

# Excursion Management Plan

**Western Australian Museum – Perth**  
Perth Cultural Centre, James Street, Perth

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## Purpose of the Excursion

The *Western Australian Museum – Perth* houses exhibitions relating to the natural and social history of Western Australia.

The Museum offers a range of facilitated programs across developmental levels, led by our experienced team of Education Officers. A variety of self-guided experiences are also available for those classes who wish to explore the Museum on their own. All learning experiences support the Australian Curriculum, particularly in Science, History and Geography.

## Environment

The *Western Australian Museum – Perth* is located in the Perth Cultural Centre, adjacent to the State Library of Western Australia and the Art Gallery of Western Australia. The Museum is in close proximity to the Perth Train Station and Northbridge.

### Within the Museum site

The Museum is composed of a range of buildings. The majority of galleries have wheelchair access; however some spaces in historical buildings have limited access for people in wheelchairs or with limited mobility. Please advise if you have any participants with special needs so we can maximise the benefit of their visit.

Toilets (including wheelchair accessible toilets) can be found on the three levels of Hackett Hall (adjacent to the main foyer). Other toilets (not wheelchair accessible) are located on the ground floor of the Beaufort Street Wing. Drinking fountains can be found in the courtyard areas.

The Museum Grounds comprise an open space with large lawn and paved areas, some seating and a large weather protection structure. The area is surrounded by a high fence, with openings at Gate 2 & 3 (Francis Street side) and Gate 4 (adjacent to State Library). These gates may be open during the day.

The nearby Cultural Centre Precinct houses a frog-friendly pond (maximum water depth = 27cm), gardens and limited outdoor seating. The Museum has very limited space available for storage of lunches and school bags. It is preferred that school bags are not brought on site and lunches are stored in a large tub, which can be left in a designated area (Visitor Services Officers will assist). Please note that the area is not secured, and that other schools will have access to the same area.

## Transport

Transport remains the responsibility of the visiting school.

The Western Australian Museum – Perth Museum is located within walking distance from the Perth Train Station (3 minutes), and is accessible from most Perth-bound bus routes.

There is a Coach Stand for drop-off/pick-up of students on Francis Street, near Gate 3. It is recommended that school groups enter through the Museum's Main Entrance as perimeter gates may be closed dependent on Museum operations. The Main Entrance is wheelchair accessible. Alternatively, there is a coach stand on Beaufort Street, approximately 50 metres north of the Roe Street intersection **The City of Perth does not provide bus parking facilities within the city's boundaries.** For further information please contact the City of Perth Parking Team on 1300 889 613.

## Students' Capacity

The *Western Australian Museum* caters for audiences from Kindergarten through to Year 12.

Our self-guided experiences take place in the Museum's galleries and grounds. Visiting the Museum provides students with an opportunity to engage with genuine artefacts and supporting interpretive material. In addition to static exhibits, there are multimedia and tactile opportunities for engagement.

Wheelchairs are available for use. Please advise at the time of booking your excursion if one is required.

## Supervisor/Supervisory Team

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

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.

## External Provider Information

### Clearances

- *Western Australian Museum* Learning and Creativity 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. Staff members include primary and secondary specialists with teaching experience.
- Visitor Service Officers hold current senior first-aid certificates. First Aid kits are available throughout the Western Australian Museum public spaces.

## Supervision Strategies

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

- Years K-2, minimum 1 adult to 6 students
- Years 3-10, minimum 1 adult to 10 students
- Years 11-12, minimum 1 supervisor with the group.

**It is compulsory that students in K-Year 10 are allocated to groups with a supervising adult for the duration of their visit to the Museum.**

## 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.

Museum Visitor Service Officers are located in the foyer of the Museum at all times and wear a uniform and name badge.

## Communication Strategies

Communication strategies between students and school supervisory team are the responsibility of the school. Please ensure everyone recognises the communication strategies. Please do not use whistles, two-way radios or mega-phones during your visit.

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 as necessary. Supervising teachers are asked to provide their mobile telephone number when booking their excursion, and to the front desk on arrival.

The Museum is equipped with a public address system which is centrally controlled from the desk in the main foyer. Museum Visitor Service Officers are located throughout the galleries of the Museum and are in contact with each other and the desk in the main foyer via two-way radios.

## Emergency Response Plan

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

The Museum is equipped with an Emergency Warning System. A siren will indicate an evacuation is underway. If evacuation is essential all visitors will be assembled at a common point in the Library Plaza of the Cultural Centre or another designated safe area. 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, supervisors' contact telephone numbers, student medical information and relevant health information of supervisors.

While all our Visitor Service Officer staff 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

You will receive a confirmation notice once you have made your booking.

On the day of your excursion, please inform the staff at the Museum's front desk of your group's arrival to confirm name of school, your mobile number and the numbers of students and adults.

School supervisory teams are encouraged to prepare students for the visit by outlining expected behaviour and learning outcomes.

Please note that photography may not be permitted in some temporary exhibitions – please check with staff if in doubt.

## 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.

# Certificate of Currency



This Certificate is issued for information purposes only and does not confers 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

**Class:** General Liability (including Products Liability).

**Situation of Risk:** Worldwide

**Covering:** The legal liability of the Public Authority in respect of claims for compensation resulting from an occurrence.

**Limit of Liability:** \$600 million any one occurrence.

**Excess:** Nil

**Expiry Date:** 30 June 2016

**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:** 26 June 2015