

Education Enquiry Form

Completion of this form **does not guarantee a booking** – the Education & Communities team will contact you shortly to confirm the details or advise of alternative availability.

What is the name and billing address of your school?	
Please provide a contact number in case of emergencies, and for our finance team.	
How many students do you want to bring?*	
What year group are the students?	
Are you looking to visit Discovery Point, Verdant Works, or both	
Type of visit? (Please select)	Self-Led Tour Workshop Talk Loan Box Digital Pack
Please let us know which <u>specific</u> Workshop/Talk/Loan Box/Digital Pack you require? (Please see the Education Offer Document for details)	
What relevant topics have they been studying?	
What do you hope to get out of the visit?	
Please give three dates for your visit (If you are visiting both sites please put two dates in each section)	First preference: Second preference: Third preference:
What is your anticipated arrival and departure times? (The majority of schools stay between 10-2, but we can work around other times)	
Do any of the students have additional support needs?*** If appropriate, please let us know what support they might need For instance, if a member of the group might need to go around at their own pace or need space to take time out of a workshop, so that we are aware and can indicate and prepare support.	

*Please note, we only allow 65 students per day for led sessions, due to the size of the museum and staffing. We ask that self-led groups larger than 65 stagger their entry to the museum across the day. There is also a 1:8 student ratio, with at least one adult per 20 being PVG/DBS checked

*** One to one, or small group support is not counted in the 1:8 supervision ratio. Please bring as much support as you think your class needs at no extra cost.

Education Visit Terms and Conditions

PRE-VISIT

- 1) Once a complete and accurate booking form has been received by the Education team, they will reserve the date of the visit
- 2) You will be provided with a timetable for the day and a pack to support your visit. If you have any questions on the lead up to your visit, contact the Education team.
- 3) Please let the Education team know if any students have any special requirements, such as having English as an additional language or sensory processing disorders on the booking form so that we can make any visit as inclusive as possible

THE VISIT

- 1) Upon arrival time will be given for a comfort break (snack/toilet/cafe stop depending on age) and the lunch space for up to an hour as part of your visit.
- 2) For Primary Schools, the adult to child ratio must be at least 1:8, and for secondary schools it is 1:10. At least 1 adult per 30 children must be a PVG/DBS checked teacher, and the others may be teaching assistants, parents or other responsible adults. If a student is or students are in need of additional support, that support may join the visit free of cost.
- 3) The adults are responsible for the behaviour and discipline of the class. Unless otherwise stated, the group will be visiting alongside the general public and so are expected to share the space in a courteous manner, in line with our Child behaviour code (part of our safeguarding policy).
- 4) The safety briefing by the person leading the group must be adhered to. Failure to do so will result in the termination of the visit.

POST VISIT

- 1) You will be invoiced following your visit, for the number of children that were on the visit. If you would rather pay on the day, or if there is a specific person, we should send the invoice to, please make the learning team aware.
- 2) You will be sent a sheet with suggested follow-up activities and a survey. The survey helps us to improve our offer.

OTHER

- 1) If you do not inform us about cancelling or rescheduling a visit without 24 hours' notice, we reserve the right to charge you the full cost
- 2) In the case of the museum closure or Act of God (e.g. flood, pandemic) the Trust will do their best to reschedule or find an appropriate solution (e.g. moving the session online).

Behaviour Code of Conduct for children and young people

The purpose and scope of behaviour code

This code of behaviour is there to make sure everyone who takes part in Dundee Heritage Trust's (DHT) activities knows what is expected of them and feels safe, respected and valued.

DHT must make sure that everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand what will happen if there is inappropriate behaviour.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

This code of behaviour aims to:

- Identify acceptable and unacceptable behaviour
- Encourage cooperation, honesty, fairness and respect
- Create an environment where your self-esteem, self-respect and self-confidence will grow
- Encourage you to recognise and respect the rights of others
- Encourage you to take responsibility for your own behaviour
- Help resolve conflicts and make it clear what will happen if you decide not to follow the code.

Dos and don'ts for children and young people

You should:

- Be supportive and kind to others
- Be friendly
- Listen to others
- Be helpful
- Have good manners
- Treat everyone with respect
- Take responsibility for your own behaviour
- Talk to your group leader about anything that worries or concerns you
- Follow this code of behaviour and other rules (including the law)
- Join in and have fun!

You shouldn't:

- Be disrespectful to anyone else
- Bully other people (online or offline)
- Behave in a way that could be intimidating
- Be abusive towards anyone.

A copy of these rules should be in view in spaces where activities are taking place (for example framed as Emma/Bobbin's rules)

What happens if I do not to follow the code of behaviour?

This code of behaviour is part of our process for making sure everyone who takes part in our activities gets the support they need.

Minor or first-time incident

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity.

They will make a record about what happened and inform your parents or carers if it is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future.

We might also decide that further steps should be taken, such as restricting you from taking part in some activities.

Final warning

If the support we have put in place isn't helping you to change your behaviour, we might need to give you a final warning. Again, this will be recorded and we'll inform your parents or carers as appropriate.

At this point, we might need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

Child protection procedures

If any member of staff or volunteer becomes concerned that your behaviour suggests you might be in need of protection or that you might present a risk of harm to other children and young people, they will follow our child protection procedures. This might involve making a referral to the local authority.

The role of parents and carers

We see parents and carers as important in encouraging positive behaviour and will involve them as appropriate. We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.