

excursion management plan

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

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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 team of Education Officers. 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 *Western Australian Museum – Perth* houses exhibitions relating to the natural and social history of Western Australia. The site also regularly hosts temporary travelling exhibitions.

The Museum offers a range of facilitated and self-guided programs that support the Australian Curriculum, particularly in Science, History and Geography.

Environment

The *Western Australian Museum – Perth* site 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, including historical buildings such as the *Old Gaol* and the original state library. The majority of galleries have wheelchair access; however some spaces in historical buildings, such as the *Old Gaol* 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 accessible) are located on the ground floor of the *Beaufort Street Wing*. Drinking fountains can be found in the courtyard areas. Lockers, a parenting room and a sick bay are located near the Museum's main entrance on the ground floor.

The Museum Grounds is 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).

A nearby courtyard 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. Please note that the area is not secured, and that other schools will have access to the same area.

Groups can eat morning tea or lunch on the lawn and paved areas within the newly developed Museum Grounds.

Please note that no food or drink can be consumed in the Museum's galleries.

Please be aware that access to some areas around the buildings, galleries or grounds of the *Western Australian Museum - Perth* may be restricted due to ongoing upgrade or maintenance works. Please comply with any signage or safety barriers relating to these works.

Outside of the Museum site.

The *Perth Cultural Centre* has two water features (including the 'urban wetlands' - maximum water depth = 40cm), the *Urban Orchard*, the *Children's Play Space* and a series of small park grounds.

The *Children's Play Space*, which is located adjacent to the Museum's main entrance, has been developed by the *Metropolitan Redevelopment Authority*. Children must be supervised at all times, and adults should evaluate any risks before allowing children to participate. Please refer to the signage located within the playground for further information.

Please be aware that vehicles may sometimes access the *Perth Cultural Centre* during business hours.

Transport

Transport remains the responsibility of the visiting school.

The *Western Australian Museum - Perth* is located within walking distance from the Perth train station, 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. Schools can enter at Gate 3, or may walk a short distance to Gate 2 which 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 contact the City of Perth Parking Team on 1300 889 613.

Paid car parking is available under the *State Library of Western Australia* or the *Art Gallery of Western Australia*. There are also a limited number of paid parking bays available in Beaufort and Francis Streets.

Students' Capacity

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

Our facilitated and self-guided programs take place in the Museum's galleries and learning spaces. Visiting the Museum provides students with an opportunity to engage with genuine artefacts and supporting interpretive material.

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

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.

The Museum's Education staff are not responsible for the supervision or behaviour 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. 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.

Public Liability Insurance

- Insurer: Western Australian Government Treasury Managed Fund (RiskCover)
- Limit of Cover: \$300,000,000
- 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 mandatory 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 in the foyer 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 uniform and a name badge with the Museum logo.

Communication Strategies

School supervisory teams are encouraged to bring a mobile telephone that they can be contacted on in case of emergency. Supervising teachers are asked to provide their mobile telephone number when booking their excursion, and to the front desk on arrival.

School supervisory teams can request to have access to a Museum telephone line.

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

The *Western Australian Museum – Perth* has a documented Emergency Plan for the whole site. We regret that copies of this document can not be provided to schools due to the sensitive nature of some of the information contained within.

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.

The Museum is equipped with an Emergency Warning System. An oscillating whoop-whoop-whoop sound 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.

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.

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 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

The *Western Australian Museum's* Education team will send you a confirmation notice once you have made your booking.

On arrival, please inform the staff at the Museum's front desk of your group's arrival, and to confirm numbers and payment method.

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

Groups who have booked a facilitated education experience will be met by a Museum Education Officer in the main foyer at the beginning of their allocated session. Please be punctual, allowing extra time for toilet breaks etc. Late arrival may result in abbreviated education experiences.

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

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 Bookings Officer on (08) 9427 2792.

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

This information is valid until 31 January 2014.



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Certificate of Currency

This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder. This Certificate does not amend, extend or alter the coverage provided by the Cover detailed below.

Public Authority:	Western Australian Museum
Interest:	
Cover Number:	R/20-6904
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:	\$300 million any one occurrence.
Excess:	Nil
Expiry Date:	30th June 2013
Conditions:	Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with the Western Australian Government Treasury Managed Fund (**RiskCover**), managed and administered by the Insurance Commission of Western Australia.

Issued by RiskCover on 14 May 2012