

Govett-Brewster Art Gallery/Len Lye Centre

Visiting Guidelines for Schools

The following document is designed to help teachers plan their visit and complete Risk Assessment Method Statement (RAMS) forms for an excursion to the Govett- Brewster Art Gallery/Len Lye Centre. This document has been written to align with the Health and Safety at Work Act 2015 and Vulnerable Children Act 2014.

School Visit Safety Guidelines

Person in charge

In general one person should be in charge of the group and this should be the teacher employed by the Board of Trustees. With a large group, the person in charge should be free from supervising a group of students so they can manage the group/class as a whole; attend to any issues and be actively managing adults and students.

While at the Gallery student safety is the responsibility of both the teacher and Gallery staff.

Supervising adults

Accompanying adults are responsible for ensuring that

- They provide active supervision during the entirety of the session
- Students do not eat or drink in the exhibitions
- Students behave in an appropriate manner; walking feet, inside voice, respect the speaker
- Students respect all exhibition objects, including no touching unless otherwise informed.

Recommended adult to student ratios

Early Childhood Education: *adult: student*

Under two years old 1:2

Over two years old 1:4

Primary

Years 1-4 1:6

Years 5/6 1:7

Middle

Years 7/8 1:15

Home educators: as above

Secondary

Years 9/10 1:15

Years 11, 12, 13 1:30

Special Needs: variable

Please tell us about your students' learning support needs when booking.

Please note:

- *An adult attending with a pre-schooler is not to be counted as part of this ratio*
- *Pre-schoolers must be supervised by their caregiver at all times*
- *These ratios **do not** include the educator, or any other staff member at the Gallery*

Primary classes

Please divide the class into learning groups of 4-7 students with an accompanying adult before arrival

Times

Education visits take place from 9:30am Monday – Friday. The Govett- Brewster Art Gallery/Len Lye Centre is open to the public at 10am.

Self-guided school visits can take place from 10am weekdays though large group visits are not recommended. Please phone the education team at least one week prior to arrival to avoid clashing with booked classes. Teachers must arrange adult supervision (see ratios above) and brief students and adults on the visitor guidelines before they enter.

First Aid

Gallery staff are trained in first aid and first aid kits are available.

Emergencies

Govett- Brewster Art Gallery staff have been trained in emergencies/evacuation procedures in the event of a fire or earthquake.

Please bring your class register in case of emergency evacuation

Students need to wear footwear

Wheelchair access

Main exhibition spaces, the Learning Centre and toilets are accessible to wheelchairs. In the event of an emergency please follow the educator's and/or information officer's instructions.

Learning support needs

Please tell us about your students' learning support needs. You can share our [social narrative](#) with your students.

Cost

There is no charge for educational visits to the Govett- Brewster Art Gallery/Len Lye Centre. Koha is appreciated.

Photography

Photography is usually permitted in the exhibition spaces. Please check with Gallery staff. No flash allowed.

School bags

Please leave your bags at school or on the bus if possible. There are bag/coat storage racks available, backpacks are generally not allowed in gallery spaces.

Food and drink

Unless for medical reasons food and drink (including bottled water) are not allowed in the cinema and exhibition spaces. For an outdoor lunch area we recommend the clock tower park across the road to the gallery or Puke Ariki landing. In wet weather, the Learning Centre may be available, please enquire.

Bus

For safety reasons please ensure your bus driver uses the bus stop/drop off zone outside the Gallery's main entrance on Queen St. There is bus parking on lower Queen Street behind the Richmond Centre.

Car parking

Metered car parks are available in surrounding streets. Please allow walking time.

Map and entrance

The Gallery's main entrance is on Queen St. The after hours entrance with door bell is on King St behind Monica's Eatery.

Pre and post visit information is available either on the Gallery website schools page or emailed to you. If you would like to alter or add to your students' enquiry please contact the education team.

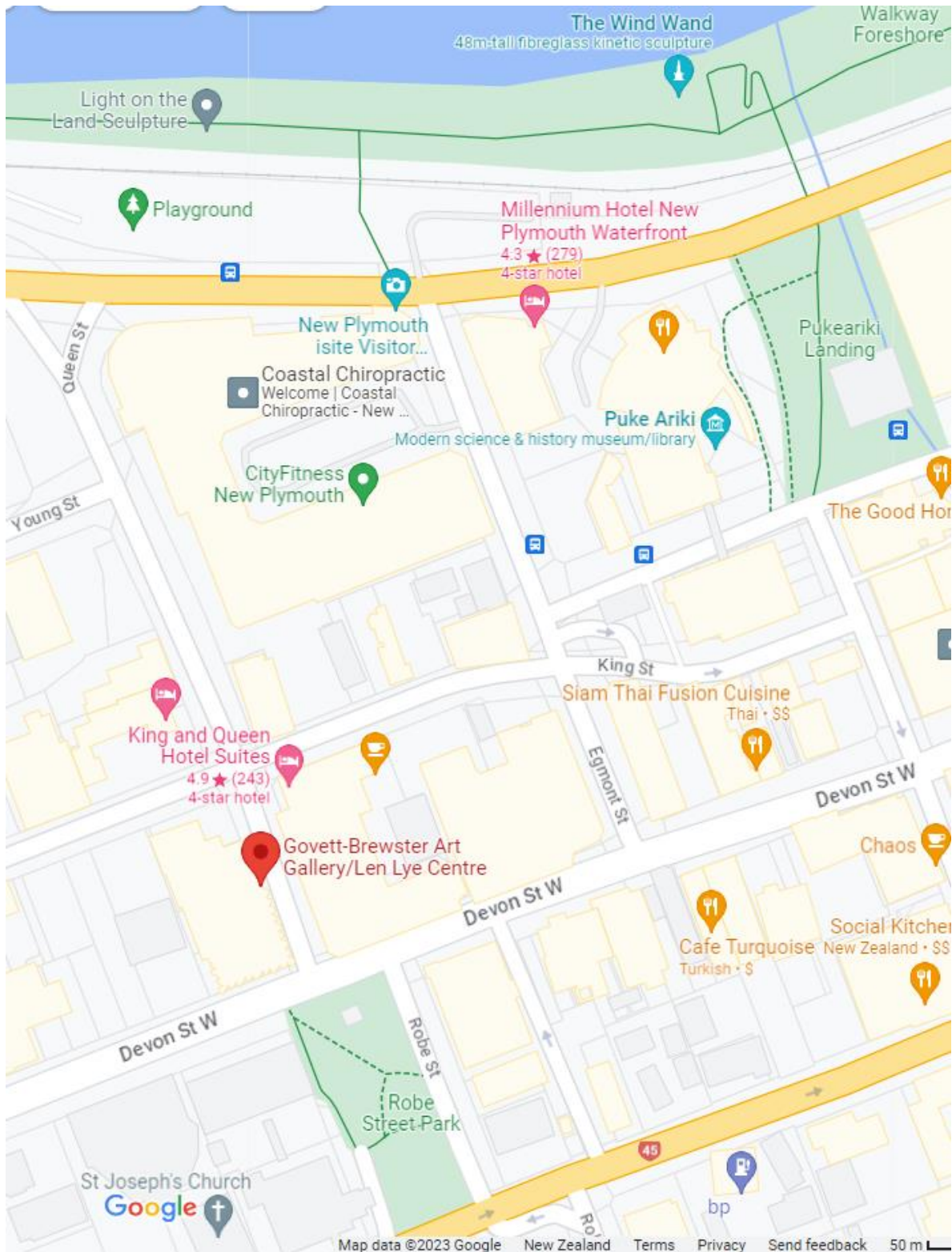
Visit evaluation

Teachers are asked to complete a visit evaluation.

Contact details

Govett-Brewster Art Gallery/Len Lye Centre
42 Queen Street
Private Bag 2025
New Plymouth 4342
New Zealand

Gallery reception phone (06) 759 6060
gbeducation@govettbrewster.com
Chris Barry, Rebecca Fawkner, Educators Pouako ara aunoa (06) 759 0858



RAMS form Govett-Brewster Art Gallery Education

NAME:

Person in charge and name of school

DATE:

ACTIVITY: Exhibition tour and hands-on activities

PARTICIPANT DETAILS:

Number of students and adults

LOCATION:

Govett-Brewster Art Gallery/Len Lye Centre, 42 Queen St, New Plymouth

Analysis

Description

RISKS Accident, injury, other forms of loss		<ul style="list-style-type: none"> Slip, trips and falls – potential to result in broken bones, cuts and grazes Public Emergency – Fire, Earthquake, Tornado, Tsunami Criminal activity Asset failure Manual handling (using artmaking tools) 		
Causal Factors Hazards, perils, dangers		People	Equipment	Environment
		<ul style="list-style-type: none"> Non-compliant behaviour Public interaction Confrontation Criminal activity 	<ul style="list-style-type: none"> Manual tools TV's/Computers/Plant 	<ul style="list-style-type: none"> Public facilities (Govett-Brewster Art Gallery)
RISK MANAGEMENT STRATEGIES	Normal Operations	<ul style="list-style-type: none"> NPDC workers experienced with school age visitors Ensuring clear understanding of visiting guidelines before visiting Art Gallery 	<ul style="list-style-type: none"> Emergency First aid kit (on site) Emergency procedures School guidelines/ratios Tag and tested electronic equipment Appropriate instruction 	<ul style="list-style-type: none"> Emergency meeting point is across Queen St in King and Queens Motel car park
	Emergency	<p>Advise evacuation / meeting points</p> <p>Emergency – Call 111</p> <p>Gallery educator – <i>(name)</i></p> <p>NPDC – Emergency Response Framework is implemented</p>		

Govett-Brewster Art Gallery

YOUR VISIT CHECKLIST

Date: _____

Booking reference number: # _____

Arrival time: _____

Number of adults: _____ Number of students: _____

For a successful visit please acknowledge you have ...

- Made the '*person in charge*' known to staff
- Read the *RAMS* form
- Read *Govett Brewster Visiting Guidelines for Schools*
- Correct supervising adult to student ratio
- Made any learning support needs known to staff
- Briefed supervising adults on their role
- Ensured students understand gallery rules
- Understood what to do in the event of an emergency

Teacher evaluation form



Visit date & time _____ Gallery educator Chris Rebecca _____

Please complete this form and return it at the end of your class visit or email to gbeducation@govettbrewster.com. A MOE monitor may also contact you directly for feedback about your Gallery experience. Thank you.

School / Kura _____ Teacher name _____

Teacher email _____

I would like to receive Gallery education information each term email post

Name of programme _____

Number of students		Year level of students	
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1. Tick the learning outcome **most** important to your visit.
 participating as an art gallery visitor key competencies
 developing knowledge/understanding/skills from a particular curriculum area, please state

2. Tell us how your students are better off as a result of their visit _____

3. How does this visit connect with classroom learning? _____

4. How effective and appropriate was your visit? (level, duration, preparation, delivery, etc)

5. Overall, how satisfied were you with your visit to the Gallery today?
Very satisfied Satisfied Not Satisfied
6. Please make any comments that may help us maintain or improve our education service.

7. How did you find out about the Gallery's ELC programme?
 Art Gallery website Gallery education booklet word of mouth other
8. We'd love you to share your student's work (examples, class displays, student voice, etc) with us for our Online Gallery. Please email or post.

Student voice

Please record your students' responses in whatever way is most appropriate to your class. These sentence starters and emoji may help.

What I learnt

My new idea is _____

My new skill is _____

My new action will be _____

I liked

I noticed

I wondered

I was challenged by.....

I will tell my family

I wish

When I heard I was going to visit Art Gallery I felt...



This is how I feel about my visit now...

