

# Night at the Museum Sleepover Pre-Visit Booklet

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## Important information for teachers

### Partnership model of teaching

Otago Museum Educators and Sleepover Presenters work in partnership with schools and classroom teachers. Teachers are expected to be actively engaged in Education programmes and are responsible for student behaviour at all times. School rules, policies, and procedures apply while you are at the Museum.

### Adult helpers

Adult helpers may be asked to supervise small groups of students during your visit. We would appreciate it if adults ensure that they are not behaving in such a way as to affect the smooth running of the programme.

Smoking and drinking alcohol are strictly prohibited for the duration of the Sleepover.

### Minimum adult numbers

- Primary and intermediate: One adult to every six students
- Secondary: One adult to every ten students

### At the Museum

Please sign in at the Information Desk on arrival, providing the year level(s) and the number of students and adults.

### Parking

The Museum has temporary parks for drop-off and pick-up only. These parks are available for all Museum visitors and cannot be held for Sleepover groups. Please contact the Museum in advance if you require advice on metered parking.

### Dietary requirements and medication

Meals are provided during your visit. Please let us know of any special dietary requirements or medical considerations prior to your visit. We can provide gluten-free and vegetarian options. We recommend that people with severe food intolerances, allergies, or dietary requirements bring their own meals. A microwave and bench-top stove are available for reheating food.

Staff cannot administer medication to children.

### Sleeping arrangements

Visitors sleep in the Tūhura Otago Community Trust Science Centre. Children receive a slim bedroll, and parents are given a foam mattress. Please feel free to bring a stretcher or mattress if further comfort is required.

### Bathroom facilities

There are no shower facilities at the Museum. A staff shower is available in case of urgent situations only.

### After-hours

There is very limited access in and out of the Museum after 5.30pm and before 8.30am. Please discuss any unavoidable after-hours access with us prior to your visit.

### Fire and safety

Relevant safety and evacuation procedures will be outlined on arrival, with recaps of this information throughout the Sleepover. All Education and Sleepover staff are fully trained in safety and emergency procedures.

### Payment

An invoice will be sent to your school following your visit. No payment is required on the day. A cancellation fee will apply if you notify us within the 24-hour period prior to the booking.

### Damage

Any damage incurred to Museum property by the visiting school group will be the liability of the visiting school.

### Information for adult helpers

Adult helpers play a vital role in enabling students to get the best out of their night at the Museum. They are required to support the classroom teacher with the management of the visiting group.

Your visit will be facilitated by Museum Educators and sleepover staff who are highly trained in delivering this unique overnight experience. The sleepover timetable is structured around a set of activities, which have been preselected by the classroom teacher.

Please read the following information and indicate that you agree to the terms and conditions. Sign the form at the bottom and bring along to the Sleepover.

Name: \_\_\_\_\_

School: \_\_\_\_\_

The teacher(s) and adult helpers will support the smooth running of the programme by modelling appropriate behaviour to children, including listening to instructions and not talking while the presenters are addressing the group.	
The teacher(s) and adult helpers are responsible for the management and supervision of students during the Sleepover.	
The teacher(s) and adult helpers will help to serve food and drink to the students.	
The teacher(s) and adult helpers will not be able to leave the Museum between the hours of 5.30pm and 8.30am, except in an emergency, or with prior permission from the Otago Museum Education Manager.	
Otago Museum is a smoke-free environment, including outside the building, and the Otago Museum Sleepover is an alcohol-free event. There will be no access to smoking areas between 5.30pm and 8.30am.	
A mattress will be provided for comfort while sleeping on the floor, but I may bring a stretcher or a thicker mattress if I would prefer.	
In the event of an emergency, I will follow the instructions of Otago Museum staff in order to help students evacuate the building.	
We accept the liability for any damage to Museum property caused by the visiting school group and expect to be charged accordingly.	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## What is the Night at the Museum Sleepover?

Enjoy a sleepover in the Tūhura Science Centre as part of your school camp, or as an experience on its own. Sleepovers combine an exciting range of Education programmes with mind-challenging fun in Tūhura, which includes the Tropical Forest, and they can be adapted to fit your students' needs.

Your Sleepover experience will include the following:

- Two trained Sleepover presenters to supervise activities and represent the Museum
- All meals (afternoon tea, dinner, supper, and breakfast)
- An Education programme facilitated by a Museum Educator, which can be linked to your classroom learning (extra charges may apply depending on the programme selected)
- A night-time activity in the galleries
- An exciting Secret Visit pitched to the scare-level of your students
- Access to the Tūhura Science Centre
- A visit to the Tropical Forest butterfly house
- A gallery trail to visit all seven permanent Museum galleries

15 – 20 students — \$75 per student, \$65 per adult.

21 – 40 students — \$65 per student, \$55 per adult.

Please note, there is a minimum of 15 students, and a maximum of 40 students, and 10 adults per Sleepover. Please contact us if your group numbers fall outside this range.

## Sleepover timetable

This is a guide only. Please contact the Education team if you would like to discuss changes to the Sleepover timetable.

Afternoon	
3.00pm	Arrival, introduction, safety and evacuation talk
3.15pm	Afternoon tea (fruit, biscuits, and water)
3.30pm	Education programme
5.00pm	Free time in the Tūhura Science Centre
Evening	
6.00pm	Dinner (pizza, fruit, and water)
6.30pm	Tūhura exploration time
7.00pm	Night-time activity
8.15pm	Set up beds in Tūhura
8.30pm	Supper (biscuits, fruit, and water)
8.45pm	Secret Visit
9.15pm	Prepare for bed
9.30pm	Lights out (flexible depending on student age)
Morning	
7.00am	Rise and tidy up Tūhura
7.30am	Breakfast (Ricies, Cornflakes, toast, or cereal for adults)
8.00am	Visit to the Tropical Forest
8.30am	Gallery trail around the Museum
9.30am	Depart Museum

Afternoon tea and supper foods are flexible. Please contact us if changes are required. This may attract an extra cost.

## Education programmes

Please select an Education programme for students to undertake as part of their Sleepover experience. The programme will be delivered by a Museum Educator.

<p><i>Free Education programmes</i></p> <p>Amazing Animals Ancient Egyptian Life and Mummification Bugs Galore Climate Change Cultures of Aotearoa — <b>Coming Soon</b> Energy &amp; Forces Evolution Māori Art and Music Māori Technology Multicultural Kiwis Pacific Explorers People of the Pacific — <b>Coming Soon</b> Pacific Art Rocks &amp; Relics Science of Light Tāngata Whenua &amp; Mahika Kai — <b>Coming Soon</b> Wild Otago World of Butterflies</p>	<p><i>Programmes with workshops</i></p> <p>Art of the Pacific Māori Art and Music — Carving workshop Additional \$5.00 per student</p> <p><i>Planetarium programmes</i></p> <p>He Pūrākau Our Place in Space — Juniors/Seniors We are Stars — 3D We are Aliens — 3D Life of Stars — NCEA Astronomical cycles — NCEA</p>
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## Night-time activities

The Night at the Museum Sleepover experience includes a visit to a Museum gallery for a themed activity. Please choose one activity for your Sleepover group.

### Māori Art & Music (Tāngata Whenua gallery)

Records of the past are all around in Tāngata Whenua gallery! Take a good look at the carvings and artefacts around you. What can you see? Who can you see? Listen to the legends and let your imagination run away with you as people, creatures, land, and water come to life. Explore the gallery for ideas and use the taoka (treasures) available and create your own taoka puoro (musical instrument).

### Mummy Mania (People of the World)

She's old, she's dead and she is really fascinating! Students will take part in a mummification role-play and learn how she came to the Museum, as well as what we know of her background. Investigate hieroglyphics and the importance of the Rosetta Stone before making a cartouche to take back to school.

### Olympic Odyssey (People of the World)

The Olympics are coming and all countries need a costume, a sport, and a national flag. Using our People of the World gallery for inspiration, students will help countries get ready for the Olympics. Supplies are limited, so imagination is required! Remember, this is a competition, and Zeus will be the almighty judge!

### Prehistoric Encounter (Southern Land, Southern People)

Step back millions of years to prehistoric New Zealand. Discover the fossilisation process that occurred in the distant past. Prepare to act out a scene from back then and create a fossil so your encounter can live on. The programme concludes with an opportunity to handle real fossils from our collection.

### Travel the Tropics (Pacific Cultures gallery)

Technology takes on a new meaning in the Pacific Cultures gallery as we explore the stories told through the art and tools of the Pacific. Explore the stories of Pacific peoples, before working with a group to recreate the ancestral journey from Hawaiki, across the Pacific to Aotearoa.

## Secret Visits

Whispered folklore tells of the secret happenings of the Otago Museum collections after dark. Students will take part in a Secret Visit night walk, to experience the legends first-hand!

Students will be led through the galleries for a special bedtime story with a twist. Adult helpers will be asked to contribute to the experience with sound effects and costumes.

Please note: Secret Visit night walks take place in a dark environment for ultimate surprise and story-telling effect. Please advise us on the level of intensity that would best suit your class.

### Animal Antics (Animal Attic)

Stalk up to the Animal Attic where the myth of the animals' awakening comes to life. Sound effects are included! Do the animals in the Attic really come to life like those in our story? Have a roaring great time and make this a night at the Museum to remember!

NOTE: Due to the large amount of glass in this gallery there can be zero scare factor during the walk through.

### Giant Escape (Southern Land, Southern People gallery)

Something BIG is at large in the Museum! Creep on through to Southern Land, Southern People to do some giant investigating. Students will need to watch out for each other as the mystery unfolds.

Recommended for junior students.

### Maritime Madness (Maritime gallery)

Ships ahoy! Make waves in the Maritime gallery and come face-to-face with pirates! Find your sea legs and have some rolling fun on the high seas of maritime madness.

### Nutty Nature (Nature gallery)

Something's going on in the Museum. Can you figure it out? The native animals are running riot in the Nature gallery tonight! Come along for a wild bedtime story you'll never forget.

## Otago Museum Education Team RAMS (Risk Assessment Method Statement)

The following Risk Assessment Method Statement is provided to help teachers plan their trip to Otago Museum. While all possible care will be taken to ensure the safety of students and accompanying adults to the Museum, teachers are responsible for their students and accompanying adults at all times while visiting Otago Museum.

The purpose of risk assessment is to:

- Identify possible hazards
- Assess risks
- Control risks
- Review control measures

A hazard is defined in the Health and Safety at Work Act 2015 as a situation or thing that “has the potential to cause death, injury, or illness to a person”. Hazards can also include a person’s behaviour, where that behaviour has the potential to cause death, injury, or illness.

All Museum Educators who work with school groups are qualified in first aid and trained in Otago Museum emergency procedures. First aid kits are readily accessible in all areas of the Museum, and on-call staff are available at all times in the event of an emergency.

Hazard Identification	Action to eliminate or minimise the risk	Action if injury/harm/event occurs
Student-specific ailment	<p>School teachers must disclose any medical ailments of individual students prior to the Museum visit/activity.</p> <p>In particular, teachers must tell us if the following specific conditions are relevant to their group:</p> <ul style="list-style-type: none"> <li>● Epilepsy</li> <li>● Pacemaker</li> <li>● Visual impairment</li> <li>● Hearing impairment</li> </ul> <p>School teachers are solely responsible for students and their individual medical needs during their Museum visit, ensuring that the required medical aid is on hand.</p>	<p>School teachers must administer any required medication to students.</p> <p>In the event that specific conditions are identified, Museum Educators will brief groups on the location of items or experiences that may contribute to that condition. Students will be directed to avoid these items or experiences as required.</p> <p>In an emergency, please notify a Museum Educator, who will ensure that emergency services are contacted.</p>
Emergencies and natural disasters	<p>Instruction in safety procedures and the location of the closest fire exits will be given by Museum Educators at the beginning of each visit.</p> <p>Museum Educators will give specific instructions at the time of the emergency.</p> <p>School teachers must bring a class list, so they can ensure that all students are accounted for after an emergency.</p>	<p>Students and school teachers must follow the directions and instructions provided by the Museum Educators, or other trained Otago Museum staff.</p> <p>School teachers must check that all students are accounted for.</p>

<p>Ponds - slipping on wet concrete or falling into ponds</p>	<p>To prevent slipping on wet concrete, Museum Educators will instruct students and accompanying teachers and adults of the location of the ponds in the Tropical Forest. Running is not permitted at any time in this area.</p>	<p>Areas around ponds must be carefully supervised by a supervising adult.</p> <p>For accidents, first aid will be administered on site and an incident form will be completed by the Museum Educator.</p>
<p>Trips, slips, and falls in lifts, as well as on stairs and varying floor surfaces Collisions with display cases and other visitors</p>	<p>All stairs have handrails.</p> <p>Students and teachers must take care to avoid slips, trips, and collisions with objects, cases, furniture, and other visitors by ensuring they walk when in the Museum and are mindful of where they are going, and of other people around them.</p> <p>All Museum Educators are trained in first aid.</p>	<p>All collisions with Museum objects, cases, furniture, and other visitors must be reported to the Museum Educator or another staff member.</p> <p>For minor accidents, a Museum Educator must be notified. First aid will be administered on site and an incident form will be completed by the Museum Educator.</p> <p>For serious accidents, school teachers are to notify a Museum Educator or other Museum staff member who will contact emergency services. An incident form will be completed by the Museum Educator.</p>
<p>Cuts, burns, and bruising</p>	<p>Museum Educators will disclose any risks associated with specific practical activities at the time that the activities are introduced.</p> <p>All Museum Educators are trained in first aid.</p> <p>Museum Educators will demonstrate the correct and safe way to carry out an activity and how to use equipment.</p> <p>School teachers and other accompanying adults will assist with the role modelling and supervision of the correct and safe way to carry out an activity and use equipment.</p>	<p>For minor accidents, first aid will be administered on site and an incident form will be completed by the Museum Educator.</p> <p>For serious accidents, school teachers are to notify a Museum Educator or another Otago Museum staff member who will contact emergency services. An incident form will be completed by the Museum Educator.</p>
<p>Getting lost</p>	<p>School teachers are to ensure that an appropriate adult to student ratio is in place throughout the visit, and that adults assigned to student working groups are aware of their supervisory role. Any variation to this ratio must be agreed prior to the Museum visit.</p> <p>School teachers are solely responsible for the overall safety of their students.</p> <p>Museum Educators will instruct students and school teachers that any student going to the toilet, or leaving the main group for any reason, must tell a school teacher and be accompanied by an adult appointed by the school.</p>	<p>If a student is unaccounted for, the school teachers are to notify a Museum Educator or another Museum staff member who will ensure that appropriate action is taken, including notifying the Facilities Manager to initiate first response.</p> <p>Museum staff and school teachers are to conduct an initial search of the immediate area.</p> <p>School teachers will ensure that their school policy relating to lost children is followed.</p> <p>Museum staff will contact the police if necessary.</p>
<p>Biological safety</p>	<p>Students will be advised to take care with biological material present in the Tropical Forest, including soil and water.</p>	<p>School teachers and accompanying adults will supervise students in the Tropical Forest to ensure that they are not drinking water from ponds or water features, or inhaling or ingesting plant material or growing media.</p>

If any further information is required, please contact:

education@otagomuseum.nz

P O Box 6202

Dunedin 9059

Telephone 03 474 7474

Email [education@otagomuseum.nz](mailto:education@otagomuseum.nz)