



## Safety information for visiting the Museum

We make every effort to provide a safe and comfortable environment for students and teachers to learn.

The following information is taken, in part, from the Department for Education's camps and excursions guidelines.

### Bookings

Bookings should be made well in advance, and confirmed as soon as possible. Further confirmation must be made one week before the event. If there are changes in numbers of students/children or dates, or cancellations that affect bookings, the teacher in charge should notify all relevant parties as soon as possible. In some instances, even small changes may alter the viability of the booking.

Education Managers primarily owe a duty of care to students/children when developing programs for visiting school groups. However, during visits to their centres, they *may* act as members of the leadership team — for example, introducing programs and working with students, and therefore assume the same duty of care as other team members.

Alternatively, they may merely provide the visiting group's leadership team with a program. The precise role of the Education Manager must be negotiated beforehand.

### Confirmation of booking

A confirmation of your Museum booking will be emailed within a week of the booking being made. The email contains rules that will contribute to a safe and enjoyable visit.

We strongly encourage teachers to make us aware in advance of any issues that could impact on student welfare while at the Museum, as well as alerting us to the educational objectives of the visit.

### Supervision

We expect that visiting teachers will keep students under appropriate supervision at all times, within the following DECD recommended supervisor-to-student ratios.

- 1:6 for Preschool — Year 2
- 1:10 for Years 3–7
- 1:15 for Years 8–12

A minimum of two leaders are required at all times.

## **Supervision options**

### **General**

Teachers oversee the total activity, which may be occurring in smaller groups.

In the Museum this form of supervision is most appropriate. When students are working in a particular gallery a number of adult supervisors are required because sight lines in the galleries are not always clear. When students are following a trail such as the Discovery Trail, there needs to be supervision by adults leading small, independent groups. If a whole class moves from gallery to gallery, it disrupts the experience of all other classes and visitors using the Museum.

### **Direct**

Participating teachers are at the activity location, supervising and/or instructing each student/child involved.

### **Indirect**

Teachers oversee the activity at a distance which ensures safety but minimises interruption, for example, oversight of voluntary worker supervision of an activity at a sports camp. Parents must specifically consent to students under 18 years old participating in activities involving indirect supervision.

This form of supervision is only appropriate in the Museum with senior students (Years 11 or 12) and teachers are expected to actively move through the galleries to provide guidance and assistance to the students where needed.

### **Hazards**

The Museum has an active OH&S program in which hazards are identified and dealt with. Teachers can be assured predictable hazards have been dealt with. This includes the lawn areas in front of the Museum. The rear of the museum is shared pedestrian and vehicle precinct, and precautions appropriate to the students' age need to be put in place. This area contains covered shelters (The Stables and the Armoury veranda) that can be used in inclement weather.

Security staff are trained for major hazards such as fire. In the unlikely event of such an emergency an audible warning will be heard throughout the Museum. Follow the instructions given over the public address system, or by uniformed security staff.

### **First aid**

Trained first aid officers are on duty at the Museum and have appropriate equipment.

### **Bags**

Large bags and backpacks are both a physical hazard and a security risk and cannot be carried in the Museum. The Museum cannot store an unlimited number of bags, so storage is on a first-come, first served basis. Teachers can assist by collecting lunches in class crates and asking students not to bring bags on the excursion.

**Lost students**

With adequate supervision it is very unlikely students will become lost in the Museum. However, if student becomes separated from their group and unable to find them again, Security staff will take them to the front desk.

**Security staff**

Security staff are in constant radio contact and can facilitate contact between groups if necessary. If you have any concerns, do not hesitate to contact a member of the Security staff.

**Suspicious persons**

If any member of the leadership team becomes uncomfortable about the behaviour of other Museum visitors, they must call their students together so that they are under direct supervision. Then, confidentially, alert the nearest Security staff member to the perceived problem.

**Discovering a hazard**

If you or your students identify a hazard during your visit, please report it to the nearest Security staff member who will take appropriate action.

**Public liability**

The Museum has public liability cover.