

CODE OF CONDUCT AND CONDITIONS OF ENTRY

PLEASE RETURN A SIGNED COPY 14 DAYS PRIOR TO YOUR VISIT TO: education@sovereignhill.com.au

SHMA is committed to being a child safe organisation where children and young people feel safe, respected, heard, valued and protected from harm. SHMA has a zero tolerance of child abuse, neglect and all forms of harm to children and young people. For further information visit: <https://www.sovereignhill.com.au/policies/child-protection-and-safety/>

- Our **Child Safety and Wellbeing Policy** outlines how our staff are expected to relate to children and recruitment procedures including mandatory Working with Children Checks for all staff, training, responding and reporting procedures.
- **Sovereign Hill acknowledges** that a safe and orderly environment is critical in meeting the learning needs of students.
- Our **Sovereign Hill Safety Information** describes our outdoor environment, out of bounds areas, open bodies of water and outlines appropriate behaviour around animals, particularly horses.

VISITING TEACHERS AND SUPERVISORS MUST:

- Bring the required number of supervising teachers/adults with the group as specified by the Victorian Department of Education and Training - <https://www2.education.vic.gov.au/pal/excursions/guidance/supervision> Early Childhood ratios - <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/edchildratios.aspx>
- Maintain close supervision of their students at all times and role-model appropriate behaviour.
- Provide appropriate, qualified first aid staff, equipment and medications for their students.
- Provide a main mobile phone contact number for the person in charge on the day to Sovereign Hill prior to attending to ensure they are contactable for the duration of their visit. Please update us if the person in charge changes.
- Inform students and their families that when students are in costume, they become a living exhibit in the Museum and as such, may be photographed by tourists. Visiting teachers can politely ask visitors to not photograph students as required.
- Communicate this Code of Conduct to all students and all accompanying adults prior to the visit.

VISITING TEACHERS/SUPERVISORS AND STUDENTS ARE EXPECTED TO:

- Move safely around our indoor and outdoor environments, artefacts, animals and visitors.
- Respect Sovereign Hill property and the property of others.
- Obey instructions of all Sovereign Hill staff.
- Treat others with respect and refrain from aggressive or bullying behaviours.

SUPERVISION OF FREE TIME AT SOVEREIGN HILL

Sovereign Hill acknowledges that free time in our indoor and outdoor museums presents a unique learning opportunity for visiting students, promoting autonomy, decision-making and resilience. Unlike the schoolyard, Sovereign Hill hosts hundreds of visitors each day. In maintaining a safe and secure environment it is not appropriate for our staff or general visitors to manage and/or discipline visiting children.

Duty of care for all visiting students rests with the school and teachers. Adequate and active supervision of all students by their teachers is mandatory at all times.

Persons who breach these expectations may be directed to leave Sovereign Hill. Visiting schools will be responsible for supervising anyone from their group that has been directed to leave. No refund will be made.

PLEASE READ AND SIGN THE FOLLOWING:

On behalf of my school, I agree to abide by this Code of Conduct and Conditions of Entry.

Name: _____ Signature: _____

Name of School: _____ Date of Excursion: _____

Person in charge on the day: _____ Mobile: _____