



## Visit Practicalities:

### Manchester Crown Court & Civil Justice Centre

#### What do we need to do before our visit?

- Have a list / register of the names of all young people visiting the courts
- Arrange your own transport to and from the venue

#### What do we do on arrival?

Meet our Learning Manager, Kath Downs at the People's History Museum, Left Bank, Spinningfields, Manchester, M3 3ER, who will accompany groups across to the court.

#### Time at court

When the group arrives at the court they will go through normal security procedures, which involve going through a metal detector, bag search and emptying all items out of pockets. If this sounds an alarm the individual may need to be searched. There are no exceptions to this rule and both male and female security staff will be on hand to facilitate this.

#### When entering the court, you are NOT allowed to bring the following:

Food and drink, sharp items such as scissors or knives, perfumes and sprays, mirrors and cameras – no pictures can be taken in public areas with mobile phones.

If older students have mobile phones they may keep them with them after security checks, however they are not allowed to use them to take pictures if they have camera capabilities.

If students take bottles of water, security will ask them to drink some in front of them as a precautionary measure. As an assigned court worker, our Learning Manager has special permission to take in sealed bottles of water should any young person need a drink whilst in the courts. Toilets are located very close to the court rooms we use. Any young person needing the bathroom must be accompanied by an adult. The toilets are public toilets and therefore a variety of people may be using the facilities at any given time.

#### Photographs

The National Justice Museum has received special permission to take pictures within the court room. Teachers may take pictures of the session but not of any public procedures, legal professionals or live cases in other court rooms. We are allowed to take pictures of students outside the building, however not in public areas of the courts such as walkways or waiting areas.

#### Conduct

Manchester Crown Court and Civil Justice Centre are working courts with trials taking place throughout the day. Therefore, we ask all groups to respect the building and staff, keep noise to a minimum and not to run in corridors. Please do not eat or drink in court rooms or around the buildings. We ask students to follow instructions and be respectful to all National Justice Museum staff.