



Made possible with

Heritage
Fund

LoTc Quality Badge



Council for
Learning Outside the Classroom



West Midlands Police
MUSEUM

Educational Provision



Contents

Our history	4
Find and contact us	4
Booking a visit	5
Booking and cancellation guidance	6
Important things to note for during your visit	8
Accessibility information	9
Example visit plan	10
Safeguarding statement	10
Risk assessment for educational visits	11
Sensory story for SEND learners	13

Our History

Our police museum began as an idea of Detective Sergeant Charlie Elworthy. As part of Birmingham City Police's training school, he wanted a collection of objects to help tell the story of policing in Birmingham. His enthusiasm spread throughout the force, and he built up a large collection.

The museum moved to Sparkhill Police Station in the 1990s, when PC Dave Cross took charge of it and built a successful education programme for schools. He also hosted open days and answered questions about people's family history in policing.

In 2017, after the proposed sale of Sparkhill Station was announced, it was decided that museum would have a new permanent home at the Victorian Lock-Up at Birmingham Central Police Station in Steelhouse Lane.

Following a successful funding bid to the National Lottery Heritage Fund and the hard work of a huge team of architects, builders, movers and museum fitters, the West Midlands Police Museum opened in its new permanent home in April 2022, supported by colleagues in West Midlands Police, the PCC for West Midlands and our patron, Professor Carl Chinn MBE.

Find and contact us

Located in the heart of Birmingham city centre, it's easy to reach West Midlands Police Museum. The city has a great transport system so getting here is simple, however you want to travel.

Train: The museum is a very short walk from Birmingham Snow Hill Station and just 10 minutes' walk from Birmingham New Street and Moor Street stations.

Bus or Metro: Most bus services stop within walking distance of the museum and the nearest metro stop is on Bull Street which is a five-minute walk away.

Driving: The nearest car park is on Weaman Street and there's also Birmingham Royal Angus NCP car park nearby. Coaches can drop off and pick up on Steelhouse Lane, outside the main entrance and learners can safely gather in Coleridge Passage, a pedestrian walkway. Birmingham city centre is a Clean Air Zone, which may incur charges.

The museum is located at:

**The Lock-Up, 40 Steelhouse Lane,
Birmingham, B4 6BJ**

Contact us:

Our Engagement Officer Archie is contactable via

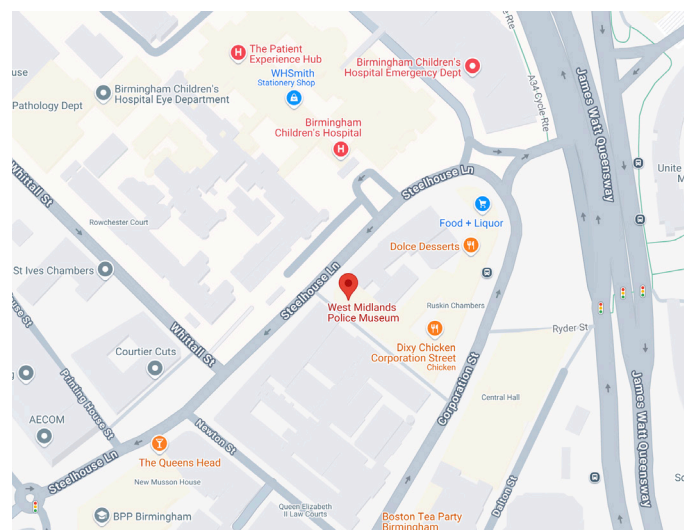
email: tracy.arch@westmidlands.police.uk

Telephone: 0777 555 3779

Visit our website

museum.west-midlands.police.uk

Call us on: 0121 609 1700



Booking a visit

We offer days out for EYFS groups, primary and secondary schools, further and higher education establishments and other education and learning based groups to come and discover what it was really like to spend time on both sides of the bars in our one of a kind police museum.

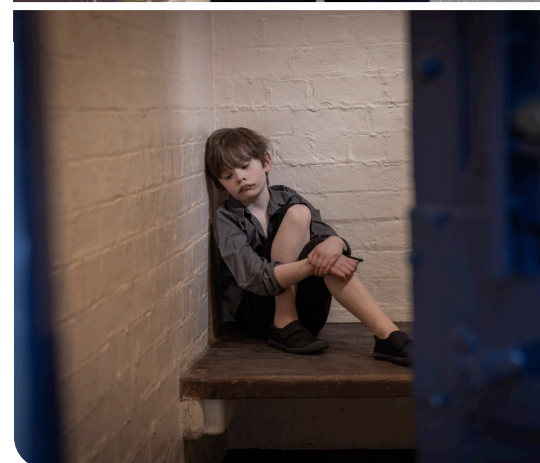
We will work with your staff prior to each visit to create a bespoke day out, with an input that meets your curriculum requirements, either about the history of crime and punishment or the modern-day messages of policing.

Our experienced museum team will also give a tour filled with lots of activities for your students to take part in. They'll be able to investigate and solve crimes in our forensics lab and find out fascinating facts while completing an age-appropriate quiz.

The museum can accommodate up to 45 learners on any day that we are open to the public and larger groups on Mondays or Tuesdays, when a comfortable maximum is about 90 learners. We can also accommodate up to 50 young people for an exciting, education based and unique sleepover (additional charges will apply, please ask for more details).

An educational visit usually runs from **10am to 2.30pm** and will include a talk or interactive activity designed to meet your curriculum requirements. The visit costs **£5.50 per learner for schools** and **£7 per learner for university groups** (a minimum total cost may apply), with an appropriate number of supporting staff included free.

Simply go to the educational bookings page of our website at museum.west-midlands.police.uk/bookings-and-enquiries choose an available date on the interactive calendar and then complete the pop-up enquiry form to start planning your group's adventure with West Midlands Police Museum.



Booking & cancellation guidance

Please note that bookings from schools should be made by a representative of the school, acting on professional business only and will be accepted only on the basis of the terms and conditions stated below:

The current cost of entry to the museum for a school group is **£5.50 per child**, or a **minimum of £50**, with an appropriate number of supporting staff included free of charge. (Please contact us in relation to the possibility of waiving the minimum cost). Currently, the cost of entry to the museum for learners in higher education is **£7 per person**, or a **minimum of £70**.

An invoice will be raised by West Midlands Police immediately after your visit, after which time you will have 30 days to make payment.

Cancellations should be requested in writing to tracy.arch@westmidlands.police.uk and any cancelled visits will be charged as follows:

- Cancellations up to one week prior to the visit will be charged 100% of the total cost of the visit.
- Cancellations between one and two weeks prior to the visit will be charged 75% of the total cost of the visit.
- Cancellations between two weeks and one calendar month prior to the visit will be charged 50% of the total cost of the visit.
- Cancellations made more than one month in advance of a booking will not be subject to charges.

Schools who are able to liaise with the Museum Engagement Officer in advance of their visit will be able to participate in the development of a bespoke experience for their learners.

Where possible, bookings should be made at least one term in advance and groups should await booking confirmation before making travel arrangements.

The times and content of sessions may be subject to change at any time and without prior notice if necessary, for example for reasons of public safety.

For groups attending on an organised visit with children, but not from a school (for example home-schooling groups) one adult is allowed to attend the museum, per child. Any additional visitors must pay the advertised cost.

Staff from the visiting school or group are responsible for the behaviour management of their learners and abusive behaviour towards our staff and volunteers will not be tolerated.

Any damage caused during a visit will result in an invoice for the cost of repair or replacement being issued to the trip organiser.

Staff reserve the right to request that any members of a school party repeatedly behaving in such a way as to endanger themselves, other persons, or the museum collection be escorted from the premises.

Booking & cancellation guidance

West Midlands Police Payment Terms and Conditions

The Payee shall indemnify and keep the Police and Crime Commissioner for West Midlands indemnified in relation to all losses, damages, liabilities, demands, costs and expenses (including all legal and other professional fees, costs and expenses), claims, actions and proceedings (including all consequential, direct, indirect, special or incidental loss or punitive damages or loss, fines, penalties, interest and loss of profit or any other form of economic loss (including loss of reputation) that the Police and Crime Commissioner for West Midlands incurs under or in connection with this agreement.

The Police and Crime Commissioner for West Midlands is not liable to the Payee or any other person for any damage or liability caused by any stoppage or defect in any plant or machinery or any interruption to services or utilities serving the building or area, nor for any death of or injury to the Payee, nor for any damage to any property.

The Payee acknowledges that this agreement does not confer a right of exclusive possession in respect of any part of the building or of the area. Nothing in this agreement is intended to create a tenancy and at the end of the Booking Date and the Payee has no right to remain at or trade from the building.

These terms shall be governed by and construed in accordance with English Law and the parties submit to the exclusive jurisdiction of the English Courts.



Important things to note during your visit

The West Midlands Police Museum is located in an authentic Victorian holding facility and as such there is limited space. We do not have any outdoor space where learners can play.

We do not have catering facilities for educational groups. You are welcome to bring a packed lunch, but due to the restricted space in the building this may need to be eaten 'picnic style' using cushions on the floor in the basement. Visitors are requested to take their rubbish away with them wherever possible, as we have no facility for rubbish collection from the museum.

The museum is housed across all three floors of the building, so there is likely to be a lot of walking, and a lot of stairs, during the visit.

There are toilets in the basement. Both male and female facilities have two stalls only and these will also be used by members of staff and members of the public if you visit on a Wednesday, Thursday or Friday.

There is a shop on site, or you can save the hassle of a visit by pre-ordering goody bags on our website at museum.west-midlands.police.uk/goody-bag-order-form

A bespoke visit itinerary will be provided for your group, prior to your visit. As we cannot guarantee how far in advance this will be completed, due to the bespoke nature of our provision, an example plan can be found on page 10 of this document. If there is anything that you are not happy with or need to be changed, on receipt of the itinerary for your group's visit, please contact the Engagement Officer, who will happily make the required changes.

We like to create a day that is packed full of fun and learning, as such we are unlikely to schedule a midmorning break. If this is required please ensure that the Engagement Officer is aware in advance of your visit.



Accessibility Information

There is an accessible entrance at the side of the building in Coleridge Passage. If you need to use this entrance, then please follow the signs to Coleridge Passage and intercom at the entrance there. There is an enclosed lift on one side of the building, with a maximum capacity of 400kg.

The reception area near the main entrance is fitted with an induction hearing loop.

The landings in the museum vary in width and are quite narrow at certain points. The narrowest part of the landing is 820mm at specific points where there are pipes running down the wall. Please be mindful of these restrictions when visiting using a wheelchair or pushchair as there is limited access. Unfortunately, mobility scooters cannot come into the museum due to the limited space.

The nature of our historic cell-block means that over its three floors there are open metal grilles across all the landings and stairwells. We would advise against wearing high heels and would recommend that visitors avoid wearing skirts or dresses.

Cells are used for displays and their floors are not always level with the landing. The basement floor has a slight slope either side from the cells towards the centre of the floor.

The museum has an accessible toilet which conforms to Part M (building regulations) design and which is located on the ground floor. This room also has baby changing facilities, but our nearest Changing Places Toilets are a short walk away at Birmingham Children's Hospital.

Assistance animals are welcome in the museum – water and bowls can be provided.


The museum has an interactive soundscape on the ground floor and noise travels easily around the building. We advise that learners who are affected by high noise levels bring ear defenders, as the museum can be noisy at times.

Large print versions of any worksheets can be provided – please request these in advance and inform the volunteer leading the appropriate group of any learners who require them.

Further information can be here: museum.west-midlands.police.uk/plan-your-visit/access



An Example Visit Plan

 <h2>Visit Plan</h2>	
Example Primary School	
Monday 7th April 2025 30 students – Year 6 Requested focus: Crime & Punishment	Group A – Chris
	Group B – Jess
	Group C – Steve
10:00 School arrives <ul style="list-style-type: none"> • Welcomes; housekeeping; organisation etc. • Class to be split into three groups. 	
10:15 Session 1 a. Ground floor tour + visit shop b. Crime and Punishment input c. Basement activities	
11:10 Session 2 a. Top floor tour b. Ground floor tour + visit shop c. Crime and Punishment input	
12:05 Lunch Break Use the basement café area for lunch <i>(Visitors are requested to take rubbish away with them if possible)</i> Volunteers to take a break also.	
12:35 Session 3 a. Crime and Punishment input b. Basement activities c. Top floor tour	
1:30 Session 4 a. Basement Activities b. Top floor tour c. Ground floor tour + visit shop	
2:20 Collect bags and coats etc.	
2:30 School leaves	
Resources: New crime and punishment input. 30 x I-spy/forensic trails with clipboards and pencils. Seating for 36, for eating in the basement.	
Have you considered pre-ordering goody bags for your group, to save the hassle of a visit to the shop? Just follow this link and you can choose the cost and content.	

Safeguarding

We make every effort to ensure that your group can learn and have fun in a safe environment, but please note that any visit for a group of 45 learners or less is likely to take place when the museum is open to the public. The small and enclosed nature of our premises means that all of your learners will be working with members of your staff and our staff and volunteers at all times during their visit.

Our Engagement Officer, Archie is a Level 5 DSL, qualified to work with both children and vulnerable adults and she and the rest of the team of six paid members of staff are regularly vetted to at least NPPV Level 1 by West Midlands Police. All volunteers working in any capacity at the museum have also undergone West Midlands Police vetting. Staff and volunteers all undergo mandatory safeguarding training and all wear distinctive uniforms, so your learners will be able to find help quickly if they need it.

Risk Assessment for Educational Visits

Significant Hazards	Who may be harmed?	Foreseeable Outcome	Existing Controls	Risk Rating	Additional Controls	Risk Rating
Building access and egress.	Student Visitors/ Pedestrians.	Pushing; Overcrowding; Pedestrians in the road.	Schools/groups arrange to come at a particular time and are let in straight away, in one go, through the level access in Coleridge Passage, thereby keeping the street outside the main entrance clear.	L/6		L/6
Flooring.	Anyone present.	Slip, trip and fall hazards.	<ul style="list-style-type: none"> Regular health and safety walk throughs. Walk round before events. New, wide and clear staircases. All communal areas/ walkways are kept clear. Spillages are cleared as and when located. 	M/8	All staff and volunteers are aware of the need for awareness around hazards and the requirement to clear up any litter or spills immediately.	L/4
Fire Risk.	Everyone.	Major injury, illness or death.	<ul style="list-style-type: none"> Weekly fire alarm tests. Fire risk assessment complete. Premises include automatic fire detection system, emergency lighting, firefighting equipment, alternative means of escape, escape signage, staff strategically positioned to facilitate evacuation of public if needed. 	L/5	<ul style="list-style-type: none"> All staff are fully fire marshal trained. All volunteers have undergone fire awareness training. Good housekeeping to maintain low amounts of flammable, combustible or accelerant material on site. 	L/4
Overcrowding.	Everyone.	Minor injury and poor service delivery.	<ul style="list-style-type: none"> Maximum number of children 90 (with sufficient adults and volunteers for groups of 15-20). Larger groups will be split and offered a carousel of activities, in order to avoid overcrowding in any area. 	L/4	<ul style="list-style-type: none"> Any very large school groups to be accommodated on Mondays or Tuesdays, when the museum is closed to the public. 	L/3
Cell doors.	Everyone.	Trapping, slamming or pinch injuries.	<ul style="list-style-type: none"> Doors are locked open to ensure they cannot lock when visitors in cell. Staff are on every level and monitor the public as they tour so are able to intervene if necessary Children advised upon arrival during H&S briefing. 	L/6	<ul style="list-style-type: none"> Checks of cell doors are made prior to group visits. 	L/5

Risk Assessment for Educational Visits

Significant Hazards	Who may be harmed?	Foreseeable Outcome	Existing Controls	Risk Rating	Additional Controls	Risk Rating
Lack of relevant trained people.	Everyone.	Major injury.	<ul style="list-style-type: none"> All paid staff members are trained as fire marshals and in first aid and use of an evac chair. All volunteers receive site H&S induction and are taken through museum operating arrangements. H&S briefing before every event. First aid room identified. First aid kits checked and monitored. 	L/6	<ul style="list-style-type: none"> Accident forms to be completed as and when required. 	L/6
Poor heating or lighting.	Everyone.	Minor injury or poor service delivery.	<ul style="list-style-type: none"> The building has new systems of heating and lighting. Promptly report any lighting or heating failures through the portal for remedial action to be arranged. 	L/4	<ul style="list-style-type: none"> Prior to remedial action, where areas of the lock up are in darkness staff to assess and take a decision to cordon off area if necessary 	L/3
Facilities.	Any visitor.	<p>Poorly maintained welfare facilities.</p> <p>Unhygienic or ill-equipped toilet provision; Dirt build-up, poorly maintained educational equipment.</p>	<ul style="list-style-type: none"> Toilets and washbasins provided. 2 sanitary bins in ladies' toilets. Accessible toilet facilities including a nappy changing station and disposal bin. Adequate cleaning regimes have been arranged with facilities management. All equipment for use by schools' groups is well maintained and kept tidy. 	M/8	<ul style="list-style-type: none"> Regular checks will ensure soap and facility for drying hands (and sanitary disposal) is always readily available Arrangements are in place to dispose of clinical waste when required. Everything is locked in cells or in lockers when not in use, for safety and to prevent damage. 	L/6
Safeguarding.	Children.	Safeguarding incident.	<ul style="list-style-type: none"> Engagement officer is a level 5 qualified child and vulnerable adult DSL. All staff and volunteers undergo mandatory safeguarding training. 	M/12	<ul style="list-style-type: none"> Children will be escorted to the toilet when the museum is open to the public and will always travel round in groups, with adult supervision. 	M/8

Sensory Story



You are coming to visit West Midlands Police Museum at the Lock-Up. This is some of what you will see and hear.



The Entrance

There is a big door and two steps up to the museum entrance.

The road is quite busy, be careful and listen to your grown ups.

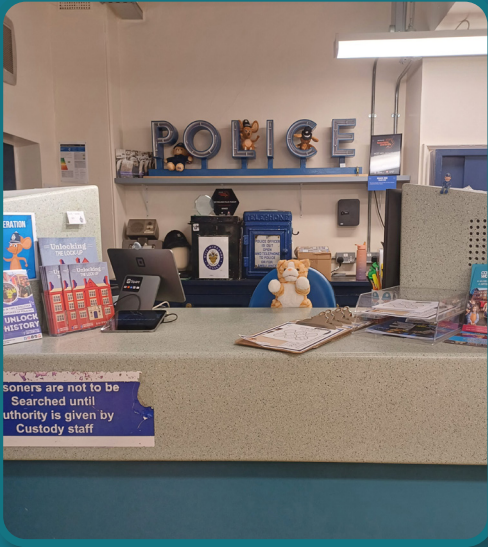
The Introductory Area

The floor here is wooden, but there are some glass panels that look down.

There is a special piece of art that makes the room look bigger, but it is only a drawing.

There are metal gates, but they are open, so no one can get trapped.





The Charge Desk

The desk is very high and someone is always working here.

Our volunteers all wear these light blue t-shirts, so you can find them easily.

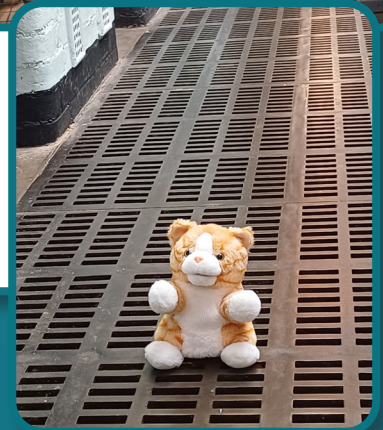
Next to the desk is a really big lamp.

The Building and Floor

There are three floors and you can see all the way from the basement to the roof.

It can get quite loud because there are no ceilings to stop the noise.

The walkways are metal with holes. They can be a bit odd to walk on and they make a lot of noise if people stamp around.



The Police Officers

There are some models and cardboard cut-outs of police officers around the museum. They can be a bit scary if you don't know they are there, but they are nothing to worry about.



The Soundscapes

There are three buttons like this with a picture of Lock-Up Mouse.

If someone presses them they make a noise.

The noises are Cookie, the lock-up cat; lots of prisoners shouting and banging and a police officer walking and jangling keys.

The Cells

There are lots of cells at the lock-up. They are quite small.

Some have information or other things inside.

The doors cannot be locked, so no one can be trapped.

If you don't like how small they are, you do not have to go inside.

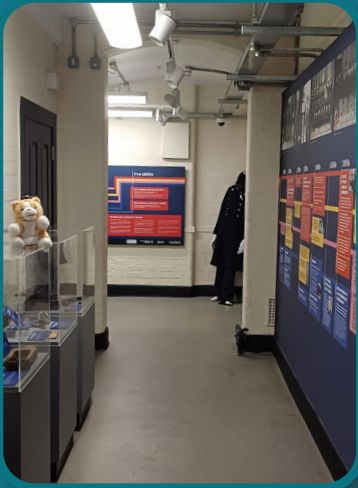


Tommy Tank

You can hear a man shouting and telling stories from one of the cells.

His name is Tommy.

This is a film, there is not really a person inside.



The Top Floor

Here there is a long room that tells you all about the history of our police force.



The Exhibits

We have a big blue police box and there are some police motorbikes on the top floor as well.



The Basement

Here, there is a big space where schools can do lessons and eat a packed lunch.

Be careful, the floor slopes a bit, into the middle.

The Forensics Area

Here we have a big science area with puzzles to solve.



The Horse

This is our huge horse! He is as big as a real horse.

We call him Charlie.

He cannot move, he is just a model.

The Shop and Exit

Before you leave, you might be able to go to the shop.





West Midlands Police MUSEUM

Volunteering

A unique opportunity for school staff retiring soon.

Are you ready for a new
challenge?

Do you want to...



Use your skills and experience in an
exciting new environment?



Be part of an award-winning
volunteer team?



Shape the lives of young people
across the West Midlands Region?



Meet new people and make new
friends?



Visit our website to find out more
about how to become an education
volunteer





Made possible with

**Heritage
Fund**

LOtC Quality Badge



Council for
Learning Outside the Classroom



**West Midlands Police
MUSEUM**



**The Lock-Up, 40 Steelhouse Lane,
Birmingham, B4 6BJ**

Visit our website

museum.west-midlands.police.uk

Call us on: 0121 609 1700