



School Groups Essential Visit Information

City Gallery Wellington shows temporary exhibitions of contemporary art by New Zealand and international artists. The Gallery is open to the public daily from 10am–5pm.

To make your visit as enjoyable as possible, please read the following information.

Education Programme

- City Gallery school programmes are funded by the Ministry of Education as Learning Experiences Outside The Classroom (LEOTC).
- Programmes operate between 10am-2.30pm, Monday-Friday during term time.
- Maximum class size = 30.

Teacher's responsibilities

- Please ensure students are well behaved and fully participating at all times.
- Please organise an adult to student ratio of 1:8 for years 1-8 and 1:15 for years 9-13.
- Please carry a class register which is accessible in the event of an emergency.
- Before you arrive, please ensure students are aware of the Gallery rules (below).
- Remember to make payments on the day for workshops and tours (where applicable).
- Register at the front desk upon arrival.

Gallery rules

- Artworks are not to be touched (unless directed otherwise by a Gallery Educator). Please reinforce this point before and during your visit.
- Eating and drinking is not permitted in galleries (this includes chewing gum).
- Students should walk sensibly inside the Gallery.
- Students should remember to use quiet voices in the galleries.
- School groups should demonstrate respect to other visitors.
- Only pencil and paper can be used in galleries.
- Photographing artworks is not permitted, but you can take pictures of students in the Gallery and the Education Studio (without a flash).

Safety

- The Gallery is a busy public place. Students need to stay with their group and accompanying adults need to stay with students at all times.
- While visiting the Gallery, students safety is the responsibility of the teacher. Teachers are advised to make a risk assessment prior to the visit in consultation with the City Gallery Risk Assessment and Management table below. (See outdoor safety table for sculpture trail programmes).
- Gallery Education staff are first aid trained. The workplace accident register will be completed for any incident that occurs.
- The Ministry of Education LEOTC safety codes of practice are followed at the Gallery.
- In the event of a fire or other emergency, Gallery Educators will escort students from the Gallery to Civic Square.

Gallery facilities and accessibility

- Large lockable bag boxes are available at reception.
- There are no facilities for students to eat their lunch at the Gallery.
- The Gallery is wheelchair accessible. We have one wheelchair available for visitor use. Please inform the Gallery prior to your visit if you wish to use it.

Location

- City Gallery Wellington is located in Civic Square, and is accessible through Civic Square (entry from Queen's Wharf, Wakefield and Victoria Streets) and from Harris Street. Please note there are no designated bus stops for chartered transport, but we are near public transport (see www.metlink.org.nz) and car parking is available around Civic Square and under the Library, accessible by Harris Street.

Publicity

- Occasionally Gallery Educators like to take photos of students participating in Education Programmes in the Gallery and Education Studio for publicity purposes. Written permission is always sought from teachers and parents before any images are used.

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- ◆ Civic Square, 101 Wakefield Street,
PO Box 2199, Wellington 6011, New Zealand
 - ◆ Telephone: +64 4 801 3021
 - ◆ Email: citygallery@wmt.org.nz
 - ◆ Website: www.citygallery.org.nz



City Gallery Wellington is managed by the Wellington Museums Trust with major funding support from the Wellington City Council.



City Gallery Risk Assessment and Management

Hazard	Prevention	Action
Cuts Burns Bruising Falls	<p>Gallery Educator to disclose to class teacher at the booking stage that students doing a practical workshop may use equipment such as the printing press, scissors, and glue guns.</p> <p>Class teacher will brief students on sensible behavior</p>	<p>Gallery Educators are first aid trained.</p> <p>First aid kits are at front desk and in the Education Studio.</p> <p>For emergencies, a Gallery Educator will call 111.</p>
Student specific ailment	<p>Individual medical needs are to be disclosed by the class teacher prior to visiting (if necessary).</p> <p>Class teacher is responsible for specific medical needs of students.</p>	<p>Gallery Educators are first aid trained.</p> <p>First aid kits are at front desk and in the Education Studio.</p> <p>For emergencies, a Gallery Educator will call 111.</p>
Getting lost Stranger-danger	<p>Class teacher to disclose to students prior to their visit that there will be members of the public in the Gallery.</p> <p>Ensure a correct adult to student ratio relative to year level.</p> <p>Class teacher is responsible for the overall safety of students.</p>	<ol style="list-style-type: none"> 1. Gallery Director notified. 2. Security staff contacted. 3. School contacted. 4. Gallery and Education staff will search building. 5. Police contacted. 6. Parents contacted.
Child supervision	<p>Gallery front of house staff do not provide supervision.</p> <p>All class teachers are required to bring a current register when visiting which is to be accessible at all times.</p>	<p>Gallery Educators will meet and greet school groups and provide an initial briefing of activities and expectations including safety rules.</p> <p>Gallery Educators are first aid trained.</p> <p>First aid kits are at front desk and in the Education Studio.</p> <p>For emergencies, a Gallery Educator will call 111.</p>
Road accident	<p>Class teacher to disclose to students prior to their visit that roads surround Civic Square and subsequent care needs to be taken.</p> <p>Class teacher is responsible for students outside of the Gallery building.</p>	<p>Gallery Educators are first aid trained.</p> <p>First aid kits are at front desk and in the Education Studio.</p> <p>For emergencies, a Gallery Educator will call 111.</p>

Please note that information provided above was current as at November 2010. It has been provided by City Gallery Wellington to assist teachers in their risk management planning for excursions. If further information is required please contact: Gallery Educator ph: (04) 801 3965, email: citygalleryeducation@wmt.org.nz