

Group Visit Guidelines

Schools, Colleges and Universities

We encourage everyone to explore, draw, look, think and create in the gallery. To ensure everyone has an enjoyable experience and to help protect the artwork, please follow our guidelines below.

Groups are welcome to:

- Sit on the floor to spend time looking and drawing
- Talk and discuss ideas
- Ask our staff questions

Please respect our other visitors and ensure your group does not:

- Touch the artworks or plinths (the boxes artworks sometimes sit on)
- Run or shout in the galleries
- Step or lean over barriers
- Eat or drink in the galleries

Please don't worry if you are not sure what you can and cannot do in the gallery, our staff are happy to help, please feel free to ask.

Garden – Our garden is a great space to continue your groups' learning outside. To protect the plants please do not:

- Touch the plants
- Step in the planting or beds

Photography – Photography, without flash, is allowed in all the exhibitions.

Photography is not permitted of children and vulnerable adults who are not in your group.

Materials – We encourage you to draw and create in the galleries using pencils, paper and sketchbooks (A3 or smaller).

To protect the artworks we **do not allow** wet materials and sharp tools such as pens, paints, oil pastels and scissors.

Picnic area – If you have booked our indoor picnic area, please ensure you use it at your allocated time(s). Please sort food waste and recycling into the bins provided

Maximum group size – We can accommodate 60 students per group. We ask larger groups to stagger entry by 15 minutes.

Supervision – Students that are KS4 and below must be **supervised by school staff at all times**, including during artist-led workshops.

Fire alarm – All visitors will be directed to a fire exit and external assembly point by The Hepworth Wakefield staff. Once evacuated you must follow the guidance of our staff.

First aid – We have qualified first aiders always available. In the event of a first aid incident during your visit please inform a member of staff so we can complete an incident report.

Please sign to acknowledge that you have read and agree to our guidelines:

School/ College/ HEI:

No. of students:

No. of staff:

Signed:

Date:

Internal use only

Updated on Spektrix:

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Staff initials: