

## Trust Wide Guidelines for Working with School Groups across the Wellington Museum's Trust Facilities.

### Introduction

The Wellington Museums Trusts mission statement is to "Create Challenging Learning Experiences for the Community". This is the over arching principle on which each institution operates. Individual institutions have their own mission statements which provide for the provision of EOTC services. As a collective group of educators from within the Trust we provide a safe environment for students minimizing and managing risks by having clear guidelines in place.

Safety EOTC and Safety is a shared responsibility between participants and providers of EOTC. The responsibility of EOTC providers rests with the provision of competent staff, required health and safety equipment and the development of a Risk Assessment Matrix.

Each institution within the Museums Trust has a prescribed emergency folder. All education staff are first aid trained. There is a Workplace Accident Register, which is to be completed for all incidents regardless of how minor they are. A ratio of 1:8 for primary aged students applies in all institutions, as outlined in the Ministry of Education Guidelines. The ratio for secondary students is in agreement with that of the particular school. This is outlined clearly to any secondary school booked on an EOTC programme. All teachers are required to bring a current register when visiting and it is the responsibility of the teacher to have this accessible to them at all times. Education staff are responsible for the safety of the building and its fixtures and how the students respond to it. Education staff also have a role in the overall safety for the students. It is clearly outlined on booking a programme that all schools and teachers from that school still hold overall safety for all children within that group. – See RMA matrix. It is also the responsibility of students to adhere to institution and school health and safety guidelines.

Programming Museums Trust EOTC programmes are designed to meet the educational needs of all students. These needs include clear educational objectives in relation to curriculum links, appropriate teaching and learning approaches, meeting student needs, programme sequencing and effective safety management.

Safety Management Each institution has its own safety management systems, these include a health and safety policy, evacuation policy and procedure, a RAMS or SAP form, an accident register and standardized individual terms of employment contract. Copies are available from the Operations Manager.

Staffing and Supervision All staff employed in EOTC positions are registered teachers and meet the guidelines of the professional standards for teachers as set by the New Zealand Teachers Council. All staff in these positions possess the core competencies required for EOTC providers. Set staff to student ratios of 1:8 for primary aged students applies in all institutions, as outlined in the Ministry of Education Guidelines. The ratio for secondary students is in agreement with that of the particular school. Other staff and unregistered teachers who work with students are guided and supervised by registered teachers.

Legal Requirements Refer to legal requirements used by the Trust as an employer and those that apply under the following acts. The Education Act, 1989, Health and Safety in employment legislation, Crimes Act 1961 and the legal obligations under general law.

Codes of Practice and Best Practice Each institution must comply with statutory health and safety requirements and be able to demonstrate that their practices meet standards of safety according to accepted codes of practice. These codes of practice are outlined in Section 7 of the Ministry of Education EOTC and Safety document.