

## Adult Leader Responsibilities



Thank you for coming, your assistance today is most appreciated.

- Supervise students at all times.
- Notify the teacher or Village staff if you are unable to locate a missing student.
- Assist the guides where necessary.
- Encourage responsible and safe student behaviour;
  - No running
  - Ask before you touch
  - Do not touch anything behind the rope
  - Do not climb on the train engine or coal truck
  - Do not jump off the train or station platform
- Be respectful of other visitors
- Get the most out of the Village's exhibits and activities
  - Encourage the students questions about the exhibits and activities
  - Relate stories from your childhood or from grandparents recollections.
- Encourage the students to read exhibit labels and information panels.
- Check with the teachers about which areas they would like to focus on.
- Enjoy your visit.

## Other Important Information

- Food & drink should not be consumed in the buildings.
- Toilets are located adjacent to the library, children must be supervised.
- Photography is permitted and encouraged.

## First Aid

Please contact the class teacher who will have brought a basic first aid kit to the excursion.

The teacher should have made you aware of any issues that may apply to students in your group.

## In Case of Emergency

In the event of an emergency it is essential that all school visitors take directions from Museum staff.

In case of evacuation all visitors will be directed to a designated safe area. Please direct your students to your class teacher who will conduct a roll call and inform the Village staff if any students are missing.

Students in My Group:

1 _____	6 _____
2 _____	7 _____
3 _____	8 _____
4 _____	9 _____
5 _____	10 _____