

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. **Prior to your visit EVERY TEACHER must read these guidelines, print out the School Checklist on page 5 and bring it with them.**

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:

- 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

<i>Early Childhood Education:</i>	<i>adult: student</i>
Under two years old	1:2
Over two years old	1:4
<i>Primary</i>	
Years 1-4	1:6
Years 5/6	1:7
<i>Middle</i>	
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 list any special needs that students have when booking and on the School Checklist

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*

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.

Cost

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

Photography

Photography may be permitted in the exhibition spaces if the photos include students. 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. This includes learning objectives for your visit. 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 near the conclusion of the visit which asks how well the visit met your objectives (see page 6).

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, Education Co-ordinator (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	Advise evacuation / meeting points Emergency – Call 111 Gallery educator – <i>(name)</i> NPDC – Emergency Response Framework is implemented			

Govett-Brewster Art Gallery

SCHOOL CHECKLIST

Date: _____

Booking reference number: # _____

Arrival time: _____

School name: _____

Name of teacher: _____

Cell phone number: _____ (*only used during your booking*)

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 special 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

Signed: _____

Gallery Educator: _____

Self-guided

Teacher evaluation form



Please complete this form and return to Chris or Rebecca at the end of your class visit or email to gbeducation@govettbrewster.com . Thank you.

Date of visit _____

Gallery educator Chris Rebecca

School / Kura _____

Teacher name _____

Teacher email address _____
(if you don't currently receive Gallery education information and would like to)

Name of programme _____

Level of students	Y1-3	Y4-6	Y7-8	Y9-10	Y11+	Adults
Number of students						

1. What were your main objectives for your visit? _____

2. How well were your visit objectives met?

Excellent Very Good Good Poor

3. Was the programme an appropriate level?

Yes No Comment _____

4. Was the programme an appropriate duration?

Yes No Comment _____

5. How prepared and effective was the Gallery educator? _____

6. Please comment on your post-visit activities in the classroom _____

7. Overall, how satisfied were you with your visit to the Gallery today?

Very satisfied Satisfied Not Satisfied

8. Please make any comments that may help us maintain or improve our education service.