



VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name	Museum of Australian Democracy		
Location	King George Terrace, Parkes, ACT 2600		
Phone Number	02 6270 8222	Fax Number	02 6270 8111
Bookings	02 6270 8282	bookings@moadoph.gov.au	
Book Canberra Excursions	www.bookcanberraexcursions.com.au		
Web Address	www.moadoph.gov.au		
Heritage Value	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.		
Insurance	Does the Museum have public liability cover?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
First Aid / Medical Emergencies	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.		
Emergencies	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.		
Programs	All programs are booked, and facilitated by museum staff. Teacher-led programs are limited and must be booked. Please check our website for details. All school visitors and presenters wear white cotton gloves for the duration of the program. Home Education groups can request to join a school for a facilitated program. Our Bookings Officer will contact the school to approve the request. Please note schools may request copies of the state or territory home education registration documents.		



Working With Children	All staff and volunteers working with children and young adults undergo a police security check and ACT 'Working with Vulnerable People' background check.
Access	<p>Is the Museum wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>MoAD has access facilities and wheelchairs available for students with special needs. Note to coach drivers – please contact our Bookings Officer to discuss the most suitable place to park depending on coach style. 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 website.</p>
Toilets	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.
Electronic Devices	Please leave all large electronic devices, including tablets and iPads, on the bus. Cameras and phones may be brought into the building.
Food and Drinks	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.
Photography and Filming	<p>MoAD is open to the public as 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.</p> <p>Photography is permitted in all areas of the Museum except in the designated exhibition spaces. Filming of the program is not permitted.</p>
Duty of Care/ Student Behaviour	<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. A teacher or adult should accompany students when using the toilets. Please bring sufficient staff to ensure that supervision is possible. A ratio of one adult to ten students is recommend however some programs require a different ratio, please refer to our Learning website for further details.</p> <p>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>



Payment / PACER	Please see Learning staff at the Schools Entry to finalise payment and PACER paperwork (if relevant). Invoicing of all school groups will occur post visit based on numbers presented per group. MoAD Learning staff will check numbers and stamp PACER paperwork for each visiting group as they present for their program. Schools with more than one group participating in a program per day complete PACER paperwork (if relevant) at the start of the program for each group.			
Other Requirements	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.			
Activity / Program	Recommended age group/ fitness level/ prerequisite skills	Staff accreditation/ competence	Potential Risks	Control Strategies
Arrival and Departure	All ages Designated schools entry on eastern front terrace Student(s) in wheelchairs should use the accessible entrances - located at ground level, on either side of the main steps	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"> • Recommend arriving 10 minutes before the start of the program • 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 • If coming by bus please park in designated bus bays. Bus drivers should use accessible bus parking, available at each side of the building • Students, teachers and adults need to be mindful of other vehicles in the Museum's front car park and when crossing roads • Students to wait under roofed section of the terrace to shelter from sun, rain or wind • Learning staff members ensure that students are met promptly and escorted inside as soon as practicable
Facilitated Programs	All ages A Social Narrative	Learning staff are highly trained to deliver all programs	Individual becomes ill or injured during program	<ul style="list-style-type: none"> • Learning staff member/s remain with group throughout the program • Learning staff carry two-way radios to



	<p>for students on the autism spectrum is available on our website</p>	<p>and manage emergency situations</p> <p>Security Officers are first aid trained</p>	<p>Individual becomes separated from the group</p>	<p>communicate with other Museum staff, including Security</p> <ul style="list-style-type: none"> • Learning staff organises first aid assistance if required • Large groups (38+) are divided into two smaller groups in exhibition spaces – a teacher or accompanying adult must stay with each group • If students need to use bathrooms a teacher/adult must accompany them
<p>Teacher-led Programs</p>	<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"> • Learning staff member greets group at the Schools Entry and farewells the group at the end of their booked time • Learning staff member provides orientation and program introduction • Security Officers stationed at the lower level entry • Clear signage, especially exit signs and maps of MoAD available • Barriers and signage clearly indicate inaccessible areas • Students requested to walk quietly in the building and to sit respectfully in chambers and other public spaces • 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 • If students need to use the bathrooms a teacher/adult must accompany them • Public address system can be used to page



				missing or required persons
Bag storage	All ages	None required	Lost property Damage to building and heritage items	<ul style="list-style-type: none">• Please leave all bags, writing equipment and large electronic devices, including tablets and iPads, on the bus• There are limited, secure cloaking facilities available inside the Museum• Bags containing first aid items can be carried by an accompanying teacher or adult