

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

How the Powerhouse Discovery Centre: Collection Stores at Castle Hill conforms to the DET Risk Assessment Guidelines

We make every effort to provide a safe and comfortable environment for students and teachers to learn in. We strongly encourage teachers in charge to make us aware in advance of any issues that could impact on student welfare while at the Discovery Centre. It is expected that visiting teachers will keep students under direct supervision at all times, within the following student-to-supervisor ratios:

1:1 for special needs

1:10 for Years 3-6

1:10 for Years 7-12

Museum staff and volunteers in child-related employment are screened to cover the requirements of the Child Protection Policy. The Department of Education and Training has registered the Powerhouse Discovery Centre: Collection Stores at Castle Hill as a child-related employer for the purpose of employment screening.

Access to the Powerhouse Discovery Centre

To view a location map visit : <http://castlehill.powerhousemuseum.com/visit/> and http://castlehill.powerhousemuseum.com/education/pdc_teachers_notes.pdf

The Powerhouse Discovery Centre is located on the corner of Windsor and Showground Roads in Castle Hill.

School bus/coach parking: There is a dedicated entry and exit for school buses or coaches at the Windsor Road gates (citybound). Teachers are advised to request bus or coach parking at the time of booking a visit and a directional map will be forwarded to you on booking confirmation.

Disability Access: There is a dedicated parking available on site near the entrance to the Display Store. Please contact the Powerhouse Discovery Centre for further information on tour routes for visitors with a disability.

Arrival: Schools should plan to arrive 15 minutes before allocated session time as groups are met by education staff and volunteers and program events must start promptly. If you are delayed please contact the Museum's booking office on (02) 9762 1300

From the bus parking area at the Windsor Road entry please proceed to the Display Store entrance via the site ring road. Please make sure every student is accounted for before proceeding to the reception desk. Stroller, wheelchair and ramp access is via the Display Store entrance.

During the visit

On arrival your group will be briefed about the Powerhouse Discovery Centre and assisted with any other details.

Teachers should keep students adequately supervised at all times and take head counts at regular intervals. Students should be reminded:

- ✓ Not to run, to keep together as a group, to take care while using stairs (the lift is out of bounds), to remain behind safety barriers, not to enter areas marked as no access, not to touch any objects or electrical equipment.

- ✓ Flash photography and pens are not allowed in the Discovery Centre. Please bring pencils instead.

Museum facilities and services

Cloaking: All large bags must be cloaked on arrival in school trolley bins and/ or in the public lockers provided by the Discovery Centre. Ensure hats and other small items are stored in bags. The Discovery Centre takes all care but no responsibility for student belongings left in the lockers and it is recommended that valuables are not brought on the excursion.

Lost property: Report any lost property to staff and volunteers at the Discovery Centre

Toilets: Toilets including disabled toilets are located in the Display Store downstairs.

Food and beverage: There are no food and beverage facilities on site except for vending machines dispensing drinks and light snacks. All refreshments must be brought by students and /or organising teacher. It is recommended that these are left on the bus until required as eating or drinking is not permitted within the Display Store or other stores. Please note that lunch can

be eaten on the grassed landscape area or under the awning at the front of the Display Store.

Occupational health and safety

Fire exits: The Discovery Centre has clearly marked fire exits, complies with all Fire Control regulations and has emergency evacuation procedures in place.

First aid: First aid facilities are available in the sick room located off the Loading dock adjacent to the Display Store upstairs.

Public liability insurance: The Discovery Centre has the appropriate Public Liability insurance in place to cover injury and damage.

Further details: For further details please see DET school excursions policy at http://www.det.nsw.edu.au/policies/student_admin/excursions/index.shtml

We look forward to welcoming you and your students to the Powerhouse Discovery Centre.