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| Whose place? | Stage 2 History | | <p>Covered in "Common to all programs"</p> <p>Visits to the forecourt outside the museum near Bridge Street, at the start of each tour, to view the location of first Government House</p> <p>Students examine dried specimens of indigenous plants – including wattle, banksia, kangaroo grass, blue flax lily and honeyweed</p> <p>Deliverer shows Aboriginal spear as part of program.</p> | <p>As above</p> <p>Students are closely supervised by museum staff, teachers and accompanying adults. Museum staff, teachers and accompanying adults maintain control of the group when in proximity to the street.</p> <p>The plant specimens are stored in sealed plastic bags, and viewed through the plastic. This protects students from exposure to any potential allergens.</p> <p>Spear is kept in the fire hydrant cupboard and only brought out by CPD when they are demonstrating its use.</p> |
| Contact and Colonisation | Stage 4 History | | <p>Covered in "Common to all programs"</p> <p>Students examine artefacts from the archaeological digs</p> | <p>As above</p> <p>The artefacts are stored in sealed plastic bags, and viewed through the plastic. This protects students from exposure to any potential allergens.</p> |

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| Equipment <i>List any equipment, including personal protective equipment to be provided for use during the activities/programs</i> | |
| | Clipboards, pencils and activity sheets are provided for most secondary visits. |
| <i>Is all equipment at the venue maintained in accordance with the NSW WHS Act and appropriate standards?</i> Yes [X] | |

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| 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> | SUN PROTECTION. Sunscreen and hats are advised. There is an outdoor component to some programs. |
| | FIRST AID. First aid kits 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. |

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| 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. |
| Services to assist K-6 ASD (Autism Spectrum Disorder) students | The Programs Team of Sydney Living Museums is pleased to provide an online Excursion Introduction to assist teachers of ASD students prepare for their visit to the Museum of Sydney. Each story is specifically related to our K-6 programs. These can be viewed online or printed off. Click here www.sydneylivingmuseums.com.au/education/learning-resources to view the Integrated Classroom Excursion Introductions. |

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

Please note that the information provided above was current as of January 2018. 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 Learning Team of Sydney Living Museums and provide an update.