

Workshop Name: _____

Start date: _____ Session time: _____

Child Name: _____ Age: _____

Home phone: _____ Parent's mobile phone: _____

Parent email: _____

I am a member: Yes, Membership Number: _____ No

Person to contact in case of Emergency:

Name: _____ Phone: _____

Please inform us of any learning difficulties or medical conditions (including allergies) that may prevent your child from safely participating in the Workshop:

Is there any medication which may need to be administered to your child whilst participating in the workshop:

Please e-mail me further information about future workshops (please tick): Yes No

Indemnity

I the parent/guardian of _____ AGREE To INDEMNIFY and hold harmless the Powerhouse Museum for any loss or damage suffered by me or my child, and for any action, claim or proceeding brought against the Powerhouse Museum, arising from the participation of the above stated child in the above activity.

Name: _____ **Signature:** _____ **Date:** _____

Privacy

The personal information requested on this form is being collected by the Museum for participation in the workshop only. This information will be used solely by Powerhouse Museum staff associated with this workshop for that primary purpose and will not otherwise be disclosed without your consent or as permitted by law. You may apply to the Museum for access and/or amendment of the information.

GENERAL WORKSHOP FAQ

Where do we drop off / pick up our child?

Workshop participants are dropped off and collected from inside the main entry to the Museum. Registration will begin 15 minutes prior to the commencement of workshop. Please be on time to collect your child. Please discuss with the workshop tutor if you wish to organize alternative pickup arrangements. Note: Clearways are in force after 4pm around the Museum.

Where are the workshops held?

The workshops are held within the Museum in either one of the education workshop rooms or ThinkSpace studios. It may also include visits to Museum exhibitions and performances.

Who delivers the workshops?

The workshops are delivered by trained tutors who are part of the Museum staff. On occasions the staff are supplemented by Museum volunteers or special guest speakers. All staff and volunteers have undergone a Working with Children Check.

Are the children supervised at all times?

Children are supervised at all times. When in exhibitions or other open spaces within the Museum the participants must stay with the group and within the defined area.

Are the workshops safe?

Risk Assessments and Safe Work Method Statements are conducted for each workshop and are available upon request. All workshops contain an element of risk, but these are minimized when instructions and safety guidelines are followed.

Is lunch and/or morning/afternoon tea provided?

Lunch and morning/afternoon tea is not provided. Participants are advised to bring their own lunch and snacks. Due to time constraints there will not be time to purchase lunch/snacks. Limited access to kitchen facilities is available. A water bottle is also recommended for use during the day.

My child has a disability or learning difficulties does this preclude them from the workshop?

No they are more than welcome to attend. We encourage you to discuss this with the workshop coordinator in advance. Your participation in the workshop (free of charge) to assist the child is encouraged.

Is there a code of conduct?

Yes there is. The code of conduct is to ensure the safety of all workshop participants and that it is an enjoyable experience for all concerned. The code of conduct may vary from workshop to workshop and will be discussed with the participants at the beginning of the workshop. If the code of conduct is breached the offending participant/s will be given two warnings. On the third warning the participant/s will no longer be able to take part in the workshop and the parent/guardian will be called to collect the child.

How do I contact the Museum during the workshop?

If you need to contact the Powerhouse Museum during the workshop please call 9217 0111. Mobile phone use by students is limited to break times.