

## A teacher's guide to visiting Kresen Kernow

Kresen Kernow is home to 1.5 million documents, photographs, maps and books, which reveal stories of people and events from Cornwall's history.

Schools are welcome to visit us on pre-booked visits. To ensure you get the most from your visit, all school visits to Kresen Kernow must be facilitated by a member of our staff who can arrange behind-the-scenes tours and workshops. For information on our workshops, as well as our outreach programme, please visit the Learning section of our website, [kresenkernow.org](http://kresenkernow.org).

At Kresen Kernow we have dedicated learning spaces, small exhibition galleries, and secure strongrooms containing 14 miles of shelving which house our archives. We also have a library and reading room.

During your visit, our learning room (Hops) will be your base area, where children can leave coats and bags and also eat lunch if necessary (although we have outdoor space for this too). Your workshop will take place in your base area, and our staff will lead tours of the rest of the building, particularly the strongrooms and our preservation and digitisation studios. Children can also explore our exhibitions.

### Finding us and parking

Kresen Kernow is situated in Redruth, close to Redruth School and Tesco. The postcode is TR15 1AS, and Kresen Kernow is accurately located on Google Maps. Once you turn off Tolgus Hill, at the back of Tesco, you will see Kresen Kernow's distinctive shape on your left. Drive to the back of the building and enter through the big, black gates.

Please note: due to weight restrictions, coaches can drop off in our car park but are unable to park. Teachers will need to ensure children disembark safely. Please enter the building where a member of our team will meet you, or please just ask for us at the enquiry desk.

If you are arriving by minibus then we will confirm this with you and arrange parking (in reserved spaces) in advance. Drive in through the black gates and turn to your right, heading round the back of the building where you will find longer bays reserved near our staff entrance. Children can disembark safely there and then will need to follow the walkway/pavement around to the entrance opposite the black gates. Alternatively, if you have enough members of staff, children may be dropped off by the decked area to your left as you drive through the gates and then the minibus can be parked around the back. Please enter the building through this entrance where a member of our team will meet you, or just ask for us at the enquiry desk.

If arriving on foot there is a walkway through from the town. Please enter the building (by the statues) and a member of our team will meet you there, or just ask for us at the enquiry desk.

### A typical visit

A visit can last up to three hours, and we can accommodate around 30 children. The visit will start with a welcome and introduction before the activities begin. Your chosen workshop – delivered by a member of the Kresen Kernow team - will take place in your base area, and can be on any of our available themes (see the Learning section of [kresenkernow.org](http://kresenkernow.org) for our themes). This will usually last an hour, although some of our workshops last up to 1.5 hours.

Children will then be divided into groups (maximum 15 per group) and invited to tour the building with members of our staff. Areas including the library and our exhibition spaces can be explored, as well as behind-the-scenes where we house and care for 850 years of Cornwall's history. The tour will last up to an hour, with chance for questions and follow up back in the base area afterwards.

Coats and bags are not required for the duration of the workshop. Where possible, it would be preferable for these to be left in minibuses or back in the classroom. However, we do have space to hang coats and store bags in your base area.

Full details and a timetable of your visit will be confirmed in advance by a member of our Learning team.

### **Our Learning spaces**

We have three rooms that may be used for learning workshops (Hops, Grain and Water, named as our building used to be a brewery).

Hops - This room is fully equipped for school visits, and will always be our first choice for your base area. The room has its own two toilets, making it a self-contained space, and there is also a decked outdoor area, next to our car park, where children can eat their lunches. This room is situated just off our main welcome area. It is accessible only by swipe card from inside the building.

Grain - This room is tucked away down a short corridor, near our Changing Places toilet and additional public toilets. We would use this room if we need breakout space.

We also have a third room (Water) that may be used if, for some reason, the other spaces are unavailable.

### **Health and Safety**

- Teachers and accompanying adults are responsible for the behaviour and general health and safety of their pupils while visiting Kresen Kernow. They should remain with their pupils at all times, and accompany them in case of evacuation.

- Groups must have at least the appropriate adult to pupil ratio for the age range of students.

	Minimum (Cornwall Council)
Early Years (age 3-5)	1 adult : 3 pupils
KS1 (Years 1- 3)	1 adult : 6 pupils
KS2 (Years 4- 6)	1 adult : 10 pupils
Year 7 onwards	1 adult : 15 pupils

### **Fire and evacuation**

On arrival, all groups booking a workshop will be given a welcome and briefing talk by our Learning team, including fire evacuation procedures. Kresen Kernow staff will direct visitors to the nearest fire exit and to the assembly points out the front by the statues, or the gate on the decked area at the back of the building. Lifts should not be used. Students with restricted mobility should remain in the clearly marked 'safe areas' which are located in every stairwell. The fire brigade will remove them safely. At the assembly point teachers should take the register and report any missing persons to our fire wardens.

**First aid and accidents**

Kresen Kernow has qualified First Aiders, and one will usually be on site. We also have First Aid boxes, although we would expect that groups are also accompanied by a qualified First Aider, and bring First Aid supplies.

Please notify Kresen Kernow staff members of any accidents, so they can report them in line with Cornwall Council procedures.

**Child protection**

Your visit will be led by a DBS-checked member of our staff. Kresen Kernow staff members wear lanyards, so should be easily recognisable. No photographs of children will be taken by our staff without written permission of teachers or groups leaders, and any relevant records will be kept on file.

Please note: Kresen Kernow is a public building and will often be in use by a range of members of the public, carrying out research, visiting our exhibitions, or attending other meetings and events. Teachers and group leaders are responsible for supervising their pupils at all times.

**Insurance**

Kresen Kernow is covered under Cornwall Council's insurance policies, including public liability insurance.

**Accessibility**

Kresen Kernow is fully accessible, with lifts to all levels. Accessible toilets, including a Changing Places facility, are also available. Please do notify us in advance if anyone in your group has access needs. Our Kornel Kosel ('Quiet Corner') room can also be used if a quiet space is required.

**Security**

Children's bags and coats can be left in the base area for the duration of the visit although it would be preferable to leave these on the buses or back at school where appropriate. Rooms may remain unlocked during your visit, although we have a large cupboard where we can store bags.

Please note: we do not allow bags of any kind to be taken into our secure strongrooms, but we can lock those containing valuables in a cupboard in your base area if there is no one around to supervise them.

**Risk assessment information**

We provide the following information to help you complete your risk assessment.

- You are welcome to do a pre-planning visit. Kresen Kernow is open to the public Tuesday-Saturday 9.30am-4.30pm. If you would like to meet a member of our team in advance then please contact us.

- Teachers and accompanying adults are responsible for the children in their care. A list of names or a register should be given to each group leader and, where possible, group leaders should wear badges to aid communication with our team members.

- Groups will use stairs, not lifts, unless there are access needs. Anyone using a lift will need to be accompanied. Please notify us of any access needs in advance.

- Children can eat and drink in base areas or outside on the decked area, but no food or drink is permitted in our research areas upstairs or in the strongrooms (including sweets and chewing gum).

- Kresen Kernow is a public building, with researchers visiting us from all over the world. We ask that children keep noise at a respectful level.

<b>Area</b>	<b>Risk</b>	<b>Control measures in place</b>	<b>Further action by school</b>
Arrival at building	<ul style="list-style-type: none"> <li>- Mini bus parking</li> <li>- Slips, trips and falls</li> <li>- Coach drop off</li> </ul>	<ul style="list-style-type: none"> <li>- Parking will be reserved. Children can walk to back entrance on pavement.</li> <li>- Signs will be put out if particularly slippery areas.</li> <li>- Children can be dropped off in our car park and gather on the decked area.</li> </ul>	<ul style="list-style-type: none"> <li>- Children should be closely supervised at all times.</li> <li>- A preparatory visit is recommended in case of any concerns.</li> </ul>
Car park	<ul style="list-style-type: none"> <li>- Vehicles moving</li> </ul>	<ul style="list-style-type: none"> <li>- A pavement surrounds the car park enabling children to walk to the back entrance.</li> </ul>	<ul style="list-style-type: none"> <li>- Children should be closely supervised.</li> </ul>
Learning room	<ul style="list-style-type: none"> <li>- Slips, trips and falls</li> <li>- Heavy glass doors</li> <li>- Decked area</li> <li>- Toilets</li> </ul>	<ul style="list-style-type: none"> <li>- Staff will keep the area tidy and will mop up spills, etc.</li> <li>- Coat hooks provided.</li> <li>- Storage space for bags.</li> <li>- Children will be asked to hold the door and should not be opening/closing it themselves. Glass doors are marked with manifestation film.</li> <li>- Children will be warned to stay on the decked area and not stray onto the neighbouring car park. If wet and slippery, the decked area will not be used and an alternative lunch area will be provided.</li> <li>- It is advisable for very young children not to lock the doors as they are not easy to unlock from outside.</li> </ul>	<ul style="list-style-type: none"> <li>- If possible, children should not bring bags or coats with them.</li> <li>- Children will be advised to move around the building safely.</li> <li>- Children will be accompanied at all times.</li> <li>- Teachers will supervise children at all times.</li> <li>- Very young children will be supervised and told not to lock these doors.</li> </ul>
Movement around building	<ul style="list-style-type: none"> <li>- Stairs</li> <li>- Lifts</li> </ul>	<ul style="list-style-type: none"> <li>- Children will move round the building in small groups.</li> <li>- Lifts will only be used for accessibility purposes.</li> </ul>	<ul style="list-style-type: none"> <li>- Children will be advised to walk carefully and use hand rails.</li> <li>- Anyone using the lift must be accompanied.</li> </ul>

	<ul style="list-style-type: none"> <li>- Granite flooring</li> <li>- Strongrooms</li> <li>- Public toilets</li> <li>- Members of the public</li> </ul>	<ul style="list-style-type: none"> <li>- The flooring can be uneven. Children will be advised to walk carefully.</li> <li>- Children will be invited to use roller racking if appropriate, and will be closely supervised.</li> <li>- No food, drink or bags may be taken into the strongrooms.</li> <li>- Children will generally use toilets in the learning room, although others are available, including accessible toilets and a Changing Places toilet.</li> <li>- Children will never be left alone with members of the public.</li> <li>- Children should behave respectfully towards other visitors.</li> <li>- Learning rooms are controlled via swipe card access.</li> </ul>	<ul style="list-style-type: none"> <li>- Children will follow school standards of behaviour and will be supervised.</li> <li>- Children will be closely supervised.</li> <li>- Bags will be locked in learning room cupboards.</li> <li>- Children must be supervised at all times.</li> <li>- Children must be supervised at all times.</li> <li>- Teachers will set out clear expectations for behaviour.</li> </ul>
Illness/accidents	<ul style="list-style-type: none"> <li>- First Aid</li> </ul>	<ul style="list-style-type: none"> <li>- Children will be supervised and any higher risk activities will have separate risk assessments.</li> <li>- First Aid kits are available.</li> </ul>	<ul style="list-style-type: none"> <li>- Schools are expected to bring First Aiders and First Aid kits.</li> </ul>
Security	<ul style="list-style-type: none"> <li>- Children's bags and coats</li> <li>- Adults bags and coats</li> </ul>	<ul style="list-style-type: none"> <li>- Children should not bring valuables with them.</li> <li>- Bags are not permitted in the strongrooms so handbags need to be left in your base area or locked in a cupboard there. Cameras can be carried around the building.</li> </ul>	<ul style="list-style-type: none"> <li>- Where possible, bags and coats should be left on the bus or back at school.</li> <li>- Adults are advised not to bring valuables with them.</li> </ul>

**Cancellation policy**

A lot of work goes into preparing your free visit to Kresen Kernow. If you do need to cancel, please give us at least 48 hours' notice.