



be amazed at

Puke Ariki
MUSEUM • LIBRARIES • VISITOR INFORMATION

**LEN LYE CENTRE
GOVETT - BREWSTER
ART GALLERY**

education visits

Visitor 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 and Puke Ariki Museum and Library. 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

One teacher employed by the board of trustees should oversee the group and be in attendance for the entirety of the visit managing whole group activities or issues, rather than in a supervisory role.

Teacher responsibilities

To make the most of your session:

- Educators will take responsibility for leading the class through the museum, art gallery, or library.
- Teachers are responsible for managing student behaviour and encouraging active participation.
- All teachers are expected to complete a visit evaluation. This ensures our ongoing funding.

Supervising adult responsibilities:

- Provide active supervision during the entirety of the session.
- Ensure students do not eat or drink in the exhibitions.
- Ensure students behave in an appropriate manner; walking, inside voice, respect the speaker.
- Ensure students respect all exhibition objects, including no touching unless otherwise informed.
- Supervise morning tea and lunch for students and ensuring the space is left clean and tidy, including appropriate use of waste and recycle bins.

Adult to student ratios

The correct adult to student ratios is important to meet the Health & Safety Act (2015) and the Vulnerability of Children Act (2014). We reserve the right to postpone the lesson until the correct number of adults are observed.

Recommended adult to student ratios

Early childhood	Primary Education	Senior Secondary Education
Under two years 1:2	Year 1-4 1:6	Years 9-10 1:15
Over two years 1:4	Years 5-6 1:7	Years 11-13 1:30

For children with disabilities or additional needs, please get in touch with our educators.

Please note:

- An adult attending with a pre-schooler is considered a caregiver and therefore is not considered as part of the adult to student ratio. Pre-schoolers accompanying a school group must always be supervised by their caregiver.
- These ratios do not include the educator, or any other staff member at the Gallery, Museum and Library

Primary classes

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

General Information

Times

Unless otherwise arranged education visits take place from 9:30am-4pm, Monday – Friday during term time. However, we do not open to the public until 10am.

Cost

For schools within the Taranaki Region there is no charge for educational bookings at the Gallery, Museum or Library.

The museum charges \$5.50 per student for schools outside Taranaki, for educational bookings. At the Gallery, all bookings are free for classes and accompanying adults.

Duration

Sessions vary – a typical session is 60 to 90 minutes.

Self-guided school tours

Visits can take place at the Museum from 10:00am-5:00pm Monday – Friday. Please phone the education team a week in advance to avoid clashes with booked classes. Teachers must arrange adult supervision as per our adult to student recommendations.

Self-guided tours at the Gallery are not recommended. For those visiting out of town, who wish to visit please review the Govett Brewster | Len Lye Centre for cost.

School Bags

Our staff will direct you to school bag storage prior to the start of the lessons.

Footwear

Students need to wear footwear.

Food and Drink

Food and drink (including bottled water) are not allowed in exhibition areas, unless for medical reasons. This policy protects our collection, and in some cases, maintains cultural principles around Māori taonga.

Please ask our educators about suitable places to eat lunch. Please remind your students to keep our spaces clean and tidy.

Tikanga

Karakia can be recited either by the education staff or the group prior to the lesson. A waiata is always appreciated at the end of a lesson.

Photography

Please check with staff first before taking photographs, as not all spaces permit photography.

Safety of exhibition objects

Please remind your students to respect all exhibition objects/artefacts as they cannot be replaced. Displays that allow physical interaction are labelled.

Emergencies

In an emergency, please stay calm and follow staff instructions.

Our team is trained in fire, earthquake, and security procedures. Hosts are stationed throughout the Museum with radios and work closely with our security team.

Please bring your class register in case of emergency evacuation.

First-Aid

Staff are trained in first aid, and kits are available upon request.

Contact information

For more information about please contact us on:

Email: miharo@npdc.govt.nz

Phone: (06) 759 6710

RAMS form

Govett-Brewster Art Gallery | Len Lye Centre and Puke Ariki Museum and Libraries 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
 Puke Ariki Museum and Library, 1 Arika Street, New Plymouth

Analysis	Description		
<p>RISKS Accident, injury, other forms of loss</p>	<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) 		
<p>CAUSAL FACTORS Hazards, perils, dangers</p>	<p>People</p> <ul style="list-style-type: none"> • Non-compliant behaviour • Public interaction • Confrontation • Criminal activity 	<p>Equipment</p> <ul style="list-style-type: none"> • Manual tools • TV's/Computers • Plants • Teaching resources 	<p>Environment</p> <ul style="list-style-type: none"> • Public facilities (Govett-Brewster Art Gallery/Puke Ariki Museum and Library)

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 to be advised at each location
	Emergency	<p>Advise evacuation / meeting points</p> <p>Emergency – Call 111</p> <p>Teacher in charge</p> <p>NPDC – Emergency Response Framework is implemented</p>		
POLICIES AND GUIDELINES		<p>Uncontrolled Worksite Inspection Safety</p> <ul style="list-style-type: none"> • Adopt a responsible attitude towards your own safety. • Assess the workplace/area for hazards prior to entering and during your visit. Using a NPDC JHA form • Only enter areas that are safe to enter and where a safe exit has been established. 		
SKILLS/TRAINING REQUIRED BY STAFF		<ul style="list-style-type: none"> • Experienced in coordinating students • First Aid trained • Fire Warden trained • De-escalation training 		
FINAL DECISION ON IMPLEMENTING STRATEGY		Agree or Reject		