

# 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 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 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*

### **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.

### **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.

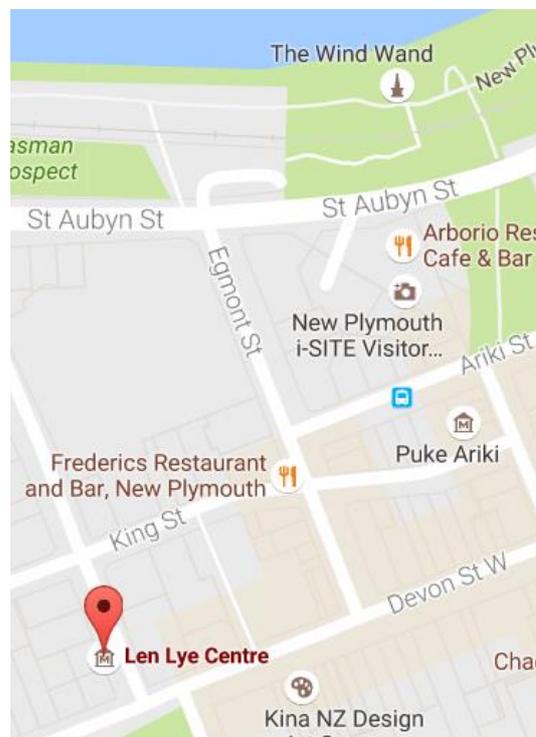
**Pre and post visit information** is available either on the Gallery website schools page or emailed to you. This includes learning objectives for your visit. If you would like to alter or add to your students' enquiry please contact the education team.

## 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 and for feedback from students (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

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

Date of visit \_\_\_\_\_

Gallery educator  Chris  Rebecca  Jess

# Teacher evaluation form



Govett-  
Brewster  
Art  
Gallery

Please complete this form and return it at the end of your class visit or email it to: [gbeducation@govettbrewster.com](mailto:gbeducation@govettbrewster.com) Thank you.

School / Kura \_\_\_\_\_ Teacher name \_\_\_\_\_

Teacher address (email or post?) \_\_\_\_\_  
(if you don't currently receive Gallery education information and would like to)

Name of programme \_\_\_\_\_

Number of students		Year level of students	
--------------------	--	------------------------	--

1. What were the aims of your visit? \_\_\_\_\_  
\_\_\_\_\_

2. 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

\_\_\_\_\_

3. Tell us how your students are better off as a result of their visit  
\_\_\_\_\_  
\_\_\_\_\_

4. How does this visit connect with classroom learning? \_\_\_\_\_  
\_\_\_\_\_

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

6. Overall, how satisfied were you with your visit to the Gallery today?  
Very satisfied  Satisfied  Not Satisfied

7. Please make any comments that may help us maintain or improve our education service.  
\_\_\_\_\_

8. How did you find out about the Gallery's LEOTC programme?  
 Art Gallery website  Gallery education booklet  word of mouth  other

9. Can we contact you for evidence that LEOTC improves student achievement? Also we'd love to share your student's work (examples, class displays, student voice, etc) with our learning community in our new Online Gallery, pleaseeease?

Yes. Please fill in your email above for us to contact you.

# Student voice

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

I liked .....

I noticed .....

I wondered .....

I learnt .....

I was challenged by.....

I will tell my family ...

My friend and I disagreed about ...

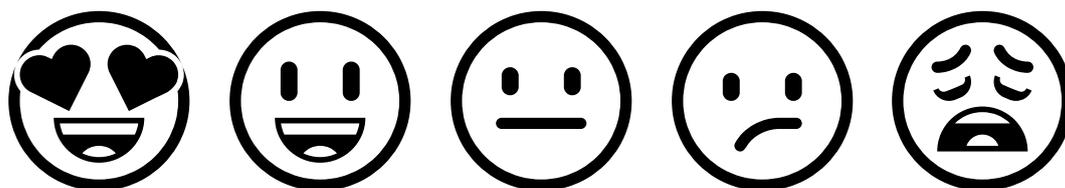
Now I will....

Now I can ...

Now I know ....

I wish ....

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



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

