

Education Policies

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| Title: Education Policy | Category: ED - 1 |
| Type: Education | Approved: July 2, 2021 Revised: |
| Review Frequency: Every three years | When: |

Purpose:

The WDM recognizes that education encompasses live interpretation, public and school programs, is a core function of our Museum, and is key to achieving our mission and mandate. Through our programs, we aim to foster curiosity, critical thinking skills, and empathy by sharing Saskatchewan’s diverse histories using WDM exhibits, artifacts, archival material, inquiry based learning and hands-on experiences.

This policy outlines how live interpretation, public and school programs will meet the needs and interests of our audiences, complement learning opportunities in our communities, and promote inclusion and Reconciliation.

Scope and Definitions:

1. For the purpose of this policy, “programming” will include programs and events aimed at both public and school audiences unless otherwise indicated.
 - a. Public programming is open to the general public and may include programs based on exhibits, outreach activities, virtual programs, demonstrations, children’s day camps, workshops, as well as shows and events.
 - b. School programming is created for and targeted specifically at PreK to Grade 12 school and homeschool audiences. It may include in-Museum programs, virtual programs, educational resources in print or electronic format, in-school outreach activities, and teacher professional development activities.
 - c. This policy does *not* cover:
 - i. Events or programming organized by outside organizations renting or otherwise using Museum spaces;
 - ii. Events or programming where the primary purpose is raising money for the WDM. Fundraisers are the responsibility of the Philanthropy department.
 - iii. Marketing and promotional events, such as exhibit openings. These are the responsibility of the Marketing department.
 - iv. Commercial services, such as gift shop sales.
2. Live interpretation builds on WDM exhibits, adding context and provoking deeper thought and discussion. For the purpose of this policy, live interpretation includes guided tours of Museum spaces and galleries, individuals working in and explaining particular buildings or areas of the Museum, as well as individuals acting as historical figures.

Objectives:

1. For all live interpretation and programming, the WDM will ensure that:
 - a. approval is given by the Director of Museum Education or their designate for WDM programming;
 - b. funds for development, maintenance, and program delivery are included in the Museum's annual operating budget;
 - c. the responsibility for live interpretation and programming is assigned to appropriately trained staff;
 - d. priorities for the development of live interpretation and programming are established by the Director of Museum Education based on identified community needs and the WDM's Ends policy and strategic direction;
 - e. all themes, content and formats are consistent with the WDM's mission statement, vision, and Ends policy and meet the diverse needs and interests of their intended audience(s);
 - f. all themes, content and formats demonstrate a commitment to accuracy, sensitivity, and inclusivity at all times;
 - g. programming formats and delivery specifically address the needs of different abilities and learning styles;
 - h. school programming is grade level appropriate and supports Saskatchewan curriculum needs and objectives;
 - i. any inclusion of cultural, spiritual, or traditional knowledge, belief systems, expressions, or materials meets WDM standards for sensitivity and consultation;
 - j. all staff and volunteers commit to ethical behaviour during program development, delivery, and evaluation;
 - k. artifacts used or handled are part of the WDM's Operating or Hands-On collections and tracked and cared for as per the Collections Management policy;
 - l. all municipal, provincial, and federal legislative requirements are met.

2. The WDM will ensure the safety, relevance, accuracy, and effectiveness of its live interpretation and programming by establishing a rigorous review process and using the results to improve. This includes:
 - a. establishing clearly defined and measurable learning objectives and outcomes for all live interpretation and programming;
 - b. completing and recording standard after action reviews of all programming;
 - c. ensuring all programs are thoroughly evaluated no less than every five years, including:
 - a. conducting regular risk assessments considering the safety of staff, volunteers, participants, artifacts, exhibits, and buildings;
 - b. conducting regular accessibility audits to ensure all participants can meaningfully participate;
 - d. soliciting and using appropriate expertise, including staff, volunteers, community groups, educational institutes, teachers, partners, and consultants;
 - e. soliciting participant and partner feedback where possible and appropriate;
 - f. conducting research to ensure the relevance and accuracy of the programs; and
 - g. frequently evaluating the overall slate of programs offered and ensuring staff workload is appropriate and promotes healthy work-life balance.

3. The WDM will ensure that all staff and volunteers involved in the development, delivery, and evaluation of live interpretation and programming have the appropriate skills, training and opportunities for further professional development in these areas.
4. The WDM will provide sufficient space and a safe and secure environment for interpretation and programming, including dedicated storage and delivery space for programming.

Revision and Approval:

This Education Policy will be reviewed every three years from its effective date. The process will be initiated by the Director of Museum Education and will require the input of all Education department staff, programming staff from all WDMs, and the Curatorial Committee. Other staff and stakeholders may be consulted. This Policy may be revised before that time to make necessary updates and ensure that it reflects current standards, ethics, and legislation. All changes to this Policy must be approved by the CEO.

Acknowledgements:

This Education Policy was modelled after the Brant Historical Society Interpretation and Education Policy (dated September 27, 2011), the National Museum of Australia Canberra Education and Learning Policy (dated November 26, 2010), and the Museums Association of Saskatchewan *Education and Interpretation Self-Assessment Workbook* (dated 2019).

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|---|-------------------------------|
| Title: Homeschool Booking & Admission Policy | Category: ED-2 |
| Type: Education – School Programs | Approved: July 2, 2021 |
| Review Frequency: Every three years | When: |

Purpose:

The Western Development Museum encourages homeschooling adults and their students to attend our Museum and educational programs. The goal of these guidelines is to ensure consistent experiences for these visitors across our Museum locations.

Objectives:

1. Homeschools may register for programs at the appropriate grade level either through related associations or directly.
2. All homeschool groups must pre-book for school programs.
3. WDM membership does not cover school programs. Regular school admission will apply.
4. Students must fit the grade level criteria for programs.
5. Adults will be admitted as chaperones at set visit or program ratios. Additional adults beyond this ratio will be charged the regular Adult or Senior group admission rate.
6. Adults cannot bring babies or preschool age children to school programs (except for a preschool program).
 - a. Exceptions may be made if:
 - i. Specific permission is obtained prior to the visit and
 - ii. An appropriate number of additional chaperones is available to supervise these children.
 - b. Preschoolers may be charged program admission at staff discretion.
 - c. We cannot guarantee that strollers will fit into all program spaces.
7. Demonstrations are only available as an add-on to a pre-booked visit or program.
8. A minimum number of students may be required for certain programs or add-ons.