

Venue and Safety Information for School Excursions



Mary MacKillop Place Museum conforms to the NSW Department of Education & Training Risk Assessment Guidelines

Mary MacKillop Place Museum makes every effort to provide a safe and comfortable learning environment for students and teachers. We encourage supervising teachers to notify Museum Staff of any issues that could affect the student's welfare while visiting. It is expected that visiting teachers will keep students under direct supervision at all times.

Museum Staff engaged in child-related employment are screened to cover the requirements of the Child Protection Policy. The Department of Education and Training has registered the Museum as a child-related employer for the purpose of employment screening.

Access to the Museum

Location The Museum is located at 7 Mount St, North Sydney. To view a location map, visit www.whereis.com.

Buses The Museum is located in small busy street and buses can park safely in the Bus Zone directly in front of the Museum. The Bus Zone is available from 10.00am to 4.00pm Monday to Saturday. If you are travelling on State Transit Authority buses, bus stops are in Miller St, North Sydney. For more information, visit www.131500.com.au.

Train North Sydney Station is the closest railway station to the Museum. It is a 5 to 10 minute walk from the station to the Museum. For more information, visit www.131500.com.au.

Arrival

All groups are met by Museum Staff on arrival. It is essential that teachers plan to arrive on time so as the educational tours start promptly. If you are delayed, please contact the Museum's Education Officer on 02 8912 4883 or Museum Reception on 02 8912 4878.

Teachers need to ensure that every student is accounted for and in groups of approximately 20 before proceeding to the Museum Reception. Students should also be reminded about appropriate behaviour and general safety. Wheelchair and ramp access is via the Museum entrance.

During the Visit

School groups are briefed by Museum Staff on arrival about the exhibition areas, facilities and assisted with any other details.

Teachers should supervise students at all times and take head counts at regular intervals. It is essential that students are reminded about appropriate behaviour and staying safe, eg. walking around the Museum and in the grounds of Mary MacKillop Place, taking care while using steps and ramps and respecting the exhibition objects.

Photography and filming are not permitted in the exhibition areas. Photography and filming are allowed only in the Chapel and in the grounds of Mary MacKillop Place.

Museum Facilities and Services

Storage Large bags cannot be taken into the Museum. Storage facilities are limited and it is recommended that students bring small bags. The Museum takes all care but accepts no responsibility for student belongings left in the storage area. We recommended that valuables, eg. money and cameras are carried while visiting the Museum.

Toilets Located at the rear of the Museum and near Alma Cottage in the grounds of Mary MacKillop Place.

Museum Shop Teachers and students are welcome to purchase from a wide selection of souvenirs, food and drinks. Museum Staff would appreciate that teachers decide before the excursion day whether students are permitted to purchase items in the Shop.

Lost Property Report any lost property directly to Museum Staff.

Occupational Health and Safety

Fire Exits and Evacuation The Museum complies with all Fire Control regulations and has emergency evacuation procedures in place.

First Aid A First Aid Kit is available for the use of schools during their visit. A Mary MacKillop Place staff member has First Aid accreditation. Mary MacKillop Place can not guarantee that the staff member will be in attendance on the day of the visit.

Public Liability Insurance The Museum has the appropriate Public Liability Insurance in place to cover injury and damage.

Further Details To view the NSW Department of Education & Training school excursion policy, please visit https://www.det.nsw.edu.au/policies/student_admin/excursions/ or contact the Museum Education Officer on 02 8912 4883.

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The information provided assists teachers in their risk management planning for excursions and is current as at April 2006. If further information is required, please contact the Museum Education Officer on 02 8912 4883.