

NGV Venue and Safety Information for Schools

The information contained below is designed to assist in the planning of your excursion to the National Gallery of Victoria to ensure a safe and enjoyable visit for you and your students.

Booking

It is strongly recommended that schools book group visits to the NGV well in advance. Early confirmation of numbers and specific requirements allows the NGV to plan appropriately. Schools who do not pre-book may be required to wait and/or purchase tickets for exhibitions.

Arrival and Departure

As both NGV International and NGV Australia are located in busy CBD areas teachers should make themselves aware of the hazards associated with crossing roads, alighting from or boarding transport and ensure active supervision of students at all times.

It is recommended you arrive a little prior to your allocated booking time to ensure your session can commence on time. Please allow extra time for cloakroom if your visit is with an NGV Educator. No responsibility is taken by the NGV for student belongings and it is recommended valuables are not brought onto site.

Lift and Ramp access for both sites are available - contact your the NGV Schools Booking office for more details. Wheelchairs are available free of charge, and we do advise pre-booking to ensure availability.

Moving Around Gallery Spaces

Care should be taken when using escalators, stairs and lifts throughout the galleries. Teachers are responsible for the ongoing supervision of students at all times - it is recommended teachers conduct regular headcounts to reduce the risk of lost or missing students.

Teachers should be aware of any medical or behaviour issues that may affect individual students and their movement throughout the gallery spaces. Should there be any specific requirements as a result of these issues teachers are asked to notify the relevant NGV Educator or staff member.

Public toilets are located on each level at both NGV sites – NGV International, St Kilda Rd and The Ian Potter Centre: NGV Australia at Federation Square.

Practical Art Activities

NGV Schools staff undertake risk assessments where appropriate for programs and materials in use. Wherever possible non-toxic materials are used and safety briefings are conducted prior to tasks commencing.

Student Behaviour

Teachers are expected to maintain direct supervision of students at all times with adherence to teacher/student ratios. The following guidelines are provided:

- Keep noise to a minimum
- Do not touch artworks or lean on walls
- Eating, drinking and running are not allowed in the gallery spaces
- Pencils (no pens) and A3 (maximum) size pads only in gallery spaces. Some exhibitions may have special restrictions on writing or sketching.

All teachers should familiarise themselves with the Terms and Conditions of Entry for the NGV. Students and teachers are required to comply with the directions and instructions of NGV Schools staff and any NGV Security Guard in relation to behaviour and gallery access whilst on NGV premises.

First Aid

All Security Guards at both NGV Australia and NGV International are authorised First Aiders and are to be contacted immediately in the event of a first aid or medical issue. Both sites have fully-stocked First Aid treatment rooms that can be accessed via Security personnel. In the case of an emergency or severe medical issue the NGV will contact the Ambulance for assessment and patient transfer where appropriate.

Where students have special medical needs such as severe allergies, teachers or school support staff should carry with them the required medication for the appropriate medical response. This includes any food allergies as there are food outlets available at both NGV Australia and NGV International.

Incident Reporting

The NGV is committed to maintaining a safe environment for our employees, contractors and visitors. We encourage incident reporting in order to identify and address hazards. If a student or teacher experiences a 'near miss' or an injury we ask that the teacher in charge reports this to either the NGV Educator and/or a Security Guard as soon as possible.

Emergencies

In the case of an emergency NGV Wardens will advise and direct all visitors on appropriate action. Emergency alert and evacuation tone systems are in place at both NGV Australia and NGV International. NGV Wardens will provide direction to the teacher in charge of the group and this person is responsible for ensuring compliance with the directions by all students.