



# Excursion Management Plan

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## 1. PURPOSE OF THE EXCURSION

The WA Museum Boola Bardip consists of a complex of buildings, both heritage and modern, that house exhibitions relating to Western Australia's culture, history, biodiversity, earth and planetary sciences, archaeology and heritage.

The WA Museum Boola Bardip offers a range of facilitated programs across developmental levels led by our experienced Learning & Engagement team. A variety of self-guided experiences are also available for schools that wish to explore the Museum on their own. Both facilitated and self-guided programs support the Western Australian Curriculum, particularly in the areas of Science and Humanities and the Social Sciences.

## 2. ENVIRONMENT

The WA Museum Boola Bardip is located in the Perth Cultural Centre, adjacent the State Library of Western Australia and the Art Gallery of Western Australia. The Museum is within walking distance of Perth Station and Northbridge.

## 3. THE WA MUSEUM BOOLA BARDIP SITE

The Museum is composed of a range of historic and modern buildings within a single site. There are eight permanent exhibitions, a Special Exhibitions Gallery and three Learning Studios. All levels are accessible by both stairs and lift.

Please advise if you have any participants with special needs so we can maximise the benefit of their visit.

Universal Access toilets are available on each level of the Museum. Drinking fountains can be found at multiple locations externally (ground floor only).

The Boola Bardip grounds comprise an internal paved courtyard called the City Room, which has multiple access points to the streets bounding the site (Francis Street, Beaufort Street, James Street Mall and the Perth Cultural Centre, adjacent State Library). There are garden beds, rockeries and some seating in this area. In addition, there are grassed areas, garden beds and bench seating along the James Street Mall side of the Museum. For safety and the consideration of others, students are requested to keep to pathways and stay out of garden beds and rockeries.

The nearby Cultural Centre precinct houses a wetland feature which features a shallow, open body of water, gardens and limited outdoor seating.

#### 4. BAGS, FOOD AND DRINK

The WA Museum Boola Bardip has limited space available for storage of lunches and school bags. Please leave school bags at home or at school if possible. We have wheeled trolleys available for storage of lunches. Our staff will assist you in leaving lunches in a designated area. Please note: refrigeration is not available.

#### 5. TRANSPORT

Transport remains the responsibility of the visiting school. The WA Museum Boola Bardip is approximately 5 minutes walk from Perth Station, and is accessible from most Perth-bound bus routes. There are coach stands for set-down and pick-up of students on Francis Street and Barrack Street, both of which are a short walk to the Museum entrance. For further information about bus parking in the city, please contact the City of Perth on (08) 9461 3800 or [www.cityofperthparking.com.au](http://www.cityofperthparking.com.au).

#### 6. SUPERVISOR / SUPERVISORY TEAM

Student supervision is the responsibility of the school throughout your visit to the Museum. School groups must be supervised by a lead teacher, with supplementary supervision support provided in accordance with the supervision ratios identified below. The supervisory team must accompany students throughout the excursion, actively monitor behaviour and intervene as necessary. The lead teacher must provide a mobile phone number with their booking or on arrival at the Museum.

#### 7. SUPERVISION REQUIREMENTS

The WA Museum requires the following supervision ratios, with a mandatory minimum of 2 supervisors for each school supervisory team, regardless of the number of students.

- **Years K-2:** 1 adult to 6 students
- **Years 3-6:** 1 adult to 10 students
- **Years 7-10:** 1 adult to 15 students
- **Years 11-12:** 2 supervisors with the group.

Mandatory minimum of 2 supervisors for each school supervisory team, regardless of number of students.

Students in Kindergarten - Year 10 must be supervised by an adult for the duration of their visit to the Museum, including for group work.

OHSC ratios are as per above.

Please note: The lead teacher/supervisor making the booking must be present during the excursion.

## 8. EXTERNAL PROVIDER INFORMATION

### Clearances

All WA Museum Learning & Engagement team members have current Working with Children Checks.

All staff of the WA Museum provide a National Police Clearance on commencement of employment.

### Current Accreditations and Qualifications

WA Museum Learning and Engagement team members are professional educators with varying levels of experience and qualifications. Staff members include primary and secondary specialists with teaching experience.

## 9. FIRST AID

Visitor Services Officers hold current Provide First Aid certificates. It remains the responsibility of the school to provide first aid to their students. Our staff will assist if possible. First Aid Kits and defibrillators are available throughout the WA Museum Boola Bardip public spaces. There is a sick bay at reception. Should any of your students need medical attention, please ensure the remainder of your group is appropriately supervised.

Schools are responsible for bringing and administering adrenaline, insulin, and other special medications required by their students.

## 10. IDENTIFICATION OF EXCURSION PARTICIPANTS

Identification of excursion participants is the responsibility of the individual 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.

## 11. COMMUNICATION

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

The lead supervising teacher must provide a mobile phone number with their booking and / or to reception on arrival at the Museum.

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

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 foyer via communication devices.

## **12. EMERGENCY RESPONSE PLAN**

In the event of an emergency it is essential that all school visitors take directions from WA Museum staff who will be wearing red or yellow 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 designated safe area. Teachers are required to do a roll call and must immediately notify Museum staff if any students are missing. School supervisory teams should always have a list of names of participating students with them, including contact telephone numbers, student medical information and relevant health information of supervisors.

## **13. BRIEFING STUDENTS AND SUPERVISORS**

You will receive an email confirmation 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 phone number and the numbers of students and adults in attendance.

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.

## **14. PUBLIC LIABILITY INSURANCE**

Insurer: Western Australian Government Treasury Managed Fund (RiskCover) Limit of Cover: \$800,000,000 Public Liability Certificate of Currency document is available on the following WA Museum Boola Bardip webpage: <https://visit.museum.wa.gov.au/boolabardip/planning-excursion>. This certificate is valid until 30 June 2025.