



St Davids Cathedral

Eglwys Gadeiriol Tyddewi

Tŷ'r Pererin@ St Davids Cathedral

Quickwell Hill, St. Davids, SA62 6PD

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Please read this information before your visit And fill in the Booking form on page 8

Tŷ'r Pererin @ St. Davids Cathedral... is an education and pilgrimage centre to enable visitors from Wales and further a-field to engage with Christian heritage. The work at **Tŷ'r Pererin** will enable the cathedral community to continue to build relationships with schools and other visitors. We respect the diversity of background and beliefs that our visitors may have and we welcome all into this place in the spirit of Christian hospitality.

School responsibilities during the visit

At all times the responsibility for the pastoral care and supervision for your pupils is with your staff. We will do everything we can to help you.

We want pupils to enjoy and achieve throughout their visit -

- Please have mobile phones in silent or off mode as they can disturb activities in **Tŷ'r Pererin** and the cathedral.

Arrival

The confirmation form will state whether your programme will begin at Tŷ'r Pererin or the Cathedral and the grouping of the pupils. It is advisable that pupils wear high visibility jackets whilst walking around the city.

For Tŷ'r Pererin coaches can drop pupils at Nun Street (SA62 6NU) entrance to Ysgol Bro Dewi). Please walk through the school driveway down to Tŷ'r Pererin this avoids all main roads.

For the Cathedral coaches can drop pupils near Cross Square or Oriol y Parc, proceed down The Pebbles and down the flight of 39 steps.

You will be welcomed by a member of the education team outside the main entrances. This gives us opportunity to prepare the pupils to enter the buildings in a respectful manner and with some focus.

Lunch is taken at Tŷ'r Pererin, pupils will be escorted along Cathedral Close and up Quickwell Hill if weather is wet or up steep cobbled footpath if weather is dry. All rubbish must go back to school with you. Throughout lunchtime your pupils must remain closely supervised.

THERE ARE TOILETS AVAILABLE IN THE CATHEDRAL AND IN Tŷ'R PERERIN

Departure

Reminders of your visit:

- There is an opportunity for you to pre-order souvenir bags (see separate sheet) priced £2.50.

If you are going to be delayed please phone us at **Tŷ'r Pererin** (01437) 729151
You will be welcomed to **Tŷ'r Pererin** and the Cathedral by a member of the education team outside the main entrance. This gives us opportunity to prepare the pupils to enter the building in a respectful manner and with some focus.

Meeting learner needs

Please let us know as soon as possible if you have pupils with specific special needs as this will help us to make the activities as appropriate as possible.

We respect the diversity of background and beliefs that our visitors may have and we welcome all into this place in the spirit of Christian hospitality

There are a variety of teaching and learning styles used and we use different areas within **Tŷ'r Pererin** and the cathedral. There is opportunity to record experiences in a variety of ways. The programme information sheet will tell you if you need to allocate smaller groups for your children.

All resources are provided and suitable for the activities.

We especially encourage you to have a conversation with your pupils about what they might expect and to give a copy of this and all other documents to all adults accompanying the pupils. We ask you to encourage your school staff to be involved with the pupils in the activities and to supervise accompanying to toilets. We also expect you to deal with any withdrawal of pupils from the group, perhaps to a quieter area of the building, if they are disrupting the rest of the group in a major way and hopefully re-join when they have calmed down. Please ensure you have at least the appropriate ratios of adults for the age group.

Evaluation

We welcome teacher and pupil evaluation and reflections. There is an evaluation form in this pack and on the website and there are two possible outlines for younger and older pupil evaluation. These pupil sheets can be used for further reflective conversation back at school.

Your comments help us when we are reviewing and further developing our work.

After the day please send evaluations to **Tŷ'r Pererin**, Quickwell Hill, St. Davids, Pembrokeshire. SA62 6PD. Or email to education@stdavidscathedral.org.uk.

The Risk Assessment Guidance

This is included in this pack and contains some notes to help you write your risk assessment. If you do not have them please contact us. You are welcome to make a personal pre-visit, there is often someone around who will be able to answer general questions about the cathedral.

We hope this information enables you to make a safe and enjoyable visit to **Tŷ'r Pererin** and the Cathedral and that your pupils will be able to participate fully in a quality learning experience. If you require any more help or assistance please do not hesitate in contacting us for further discussion.

Photography Policy

Tŷ'r Pererin @St. Davids Cathedral keeps a pictorial record of our main events. In order to do this we need to take photographs during events. To ensure participant security and safety the following will apply:

- All photographs will be general photographs of the activities at our events.
- These will be for our publicity purposes, including Cathedral and Diocesan websites.
- All photographs will be group photographs and not individual children.
- All captions will be related to the event and not give details such as school name or children's names.
- The Cathedral Education Officers will have a record of and approve all photographs before any publication.
- If your school or an individual child cannot be photographed for safeguarding or other legal reasons you must let us know before your visit.
- The photographs will be taken by ourselves or some-one asked by us.
- Schools are welcome to take photographs of their own school and the cathedral and pilgrimage centre buildings. It is useful for schools to bring a camera; we will indicate appropriate times to take photographs. It is up to the school to decide if pupils are allowed to also bring them. You may wish to have a record of education beyond the classroom and to assist in work back in the school.
- A photography permit system will be in operation for all other visitors to the cathedral. Cathedral stewards will issue the permit and explain that no photos of the children are allowed.

Risk assessment guidelines

These guidelines form the basis of St. Davids Cathedral's Risk Assessment for School visits. It is highly recommended that you make a preliminary visit prior to the booked visit in order to familiarise yourself with the site and to complete a risk assessment suitable for your school and pupil needs.

Sequence No	Risk Identification	Control Measures

Tŷ'r Pererin, the Cathedral Building and Precincts		
1	An injured child or young person does not receive prompt medical attention.	If First Aid is needed, or in case of an emergency, see a member of the education team or in the cathedral seek the assistance of a verger. A first aider is always to be present, at least one helper is to carry a mobile phone at all times, first aid kit to be easily accessible. First Aid Kit located in Tŷ'r Pererin kitchen and office. Controls below in place to prevent injury.
2	Trip Hazards: Small steps to some areas of the Cathedral Electrical Cables Precincts & Ty'r Pererin grounds Slippery, steep and uneven steps on walk to Tŷ'r Pererin & garden	Flat floors & ramps to all areas in use. Children to be closely supervised at all times and allowed only into other areas under supervision. Any electrical cables to be covered in areas used by pedestrian traffic. Areas to be used are accessed by ramped walkways which are in good condition. Slabs are flat, unbroken and generally even. Children to be closely supervised at all times and asked to use handrails. Allowed only to use the steps in garden under supervision.
3	Risk of falling from areas of height: Cathedral Pulpit Tŷ'r Pererin Floor level windows Flights of steps on walk to Tŷ'r Pererin	Access to the pulpit should only be under supervision. The pulpit should be roped off at other times during the visit. Window locks and restriction braces in place. Children to be supervised closely and told to use hand rails.
4	Risk of sunburn	Children only to be outside for a limited period during the day. Those on pilgrimage need to wear a sunhat and protective sun screen.
5	Risk of Burns & Scalds: Heating sources Candles and incense Chemicals	Pupils told not to touch or sit on radiators Candles and incense used at services and for some of the education programmes to be under control of a responsible adult. Children to be supervised when such devices are lit, and when near the prayer votive around the cathedral.

	Kitchen equipment	<p>All potentially dangerous chemicals, eg. Those used for cleaning are kept in secure areas away from the activity areas.</p> <p>No children allowed in the kitchen area. Adults to take care when carrying hot drinks from the kitchen area.</p>
<u>Equipment and Activities</u>		
6	<p>Risk of injury from:</p> <p>Doors</p> <p>Chairs & Tables</p> <p>Scissors</p> <p>Glues</p> <p>Pens & pencils</p>	<p>Adults/children to be encouraged to hold heavy doors open for each other for ease of access</p> <p>Chairs and tables to be used have no inherent sharp edges. Chairs are either of wooden or strong welded construction and folding tables mechanisms are all in good condition. These are stored safely and securely.</p> <p>All scissors to be used by children are of a type having rounded blade ends and do not have sharp blades</p> <p>All glues to be used are of a non-toxic variety</p> <p>All pens to be used are of a non-toxic variety, children will be supervised at all times when using any equipment.</p>
7	<p>Is there any activity to be undertaken during the day which represents a particular hazard?</p> <p>The journey between Tŷ'r Pererin and the Cathedral</p> <p>Those making a pilgrimage around St. Davids</p>	<p>Children to be warned to take care on uneven and slippery pathways. Encourage all to hold onto handrails on steep and slippery footpaths and steps.</p> <p>Children to walk in single file when there is danger from vehicles using the roads. Adults to closely supervise the walking on roads. Where possible, adults to wear reflective jackets for escorting children too and from the cathedral or Tŷ'r Pererin.</p> <p>A detailed risk assessment guidance for this particular journey would be made in addition to information on this general risk</p>

		assessment.
<u>Child Protection</u>		
8	Photography: Has permission been sought from parents / guardians with regard to the use of photographs taken during the day?	Schools to arrange this beforehand
9	How will members of the public be controlled in taking photographs / video?	A photography permit system will be in operation. Cathedral shop/stewards will issue the permit and explain that no photos of the children are allowed. Education Team and Cathedral Stewards to be vigilant for any unauthorized photography.
10	Will there be occasions when children are alone on a one-to-one basis with an adult?	No. There is potential when children need the toilet. A member of the team will help you access the corridors and a member of school staff will escort the child(ren) to the toilets.
11	Is there a risk of physical or verbal abuse from persons entering the Cathedral?	There may be other people around as well as our education team. If anyone concerns you please tell a member of staff. The risk is small, such people generally stay outside, however, Stewards, Education Team and the duty verger need to be vigilant and act quickly to prevent any problems, calling the police if necessary. In addition, children are to be told only to approach helpers who will be clearly identified. Any known individuals who it is felt would be better distanced from the children to be briefed beforehand as felt appropriate.
12	Is there any risk to the children from helpers?	All Education Staff have CRB clearance. Education volunteers work under strict safeguarding procedures and are never left alone with children.
<u>Fire and Theft</u>		
13	There is a risk of theft of valuables, materials	Personal valuables must not be left unattended. Valuables are brought into Tŷ'r

	and equipment.	Pererin and the Cathedral at the owner's risk.
14	Fire: Risk of fire is minimal (see also item 5).	<p>All electrical equipment to be PAT tested prior to use. Education Team aware of location and types of fire extinguishers and fire exits.</p> <p>Opposite Tŷ'r Pererin, Ysgol Bro Dewi entrance is the designated fire/evacuation assembly point. At the Cathedral, the fire assembly point is located at the bottom of the flight of 39 steps. In case of emergency please help your pupils to leave the buildings in an orderly way and stay with them, notifying Cathedral staff if there are any missing.</p> <p>A Cathedral verger will also be on site at all times.</p>

School Visit Booking Form

Please allow at least 7 days for confirmation of your booking

School Name		
Address		
Contact name		
Telephone number		
E-mail Address		
Number of pupils		
Age Group		
Visit Programme e.g. Megastructures and Maths	If you wish to discuss this, please contact education@stdavidscathedral.org.uk Tel – 01437 729151	
Date of visit Please provide a choice of 2	1st Choice	2nd Choice
Time of visit e.g. Morning visit 10-12 Afternoon visit 12-2.30 Full day visit 10-2.30		
Cost Full day £2.50 per pupil Half day £1.50 per pupil		
Additional info: e.g. Special needs	Please note some of our programmes involve tasting foods, active participation	
I have read and agree to all the terms stated throughout document above (please tick)	Yes	No
<p>A packed lunch can be eaten at Tŷ'r Pererin You may wish to visit the shop in the Cathedral during your visit. In the case of extreme weather or illness, we reserve the right to postpone or cancel your visit.</p>		