

# excursion management plan

History House Museum – Armadale  
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## Purpose of the Excursion

History House Museum in Armadale has exhibitions relating to the natural and social history of the Armadale district. The museum also has temporary exhibitions on themes relevant to the City of Armadale. Exhibitions are supported by education programs that follow the rationale of the Curriculum Framework and the National Curriculum. The Key Learning Area that directly links to our education programs is Society and Environment but programs can be tailored to suit the needs of other learning areas upon request.

History House Museum also offers the programs:

- Local Government;
- Who was that Soldier?
- Classroom of the 1930s
- Museum in a Box

The Museum also offers a range of resources on-line via the City of Armadale website.

## Environment

History House Museum is located in the Minnowarra Historical Precinct in Armadale, Western Australia. Minnowarra Park has a small lake and park grounds.

The Museum comprises three buildings, including History House Museum, the historic Old School Building and the Bert Tyler Vintage Machinery Museum. Please advise the Museum when booking your excursion if you have any students with special needs so that we can maximise the enjoyment of their visit.

The Museum has very limited storage for lunches and school bags, it is preferred that school bags are not brought on site and lunches are stored in a large tub which can be stored but not secured in the Old School Building.

Groups can eat morning tea or lunch at Minnowarra Park which is situated to the rear of the Museum or, in the case of wet weather; the Old School Building can be used.

## **Transport**

Transport is the responsibility of the school. Bus parking is available on Jull Street in front of the Information Centre and then it is an approximately 5 minute walk along Jull Street to History House Museum. Mini bus parking is available in the main council car park at the front of the Museum.

## **Student Capacity**

History House Museum caters for audiences from Kindergarten through to Year 12.

Due to the size of the Museum there must be limits to the number of students at the Museum. Therefore the following applies:

- 60 students at any one time
- 30 students for a single program

Museum tours and the relevant education programs are conducted at History House Museum, the Old School Building and the Bert Tyler Vintage Machinery Museum. History House Museum programs provide students with the opportunity to interact with museum objects; participate in the past through unique experiences such as the classroom of the 1930s and engage with local history experts.

## **Supervisor/Supervisory Team**

It is the school's responsibility to provide sufficient supervisory staff for excursions to History House Museum. The school supervisory staff must accompany students throughout the excursion to actively monitor behaviour and intervene when necessary.

History House Museum staff and volunteers will lead, demonstrate and present activities but are not responsible for the supervision of students.

Please be advised that members of the general public may be visiting the museum at the same time as your school and we would appreciate that your students' behave in a manner that does not interfere with enjoyment of others.

## **External Provider Information**

### **Clearances**

History House Museum education staff members and volunteers have a current Working with Children Check.

### **Current Accreditations and Qualifications**

- History House Museum education staff members are professional educators

### **Public Liability Insurance**

- History House Museum is covered by the City of Armadale's Public Liability Insurance Policy
- Public Liability Certificate of Currency documents are available upon request from the Museum Assistant for Education Programs at the History House Museum and copies can be provided with booking confirmation notices.

### **Supervision Strategies**

It is the responsibility of the school to have a supervisory team that meets their specific requirements. The ratios may vary according to the needs of your students. Supervisory teachers must accompany their students throughout the visit to actively monitor behaviour and intervene as necessary to maximise the educational experience of their students. Please be considerate to the experience of other visitors to the museum.

## **Identification of Excursion Participants**

Identification of Excursion Participants is the responsibility of the visiting school.

It can be helpful to Museum staff if students are dressed in school uniform, for clear identification, and if the school supervisory teachers wear a name badge.

History House Museum staff and volunteers wear City of Armadale name badges.

## **Communication Strategies**

School supervisory teachers have access to a telephone line at the front desk in the foyer of History House Museum.

School supervisory teachers are encouraged to bring with them a mobile phone that they can be contacted on and can use during their museum visit if necessary. Limited use of mobile phones is appreciated.

## **Emergency Response Plan**

The Museum has a documented Emergency Response Plan.

In the event of an emergency it is essential that all school visitors take directions from Museum Staff and volunteers.

Teachers can increase safety by always ensuring that they meet the minimum supervision requirements and strongly encouraging their students to stay in their groups with their adult supervisors.

If evacuation is essential all visitors will be assembled at a common point behind History House Museum near the lake. Teachers will need to do a roll call and immediately inform Museum staff if any students are missing.

It is the responsibility of the school to provide basic first aid to the students. Our staff will assist if possible. It is suggested that the school supervision teachers have access to a list of the names of students, contact telephone numbers, student medical information and relevant health information of supervisors.

## **Briefing Students and Supervisors**

The History House Museum Assistant for Education Programs will send you a booking confirmation letter once you have made your booking.

Visitors participating in one of our programs will be met by a Museum Education staff member at the Old School Building in the Minnowarra Historical Precinct. The staff member will welcome and brief students on their arrival, outlining expected behaviour and the program outline.

## **Other Relevant Details Excursion Management Plan 2010**

If any further information is required or you wish to discuss the content in more detail, please contact the Museum Assistant for Educational Programs on (08) 9399 0419.