



Excursion Management Plan

Museum of the Great Southern

Residency Road, Albany

Phone: (08) 9841 4844

Email: albany@museum.wa.gov.au

Website: museum.wa.gov.au/education

Contact: Education Officer

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

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

We have a range of facilitated education experiences for all developmental levels, led by our dedicated staff. 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 the Great Southern* houses exhibitions relating to the natural history and social / cultural history of Western Australia. Utilise our guest experts and experiential hands-on programs to ignite your students' desire to learn more. Our long-term and temporary exhibitions are complemented by a range of education programs that address key learning areas of the National Curriculum. The learning areas that link directly to our content are History and Science; however programs also contain elements of, or can be tailored to support or focus on, The Arts, English and Mathematics.

Our programs will develop deeper understandings of concepts and themes as well as inspire curiosity and interest in further learning in these areas. The programs on offer will leave your students with connections that can not be made in the classroom.

Environment

The *Museum of the Great Southern* site is part of the *Amity Precinct* on the foreshore of Albany's *Princess Royal Harbour* or *Memang Koort*. The Museum includes the *Residency*, *Eclipse*, *Old School House* and *Mt Barker Co-operative* buildings as well as the brig *Amity* and a host of natural science gardens and is located immediately adjacent to the *Old Gaol*. The Museum has disability access to all buildings and limited access toilets. Please advise if you have any participants with special needs so we can maximise the benefit of their visit.

Toilets and a rest room are located in the *Residency Building* with drinking fountain facilities available on request. All staff members on site are qualified First Aid Officers.

The Museum has space available for storage of lunches, school bags and bicycles. Groups may eat morning tea or lunch on the lawn area outside the Museum buildings, on the Residency verandahs or in the school room in case of inclement weather.

The site's *Discovery Centre* has a variety of ever-changing children's activities to educate and entertain all ages.

Transport

Transport remains the responsibility of the visiting school.

There is a large bus parking zone to the left of the main Museum car-park as well as in the Old Gaol grounds.

Limited private car parking space is available within the Museum grounds.

Students' Capacity

The *Museum of the Great Southern* caters for audiences from Kindergarten through to Year 12.

The Museum regularly hosts groups with special needs, if you have such a group, please advise so we can maximise the benefits of their visit.

Gallery tours and associated educational programs are conducted in the relevant galleries. Visiting the Museum provides students with an opportunity to engage with genuine artefacts, experts in related fields, and supporting interpretive material.

Supervisor/Supervisory Team

The school supervisory team must accompany students throughout the excursion, actively monitor behaviour and intervene as necessary.

Museum Education staff will lead, demonstrate, and present activities but are not responsible for the supervision of students. Please be punctual, allowing extra time for toilet breaks etc. Late arrival may result in abbreviated tour experiences.

Visitor Services Officers are located throughout the Museum, and while they will not undertake any role in a supervisory context, they 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 team staff members are professional educators with varying levels of experience and qualifications. Staff members include primary and secondary specialists with teaching experience.

- All Visitor Services Officers hold current senior first-aid certificates. First Aid kits are available throughout the *Western Australian Museum* public facilities.

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-3, minimum 1 adult to 6 students.
- Years 4-12, 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 can be helpful to Museum staff if students are dressed in school uniform, for clear identification, and if the school supervisory team members wear a name badge. Name tags can assist Education staff to personalise classes.

Museum Visitor Service Officers are located at the reception desk 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 reception desk in the main building. Museum Visitor Services Officers are located throughout the galleries of the Museum and are in contact with each other and the desk in the main building via two-way radios.

School supervisory teams can have access to a telephone line from the reception desk in the main building or from the Education Office.

School supervisory teams are encouraged to bring a mobile telephone that they can be contacted on and can use to call out during their site visit if necessary. Limiting the use of mobile telephones is appreciated inside the galleries and education spaces for the consideration of other visitors and Museum staff.

Emergency Response Plan

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

The Museum is equipped with an Emergency Warning System. A warning siren 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 one of three designated evacuation points being: a common point on the lawn on the water side of the Residency Building, to the rear of the Police Cottages administration facilities or on the north side of the public carpark near the railway line. Teachers will need to do a roll call and must immediately notify Museum staff if any students are missing.

It is suggested that school supervisory teams have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

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

Briefing Students and Supervisors

The *Museum of the Great Southern* Education Department will send you a booking confirmation notice once you have made your booking.

Visitors experiencing an assisted visit will be met by a Museum Education staff member who will welcome and brief students on arrival, outlining expected behaviour and the program outline.

Visitors who have booked self-guided visits should present themselves at the reception desk in the *Eclipse* Building 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 in some Museum galleries, photography is not permitted, particularly in regard to material from the traditional Indigenous collections.

Other Relevant Details

If any further information is required or you would like to discuss the content in more detail, please contact the Museum Education Officer on (08) 9841 4844

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