



HISTORIC ROYAL PALACES

## For all teachers and accompanying adults on the day of your visit to the Tower of London

**Group leader:** We have created this document to assist you on the day of your visit. Please ensure all accompanying adults have read the information below.

- ❖ Group sizes - We ask you to explore in groups of maximum 10 students and a minimum 1-2 accompanying adults, as per our supervision ratios.
- ❖ Busy areas - When visiting certain areas, you may be asked by members of staff to wait for other groups to move along if it is particularly busy. If this happens, you may decide to continue your visit in another area of the Tower first.
- ❖ Supervision - At all times throughout your visit, your group must be supervised according to our supervision ratios which are 1:5 for pupils aged 0-7 years, 1:10 for pupils aged 7-16 years and 1:15 for students aged 16-18 years. **This includes during sessions, lunchtimes and any free time you allow for your group.**

Students found without adults will be supervised by a member of staff until reunited with their adults. If our ratios are not met, your group may be asked to leave the premises.

- ❖ Visitor Route - As well as being a visitor attraction and a military fortress, the Tower of London is also home to many members of staff and their families. Please ensure no one goes into roped off areas as these contain private residences. We ask that you keep to the visitor route and respect the privacy of our residents.
- ❖ Sessions - If you have a booked session, please note the following:
  - Accompanying adults may not leave the session once it has started. The adult supervision ratio explained above needs to be in place at all times during your visit.
  - No food or drink is allowed in the learning spaces or inside our buildings (except designated lunchrooms if applicable).
  - Our sessions are for a maximum of 35 students (25 students for A-level sessions). We will not be able to accommodate additional pupils/students in the booked session.
- ❖ First aid and emergencies – Although we have First Aiders and procedures in place, we expect school groups to provide their own first aid and administer care in the first instance. If there is an accident during your visit, please find the nearest member of staff who will be able to help. Should an ambulance be required, please note that the call needs to come from our security team.
- ❖ Coats, bags and lunches – There are no locker or cloakroom facilities at the Tower of London and all coats, bags and lunches must remain with your group at all times.
- ❖ What is not included in your visit – Due to the nature of your visit and group sizes, the Yeoman Warder tours are not included in your ticket.

**We are here to help!** Do you have any questions or queries? Call us on 07815721540. We are always happy to help.