**Group Leaders’ and Teachers’ Responsibilities while visiting the Museum:**

We wish to ensure all children and young people enjoy a safe and rewarding experience while visiting the Museum. To ensure this, we ask teachers and/or group leaders to adhere the following guidelines during their visit:

* Ensure children and/or young people in your care are supervised at all times.
* Listen to the advice of your designated Learning and Engagement Facilitator throughout your visit.
* Promptly contact a member of staff if an accident occurs.
* Promptly notify a member of staff if a child is suspected missing.
* Observe the Museum’s Fire Evacuation and Emergency Procedures.

**We wish to remind all group leaders/teachers that the primary responsibility for the welfare of their group rests with them during their visit.**