

## CMAG SAFETY INFORMATION FOR SCHOOL EXCURSIONS: Facilitated Learning Program and Self-Guided Tour

<b>Venue</b>	Canberra Museum and Gallery (CMAG)			
<b>Location</b>	Cnr London Circuit and Civic Square, Canberra City			
<b>Phone number</b>	02 6207 3968			
<b>Email address</b>	<a href="mailto:CMAGBookings@act.gov.au">CMAGBookings@act.gov.au</a>			
<b>Insurance</b>	Public Liability Cover			
<b>Activity/ program</b>	<b>Age group</b>	<b>Staff accreditation/ competence</b>	<b>Potential risks</b>	<b>Control strategies</b>
Covid-19	All ages	<ul style="list-style-type: none"> <li>• Staff have been oriented to Covid safe practices.</li> <li>• Staff may wear a mask inside.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors or staff members contract Covid-19 when visiting CMAG.</li> </ul>	<ul style="list-style-type: none"> <li>• CMAG will follow ACT Government Covid-19 requirements.</li> </ul>
Arrival / Departure	P - 2	<ul style="list-style-type: none"> <li>• All staff have been trained in program delivery and hold working with vulnerable people registration.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing large groups of students, teachers and parents in a shared public space.</li> <li>• Students experience anxiety about impending excursion.</li> </ul>	<ul style="list-style-type: none"> <li>• Upon arrival, morning tea and departure, a trolley is provided to store belongings safely and children are directed to remain in their group on a mat in the foyer.</li> <li>• A digital <a href="#">CMAG Social Story</a> that includes orientation photographs of the gallery spaces, studio and facilities may be accessed via the learning page on the CMAG website.</li> </ul>
Learning programs	P - 12	<ul style="list-style-type: none"> <li>• All staff have been trained in program delivery and hold working with vulnerable people registration.</li> <li>• Building is regularly inspected, well-lit and maintained.</li> <li>• Staff are trained in First Aid and emergency procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are injured or become ill during a program.</li> <li>• Students wander from group.</li> <li>• Students behave inappropriately and distress visitors or damage collection.</li> </ul>	<ul style="list-style-type: none"> <li>• During a facilitated learning program, groups are oriented in advance about safe behaviours in the and reminded onsite about safe gallery and studio behaviours through instruction and demonstration.</li> <li>• If participating in a self-guided tour, groups are oriented in advance about appropriate and safe behaviours in the galleries.</li> <li>• Students are instructed how to safely ascend/descend stairs/ramps.</li> <li>• Glass walls and doors are clearly marked with reflective stickers.</li> <li>• Thoroughfares remain clear and accessible in the galleries.</li> <li>• Spills are cleaned up immediately.</li> <li>• Students are directed to stay one metre away from all works of art.</li> <li>• Students bring own medications and advise Access and Learning Officer in advance about students with specific physical and intellectual learning needs.</li> <li>• Teachers and accompanying adults have a duty of care and are responsible for student behaviour whilst onsite.</li> </ul>

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### Other requirements

Equipment	<ul style="list-style-type: none"> <li>• Facilitated Learning Program: Equipment onsite is maintained according to appropriate standards and codes of practice.</li> <li>• Self-Guided Tour: optional paper, pencils and clipboards are provided for observational drawing and note-taking in the galleries.</li> </ul>
Clothing	<ul style="list-style-type: none"> <li>• Students must wear closed shoes at all times.</li> <li>• Facilitated Learning Program: Smocks are issued for the studio component to protect clothing.</li> </ul>
Access	<ul style="list-style-type: none"> <li>• CMAG galleries on the ground floor and first floor is suitable for wheelchair access and has a ramp and elevator.</li> <li>• CMAG studio is suitable for wheelchair access.</li> <li>• CMAG has one wheelchair accessible toilet.</li> </ul>
Emergencies	<ul style="list-style-type: none"> <li>• Emergency procedures are in place and evacuation procedure and route marked with clear signage.</li> <li>• Staff undertake refresher training annually in emergency procedures.</li> </ul>
First Aid / medical emergencies	<ul style="list-style-type: none"> <li>• First aid kits are available onsite.</li> <li>• Access and Learning Officers, Museum Assistants and Visitor Service Officers are trained in First Aid.</li> <li>• In the case of medical emergency dial 000.</li> </ul>