

History House Museum - Armadale Excursion / Incursion Management Plan

History House Museum – Armadale
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Contact: Museum Education Officer

Introduction

History House Museum in Armadale offers three forms of programs which are *At the Museum* (excursion), *In your Classroom* (incursion) and *Museum in a Box* programs. These programs reflect the West Australian Curriculum, particularly the History and Social Science (HASS) Learning Area. Programs can also be tailored to suit or include the needs of other learning areas upon request.

History House Museum also has permanent exhibitions relating to the natural and social history of the Armadale district, including temporary exhibitions on themes relevant to the City of Armadale.

At the Museum - Excursions

Environment

History House Museum is located in the Minnawarra Historical Precinct in Armadale, Western Australia. Minnawarra 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.

Groups can eat morning tea or lunch at Minnawarra Park which is situated to the rear of the Museum. In the case of wet weather there is a rotunda in the park, or 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. Groups can disembark at the front of the Museum, but there is no parking available there.

Student Capacity

History House Museum caters for audiences from Kindergarten through to Year 12. Due to the size of the Museum there are limits to the number of students, therefore the following applies:

- 65 students [2 classes] at any one time
- 32 students for a single program

Museum tours and the relevant education programs may be conducted at History House Museum, the Old School Building, the Bert Tyler Vintage Machinery Museum or the Minnowarra Chapel.

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, so we appreciate that 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.

Accreditations and Qualifications

History House Museum education staff members are professional educators or have extensive experience in presenting educational programs.

Public Liability Insurance

History House Museum is covered by the City of Armadale's Public Liability Insurance Policy. Our Public Liability Certificate of Currency documents are available upon request.

Identification

Identification of students remains the responsibility of the visiting school. It can be helpful to Museum staff if students are dressed in school uniform, and if the supervisory teachers/parents wear a name badge.

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

Communication Strategies

In emergencies teachers will have access to a phone in the History House office. 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 ensuring they meet the minimum supervision requirements and ensuring students stay in their groups with their adult supervisors.

If evacuation is necessary all visitors need to calmly follow museum staff instructions to the assembly point. 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 recommended that teachers have a list of Student names, contact numbers and medical information and relevant health information of supervisors.

Briefing Students and Supervisors

The History House Education officer will be in contact with you regarding your booking.

Visitors participating in one of our programs will be met by Museum Education staff at the Museum or 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.

In your Classroom – Incursions

Environment

The History House Museum's In your Classroom programs are designed to be presented in a classroom or similar space. The Education officer will discuss with you needs, such as access to internet or projector or outdoor/undercover areas for specific programs upon booking as this may be slightly different for different programs.

If there are two classes attending the presentation please ensure the space is big enough to accommodate, or where appropriate, book two sessions which will may also allow a richer experience for each student.

In your Classroom programs are designed to be sixty minutes in length, but can be modified to suit your schools time table needs. If you are booking multiple sessions please remember to allow break time for the presenter. Please discuss with our Museum Education officer at the time of booking.

Student Capacity

It remains the schools responsibility to ensure the correct ratio of adults to students is maintained. Teachers/Supervisors are asked to remain actively involved in behaviour management of the class. History house staff will lead the sessions but are not responsible for student supervision.

Identification & Clearance

History House museum staff will wear City of Armadale name badges, and have current Working With Children Checks that will be available for inspection should it be required.

Other Relevant Details

If any further information is required or you wish to discuss the content in more detail, please contact the Education Officer on (08) 9394 5419.

Museum in a Box

This free resource consists of a choice of loan boxes with themed items students and teachers can explore, interact and play with. These boxes are loaned out for two week periods, and will be delivered to and collected from City of Armadale schools only.