

# School Groups at The Higgins

## Essential Information

We hope that you have an enjoyable, safe and successful visit to The Higgins.

Please do not hesitate to contact us if you have any questions or concerns:

e-mail: [thehiggins@bedford.gov.uk](mailto:thehiggins@bedford.gov.uk)

tel: 01234 718618

**SEND visitors:** We aim to work closely with our visitors to provide **accessibility** and a supported visit that can be enjoyed by all. Workshops can be tailored to meet the needs of SEND pupils, please discuss this with us. A copy of our 'how to get here' booklet (developed in partnership with Autism Bedfordshire) is available on request. Please note: for fire safety, only two wheelchair users at a time on the 2nd floor.

**Coach Drop Off Point:** The coach drop off point is at the bus stop on Newnham Road, next to the archway in to Castle gardens. You can find a location map on our website.

We can provide **parking** on site for up to two minibuses, if notified in advance.

**Parking:** Car parking on site is for blue badge holders only. There is limited pay and display parking on nearby streets. Disabled pupils or those with mobility difficulties can be dropped off by the main entrance, off Castle Lane.

**Lurke Street** multi-storey, pay and display car park is a few minutes' walk away,

**Arrival:** Entrance to The Higgins Bedford is via the black gates and through the courtyard. Please check in at the front desk on arrival.

**NB** We are not **open to the public until 11am**. For safety and security reasons, if you arrive before 11am, you might not be able to access the building.

**Coats and Bags:** Storage for coats and bags is available. Please do not leave valuables unattended. Backpacks should not be worn in the galleries.

**Food and Drink:** Food and drink are **not allowed** in the galleries. Packed lunches, snacks and drinks (including water bottles) should be left with coats and bags. If you require a lunch space, please book in advance. If the weather is good, you may prefer to eat outside in the courtyard, the gardens, Castle Mound or the archaeology park. If your group is staying for lunch, we recommend that they are given an opportunity to stretch their legs and get some fresh air during their break.

**Self-Led Visits:** We do recommend that you make a **preliminary visit** to The Higgins before bringing any group. Staff are always willing to discuss your requirements with you. Please read and follow our self-led guidelines

**Photography:** Photography is permitted in all of the galleries, please **do not use a flash**.



**Health and Safety:** Group organisers must carry out their own **risk assessment** before bringing a group to visit The Higgins and a pre-visit is recommended. A copy of our Hazards Information sheet is available on request.

School staff are responsible for the **behaviour and safety** of their pupils at all times during the visit. Please bear in mind that we are open to the general public and ensure that your pupils are mindful and respectful of all of our visitors. The Higgins has emergency first-aid cover, but groups are requested to **bring a qualified first-aider** with them.

**Group Size:** Minimum **adult to student ratio** for children under 16 is 1 to 10. For Key Stage One pupils, we recommend a ratio of 1:6. Please be aware that adults are required to supervise and support the pupils during the whole of the visit.

**Gallery Safety:** Please remind your group that they should not climb/reach over barriers or touch objects on display. For their own and others' **safety**, they should not run or lean against walls, displays or plinths. Food and drink is not allowed in the galleries. Please ensure mobile phones are silent to avoid disturbing other visitors.

**Object handling:** We consider carefully the potential hazards involved in handling objects, whether artefacts or replicas. Objects are used in our workshops on an age-appropriate basis and children are instructed on how to **handle them carefully**. Please encourage your group to handle objects with care and help to supervise this during workshops.

Please be aware that we do make use of a number of objects of animal origin. These can include excavated bones, hide, leather and horn.

**Gallery Activities:** We welcome drawing and sketching in the galleries using dry materials such as pencil, crayons, felt pens and chalk pastels. Permanent markers, paint and oil pastels are not permitted.

Trails and gallery activities can be provided on request.

**Shop:** The Higgins has a shop in the reception foyer. Please visit the shop in **small, supervised groups** to help our Front of House team serve everyone quickly.

**Payment:** Schools are **invoiced after their visit** has taken place.

## CONTACT US

**Opening hours**  
Tuesday to Saturday 11am - 5pm

Sunday and Bank  
Holiday Mondays 2 - 5pm

Closed on Mondays, Good Friday,  
Christmas Day, Boxing Day  
and New Year's Day

**Entrance is free**  
**Donations are welcome**

**Visit the website at**  
[www.thehigginsbedford.org.uk](http://www.thehigginsbedford.org.uk)

**Email** [thehiggins@bedford.gov.uk](mailto:thehiggins@bedford.gov.uk)  
**or call us on** 01234 718618

**Stay in touch...**

- On Facebook [thehigginsbedford](#)
- On Twitter [higginsbedford](#)

**How to find us**  
**The Higgins Bedford**  
**Castle Lane, Bedford**  
**MK40 3XD**



## School Visits and Covid 19

We are pleased to start welcoming schools back to The Higgins Bedford and hope that you have an enjoyable, safe and successful visit.

We have several measures in place to help ensure that you have a safe and enjoyable experience in line with Government and public health guidance this is updated regularly. Please visit our website for the most up to date information. [www.thehigginsbedford.org.uk](http://www.thehigginsbedford.org.uk)

**Please do not visit if you or anyone in your household, has had any COVID-19 symptoms in the last 14 days.**

Please do not hesitate to contact us if you have any questions or concerns:

e-mail: [thehiggins@bedford.gov.uk](mailto:thehiggins@bedford.gov.uk)

tel: 01234 718618

### Please note the following:

#### All visits must be booked in advance:

Please book your visit with us by telephone or email:

Phone 01234 718618

[thehiggins@bedford.gov.uk](mailto:thehiggins@bedford.gov.uk)

Please provide the following information:

- Choice of dates
- number and year group of students and number of adults
- details of any paid sessions you wish to book
- any access or special requirements

### Face Coverings

We expect and recommend all visitors to the museum to wear a face covering, except for children under the age of 11 or those who are exempt.

### NHS Test & Trace

From 19 July 2021 it is recommended that venues continue to enable visitors to check in using the NHS COVID-19 app. We have NHS QR code posters on display for you to use.



Please note the following:

### One Way System

A one way system is in place with separate entrance and exit routes – please follow signage and the revised floorplan around the building.

Please respect others' space and maintain distance from people you do not live with during your visit. There are some areas of the building where you may need to pause and wait for others to pass.

### Hand Washing and Hand Sanitiser

Hand washing facilities and hand sanitiser are available at locations around the building, including at entrance and exit points. School staff are advised to also bring sanitiser for their group to use during their visit. Please be mindful of other visitors to the museum when using facilities.

Alcohol based hand sanitiser can damage items in our object handling sessions, please wash your hands with soap and water before handling any real or replica objects.

There are hand washing facilities in both Barbican and Harpur Studios (where workshops take place)

### Toilets

Customer toilet facilities are open with clear queuing systems and additional cleaning in place. There is no disabled toilet on the first floor. Please supervise your group when using the toilets and ensure they are left in an acceptable condition for other visitors.

### Lifts

Lifts are available for anyone with limited mobility, wheelchairs and pushchairs, but will be reduced to one person at a time or people from the same household.

### Shared Interactives

Interactives and toys have been removed from the galleries.

### Shop

The Higgins Shop is currently **not open** to school groups. If you would like to purchase items for your group in advance of your visit, please discuss this with us.

**OUR HAZARDS INFORMATION SHEET HAS BEEN UPDATED WITH DETAILS OF MEASURES IN PLACE TO REDUCE THE RISK OF TRANSMISSION. PLEASE MAKE SURE YOU HAVE READ THIS BEFORE YOU VISIT**



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BOROUGH COUNCIL