.al-sadie@winchester-cathedral.org.uk

Included in the price of your visit:

Entry to the Cathedral; use of the Learning Centre and workshop materials where applicable. We do not charge adults supervising the children.

Making a pre-visit

A preliminary visit helps you to plan your day and fulfil any risk assessment requirements you may have. To make such a visit, please contact a member of the Learning Centre team to arrange a date and time. If you can only make a visit out of office hours we can arrange for you to have free entry to the Cathedral.

Health and Safety

Supervision

An appropriate adult: pupil ratio will ensure a safe and enjoyable visit.

The number of adults accompanying the children will depend upon the age of the children and the number of special needs children in the group.

We recommend that schools consult their own school policy on staffing visits out of school.

If you have any questions please contact a member of the Learning Centre team.

Health and Safety Policy

The Dean and Chapter is committed to the principle of ensuring the health, safety and welfare of the general public both in the Cathedral and its environs. Guided by the Cathedral Health and Safety Officer, we have an established policy which sets out staff responsibilities for all areas of activity and for the conduct of risk assessments.

The main provisions of this policy are as follows:

- All areas of the Cathedral have been assessed both for compliance with current Health and Safety requirements and with the provisions of the Equality Act (2010).
- Regular inspections by operational, maintenance and health and safety staff ensure that high levels of safety and visitor service are maintained.
- Staff and volunteers undertake regular fire and evacuation training. Vergers and works' department staff are in radio contact.
- Trained first aid staff are available throughout public opening times.
- Learning Centre staff and volunteers are all DBS checked.

Risk Assessment Guidance for School Groups

Winchester Cathedral is nearly one thousand years old and as well as conducting acts of worship every day, it is also open to the general public.

Our Health and Safety policies are regularly checked and updated as required and visiting the Cathedral is considered to be a low risk activity.

If maintenance work is being carried out all hazardous areas are isolated and warning signs displayed.

Cathedral Grounds

- Low tripping risk. – Flag stones, cobbles and kerbs.
- Quiet road around the Inner Close approaching the Learning Centre. Children must be carefully supervised. Please be aware that the Christmas Market and Ice Rink are set up in the Inner Close from early October and operate from mid-November to early January.

Cathedral

- There is ramp access to the entrance of the Cathedral.
- Uneven flooring. Low tripping risk.
- Steps lead down into the crypt where there is access to the viewing platform only. Children must be in single file down the steps. Unfortunately there is no wheelchair access.
- Steps up to the east end – wheelchair lift on the north side. This must be operated by a trained guide, vergers or member of the Learning Team.
- Three steps down into the quire. There is no wheelchair access.
- Fisherman's Chapel transept – small step up into the chapel. Narrow door prevents wheelchair access. This area is closed at present for building work.
- Calefactory door. Sometimes used by Cathedral staff with groups. Three small steps down. No wheelchair access. This area is closed at present for building work.
- South door. Emergency access. Wheelchair ramp.
- Votive candles. Children must be fully supervised when lighting candles and one candle per group will suffice! During guided tours it is useful if an adult with the children stands by any lit candles to avoid accidental contact.
- A fire alarm test takes place regularly on Fridays between 10am – 10.30am. The alarm is a siren and in the event of an emergency Cathedral staff will supervise evacuation. The meeting point for school groups following an evacuation is behind the War Memorial at the front of the Cathedral. School staff will be asked to do a roll call of children and adults with their group and report any absences to Cathedral staff wearing high visibility yellow vests. Please do not return to the Learning Centre until you have checked with Cathedral staff. The Centre is designated the Control Centre for the emergency services.
- There are designated qualified first-aiders on site. If there is a medical emergency in your group please report it to the Entrance Desk who will radio for a first-aider.
- All accidents must be reported and entered in the accident book kept in the vergers' vestry in the south transept.

Learning Centre and Wessex Learning Centre

The Centre has been built over several centuries and so has changes of level, steps and slopes. Care needs to be taken when moving about the Centre.

Groups using the Centre are considered to be at no greater risk than in a supervised classroom.

There is a secure door into the Centre, which can only be opened with a door pass. Door passes are issued to schools on the day for adult use.

- Toilets for girls, boys on the ground floor.
- Access toilet on the ground floor and first floor.
- Access lift up to the first floor for wheelchair users and those who find stairs difficult.
- Temporary ramps into the Undercroft for wheelchair users.
- Personal items are left at your own risk.
- Children must be supervised at all times in the Learning and Wessex Centre.
- The fire alarm is a siren in both buildings and all exits are signed.

If the main exits are blocked in the Learning Centre there is an emergency exit at the rear of the building and also through the Undercroft.

Both doors lead to a courtyard and from there into a car park via gates. From the Wessex exit via the gates. **DO NOT GO THROUGH THE LEARNING CENTRE.**

The meeting point for the Wessex and Learning Centre is behind the War Memorial outside the main entrance of the Cathedral. Please let Cathedral staff know if anyone from your group is missing.

Guidelines for Your Visit to Winchester Cathedral

Teachers and adult helpers are responsible for the safety and behaviour of pupils at all times and must stay with their groups. Adults with the children should also be advised that they will need to work with the pupils in their care, encouraging observation and discussion and helping them to complete activities.

Safety

- If there is a medical emergency please report it to Centre staff or the Entrance Desk staff of the Cathedral who will call a first-aider.
- All accidents must be reported to the Centre staff or vergers for entry in the accident book kept in the Learning Centre office and vergers' vestry.

Conduct in the Cathedral

- We ask that all visitors respect this holy place by walking quietly, and talking softly.
- Mobile 'phones must be switched off or turned to silent please.
- Please ask men and boys with your group to remove hats/caps, where appropriate as they enter the Cathedral.
- Eating and drinking is not allowed in the Cathedral.
- Please keep your belongings with you at all times.
- Avoid causing bottlenecks and preventing other people from passing your group.
- Posing in front of altars, lying or sitting on tombs, inappropriate poses for photos are not acceptable.
- Please respect those needs of people who enter the Cathedral for prayer and keep out of chapels where silent prayers may be taking place.
- Large, self-guiding groups of more than 20 children should be split into smaller groups and adults must remain with their groups at all times in the Cathedral.

How to find the Learning Centre

1. Please ask your coach driver to drop you off at King Alfred's statue. You should also be picked up again from this area at the end of your visit.



2. Face up the High Street with the statue at your back and walk up the left-hand side past the Guildhall. You'll come to a small side road, which you have to cross. Traffic comes from both directions!



3. Keep walking until you get to Debenhams on your left and turn left under the covered area.

4. At the other side of the covered area is another side road to cross. Beware! Traffic comes from both directions!



5. Walk past the front of the Cathedral and down the passage to the right.



6. Turn right into The Close. The Christmas Market is set up in the Close from mid-October and run from mid-November to the end of December. Keep right.



7. The Learning Centre is straight ahead.



8. The main door to the Learning Centre is at the front. Please come in where we'll be waiting to welcome you!

Upon your arrival at the Learning Centre

You will be welcomed by the Learning Team, shown to your room where bags can be left and packed lunches eaten. We will go through any domestic information such as emergency evacuation, toilet locations plus details of any events in the Cathedral.

We recommend children bring a snack with them as well as their packed lunches. They will have missed their play time, some may not have had breakfast and so a snack and toilet break will keep them going a bit longer!

A member of the Learning Team will go through the programme for the day with both staff and pupils and explain where groups meet and at what time for tours and activities. An adult from each group will be given a pass, which opens up the glass security door in the Learning Centre to allow access upon return for lunch or a workshop.

Please leave all passes in your lunch room when you leave at the end of your visit.

Special Needs

The Learning Centre is accessible to wheelchair users. There is a lift to the first floor and access toilets on the ground floor and first floor.

If you are bringing children who are sensitive to noise, please let us know and we will provide paper towels in the access or main toilets.

There is a medical room where children who have particular medical needs such as diabetes, can be cared for in privacy.

Lunch

A room/rooms will have been booked for you to eat your packed lunches. We provide bin bags for rubbish and ask that all rubbish is placed in the bags and the bags tied at the top to keep the room tidy. In good weather, there is outside space behind the Learning Centre, which provides a safe and secure environment for children to let off steam!

The water in the kitchen is safe to drink and adults can buy hot drinks from the Cathedral Café or one of the coffee shops on the High Street. Please note, the coffee shops are very busy at lunch time and you cannot take drinks into the Cathedral or websites.

Finally

If you have any questions at all about your visit please contact us by 'phone or email and we will be happy to discuss your requirements.

Office hours are Monday to Friday 8.00 to 4.00.

We wish you a most enjoyable visit!