



## Harewood House Guidance for Educational Visits

### Booking with us

- All education bookings will be processed by the Team via [learn@harewood.org](mailto:learn@harewood.org)
- The Learning Team will require a contact email for the accounts/finance team to finalise your booking.
- You will receive an email confirming your reservation. Payment will be processed via invoice after your visit or, on request, can be taken over the phone.
- **No changes can be made within 14 days of your booking.** This includes changes in the number of students attending. Any additional students visiting on the day will be charged for at the ticket barriers.

### When you get here

- When you arrive on site, please quote the name of your school to our staff at the ticket barriers – they will be expecting you.
- For self-guided visits, park in the coach park and explore the site at your leisure. If you have booked a lunch space, please visit Visitor Information who will let you know where you are eating lunch.
- For visits with a facilitated workshop, a member of the Team will meet you in the Main Car Park and will direct you to your first activity.
- If you have booked a facilitated workshop and you are running late, please call **Visitor Information** on **0113 218 1010** who will get in touch with the Learning Team.

### Health and Safety Information

- It is the responsibility of a school, college or learning provider representative to carry out specific risk assessments for their organised visit.
- It is recommended that staff visit the site before their visit to carry out a risk assessment. Please get in touch with [learn@harewood.org](mailto:learn@harewood.org) to arrange this.
- Suitable staff/student ratios will be adhered to at all times in the House and Gardens.
- **All students below the age of 18** will be supervised by a school, college or learning provider representative **at all times. The learning provider is responsible for behaviour of their students at all times.**
- All schools/colleges/learning providers are responsible for First Aid for their students while on site.
- School, college or learning provider representatives must advise students on suitable clothing and footwear to wear prior to the visit.
- School, college or learning provider representatives should make students aware of slipping and tripping hazards in the House/grounds and should recommend suitable footwear.
- Smoking/vaping is not permitted within 5m of all buildings (i.e. the Courtyard) or within 15m of the House. We advise using the car park as a designated smoking/vaping area. It is the responsibility of the learning provider to ensure these rules are adhered to.

### Emergency Assistance

- A trained First Aider from Harewood House Trust will be on duty at all times. If assistance is required during your visit, please contact a member of staff who will contact the Duty Manager.
- In the case of a safeguarding or child protection incident, please contact a member of staff who will contact the Duty Manager.
- **If assistance is required when the site is closed to the public**, please call a member of the Learning Team on 07719956774. For any general enquiries, please contact Visitor Information on 0113 218 1010.

## Access

- Harewood House is a historic site. Some ground/surfaces are uneven and some routes have an incline that may be challenging for those with physical access requirements.
- For facilitated sessions, the Learning Team endeavour to accommodate for all learning styles and additional needs. Please let the Learning Team know about any specific requirements.
- Please get in touch with the Learning Team on [learn@harewood.org](mailto:learn@harewood.org) or visit our Access page on <https://harewood.org/visit/access/> for information about access prior to your visit.

## Behaviour

- High standards of behaviour are expected of all students. Harewood House staff will intervene if the behaviour of the group is disruptive, unruly, likely to cause offence, or risk the safety of other visitors, or our Collections.
- **All students below the age of 18** will be supervised by a school, college or learning provider representative **at all times**.
- Students should be grouped into smaller groups of no more than 20 to visit the House.
- School, college or learning provider representatives and students are to treat the indoor and outdoor spaces respectfully and use the bins provided for food/drink waste.

## Adventure Playground:

- All equipment has been installed by the manufacturers and has an annual inspection by their safety team.
- All equipment is inspected daily and maintained in accordance with manufacturer's specifications.
- The Adventure Playground is suitable for under 16s only.
- **All students below the age of 18** will be supervised by a school, college or learning provider representative **at all times**.
- The use of Hi-Vis vests is recommended for students during peak season.