

# Visiting and Facilities Information



## Planning Visit & Health and Safety

It is essential that groups who intend to visit Boughton House for the first time come on a pre-visit to discuss the exact requirements of the group and how these are best accommodated. Please contact the Trust office to arrange a convenient time to visit. 01536 515731, [info@boughtonhouse.co.uk](mailto:info@boughtonhouse.co.uk). The Trust has carried out and reviews appropriate Risk Assessments and health and safety issues and maintains the appropriate paperwork. It also maintains an appropriate level of Public Liability Insurance. We have included Health and Safety information and general visit risk assessments.

## Visiting Times

Boughton House and Park is available to schools throughout the year subject to negotiation on the pre-visit, the most common time for visits is Monday-Friday between 9am and 5pm. Boughton is located 3 miles to the north of Kettering. Brown tourism signs make the house easy to locate with the main public entrance located between the villages of Geddington and Grafton Underwood. A location map is provided at the end of this pack and additional maps are available on our website – [www.boughtonhouse.co.uk](http://www.boughtonhouse.co.uk) under the “Visiting Information” section.

## Disabled Access

The ground floor of Boughton House is fully accessible for wheelchair borne visitors, and the Trust maintains a wheelchair for use by visitors. Additional access requirements can be made available by negotiation at the pre-visit. The website provides information and access to the House throughout the year.

<http://www.boughtonhouse.co.uk/plan-a-visit/accessibility/>

## Charge

The Trust normally makes a nominal charge of £2.00 per student for school groups making educational visits to the House and/or park. Trust staff are provided to guide and interpret as required by the group and as negotiated at the pre-visit. There is no charge for supervising adult helpers and teachers.

## Car and Coach Parking

There is ample parking space at Boughton House, with a dedicated space for coach parking as well as space for up to 100 cars.

## Coats and Bags

It is suggested that bags and anything that is not required for the activities are left in the designated room where you will be having lunch or on your coach if you prefer.

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## Maximum Numbers

The group size depends on the activities to be undertaken and the age of the children. The suggested maximum size for group visits to the House is about 25 though dependant on the activity, Several groups may be able to be in the House at nce. Groups in the Park should be of about the same size, though the total number of groups is dependent on the Trust staff available or the type of activity as space is less of a restriction. Please check with the house staff.

## Toilet Facilities

Our Award winning facilities including access toilet with baby changing facilities, are situated in the stable yard. Additional toilets are available in the upper floor of the stable yard near the Tapestry Suite. There are no available toilets within the House itself, please ensure staff and students are briefed appropriately.

## Lunch Arrangements

In fine weather, the designated picnic area is on the lawn to the west of the Stable block. In poor weather, depending on the size of the group, lunch can be eaten in the tearoom, Tapestry Suite or the Coach House, should this be preferred. This would normally be discussed at the pre-visit stage.

## Gift Shop

The gift shop is available upon request and offers a range of books, postcards, toys and other goods associated with the House. We endeavour to provide a range of gifts suitable for all ages and at pocket money prices. Ice creams, soft drinks and confectionary are also available. We advise that you visit in small groups to avoid queuing delays.

## Lighting and Temperature

The contents of the House are very sensitive to both heat and light and therefore for conservation reasons, we limit natural light inside Boughton House. Many visitors may not be accustomed to the low level of lighting in the House, but will soon become acclimatised to its environment. Sudden temperature changes are avoided as much as possible and the house warms up slowly over the summer and cools down in the winter. Visiting groups should come dressed appropriately. Groups visiting the Park will be outside and should be dressed in an appropriate manner for the time of year, including suitable footwear for walking on grass, and for the activities to be undertaken.

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## Staff and Student Supervision

Most school visits are led by trained Trust staff with input as necessary from accompanying teachers. OFSTED recommended ratios for age groups must be maintained by teaching staff at all times. As per the Child Protection Act we do not allow our staff to have sole responsibility for children on the visit and therefore adequate staff supervision must be provided at all times by the visiting group. The rooms in the House are relatively small and large groups may be split into smaller groups to work in different areas. Please ensure that enough adults are brought to supervise these activities. Discipline is the responsibility of the teachers or other staff, not the Trust's staff. Always remember that the Park and surrounding estate is a working environment and care should be exercised whilst you are visiting. Please ensure that enough adults are brought to supervise these activities. Discipline is the responsibility of the teachers or other staff, not the Trust staff.

## Emergency Procedures

Visitors should abide by the emergency procedure (laid out below) in case of fire or other emergency – please follow the directions of the Trust staff.

Please advise Trust staff if any member of your group is injured or unwell while on the premises.

The House Fire alarm is tested each Monday morning at 10.30am, this includes internal and external sounders. If the fire alarm is activated at any other time during your visit, or you are asked to leave the building for any other reason, please follow the directions of the Trust's staff and evacuate the building immediately.

Do not allow members of your group to stop and pick up personal possessions.

Unless otherwise directed by the Trust's staff, you should assemble in the Stable yard and confirm that all members of your group are accounted for (remember to bring enough lists of the party for each group)

If a member of your group is unaccounted for, inform a member of the Trust staff immediately.

Do not re-enter the building until the Fire Brigade informs you that it is safe to do so.

If you discover a fire, immediately raise the alarm. Break-glass points are located in the Stable yard. In the House or Park, inform a member of the Trust staff.