



EXCURSION MANAGEMENT PLAN

Home Sweet Home

Western Australian Museum (Hackett Hall Gallery) – Perth
Perth Cultural Centre, James Street, Perth.

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Contact: Education Officer, Jessica Ricciardo

Put your students' creative talents to the test as they build a vibrant new Perth from the ground up.

Using a special cardboard kit, they can design and decorate a dream home, surf shop, bird sanctuary or whatever they like and provide input into community issues and decisions. This hands on event makes student think about social issues, architecture and their ability to impact the place in which they live.

Purpose of the Excursion

The Home Sweet Home team take students through the imaginative aspects of their experiential work, allowing students to gain an understanding and knowledge of democracy, what it takes to build a community and, in the process, practise social skills, problem solving and creative roleplay.

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 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

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parenting room and a sick bay are located near the Museum's main entrance on the ground floor.

Within the grounds of the Museum is a courtyard which houses a frog-friendly pond (maximum water depth = 27cm), gardens and limited outdoor covered 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 stored but not secured near the Museum foyer.

Bags (including drink bottles) can be checked in as a group in the designated area. Groups can eat morning tea or lunch on the lawn areas outside the Museum, or in the Museum courtyard, where there is lawn and very limited covered outdoor seating available.

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 East Perth 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.

A Coach Stand for drop-off / pick-up of students is located 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.

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Students' Capacity

Home Sweet Home facilitated workshop caters for school audiences from year 7 through to year 10.

The workshop takes place in the WA Museum's Hackett Hall Gallery. Visiting the Home Sweet Home community provides students with engagement in these learning areas;

Democracy:

Introduction to democratic values (e.g. voting, rule making)

Elected authority

How to make a change (e.g. protests, petitions).

Community:

Learning about vital services: police, healthcare, education, fire department.

Working together

Problem solving

Learning what it means to have a collective objective

Creative outcomes:

Exploration into art materials

Design

Role play

Creative writing (letter writing)

Encouraging imaginative play and improvisation

Environment:

The value of home, what it means to have a home

The differences between individual and shared space

How a city functions.

Social skills:

Sharing

Discussion

Cross generational interaction

If you have students with a disability, please contact the Education Officer Jessica Ricciardo to discuss ways we can assist you. Hackett Hall has wheelchair access and a disabled toilet is available.

Supervisor/Supervisory Team

It is a school requirement to provide a supervisory team for excursions to Home Sweet Home. The school supervisory team must accompany students throughout the workshop, actively monitor behaviour and intervene as necessary.

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

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Please be aware that students from other schools may be visiting the Home Sweet Home community 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

Australian Home Sweet Home education staff have a current Working with Children Check. International facilitators are exempt in the 2 weeks following their arrival Under section 6 of the Working with Children (Criminal Record Checking) Act 2004. Volunteers are not required to have a police clearance. The school supervisory team are to remain in the room with students at all times and the duty of care remains the responsibility of the school. Please see Supervision Strategies (below) for teacher to student recommended ratios.

Current Accreditations and Qualifications

Home Sweet Home staff have levels of experience and qualifications. Staff members include primary and secondary specialists with teaching experience.

Public Liability Insurance

- Insurer: Uni Mutual Limited
- Limit of Cover: \$20,000,000

Home Sweet Home is not able to provide first aid equipment or treatment for schools so we advise you to bring a small first aid kit with you.

Supervision Strategies

It is the responsibility of the school to develop a supervisory team that meets their specific requirements of your group. 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 Perth International Arts Festival recommends the following ratios, with a mandatory minimum of 2 supervisors per school supervisory team.

- Years 6-7, minimum 1 adult to 6 students
- Years 8-10, minimum 1 adult to 10 students .

Identification of Excursion Participants

Schools are responsible for choosing a suitable method of identifying students and school staff. In addition, we prefer students to wear school uniforms if appropriate



Communication Strategies

Supervising teachers are asked to provide their mobile telephone number when booking their excursion.

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 WA Museum 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.

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

School supervisory teams are encouraged to prepare students for the visit by issuing them with the letter from the Home Sweet Home Estates and outlining expected behaviour and learning outcomes.

Groups who have booked a facilitated education experience will be met by a Home Sweet Home Education Officer in the Hackett Hall foyer at the beginning of their allocated session at 9:30am. Please be punctual, allowing extra time for toilet breaks etc. Late arrival may result in abbreviated session.

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Please note that photography is permitted only in the Hackett Hall Gallery where the Home Sweet Home community is located and not in any other part of the Museum, this is particularly important in regard to material from the traditional Aboriginal collections.

Other Relevant Details

If any further information is required or you would like to discuss the content in more detail, please contact the Perth International Arts Festival Education Officer on (08) 6488 8636. Please visit our website perthfestival.com.au for further information on our education programs.

This information is valid from Monday Feb 27th – 2nd March 2012

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