



WINCHESTER  
CATHEDRAL

# Teachers' Pack 2024



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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 your pupils 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 booking form, 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:

Emma Bourner – 01962 857224 or [emma.bourner@winchester-cathedral.org.uk](mailto:emma.bourner@winchester-cathedral.org.uk)

Aisha Al-Sadie – 01962 857285 or [aisha.al-sadie@winchester-cathedral.org.uk](mailto:aisha.al-sadie@winchester-cathedral.org.uk)

[learning.centre@winchester-cathedral.org.uk](mailto:learning.centre@winchester-cathedral.org.uk)

Included in the price of your visit:

- Entry to the Cathedral
- use of the Learning Centre
- workshop materials (where applicable)

## 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 school 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 children with additional needs 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.

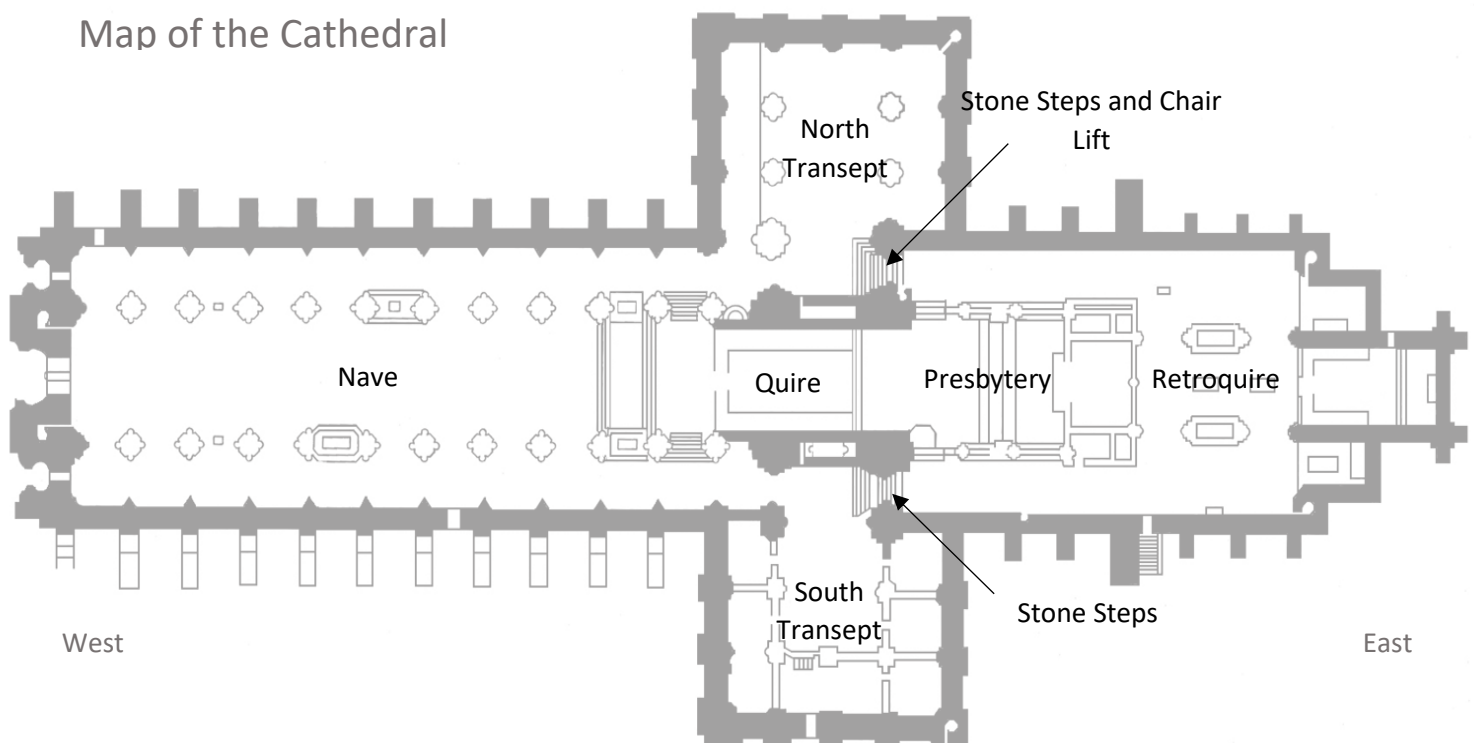
## Health and Safety Policy

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's Operations Manager, 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. Virgers and our 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.

### Map of the Cathedral



## 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.

For risk assessment guidance, please visit <https://www.winchester-cathedral.org.uk/learning-and-outreach/schools/>

## Learning Centre and Wessex Learning Centre

The Learning Centre buildings have been built over several centuries and so have changes of level, steps and slopes.

Care needs to be taken when moving about the Learning Centre buildings.

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

There is a secure door into the Learning Centre, which can only be opened with a door pass.

- Toilets for children are on the ground floor in both buildings.
- There is an accessible toilet on the ground floor and first floor.
- There is an accessible lift up to the first floor in the Learning Centre on the ground floor for wheelchair users and those who find stairs difficult.
- There are 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 Centre and Wessex Learning 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 Learning Centre, exit via the gates.
- The meeting point for the Wessex Learning Centre and the Learning Centre is the Inner Close lawn. Please let Cathedral staff know if anyone from your group is missing.

## Parking

If you are travelling to us by minibus, we may be able to accommodate your minibus on the Cathedral estate. Please do talk to us about this at the time of booking so we can try to obtain you a parking permit.

If we are unable to accommodate you, Winchester car parks do have specific minibus parking bays – there are 2 larger parking spaces at the Colebrook Street car park. There are also larger parking spaces in the coach park in Worthy Lane.

## Safeguarding: Promoting a Safer Church

Winchester Cathedral is committed to providing a welcoming, respectful and safe environment for all, including children and adults who may be at risk of abuse and neglect. The care and protection of children, young people and adults involved in Cathedral activities is the responsibility of everyone who participates in the life of the Cathedral Community.

### Policy Statement

The Dean and Chapter accepts and adopts in full the contents of The Church of England's Safeguarding Policy for Children, young people and adults, "Promoting a Safer Church". (July 2017)

Our Winchester Cathedral Safeguarding Policy documents can be read here <https://www.winchester-cathedral.org.uk/get-to-know-us/safeguarding/>

## OUR COMMITMENTS

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors
- Caring pastorally for those who are the subject of concerns/allegations of abuse and other affected persons
- Responding to those that may pose a present risk

## Cathedral Safeguarding Policy

A copy of the Cathedral Safeguarding Policy, which should be read in conjunction with the Winchester Cathedral Safeguarding Practice Guidance, the Church of England and Winchester Diocese Policy and Practice Guidance can be found here <https://www.winchester-cathedral.org.uk/get-to-know-us/safeguarding/>

These documents can also be found on the Safeguarding page of our website :

- Winchester Cathedral Safeguarding Policy
- Winchester Cathedral Safeguarding Practice Guidance
- Church of England Safeguarding Policy and Practice Guidance
- Safeguarding Aide Memoire

### Safeguarding Contacts

#### The Winchester Diocese Safeguarding Manager

Jackie Rowlands

01962 737317

[safeguarding@winchester.anglican.org](mailto:safeguarding@winchester.anglican.org)

#### Winchester Cathedral Safeguarding Manager

Emma Bourner

07393 126649 / 01962 857281

[safeguarding@winchester-cathedral.org.uk](mailto:safeguarding@winchester-cathedral.org.uk)

### If you have a Safeguarding Concern

If you are concerned that someone is at risk of, or is being abused, or presents a risk to others, please seek advice from the Diocese Safeguarding Manager using the contact details above.

If you need advice or to report a concern outside normal office hours, please ring Hampshire Social Care Out of Hours Service 0300 555 1373.

If you are concerned that a child or vulnerable adult may be at immediate risk, contact the police 999.

## 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

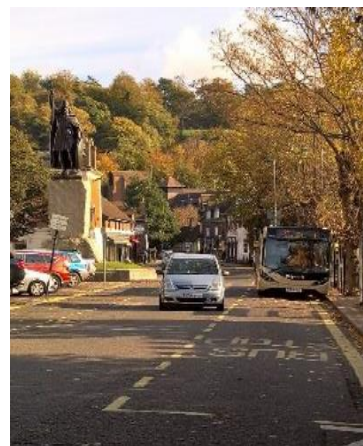
- If there is a medical emergency, please report it to Learning Centre staff or the Visitor Welcome Desk staff of the Cathedral who will call a first-aider.
- All accidents must be reported to the Learning Centre staff or Virgers for recording.

### Conduct in the Cathedral

- We ask that all visitors respect this holy place by walking and talking quietly.
- Mobile phones must be switched off or turned to silent please.
- 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.
- Please respect those needs of people who enter the Cathedral for prayer and be aware 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.





4. Keep walking until you find Marks and Spencer's on your right. Opposite that you will find a covered area. Walk through this and cross the road. 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.



## Upon your arrival at the Learning Centre

You will be welcomed by the Learning Team and 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 playtime, some may not have had breakfast and so a snack and toilet break will keep them going a bit longer!

## Additional Needs

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

If you are bringing children who are sensitive to noise, please let us know and we will provide paper towels in the accessible 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 hot drinks are provided for the adults.

Re-useable drink bottles can be filled up in the Wessex Learning Centre kitchen.

## 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.