Camden Art Centre
Arkwright Road
London NW3

Gallery Guidelines
(For groups with children and young people under 18 years)

As an accessible art centre, we generally do not have barriers in front of our artworks. With that in mind we have guidelines in place to ensure the safety of the artworks, so this access can remain. Please read through this document carefully and communicate this to your group and responsible adults.

Important information for group leaders before entering the gallery:
1. Before entering the galleries, please brief your group using the ‘briefing pupils’ section below as guidance.
2. Once you have briefed them, we find it works well to then ask them to tell you what the rules are, so they take ownership of them.
3. Depending on group size, we suggest splitting your group into smaller clusters with a responsible adult in each to move around the space. This ensures pupils are supervised at all times.
4. Please ensure the groups are no closer than a metre from the artworks.
5. Please take care with backpacks around the artworks.
6. When first entering the space and beginning discussions, we often find it useful to sit on the floor in the centre of the space, or in a clear area and look at the artworks and around the gallery from that viewpoint to get used to the spaces.

Do
• We encourage discussion and speaking in the galleries. Your group does not need to talk in hushed tones; normal speaking levels / indoor voices are encouraged.
• Ask the gallery staff if you have any questions or want more information about the works in the exhibition. Gallery staff are there to ensure the safety of the artworks and answer questions about the exhibitions.
• Photography (no flash) is generally permitted in the exhibitions, but please ask a member of the Front of House team to confirm this for the exhibition you are visiting.
• All accompanying teachers and adults must stay with students at all times and are responsible for the group’s behaviour and safety throughout the visit.
• Buy a £1 exhibition file note from the Bookshop to support your visit.
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Don’t
• Eating or drinking is not permitted in the galleries.
• Running or shouting is not permitted whilst in the building.
• For security and preservation purposes, please do not touch the art works on display or lean on walls or display cases in the gallery.
• No wet materials are allowed in the gallery (paint, pastels, pens etc.) If you are unsure please check with a member of the team.
• Due to insurance, for this exhibition no pens are allowed in the gallery. Pencils and crayons are allowed.

Briefing pupils – differentiate as required:
• We cannot touch the artworks in the gallery spaces. The gallery is taking care of these artworks for the artist and we have to make sure they are not damaged in any way.
• We need to take care in the gallery spaces, so no running or shouting.
• When looking at the artworks do not get too close, imagine you are 2 big steps away and then you are at the perfect distance.
• Talking about the artworks is important. When we see the artworks, we should say what we see, what we like, what we don’t like.
• There are no right and wrong answers when talking about the artworks.

Adult student ratio
• Our ideal ratios are 1:6 adult to student ratio for participants aged 11 and under, and a 1:10 adult to student ratio for participants aged 12 – 18. Please do let us know how many adults will be with your group in advance if you have not already done so.

Lost child procedure
• If you discover a member of your group is unaccounted for go straight to the Bookshop and alert them immediately. The Bookshop is our meeting point for our lost child procedure.

Evacuation Procedures
• In the event of an emergency, please follow instructions from a member of staff.
• Please do not stop to collect personal belongings and do not use the lift. Any visitor with access requirements will be directed to a refuge area by a member of staff.
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- If you discover a member of your group is unaccounted for, notify a member of Camden Art Centre staff immediately.