

Excursion Management Plan



Museum of the Goldfields

Hannan Street, Kalgoorlie

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Contact: Education Officer

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

The *Museum of the Goldfields* 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 *Museum of the Goldfields* houses exhibitions relating to the living conditions and social history of people living in the Goldfields. Exhibitions are supported with a range of education programs that support the philosophy of the Curriculum Framework. Key Learning Areas that directly link to our content are Society and Environment and Science; however programs can also be tailored to support The Arts, English and Technology and Enterprise Learning Areas. The Museum offers a suite of programs that meet the needs for all students, K- 12. Classes who wish to undertake self-guided excursions can also book the Museum galleries.

Environment

The *Museum of the Goldfields* site is located at the top end of Hannan Street.

The Museum is composed of a range of buildings, including historical buildings such as the *Miner's Cottage*, *Woodline Office* and the *British Arms Hotel*. Located within the Museum grounds are the Ethno Botanic Garden, *Sandalwood Camp* and De'Bernales offices. The majority of galleries have wheelchair access; however some spaces in historical buildings, such as the *British Arms Hotel* have limited wheelchair access. Please advise if you have any participants with special needs so we can maximise the benefit of their visit.

Toilets, disabled toilet and baby change table are located near the museum's main entrance. There is a chilled water fountain on the verandah outside.

Transport

Transport remains the responsibility of the visiting school. It is recommended that buses park in the car park off Hannan Street and students enter by the side gate.

Students' Capacity

The *Museum of the Goldfields* 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 are able to 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

It is a school requirement to provide a supervisory team for excursions to the *Museum of the Goldfields*. 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.

Visitor Services Officers are located throughout the *Museum of the Goldfields* and while they will not undertake any role in a supervisory context, they will intervene where behaviour or activities put displays and/or safety of individuals and others 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 Services Officers hold current senior first-aid certificates. First Aid kits are available throughout *Museum of the Goldfields* however we recommend that schools bring their own.

Public Liability Insurance

- Insurer: Western Australian Government Treasury Managed Fund (RiskCover)
- Limit of Cover: \$800,000,000
- 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.

Museum Visitor Services 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 name badge with the Museum logo.

Communication Strategies

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

School supervisory teams can have access to a telephone line from the information desk at the entrance 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 in the venue, for the consideration of other visitors and Museum staff.

Emergency Response Plan

The Museum is equipped with an Emergency Warning System. An oscillating whoop-whoop-whoop sound will 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 red or white 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 in the car park or another designated safe area. Teachers will need 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

The *Museum of the Goldfields* Education division 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 Officer who will welcome and brief students on arrival, outlining expected behaviour and the program outline. Please be punctual, allowing extra time for toilet breaks etc. Late arrival may result in an abbreviated tour experience.

Visitors who have booked self-guided visits should present themselves at the information 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.

COVID-19

The Museum has a COVID Safety Plan in place, and we are following government advice.

Contact Register

- All persons aged 16 years and over are required to register their contact details on arrival at the Museum. This includes all attending teachers and accompanying parent helpers.
- The Museum recommends using SafeWA to check-in. SafeWA is a free, easy to use, secure contact register app developed by the WA Government. You can also register using a paperbased system.
- The Government also encourages adults accompanying children under 16 to register the children. This is a decision for the school and can be achieved by supplying a contact sheet of attending students on arrival at the Museum, which will be added to our manual register.
- In addition to the above, should the Museum be notified of a community transmission incident, the Museum will follow instructions from the Department of Health. Details of any school groups that have visited the Museum will be passed on to the Department of Health.

Other COVID-safe actions

- Any student, teacher or parent helper who is feeling unwell, particularly if experiencing a fever, cough, sore throat, runny nose, shortness of breath, or loss of smell or taste, should not attend the excursion.
- We have increased the scope of our cleaning regime.
- We ask that all visitors practice physical distancing and good hygiene, and regularly sanitise their hands throughout a visit to the Museum.
- School groups will be asked to apply hand sanitiser before entry into the Museum. There are hand sanitiser stations at Museum entrances and throughout the Museum.
- General visitors will be able to check their temperature with an automatic temperature scanner before entry into the Museum. Teachers are encouraged to carry out a temperature check of all attending students, teachers and helpers prior to departing school groups and / or attending the Museum.
- Water fountains are only available for refilling of water bottles.

For updated information on how COVID-19 may impact your excursion please visit:

[visit.museum.wa.gov.au/covid-19-education-update](https://www.museum.wa.gov.au/covid-19-education-update)

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) 9021 8533.

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

This information is valid until 30 June 2022.

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

Cover Number: R/206904

Cover: 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: \$800 million any one occurrence.

Excess: Nil

Expiry Date: 30 June 2022

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: 24 June 2021



Insurance Commission
of Western Australia