

KEEPING YOUR STUDENTS SAFE AT SOVEREIGN HILL

CODE OF CONDUCT AND CONDITIONS OF ENTRY

Sovereign Hill acknowledges that a safe and orderly environment is critical in meeting the learning needs of students.

- Our **Child Protection Policy** outlines how our staff are expected to relate to children, staff selection and training (including mandatory *Working with Children Checks* for all staff), procedures for reporting child abuse and responsibilities of staff.
- 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:

- Ensure they bring the required number of supervising teachers/adults with the group as specified by the Victorian Department of Education and Training
<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx#2>
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 mobile phone contact numbers to Sovereign Hill staff to ensure they are contactable for the duration of their visit.
- Communicate this Code of Conduct to all students and all accompanying adults.

VISITING STUDENTS MUST:

- Move safely around our indoor and outdoor environments, artefacts, animals and visitors.
- Respect Sovereign Hill property and the property of others.
- Obey instructions of Sovereign Hill and school 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 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...../...../.....

PLEASE RETURN A SIGNED COPY TO SOVEREIGN HILL EDUCATION
Fax (03) 5332 1968 / Email schoolbookings@sovereignhill.com.au

