NATIONAL ARCHIVES OF AUSTRALIA

Code of behaviour guidelines for school visits

Guidelines

- Teachers continue to have duty of care and responsibility for their group while at the National Archives.
- Please ensure a ratio of at least one accompanying adult to 20 students. Accompanying adults are free of charge.
- The teacher, bus driver or tour operator responsible for the group should call ahead to advise if the group is delayed – see our cancellation policy for further details.
- Please wait with your group outside the National Archives' schools' entrance, without blocking any access ways, and an educator will come and welcome you.
- Please turn mobile phones silent for the duration of your visit.

For the safety of the collection

- Teachers are to brief students about the following appropriate behaviour for a visit to the National Archives, including:
    - being respectful of other people's perspectives and cultural differences
    - being respectful of the educators and other visitors to the National Archives
    - speaking at an appropriate volume and using respectful language
    - not running in the gallery spaces
- No food or drinks (including gum) are permitted in the galleries.
- All bags, including large electronic items such as laptops, iPads and tablets, should be left on the bus.
- Teachers or accompanying adults may carry bags containing first aid items.
- No flash photography is permitted, however, photography without a flash for personal use is allowed. Please ask your educator if you can photograph an item in the collection.