



be amazed at

Puke Ariki
MUSEUM • LIBRARIES • VISITOR INFORMATION

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

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	Years 1-4 1:6	Years 7-10 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 preschooler 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.

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

EOTC Risk assessment and supervision:

Teacher in Charge and contact information:		Date of Visit:	
Adult to Student ratio:		Time of visit:	
Location/s:			
Special considerations: (health, behavior etc)			

Harm What could go wrong?	Hazard Why would this happen?	Risk Rating? How serious?	Controls How can it be prevented? First try to eliminate, then minimise the risk	Check: Controls Implemented By who	Residual Risk rating?
Fatality / serious Injury	Slip, fall, trip. Sprain or broken bones,	High	- No open flames are used within the building. - Areas where 'hot work' is carried out are closed areas and monitored. - In event of an alarm, students are guided to nearest exits and meet on the grass landing in front of the museum or across the road from the gallery by King and Queen hotel suites. - A full health and safety briefing is given to all attendees prior to entering the main galleries.	Education staff and supervising adults	Low
	Earthquake/ Tsunami/ Other	High	Teacher will brief participants, - How to respond to the quake. - The 'drop, get low' technique in each space. - When to exit the building, finding exit points and consider alternative route. - Know the safe meeting location.	Teacher	Low
	External threat (lockdown situation)	High	- Students always remain in groups. - Groups monitored by teachers and designated adult supervisors. - In the event of lockdown, staff inform the adults in the group and escort the group to a designated safety zone – an internal area behind control locked doors and out of sight of the public. - Staff will stay with the group until all clear is given.	Museum and Gallery staff, Security and possibly police	Low

Fatality / serious Injury			- All external doors are locked upon alarm being raised. - Staff contact the authorities and take orders directly from authorities.		
	Traffic and road hazards.	Med - High	- Check whole of site beforehand – identify routes, possible hazards. - Clear guidelines around behaviour and self-management when on the street. - Provide clear boundaries, ensure students and parents know where to go, when to return. - Minimise unstructured (free) time. - Always ensure proactive supervision – ratio of; Under two years 1:2 Over two years 1:4 Year 1-4 1:6 Years 5-6 1:7 Years 7-10 1:15 Years 11-13 1:30	Teacher and supervising adults	Medium
	Weather related events- Flood, wind	High	- Site is checked and cleared of possible weather-related risks (trees, flooding points etc). - Students remain inside until risk abates.	As above	Low
	Inappropriate action by/with public	Medium	- Provide clear guidelines around behaviour. - Provide clear boundaries. - Discuss with students the fact they are in the public and how to self-manage. - Provide visible supervision of minors– see above ratios.	Teacher and supervising adults	Low
	Inappropriate action by/with staff/volunteer	Medium	- Ensure staff are safety checked - including referee and police checks. - Consider police vetting of volunteers. - Provide clear guidelines around appropriate behaviour - avoid being alone with children, open door policy, involve other adults where possible. - Ensure volunteer supervisors not distracted - no siblings etc. - Consider all staff working directly with students at	All adults working with students	Low

			Museum, Library and Gallery are fully police checked.		
	Allergic Reaction	High	- Collect accurate medical information, discuss allergy action plan, ensure info tagged to right person. - Ensure participant carries appropriate medication & that others know how to administer. - Minimise exposure to triggers: Bees/Wasps, onga onga etc. - Known food allergy - manage food preparation, clearly labelled food, prevent cross contamination, personal hygiene. - Ensure appropriately competent staff know how to recognise and respond to anaphylaxis (First Aid minimum). - Identified which staff working with students at Puke Ariki Museum hold current first aid certificate.	Teachers and adults in charge of a group	Medium
	Plaster or powder in eyes	High	- Educator briefs students on the correct technique to use when using powder. - Eye wash in classroom for quick easy access.	Museum and Gallery educators, teacher and supervising adults	Low
Medical Incident	Pre-existing Medical Condition	High	- Collect accurate medical information, discuss & ensure info tagged to right person. - Ensure participant carries appropriate medication & that others know how to administer. - Ensure appropriately competent staff - First Aid minimum. - Identified which staff working with students at Puke Ariki Museum and Gallery hold current first aid certificate.	Teachers and adults in charge of the child	Low
	Unsafe / reckless behaviour	High	- Ensure behavioural expectations are clear to participants and supervising teachers/helpers. - Provide appropriate supervision and reinforce behavioural expectations. - Minimise unstructured free time.	Teachers, adults in charge of the child, Educator	Medium/ Low
			Emergency phone to be carried by a senior staff member and a		

Injury – falls, cuts, grazes, bruises etc	Falling, running, tripping, slipping,	High	list of all appropriate contacts such as school, parents etc to be on hand. • Emergency vehicle to be arranged in case of need to transport child back to school etc. • Check whole of site beforehand - where participants can go. Students to wear covered footwear at all times. • Clear guidelines around behaviour. • Ensure students walk at all times.	Teacher and adult supervisors	Medium/ Low
Missing person	Child wanders off or leaves the designated area	High	• Use regular methods of accounting for everyone across the visit, particularly upon leaving. • Ensure parent supervisors have student's names on a list and that they always maintain eyesight of their students. • Ensure adult supervisors are fully engaged with students, not distracted (e.g., by pre-schoolers or 'friend' brought along). • Students needing to use restrooms must be escorted by an adult. • Ensure adults advise each other when leave a designated space (such as going to a rest room). • Clear guidelines around behaviour and where they should be at all times.	Teachers and adult supervisors	Low
Emotional distress	Content may cause distress to students.	Medium	• Plan and prepare students for their visit, what will be expected, what they may see. • Ensure students who may be at greater risk of distress have appropriate supervision and discuss ways of managing anxiety or distress. • Alert educator if students have special learning needs to minimise issues.	Lead Teachers, adult supervisors	Low
Damage to	Trip or fall into object, breaking		• Provide clear guidelines on what and where things can and cannot be handled.		

taonga, objects or artworks	or causing object to become dirty/defaced	Medium	- Backpacks, drink bottles/food etc. to be stored upon arrival and returned after gallery visits. Suitable supervision (see above ratios). - Children must be always in eyeline of a supervisory adult.	Museum and Gallery staff, teachers, group leaders	Low
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