

SCHOOL WORKSHOPS

Banbury Museum & Gallery

Essential Guide and Terms & Conditions for Teachers

Our offer for Primary School age children	
Do you offer taught workshops?	Yes, we offer taught workshops, at the Museum or at your school as outreach for early Years, KS1 and KS2. All are linked to the history, geography and STEM curriculum.
Can we visit the Museum without a workshop?	Yes, without a workshop, you can visit our public galleries and exhibitions in the Pye Gallery. See our self-led options here.
Do we need to pay?	Yes, we are a charity and typically charge: • £6 per pupil for taught workshops at the Museum or £100 per class at your school as outreach (accompanying adults are free). • £25 per class for self-led visits to the public gallery (to cover costs of admin, meet & greet, coat storage, digital copy of trail sheets). • £3 per pupil for self-led visits to the Pye Gallery exhibitions <i>without the public</i> (accompanying adults are free).
Where can I find out more?	Our website includes all the information you need. Head to https://www.banburymuseum.org/learning/ for information on • Workshops • Self-led Visits • What's On in the Pye Gallery Or email us at enquiries@banburymuseum.org



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Helping you decide what to book

Are your taught workshops suitable for my pupils?

Yes, our ethos, teaching style and expertise are suitable for different pupils

Our teaching style is fun, accessible and adaptable,

Our leaders are responsive to different learning styles and levels, and have good experience of SEND children.

No prior knowledge is needed, and we check where the children are in their learning at the start of each workshop.

We can adapt workshops to fit your objectives, eg for Invaders and Settlers, we can teach *either* Saxons, Vikings or *both*.

The workshops are linked to the curriculum and devised by professionals, to ensure accurate methodology, vocabulary, sources, and enquiry skills.

We cross-link where appropriate eg mentioning the use of historic materials and technology within history sessions.

Yes, we can adapt most sessions for pupils not in mainstream lessons

Talk to us directly about options for adapted sessions and pricing options for smaller groups.

Is a visit to the Museum, or outreach, best for my needs?

Either format is good for pupils

Children benefit from either format, as learning is particularly memorable and exciting when it contrasts with day-to-day routine.

Our sessions are hands-on activities and imaginative, which helps children with different learning styles.



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We bring museum-quality replicas or real objects and resources, plus authenticity and expert local knowledge.

Facts to help you decide

A trip out is a learning experience, itself, and there are lots of objects you can only see in the galleries.

For details of our facilities and how to get to the museum, please see our website – [Plan Your Visit](#).

However, outreach may be easier for your school and require fewer resources

Can I contact someone directly?

Yes, definitely

Contact enquiries@banburymuseum.org with questions for the team or to ask for a phone call from a member of the workshop delivery team.

If you want to make a pre-visit during the enquiry/ booking process, this is recommended. To check out an exhibition in the Pye Gallery, or our education room, please book ahead.

Procedures and Health & Safety

Do I need to book and what is the process?

Yes, booking is essential

When you've explored our offer, contact the Learning Team at enquiries@banburymuseum.org with your available dates, or to ask for more advice. We will make the booking and help you plan the session.



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	When the details are agreed, we will send a booking form for you to complete and return. On the booking form, we will ask you to tick to say you have read these Essential Guidelines and Ts & Cs. When we receive your completed booking form, your session is confirmed. We aim to call you a few days before the session to double check all the arrangements and check if anything new has cropped up since the booking.
When do we pay?	We do not require a deposit. After the event, we send an invoice to your finance officer, payable in 14 days.
How do I plan for the session?	The staff ratios and any equipment you need to provide are detailed on the individual Workshops. If you are unsure about anything, please do ask us during the booking process. For information about our facilities and how to get to the Museum, see Plan Your Visit.
Will my children be safe?	Yes, the following precautions are in place Our taught workshops (at the Museum or at your school), plus our galleries and on-site facilities are professionally designed and risk assessed. In accordance with our Safeguarding Policy, we do not offer Regulated Activities (ie activities where we are alone or in frequent contact with children or vulnerable adults). Museum staff will therefore not be alone with members of your group. Our workshop



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	leaders have up to date DBS certificates, but some staff or volunteers who assist with sessions may not. For outreach sessions we will follow your school's Health and Safety and Safeguarding Policies and bring ID and certificates as required. For other H&S precautions that are in place, please see the Risk Assessment below.
What about photos of people?	Museum staff will not take photographs of the group without your express permission and written agreement about the future use and storage of images. Most Museum staff are happy to be photographed by group leaders. However, please ask first, as we sometimes have volunteers, work experience students or others who may not wish to be photographed.
What if there is an issue on the day?	Our Ts & Cs and Risk Assessment give details about dealing with emergencies. Please see below. If you need to cancel or delay the start, on the day, please contact 07968249340 if your call is before 10.00am

After the session

We hope your workshop or self-led visit is a great success.

We'd love to hear your views, good or bad, and will send a very quick feedback form afterwards. Please do return this form as it really helps our funding. Please also share any appropriate photos or news of the children's next steps as we love to see these.

Thank you for using the Museum.

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Terms and Conditions

- All taught workshops and group visits, even if self-led, must be booked
- If we don't receive your completed booking form in good time, we may not always be able to hold a date for you if demand is high.
- Adults are free, up to a reasonable number for an appropriate ratio.
- If you need to cancel or change your booking after confirmation, please tell us quickly. We'll try hard to make the changes but cannot guarantee. **If the cancellation or changes are made less than two weeks before the date of your session, there is a charge of £25, even if we cannot offer an alternative.**
- The museum will only cancel or modify your session if we have a major H&S or staffing issue. We will give as much notice as possible, and do our utmost to offer a comparable session, at the museum or as outreach, at the earliest opportunity.
- For sessions priced per pupil, we cannot reduce the fee if your group is smaller on the day.
- For your peace of mind, any contact details you give to the museum are subject to general digital protection regulation (GDPR) legislation.
- You are primarily responsible for the health, safety, behaviour and safeguarding of your group, as you know the individual participants' needs. The information that the Museum provides - such as risk assessments, suggested ratios and notes about our facilities - are for guidance only. Please make sure you have all the health and safety requirements for your individual group, including sufficient adults, plus first aid and medical equipment. If there are severe allergy issues, please let us know in advance.
- If someone in your group becomes ill during a session at the Museum, please make arrangements for them to be taken home, as we do not regularly have a spare, comfortable room available.
- Banbury Museum Trust is not responsible for the loss or damage of any of your property.

General Risk Assessment		
Hazard	Precautions	Estimation of risk
Safeguarding, supervision and security Participants become separated, unsupervised or subject to inappropriate behaviour within group or from third party	<u>General precautions</u> • School provides appropriate adult-to-pupil supervisory ratios • All staff trained in safeguarding procedures • Museum educators have DBS checks • Museum does not lead Regulated Activities <u>Additional precautions</u> At the Museum – All adults to be vigilant in public spaces; Castle Quay has security staff on call; Museum has Front of House staff at each entrance and some CCTV School Outreach - Museum staff adhere to school safeguarding and security procedures	Severity of hazard: extreme Likelihood of event: possible Adequacy of controls: good

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Traffic accidents on the premises Injury/ fatality due to collision with vehicle	At the Museum – On arrival, school staff to always be vigilant. Loading Bay is out of bounds, except if pre-arranged (for accessible parking) School Outreach – Museum staff enter and unload very carefully in school car park. School to pre-arrange parking near reception in safe area.	Severity of hazard: extreme Likelihood of event: possible Adequacy of controls: good
Physical injury Injuries from trips, falls, bumps, sharp edges, inappropriate manual handling or climbing Injuries from fire or evacuation	<u>General precautions</u> - Only Museum staff will move equipment, using safe manual handling procedures <u>Additional precautions at the Museum</u> - Briefings and instructions given to all participants for safe movement around the building, including fire evacuation procedures and movement through café - All areas well-maintained, with hazard notices in place where needed - First aid boxes and accident reporting procedures in place; First Aiders at Castle Quay. - School staff must supervise children and carry first aid equipment, plus any necessary medication	Severity of hazard: extreme Likelihood of event: possible Adequacy of controls: good
Theft or loss Loss of personal property	<u>General precautions</u> - Only essential property to be brought to sessions - All adults to be vigilant to the whereabouts of all property <u>Additional precautions at the Museum</u> - In addition to security measures already mentioned, the Education Room can be locked when teaching is elsewhere in the building	Severity of hazard: moderate Likelihood of event: possible Adequacy of controls: good
Workshop delivery: equipment and consumables Accidental or inappropriate use of resources leading to injuries, ingestion or allergy issues	<u>General precautions</u> - Resources for workshops are safe and age appropriate if used as instructed and in a reasonable manner. - Children are properly instructed and supervised - The venue must inform the Museum, in advance, if any participants have relevant medical or behaviour issues - First aid measures are in place at all venues <u>Additional precautions on School Outreach</u> - If Museum staff leave equipment at the venue for a later session, we will ask permission so it can be stored safely.	Severity of hazard: serious Likelihood of event: possible Adequacy of controls: good