



**Freshwater Bay Museum
Department of Education and Training
Checklist for Excursion-Management Plan
Information for 2014**

**Freshwater Bay Museum meets the Department of Education and Training
Excursion requirements.**

The following information has been provided for teachers to assist them in developing an Excursion Management Plan.

The Environment

Location: 66 Victoria Ave, Claremont 6010

The Education Program offered at the Freshwater Bay Museum is operated both indoors and outdoors. The program is designed so that small groups of students participate in museum activities in allocated areas (both indoors and outdoors) where they are led by trained Museum staff and volunteers. Activity areas outdoors are located in the central grounds of Museum and along the Museum verandah. All buildings are at ground level and points of EXIT within buildings are adjacent to where the students are working.

Students

Freshwater Bay Museum is suitable for all school ages. The Education Program provides suitable learning experiences for all Years K – 12.

School staff are requested to let Museum staff know of students with special needs so that the needs of these students can be catered for appropriately. All buildings and toilets have structures in place to allow for wheelchair access.

Supervision

Freshwater Bay Museum requires that all schools provide an adult supervisor to student ratio, as follows:

- Years K – 3: 1 adult to 6 students
- Years 4 – 12: 1 adult to 10 students
- Tertiary: 1 supervisor to 15 students

Supervising adults are required to maintain discipline and keep their students in their groups during the visit to maximise the educational experience. When students are participating in the outdoor learning activities it is necessary that School adult supervisors make sure all students are within the boundaries of the Museum grounds.

While in the Education area and certain marked display sections in the Museum visitors participate in “hand-on” activities. However, objects in the unmarked sections of the Museum are not to be touched by visitors. It is important that supervising adults ensure that all students use equipment properly and that objects are treated with care.

In accordance with the Health Act 1911, Health (Public Buildings) Regulations 1992, section 178(1) in respect to the public buildings at Freshwater Bay Museum, our total maximum number for inside all three museum buildings is 50 people (including children and adults, thus no more than 40 children). Due to the fact some of our activities take place outdoors, we are able to accommodate more. However, during inclement weather, it is possible we may exceed the capacity by ensuring all children are protected from the elements. For this reason, one adult per group is recommended or the numbers of children may be restricted.

Freshwater Bay Museum Education Staff Skills

All Freshwater Bay Museum Education staff members and volunteers dealing with schools have a "Working with Children Check". They are all trained to provide a safe and enjoyable visitor experience.

On arrival, the Education Officer will greet students and teachers and explain your programmed visit, activity areas (including boundaries of Museum grounds, safety instructions and what to do in an emergency).

School adult supervisors are requested to ensure students are well supervised and their behaviour is appropriate.

Insurance Cover

Freshwater Bay Museum is insured by the Municipal Liability Scheme and currently has a Public Liability Insurance Policy for \$100,000,000 (any one occurrence) and Professional Indemnity Insurance of \$100,000,000 (any one claim and in the aggregate any one period of protection).

Emergency Response Planning

Whilst at the Museum the students will be participating in activities both indoors and outdoors. The three buildings the students may be in are on ground level and EXIT points are adjacent to where the students are working. In the event of an evacuation an air-horn will sound and students would be required to follow the directions of Museum staff. All students would assemble at the Emergency Assembly Area, (in the park by the parking lot), where teachers would complete a roll call. Teachers are then responsible for informing The Fire Warden (wearing a yellow or white hard hat) if anyone is not accounted for.

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 whilst at the Museum.

While the Museum does have first aid kits, we ask that teachers bring their own when on an excursion.

If you have any further inquiries with any aspects of the excursion, please contact Museum staff by phoning 9340 6921. Last updated February 2014.