

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name	Museum of Australian Democracy		
Location	18 King George Terrace, Parkes, ACT 2600		
Telephone	02 6270 8222	Website	www.moadoph.gov.au
Bookings	02 6270 8282	bookings@moadoph.gov.au	
Book Canberra Excursions	www.bookcanberraexcursions.com.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 Ambulance Service. The Canberra Hospital in Garran is a ten-minute drive from the Museum. First aid for students should, in the first instance, be administered by an accompanying teacher. A Security Guard First Aid Officer can assist in the absence of a first aid qualified teacher or if additional assistance is required. A first aid room is available on the lower floor. Food and drink cannot be consumed in the Museum, if there is a medical reason for any student to require food or water during their scheduled program time, please alert the presenter.		
Building Emergencies	Are emergency procedures in place at the Museum?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	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 Wardens located throughout the building and evacuate as directed.		

National and ACT Emergencies	See our website for updates and the latest information.
Programs	All programs are booked and facilitated by museum staff. Please check our website for details. All school visitors and presenters wear white cotton gloves for the duration of the program.
Working With Children	All staff and volunteers working with children and young adults have relevant police checks and hold ACT Government Working with Vulnerable People registration.
Access	Is the Museum wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Detailed access information is available on our website . Courtesy wheelchairs are available. Mobility scooters may be used in the museum. An accessible toilet is located on the lower level near the Schools Orientation Space, as well as on the Main Floor. A Social Narrative is available on our website . A sensory box is available upon request for students who may require it to support their access to the museum.
Toilets	Toilet facilities in the building are limited. We recommend allowing sufficient time before or after the program to use the toilet blocks in the adjoining Old Parliament House Rose Gardens.
Cloaking	Cloaking facilities are limited. All student bags, drink bottles, food, hats, and large electronic devices including tablets need to be left on the bus. Teachers and accompanying adults can bring in medical kits and small bags, these need to be carried at all times. Cameras and phones may be brought into the building.
Photography and Filming	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. Photography is permitted in all areas of the Museum except in designated exhibition spaces. Filming of the program is not permitted.
Duty of Care/ Student Behaviour	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 fifteen students is recommended however some programs require a different ratio, please refer to our website for further details.

	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.			
Payment / PACER	Invoicing of all school groups will occur post visit based on the number of students who attended the program on the day. Learning staff will check and enter final numbers for PACER into the Book Canberra Excursions portal for each visiting group as they present for their program.			
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 weather when outside the building. View our MoAD Learning COVID-19 Safety Plan . Hand Sanitiser is available throughout the museum. If an adult or student is unwell, they must not visit the museum.			
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 program start time • If your group is running late, please contact MoAD Bookings 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. • Students, teachers and adults need to be mindful of other vehicles in the Museum's front car park and when crossing roads • Groups to wait under roofed section of the terrace to shelter from sun, rain or wind • Learning staff ensure that groups are met promptly and escorted inside as soon as practicable

Facilitated Programs	<p>All ages</p> <p>A Social Narrative is available on our website</p>	<p>Learning staff are highly trained to deliver all programs and manage emergency situations</p> <p>Security Guards are first aid trained and responsible for administering first aid to the general public</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/s remain with group throughout the program • Learning staff carry two-way radios to communicate with other Museum staff, including Security • Learning staff coordinate 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 groups arrive on the day with increased numbers to their booking we may not be able to accommodate additional students. • If students need to use bathrooms a teacher/adult must accompany them
Teacher-led Programs	All school groups need to pre-book prior to visiting the museum.		We do not except walk-in groups	<ul style="list-style-type: none"> • Teacher-led programs are not available.
Bag storage	All ages	None required	<p>Lost property</p> <p>Damage to building and heritage items</p>	<ul style="list-style-type: none"> • Please leave all bags, writing equipment and large electronic devices, including tablets, 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