

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue Name</b>	Museum of Australian Democracy		
<b>Location</b>	King George Terrace, Parkes, ACT 2600		
<b>Phone Number</b>	02 6270 8222	<b>Fax Number</b>	02 6270 8111
<b>Bookings</b>	02 6270 8282	bookings@moadoph.gov.au	
<b>Web Address</b>	www.moadoph.gov.au		
<b>Heritage Value</b>	The Museum of Australian Democracy (MoAD) is located in Old Parliament House – a National Heritage Listed building. National Heritage Listing is recognition that Old Parliament House is one of the most significant heritage buildings in Australia.		
<b>Insurance</b>	Does the Museum have public liability cover?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>First Aid / Medical Emergencies</b>	Is there a trained first aid officer at the Museum?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is a first aid room available within the Museum?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	MoAD has qualified first aid officers and first aid rooms to attend to an injured or ill person and utilises the ACT emergency services and/or ambulance service. The Canberra Hospital in Garran is a ten minute drive from Museum.		
<b>Emergencies</b>	Are emergency procedures in place at the Museum?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Fire/emergency evacuation procedures are managed by trained staff and tested regularly. Program presenters are trained in emergency procedures. In the event of an emergency, a siren will be activated. Students, teachers and accompanying adults will be required to follow instructions from clearly identifiable fire safety wardens located throughout the building and evacuate as directed.		
<b>Programs</b>	All programs are booked, and facilitated by museum staff. Teacher-led programs are limited and must be booked. Please check our <a href="#">website</a> for details. All school visitors and presenters wear white cotton gloves for the duration of the program.		
<b>Working With Children</b>	All staff and volunteers working with children and young adults undergo a police security check and ACT 'Working with Vulnerable People' background check.		

<b>Access</b>	<p>Is the Museum wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>MoAD has <a href="#">access facilities</a> and wheelchairs available for students with special needs. An accessible toilet is located on the lower level near the Schools Orientation Space. A Social Narrative for students on the autism spectrum is available on our <a href="#">website</a></p>
<b>Toilets</b>	<p>There are toilet facilities within the building. In order to ensure that your group has the maximum opportunity to experience your booked program, we recommend allowing sufficient time before or after the program to use the toilet blocks in the adjoining Old Parliament House Rose Gardens.</p>
<b>Electronic Devices</b>	<p>Please leave all large electronic devices, including tablets and iPads, on the bus. Cameras and phones may be brought into the building.</p>
<b>Food and Drinks</b>	<p>Please leave all food and drinks, including water bottles, on the bus. If there is a medical reason for any student to require food or water during their scheduled program time please alert the presenter.</p>
<b>Photography and Filming</b>	<p>MoAD is open to the public and a tourist attraction. As such, visitors will often take photographs. Teachers should abide by any guidelines their school has on photography or filming of students in public spaces. Photography is permitted in all areas of the Museum except in the designated exhibition spaces. Filming of the program is not permitted.</p>
<b>Duty of Care/ Student Behaviour</b>	<p>Duty of care requires that all students must be accompanied by a teacher or responsible adult associated with the school at all times while in the Museum. Please bring sufficient staff to ensure that this is possible. We recommend a ratio of one adult to ten students. A teacher or adult should accompany students when using the toilets. All teachers and adults accompanying the school group are responsible for the behaviour of students in their care. Teachers and accompanying adults are to ensure that student behaviour is respectful of museum content, heritage features and other museum visitors.</p>
<b>Payment / PACER</b>	<p>Please see staff at Reception to organise payment and PACER paperwork (if relevant) before the start of your program. Schools with more than one group participating in a program per day please complete PACER paperwork (if relevant) at the start of the program for each group. Payment for multiple school groups is to occur with the last group of the day.</p>

<b>Other Requirements</b>	No special clothing is required. However, non-slip, sensible shoes are encouraged to both lessen the risk of injury and avoid damage to the heritage carpets and floor. In winter months we recommend a jacket as protection against cold when outside the building.			
<b>Activity / Program</b>	<b>Recommended age group/ fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence</b>	<b>Potential Risks</b>	<b>Control Strategies</b>
Arrival and Departure	All ages  Designated School's entry door on western side front terrace  Student(s) in wheelchairs should use the accessible entrances - located at ground level, on either side of the <a href="#">main steps</a>	None required	Group arrives late and misses out on program  Individual trips or falls in the car park  Individual is hit by vehicle in the car park	<ul style="list-style-type: none"> <li>• Recommend arriving 10 minutes before the start of the program</li> <li>• If your group is running late please contact the Bookings Officer on (02) 6270 8282 as soon as possible. A late start will reduce your program time</li> <li>• If coming by bus please park in designated bus bays. Bus drivers should use accessible bus parking, available at each side of the building</li> <li>• Students, teachers and adults need to be mindful of other vehicles in the Museum's front car park and when crossing roads</li> <li>• Students to wait under roofed section of the terrace to shelter from sun, rain or wind</li> <li>• Learning staff members ensure that students are met promptly and escorted inside as soon as practicable</li> </ul>
Facilitated Programs	All ages  A Social Narrative for students on the autism spectrum is available on our <a href="#">website</a>	Learning staff are highly trained to deliver all programs and manage emergency situations  Security Officers are first aid trained	Individual becomes ill or injured during program  Individual becomes separated from the group	<ul style="list-style-type: none"> <li>• Learning staff member/s remain with group throughout the program</li> <li>• Learning staff carry two-way radios to communicate with other Museum staff, including Security</li> <li>• Learning staff organises first aid assistance if required</li> <li>• Large groups (37+) are divided into two</li> </ul>

				<p>smaller groups in exhibition spaces – a teacher or accompanying adult must stay with each group</p> <ul style="list-style-type: none"> <li>• If students need to use bathrooms a teacher/adult must accompany them</li> </ul>
Teacher-led Programs	<p>Age and group size restrictions apply</p> <p>Booking is determined by museum space availability and bookings capacity</p>	<p>Trained Visitor Services staff and Volunteers in public spaces, including the Museum entrance</p> <p>Security Officers are first aid trained</p> <p>Security cameras located around the Museum</p>	<p>Individual becomes ill or injured during program</p> <p>Individual becomes separated from the group</p>	<ul style="list-style-type: none"> <li>• Learning staff member greets group at the Schools Entry and farewells the group at the end of their booked time</li> <li>• Learning staff member provides orientation and program introduction</li> <li>• Security Officers stationed at the lower level entry</li> <li>• Clear signage, especially exit signs and maps of MoAD available</li> <li>• Barriers and signage clearly indicate inaccessible areas</li> <li>• Students requested to walk quietly in the building and to sit respectfully in chambers and other public spaces</li> <li>• Students move in an orderly manner; groups stay together. Teacher or accompanying adult at front and back of group where possible to assist group movement through spaces</li> <li>• If students need to use the bathrooms a teacher/adult must accompany them</li> <li>• Public address system can be used to page missing or required persons</li> </ul>
Bag storage	All ages	None required	<p>Lost property</p> <p>Damage to building and</p>	<ul style="list-style-type: none"> <li>• Please leave all bags, writing equipment and large electronic devices, including tablets and iPads, on the bus</li> <li>• There are limited, secure cloakroom facilities</li> </ul>

			heritage items	available inside the Museum <ul style="list-style-type: none"><li>• Bags containing first aid items can be carried by an accompanying teacher or adult</li></ul>
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