

# History House Museum Excursion / Incursion Management Plan

History House Museum – Armadale  
Locked Bag 2, Armadale WA 6992

**Phone** (08) 9394 5419  
**Email** [museum@armadale.wa.gov.au](mailto:museum@armadale.wa.gov.au)  
**Website** [library.armadale.wa.gov.au](http://library.armadale.wa.gov.au)  
**Contact** Museum Education Officer

## Introduction

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 comply with the Western Australian curriculum.

History House Museum offers the following programs:

- At the Museum
- In the Classroom
- Museum in a Box – MiaB

## At the Museum

### 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, Old Armadale School and the Bert Tyler Vintage Machinery Museum. Please advise the Museum when making your booking if you have any students with special needs so that we can maximise the enjoyment of their visit.

The Museum has very limited storage space 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 in the Old Armadale School.

Groups can enjoy recess and lunch in Minnowarra Park, which is situated to the rear of the Museum, and if the weather is wet there is a rotunda in the park.

### Transport

Transport is the responsibility of the school. Bus parking is available on Jull Street in front of the Information Centre, with an approximate five minute walk along Jull Street to History House Museum. Groups can disembark at the front of the Museum but there is no parking available there.

### **Student capacity**

History House Museum caters for school groups from Kindergarten through to Year 12. Due to the size of the Museum there must be limits to the numbers of students visiting the Museum. Therefore the following applies:

- Up to 65 students [ 2 classes ] at any one time

Museum tours and the relevant education programs are conducted at History House Museum, the Old Armadale School, the Bert Tyler Vintage Machinery Museum and occasionally the Minnowarra Chapel. History House Museum programs provide students with the opportunity to interact with Museum objects; experience the past through unique interactions such as the classroom in the Old Armadale School and engage with local history experts.

### **Supervisor / Supervisory Team**

It is the school's responsibility to provide sufficient supervisory staff/parents for At the Museum programs. The school supervisory staff/parents must accompany students throughout the visit 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 the enjoyment of others.

### **External provider information:**

#### ***Clearances***

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

#### ***Current Accreditations and Qualifications***

History House museum staff members are professional educators or have extensive experience in presenting educational programs to children.

#### ***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 Education Officer at History House Museum.

#### ***Supervisory 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 At the Museum participants***

Identification of the At the Museum participants is the responsibility of the visiting school.

It can be helpful to Museum staff and volunteers if students are dressed in school uniform, for clear identification, and have a name badge/sticker and if the school supervisory teachers where 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. This is for an emergency only.

School supervisory teachers are encouraged to bring a mobile phone with them 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 necessary all visitors need to be at the assembly point directed by Museum staff. Teachers 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 names of students, contact telephone numbers, student medical information and relevant health information for supervisors.

### ***Briefing students and supervisors***

The Museum Education Officer will contact you once you have made your booking.

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

### ***Other relevant details***

If any further information is required or you wish to discuss the content in more detail, please contact the Museum Education Officer on [08] 9394 5419 or email [museum@armadale.wa.gov.au](mailto:museum@armadale.wa.gov.au).

## **In the Classroom**

### **Environment**

History House Museum's In the Classroom programs are designed to be presented in a classroom, or similar, with access to IT. The Museum Education Officer will inform you if IT is required at the time of your booking. If there are two classes attending the presentation then the classroom needs to be big enough to accommodate all of the children. Presentations are made with the children sitting on the floor. The exception is our Old Time Games presentation which will need an undercover area.

The In the Classroom programs are sixty minutes in length but can be modified to suit your lesson times. Please discuss with our Museum Education Officer at the time of booking.

### **Student capacity**

There is a maximum of two classes to any one session of our presentation. Multiple sessions can be booked on any one day and should to be discussed with our Museum Education Officer at the time of booking.

**Identification of In the Classroom presenters**

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

**External provider information:*****Clearances***

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

***Current Accreditations and Qualifications***

History House museum staff members are professional educators or have extensive experience in presenting educational programs to children.

***Supervisory Strategies***

It is the responsibility of the school to have a supervisory team that meets their specific requirements. Supervisory teachers must stay with their students throughout the presentation to actively monitor behaviour and intervene as necessary to maximise the educational experience of their students.

***Other relevant details***

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