

Science Gallery Melbourne Excursions

Teacher Responsibilities

We are excited to welcome you to Science Gallery Melbourne, but before your visit, please take the time to carefully read through the information below.

As with any excursion, the duty of care, supervision and behaviour management of students remains with you, the attending school staff members. It is Science Gallery's expectation that the coordinating teacher has followed the Department of Education (or equivalent) [student behaviour and preparation](#) guidance and policy for Excursions.

Science Gallery Melbourne is an inclusive, public space. We welcome people from all different backgrounds and ask that teachers ensure students remain respectful of both the space and everyone in it, including our staff, during all learning programs.

If student behaviour becomes inappropriate or culturally, psychologically or physically unsafe, Science Gallery Melbourne reserves the right to terminate an excursion.

Does your visit include an Indigenous STEM Learning Program?

Indigenous STEM Learning Programs are co-designed and facilitated by a team of Indigenous university student facilitators. As part of our ongoing cultural safety framework, we require school coordinators organising a Science Gallery Melbourne excursion or incursion to read, acknowledge and ensure that attending school staff members and students adhere to clear expectations during Indigenous STEM Learning Programs.

[Click here to find out about these expectations and read more about our commitment to providing a culturally safe environment for Indigenous staff](#)

Before the program ...

- Share this document with attending teachers.
- Review the [School Visit Information](#) page on our website, including any relevant Risk Assessments.
- Get your students excited – but chat to them about expected behaviour.

During the program ...

- Attending school staff will be asked to read and sign the following page upon arrival.

If you have any questions, contact our office team on 03 8344 1420 or school-bookings@unimelb.edu.au

Thank you for your support and enjoy your visit to Science Gallery Melbourne – where art and science collide!



Teacher Role Acknowledgement

We ask that you acknowledge your role as an attending school staff member today:

- Attending school staff members are responsible for the **duty of care and supervision** of students at all times throughout the program. Please note that the gallery and bathrooms are shared public facilities.
- Attending teachers are required to **monitor and manage student behaviour** throughout the program, especially during any self-explore time in the gallery.
- Attending teachers will take an active role in the program today and ensure students participate in the learning activities while remaining **respectful** of each other, the facilitators, the gallery spaces, program equipment and resources. Please note that no food or drink (except for closed water bottles and cups) are allowed in Eastern Gallery.

Signed

Date

Information for SGM Team

Please confirm all applicable details below with one of our Learning Facilitators.

- *Number of students.*
- *Whether students may use their phones.*
- *Whether there are any specific exhibits you would like to see.*
- *The subject area or learning focus of the cohort.*
- *Any accessibility needs (e.g. sensory sensitivities).*
- *Any special program requirements (e.g. prayer room made available at breaks).*
- *Any other information you think we should know (e.g. allergies – even we have been notified beforehand).*
- *Confirm program end time.*

