



Excursion Management Plan

Museum of Geraldton

Museum Place, Batavia Coast Marina, Geraldton

Phone: (08) 9431 8393

Email: geraldton@museum.wa.gov.au

Website: museum.wa.gov.au/education

Ignite your students' curiosity and take learning beyond the classroom...

The *Museum of Geraldton* provides quality excursion experiences which connect students and teachers with our collections and research.

A range of self-guided options are available for those classes that wish to explore the Museum on their own.

Purpose of the Excursion

The *Museum of Geraldton* houses exhibitions relating to the indigenous, natural, maritime and social history of the Mid West region of Western Australia. The site also regularly hosts temporary travelling exhibitions.

Exhibitions are supported with a range of education programs that meet the needs of all students, K-12. Classes wishing to undertake self-guided excursions are welcome to book a visit.

Environment

The *Museum of Geraldton* site is located next to the Batavia Coast Marina. Within the grounds of the Museum is a grassed park (tree shade only) where classes are welcome to sit for lunch.

The Museum has full wheelchair access. Please advise if you have any participants with special needs so we can maximise the benefit of their visit.

Toilets, drinking fountain, parenting room and sick bay are located near the Museum's main entrance. There are no lockers on site. Classes are requested to bring minimal personal property to the Museum as security cannot be guaranteed.

Transport

Transport remains the responsibility of the visiting school. A bus bay is available on Foreshore Drive next to the Museum.

Students' Capacity

The *Western Australian Museum* caters for audiences from K-12 and regularly hosts groups with special needs. If you have such a group, or individuals within your group, please advise the booking officer so we are able to maximise the benefits of their visit.

Supervisor/Supervisory Team

It is a school requirement to provide a supervisory team for excursions to the *Museum of Geraldton*. The school supervisory team must accompany students throughout the excursion, actively monitor behaviour and intervene as necessary.

For assisted visits, Museum staff will lead, demonstrate and present activities but are not responsible for the supervision of students.

Visitor Services Officers are located throughout the Museum, and while they will not undertake any role in a supervisory context, will intervene where behaviour or activities put displays and/or the safety of individuals and other visitors at risk.

Please be aware that members of the general public may be visiting the Museum at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

External Provider Information

Clearances

- *Western Australian Museum* Education staff members have a current Working with Children Check.
- It is a pre-employment requirement that staff of the *Western Australian Museum* provide a National Police Clearance.

Current Accreditations and Qualifications

- *Western Australian Museum* Education staff members are professional educators with varying levels of experience and qualifications. Visitor Services Officers hold current senior first-aid certificates. First Aid kits are available throughout the *Western Australian Museum* public spaces.

Public Liability Insurance

- Insurer: Western Australian Government Treasury Managed Fund (RiskCover)
- Limit of Cover: \$600,000,000
- Public Liability Certificate of Currency document is included at the end of this document.

Supervision Strategies

It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision outlined in this document. The recommended ratios may vary according to the needs of your students.

The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary to maximise the educational experience for their students, in addition to considering the experience of other visitors to the venue.

The *Western Australian Museum* recommends the following ratios with a minimum of 2 supervisors per school supervisory team.

- Years K-2, minimum 1 adult to 6 students
- Years 3-12, minimum 1 adult to 10 students
- Tertiary, minimum 1 supervisor with the group.

Identification of Excursion Participants

Identification of Excursion Participants is the responsibility of the visiting school.

It is helpful to Museum staff if the school supervisory team members wear a name badge. Name tags on students can assist Museum staff to personalise classes.

Museum Visitor Services Officers are located in the entrance of the Museum at all times and wear a uniform and name badge. Museum Education staff can be contacted via the front desk and wear a name badge with the Museum logo.

Communication Strategies

The Museum is equipped with a public address system which is centrally controlled from the front desk in the entrance foyer.

School supervisory teams have access to a telephone at the front desk for use in emergency situations. Limiting the use of mobile telephones is appreciated within the venue, for the consideration of other visitors and Museum staff.

Emergency Response Plan

The *Western Australian Museum* has an Emergency and Evacuation Plan for the Geraldton site. Copies will be provided with booking confirmation notices.

The Museum is equipped with an Emergency Warning System. A warning bell will sound to indicate an evacuation is underway.

In the event of an emergency it is essential that all school visitors take directions from Museum staff who will be wearing bright yellow or red hats.

Teachers can increase safety by always ensuring that they meet the minimum supervision requirements and by strongly encouraging students to stay in their groups with their adult supervisors.

If evacuation is essential all visitors will be assembled at a common point at the flagpoles outside the Museum on Foreshore Drive. Teachers will be asked to do a roll call and must immediately notify Museum staff if any students are missing.

While all our Visitor Services Officers have First Aid training, it is the responsibility of the school to provide basic first aid to the students. Our staff will assist if possible.

Briefing Students and Supervisors

Visitors experiencing an assisted visit will be met by a Museum staff member who will welcome and brief students on arrival. Please be punctual, allowing extra time for toilet breaks etc. Late arrival may result in shortened tour experiences.

Visitors who have booked self-guided visits should present themselves at the entrance desk of the Museum and inform the Visitor Services Officers of their arrival. School supervisory teams are encouraged to prepare students for the visit by outlining expected behaviour and learning outcomes.

Please note that photography is permitted throughout the Museum, but please do not use a flash when photographing live animal displays.

Other Relevant Details

If any further information is required or you would like to discuss the content in more detail, please contact the Museum at geraldton@museum.wa.gov.au or by phone on 08 9431 8393.

Please visit our website museum.wa.gov.au/education for further information on our education programs.

This information is valid until 30 June 2018

Certificate of Currency



This Certificate is issued for information purposes only and does not confer any rights upon the Certificate holder and does not amend, extend or alter the coverage provided by the Cover detailed below.

Public Authority: Western Australian Museum

Interest:

Cover Number: R/206904

Cover: Professional Liability

Situation of Risk: Worldwide

Covering: The legal liability of the Public Authority for claims made and notified to RiskCover during the Period of Cover for errors or omissions in the rendering of professional advice or services.

Limit of Liability: \$300 million any one claim.

Excess: Nil

Expiry Date: 30 June 2018

Conditions: Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with RiskCover (managed by the Insurance Commission of Western Australia).

Date Issued: 3 July 2017