

# Capital E Creative Technology Trip Planner

## OnTV Studio and SoundHouse NZ

Dear Teacher,

Thank you for your booking with Capital E .

This planner will guide you through the steps to make your visit a success for you and your students. We hope you have a great time here at Capital E!



Stephen Aitken, Creative Technology Manager

### PRE PLANNING

#### Booking and Confirmation process

1. Make a booking
2. Receive confirmation of booking and links to resources by email
3. Fill in and return confirmation email

#### Parental Permission

The live broadcast of your OnTV show will be available for anyone to see and download on the internet. We require an assurance that you have gained parental permission for your students to have their video available on the world wide web. There is a letter to parents included (over) for you to send home if you like. Tick the box on the Job Title Sheet when you have gained parental permission for your class.

### 2 WEEKS BEFORE YOUR VISIT TO ONTV

#### Job Title Sheet

Assign students to the various roles for the OnTV Studio well before your visit so we can prepare the session to best suit your numbers and needs.

Complete this Job Title Sheet and returned to peter.graham@wmt.org.nz at least two weeks before your visit.

There are learning resources on our website that give you a description of the studio jobs and suggested activities to increase engagement and understanding for your students.

#### Script

The most important aspect of your visit is the script. At Capital E's OnTV Studio you have the choice of using one of our repertoire of prewritten scripts, or of writing your own script from our Newscast Show script template. All these templates are available for download from our website

If you have chosen to undertake a Newscast you will be required to download the blank Newscast template, complete it with your students, and return it to peter.graham@wmt.org.nz at least two weeks before your visit.

### CHECKLIST

- Return Confirmation to margaret.cranney@wmt.org.nz
- Return written Script to peter.graham@wmt.org.nz **2 weeks prior** (Newscast only)
- Return completed Job Title Sheet to peter.graham@wmt.org.nz **2 weeks prior**
- Parental Permission for video upload (Tick box on Job Title Sheet)
- Arrive 15 minutes before your session starts
- Each child has a snack and drink
- Bring any special props, costumes, media etc
- Payment: An invoice will be sent to your school once you have completed your visit

Dear Parent/Caregiver

## Visit to Capital E Creative Technology—Release Form

We are planning a visit to Capital E's OnTV Studio and/or SoundHouse in Wellington. The session involves students actively participating in the production of a live television news broadcast. The show is broadcast online and is available on demand from the Capital E website:

[www.capitale.org.nz](http://www.capitale.org.nz)

This letter is a general appearance release form for your child. The following rights are given on the understanding that the recordings will be used only for the publication of students' learning outcomes.

1. Production: Capital E OnTV Studio Live Broadcast
2. Location of Recording: Capital E, Civic Square, Wellington
3. Recording Rights:

I give Capital E and its clients, and employees, agents and successors the following rights in relation to your child:

Child's Name \_\_\_\_\_

- i. The right to record your child for the purposes of a Capital E OnTV Programme to be available on demand on the internet; and
- ii. The right to make sound and voice recordings of your child for the purposes of a Capital E OnTV Programme to be available on demand on the internet.

4. Using material in the future:

I also grant Capital E continuing rights to use now, and in the future:

- i. Reproductions and representations of your child's physical likeness; and
- ii. Sound and voice recordings of your child;

in any way they require in order to improve the learning outcomes for children. These reproductions or representations may appear as still camera photography and/or video images and/or digital images. Examples of required uses include (but are not limited to) transmission in any manner, subsequent DVD and/or digital release, publication on the internet, or sales and promotional material, both in New Zealand and overseas.

5. To grant Capital E the above rights, please complete the tear of form below and return it to school as soon as is convenient:



Capital E Creative Technology Visit Permission Form and General Release		
Your name and your child's name		
Address		
Phone		
Signed and Date		

**CAPITAL E CREATIVE TECHNOLOGY  
RISK ANALYSIS AND MANAGEMENT PLAN**  
ONTV SCHOOL VISITS AND HOLIDAY PROGRAMMES AND  
SOUNDHOUSE NZ SCHOOL VISITS AND HOLIDAY PROGRAMMES

The following is a guide to help teachers and LEOTC managers assess the potential risks involved with a visit to Capital E with a group of school-age children or adults.

The purpose of this document is to identify and manage these risks so as to minimise potential harm and maximise safety and enjoyment.

This document does not identify or address the potential risks associated with transporting groups to and from Capital E.

Name of Organisation	Capital E	
Services to be Provided	Within the Creative Technology facilities of the OnTV Studio and/or SoundHouse NZ	
Health and Safety Contact	Simon Jones	
Address	Capital E, Civic Square, Wellington	
Phone	04 913 3740	
email	stephen.aitken@wmt.org.nz	
Length of Time as Contractor	12 years (consecutively)	
Date last validated	April 2011	
Do we have selection standards for our staff?	Yes	
What are these?	Must be a Capital E employee with full knowledge of Capital E and its resources	
Do we have training standards for our staff?	Yes	
What are these	Annual performance appraisal system	
Do our standards comply with nationally accepted best practice standards	Yes	
Do we regularly monitor compliance with these standards	Yes	
Does Capital E have a health and safety policy	Yes	
Is this policy available for visiting groups to sight?	Yes	
Are record kept of incidents and accidents?	Yes	
Safety Management Plans are available in the OnTV Studio, Soundhouse NZ and the Capital E website?	Yes	
Can we confirm that if personnel are changed for any reason people of equal professional capability will be used?	Yes	
Is there a safety management plan for emergencies? (e.g. earthquake, fire)	Yes	
What governing bodies have checked and approved our organisation?	The Ministry of Education The Wellington City Council The Wellington Museums Trust NZ Fire Service	
What is the date of the most recent check	April 2011	
<b>SUPERVISION RATIOS</b>		
<b>Age Group or Level</b>	<b>Minimum Ratio of Adult to Child</b>	
Primary/Intermediate	Own school policy	
Secondary	Own school policy	
<p><i>Supervising adults should not be accompanied by infants or other dependants while in the charge of a group.</i></p> <p><i>Supervising adults should be made aware by the visiting school's LEOTC coordinator of the "For Parents and Whanau" page on <a href="http://eotc.tki.org.nz/LEOTC-home/For-parents-and-whanau">http://eotc.tki.org.nz/LEOTC-home/For-parents-and-whanau</a></i></p>		

## OnTVStudio

Hazard identification	Prevention & minimisation	Action
Electrical shocks	All cables are positioned as high as possible; those on the floor, wall & ceiling are taped. All electrical equipment has rules of use & is regularly maintained.	Ring reception, stay with person, do not move, render first aid, control group.
Fire, earthquake etc....	All groups are shown fire exits and told the appropriate evacuation procedure. Regular practice Drills.	Follow tutors/teachers lead & walk from building in case of fire. Assemble in Civic Square. Earthquake takes cover under tables and or in crouch position.
Equipment	All cables & cords are taped down or out of the way. Studio rules are discussed before the session & included in all instruction manuals	Ring reception if necessary, stay with person, do not move, render first aid, control group. Move equipment.
Influenza, cold, germs	All students receive an application of "GermFree 24" hand spray when entering the OnTV studio. All studio equipment receives a weekly coating of "Zoonocide", an antimicrobial coating that inhibits the growth of micro organisms.	Classroom teacher to remove student from session if showing signs of influenza.
Slipping on wet floor	Wet floor signs. Any wet areas pointed at to groups. A gutter has been installed to reduce leaks.	Ring reception if necessary & render first aid.
Student specific ailment	Individual medical needs are to be disclosed by the class teacher prior to the ONTV visit if necessary.  The class teacher is responsible for the specific medical needs of students.	Classroom teacher to monitor individual students.
Glass Wall	Stickers, posters on wall to make it more visible. A strip through middle at children's eye height. Studio rules – "no running". Chairs lined up along the wall.	Ring reception if necessary & render first aid.
Evacuation of Building	Disclosure to students and teachers at the start of the visit the procedure in the event of an emergency Insist the class teachers bring a class list. Disclose that the assembly point in the event of evacuation is Civic Square.	Follow practiced evacuation procedure.  Evacuation stairs and out blur doors into Civic Square.
Going to the toilet	Disclosure to students & teachers that any student going to the toilet or leaving the main group for what ever reason must tell an adult that is with the group or the OnTV tutor.	Visiting school staff has prior warning & know where the students are at all times.

## SoundHouse NZ

Hazard identification	Prevention & minimization	Action
Electrical shocks	All cables are positioned as high as possible; those on the floor & ceiling are secured. All electrical equipment has rules of use & is regularly maintained.	Ring reception, stay with person, do not move, render first aid, control group.
Entering a darkened Soundhouse from sun light	Teachers should talk to children before arriving about not running in the Soundhouse. Your SHNZ tutor will guide you to your designated seats.	Don't run. Follow the directions given by the Capital E staff.
Tripping on or knocking over equipment	All cables & cords are taped down, secured or out of the way. Studio rules are discussed once inside SHNZ.	Ring reception if necessary. Stay with person, move equipment if necessary. Do not move the person, render first aid, control group.
Accident or injury	Listen to the instructions given by Capital E staff; they will make a member of staff trained in first aid available to you. There is a fully equipped first aid kit available in the festival office. Each host will have a small First Aid kit on them.	Follow the directions given by Capital E's trained staff.
Student specific ailment	Individual medical needs are to be disclosed by the class teacher prior to the SHNZ visit if necessary. The class teacher is responsible for the specific medical needs of students.	
Power Cut	Emergency lighting will come on and an usher will instruct you on what to do. Do not move until you have been instructed to do so.	SHNZ staff will assess after a period of time whether the session can continue and will act accordingly. In the case of evacuation follow the SHNZ staff's instructions.aid.
Evacuation of Building	Disclosure to students and teachers at the start of the visit the procedure in the event of an emergency Ensure the class teachers bring a class list. Disclose that the assembly point in the event of evacuation is Civic Square.	Follow practiced evacuation procedure.  Evacuation out of SoundHouse doors into Civic Square.
Going to the toilet	Disclosure to students & teachers that any student going to the toilet or leaving the main group for what ever reason must tell an adult that is with the group or the SHNZ tutor.	Visiting school staff has prior warning & know where the students are at all times.
Fire, earthquake etc....	All groups are shown fire exits & told the appropriate evacuation procedure. Regular practice drills take place.	Follow the Capital E staff's lead & walk from building in case of fire. Assemble in Civic Square. Earthquake take cover under tables and or in crouch position.