

**ENTRY** to the RSPCA Education program is subject to the following conditions.

- School groups will have the required number of supervising teachers/adults for visiting student groups. The min. ratio is 1:20 per program.
- For the comfort and safety of your group and other visitors, it is essential teachers and adults accompanying student groups supervise the students at all times during the visit.
- School groups will be familiar with, and abide by, the requirements of the Code of Conduct for schools visiting the RSPCA.
- Schools are responsible for First Aid response and procedures for their staff and students while visiting the RSCPA. RSPCA has designated and qualified First Aid staff to help if required.
- School groups will familiarise themselves with the Animal Safety information sheet. This information sheet is attached to your booking confirmation and is also available from the RSPCA website.
- For the safety and comfort of all visitors, the RSPCA Education area is a smoke-free environment.

The **CODE OF CONDUCT** is a framework of values and behaviours for ensuring a safe, enjoyable and satisfying visit to the RSPCA Victoria, and is built on the following guiding principles.

1). The RSPCA acknowledges that a safe, orderly and secure environment is critical in meeting the learning needs of students.

2). The RSPCA believes in the importance of involving students in active learning experiences in an environment which promotes and supports effective independent and social learning.

Visiting supervising teachers are responsible for:

- maintaining close supervision of the students in their care at all times and role model the appropriate behaviours;
- communicating this Code to all students in their care and accompanying adults, and ensuring it is respected; and
- encouraging students to take responsibility for their behavior.

3). Visiting students are responsible for:

- moving around the RSPCA in a manner which ensures their own safety and the safety of others;
- ensuring personal safety and the safety of others when near RSPCA animals and livestock;
- respecting RSPCA's property and the property of others;
- obeying the instructions of RSPCA staff at all times;
- treating others with respect and courtesy;
- refraining from aggressive or bullying behaviours;
- resolving problems calmly and sensibly, or by seeking assistance from supervising teachers or adults; and
- enjoying the RSPCA experience as much as possible and allowing others to do the same.

Please read and sign the following >> I have read the Conditions of Entry. I agree to abide by these Conditions of Entry, including the Code of Conduct. I also acknowledge that as the co-ordinating teacher of my school's visit to the RSPCA, it is my responsibility to inform all supervising teachers and adults, as well as students, of these conditions of entry.

Name:  Signature:

Name of School:  Date of Excursion:

The RSPCA reserves the right to remove any persons who breach the Conditions of Entry and/or the Code of Conduct, or who are otherwise acting in ways which compromise their safety and the safety and enjoyment of others and animals onsite. Persons who breach the Conditions of Entry and/or the Code of Conduct may be directed to leave the RSPCA. Visiting schools will be responsible for supervising any person directed to leave the premises. No refunds will be given for persons who breach the Conditions of Entry and/or the Code of Conduct.

We thank you in anticipation of your support. Enjoy your visit!



a signed copy of these Conditions of Entry via email to [education@rspcavic.org.au](mailto:education@rspcavic.org.au) at least one week prior to booking date.