

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Justice and Police Museum		
Location	Cnr Phillip and Albert Streets, Sydney, NSW 2000		
Phone number	02 9252 1144	Fax number	02 9252 4960
Web address	sydneylivingmuseums.com.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/>		

Activity/ program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/ competence	Potential risks	Control strategies
Common to all Programs		1. SLM education program training & experience 2. Emergency Evacuation Training 3. Child Protection Training	1. Stairs, hard surfaces 2. Small rooms, confined spaces 3. Images of deceased persons displayed 4. Potentially confronting collection items on display 5. Other incidents 6. COVID-19	1. Students are kept under close supervision by museum staff, teachers and accompanying adults. Tours begin with instructions to students about museum conduct – including staying together as a group, walking not running, and always following museum staff. Teachers are asked to exit each space last and help ensure safe conduct. 2. Museum staff will limit the number of students occupying each space at any one time by rotating students through the museum in small groups, and instructing students where to position themselves within a small space. 3. Museum staff are highly trained and are able to explain the context of the images so that students understand what is being displayed and why. Questions are encouraged and museum staff are sensitive to the needs of students. 4. Weapons, mug shots, crime scene photos etc. Museum staff are highly trained and are able to explain the context of displayed materials so that students understand what is being displayed and why. Questions are encouraged and museum staff are sensitive to the needs of students. 5. The SLM Learning Team and Museum of Sydney staff do their best to ensure that all equipment is safe for the students to use and that the site itself is safe for visitors. In the case of an unforeseen incident, museum staff will issue instructions for the students' safety and try to ensure that these are followed. Any assistance from teachers and accompanying adults in the supervision of the students is greatly appreciated. 6. An approved COVID Safe Plan is in place for the Justice and Police Museum and maintained to align with Public Health Orders and restrictions. COVID safe Procedures for schools groups are documented and maintained. Museum staff are trained in COVID safe practices. Surfaces and any materials used in the program are cleaned after use and all students sanitise hands regularly throughout the program.

Information current as of February 2021 and provided by the venue to assist teachers in their risk management planning for excursions. Please contact the venue for further information.

Activity/ program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/ competence	Potential risks	Control strategies
A Trial Run	Stage 5 Commerce and Stage 6 Legal Studies		Covered in "Common to all programs"	
The Pyjama Girl Murder : A case study	Stage 5 History		Covered in "Common to all Programs" Confronting content; weapons and mugshots displayed	Museum staff carefully explain at the start of the program that some of the content to be discussed is confronting and recommend anyone who is uncomfortable let the teacher or museum staff know. Students are reminded to be respectful in the spaces of the museum and when dealing with difficult content.
Bailed Up:Life on the goldfields	Stage 3 History;		Covered in "Common to all programs"	

Equipment <i>List any equipment, including personal protective equipment to be provided for use during the activities/programs</i>	
	Some programs require students to wear costumes when in role play e.g synthetic wig, hat, coat, judges gown
Bailed Up: Life on the Goldfields	Old gold pan for handling, small jars of gold flakes
<i>Is all equipment at the venue maintained in accordance with the NSW WHS Act and appropriate standards?</i> Yes <input checked="" type="checkbox"/>	

Other Requirements <i>Where relevant list other requirements such as clothing, footwear and sunscreen that participants are required to bring. Indicate if any items are provided by the venue</i>

Supervision/ services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	
One or more program deliverers are allocated to each program depending on the type of program and numbers of students involved. Group size restrictions apply to all programs. Please contact the venue for details. Students' behaviour is the responsibility of the supervising teacher(s).	
Basic first aid supplies are available on site. The supervising teacher/s are responsible for administering all first aid to their students; and for bringing and administering health care supplies (including prescribed medications) that may be required by students with individual health care plans.	
Some areas of the museum are accessible by wheelchair but others are not. There are no lifts or escalators in the museum.	
Services to assist K-6 ASD (Autism Spectrum Disorder) students	Sydney Living Museums is pleased to provide Socioial Stories to assist teachers of ASD students prepare for their visit to the Justice & Police Museum.

Access	<p><i>Is access to and egress from the premises safe and without risk to health?</i></p> <p><i>Is the venue wheelchair accessible?</i></p> <p><i>Are disabled toilets available?</i></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/></p>
Emergencies	<p><i>Are emergency procedures in place in the venue?</i></p> <p><i>Are staff trained to deal with emergency situations?</i></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/></p>
Construction/ Maintenance/ Repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i></p>	<p>Yes <input checked="" type="checkbox"/></p>
First aid	<p><i>Are first aid kits available for each activity?</i></p> <p><i>Is there a trained first aid officer at the venue?</i></p> <p><i>Is a first aid room available?</i></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>
Child-related employment	<p><i>Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998?</i></p> <p><i>If yes, do all such employees have a current Working With Children check?</i></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/></p>

Please note that the information provided above was current as of February 2016. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Programs Team of Sydney Living Museums and provide an update