

Guidelines for Teachers and Code of Conduct

The National Print Museum would like to ensure that your class has a safe and enjoyable visit with us and as such all teachers and group leaders should be aware of the following guidelines and code of conduct prior to their visit:

- All cancellations must be communicated to the Administrator/Executive Assistant: **admin@nationalprintmuseum.ie / 01 6603770** at least 24 hours before the tour is due to take place. If it does not occur a late cancellation fee of €25.00 will be incurred.
- We understand that traffic congestion and unfamiliarity with driving in Dublin can sometimes cause late arrivals. However, if this does occur **we ask that you call the Museum ahead of time to inform of your lateness** and estimated time of arrival. A late arrival may cause your tour to be cut short or in extreme cases to be cancelled.
- A ratio of at least 1 teacher/ leader per 10 pupils/ students must be observed.
- All teachers/ leaders must be clearly identifiable and must remain with the tour group at all times. Teachers/ leaders **must not** leave the building or wait in the café while the tour is being conducted.
- All pupils/ students must be made aware of the behaviour that is expected of them prior to their visit and are asked to respect other visitors to the Museum during their tour.
- All pupils/ students must remain with their tour group at all times. It is the responsibility of the teacher/ leader to ensure that no pupil/ student leaves the tour and must deal efficiently with any such occurrences.
- Disruptive or inappropriate behaviour will not be tolerated. All such disruptions will be initially addressed by the tour guide. Should the problem persist a teacher/ leader will be asked to deal with the situation. Persistent disruption may result in the tour being terminated.
- The National Print Museum is delighted to offer a hands-on and interactive tour for all pupils/ students and all will be invited to interact with items from the collection during their tour. However, to ensure the safety of all this will be done only with the instruction, supervision and guidance of an experienced tour-guide. Pupils/ students are asked not to interact with items of the collection without such supervision and must obey all safety barriers and 'Do Not Touch' notices where they appear within the Museum.
- No running, shouting or horseplay of any kind by pupils/ students is permitted within the Museum.
- No eating or drinking is permitted within the Museum. Chewing gum is strictly forbidden.
- Only food purchased in the Press Café may be eaten within the café.

Children Protection and Welfare Policy

The National Print Museum has a firm philosophy that all children and young people have the right to participate in and enjoy Museum activities within a safe environment, and as such presents a child-centered approach to all its relevant educational provisions including school tours, workshops, outreach, family days and the Education Area. Considering this the National Print Museum has devised a Child Protection and Welfare Policy derived from and consistent with Children First - National Guidance for the Protection and Welfare of Children 2017. A copy of this policy is available upon request.

Thank you.

