



**SCHOOL EXCURSION AGREEMENT
LAKE MACQUARIE CITY ART GALLERY**

OUR REFERENCE F2018/00357

ABN 810 650 27868

This is an agreement dated () between

Name: _____ ('the School')

Address: _____

Telephone: _____ Fax: _____

Contact Person: _____

Mobile: _____

and

Lake Macquarie City Art Gallery

('the Gallery')

1A First Street

Booragul, NSW 2284

Tel (02) 4921 0382

Fax (02) 49210329

E: artgallery@lakemac.nsw.gov.au

W: artgallery.lakemac.com.au

BY WHICH THE GALLERY AGREES TO HOST THE SCHOOL FOR AN EXCURSION IN THE GALLERY/SCULPTURE PARK UNDER THE FOLLOWING TERMS AND CONDITIONS:

TERMS

1. The Gallery will host the School for an 'Excursion'

on _____ (day and date)

at _____ (time of day)

for _____ (number of 'Students')

in Year/s _____ (stage of 'Students')

and _____ (number of 'Teachers')

TO ENSURE THE EXCURSION IS SUCCESSFUL AND SAFE FOR THE SCHOOL, STUDENTS, TEACHERS AND GALLERY, THE FOLLOWING CONDITIONS APPLY:

The Gallery will:

- Provide the School with a copy of the Gallery's Evacuation Plan (**see attached Schedule 1**) in case of emergencies and make students and teachers aware of emergency exits and marshalling point on arrival;
- Make Students aware, on arrival, of acceptable behaviour within the Gallery ie. no running, touching artworks, excessive noise, no consumption of food or drink in the gallery space, no photography in the Gallery space etc.;
- Maintain the Gallery as a safe venue to Council standards and requirements as per Lake Macquarie City Council Work Health and Safety Responsibilities, Authorities and Accountabilities;
- Provide receptacles in the Gallery foyer for school bags and other items (not to be taken into the gallery space);
- Allow groups of up to 25 Students into the Gallery space at one time;
- Provide a copy of the education kit for the current exhibition on either www.lakemac.com.au or in hard copy format (if arranged with Gallery prior to excursion);
- Provide a talk/s on the current exhibition/s and/or museum practice in consultation with the School.

The School will:

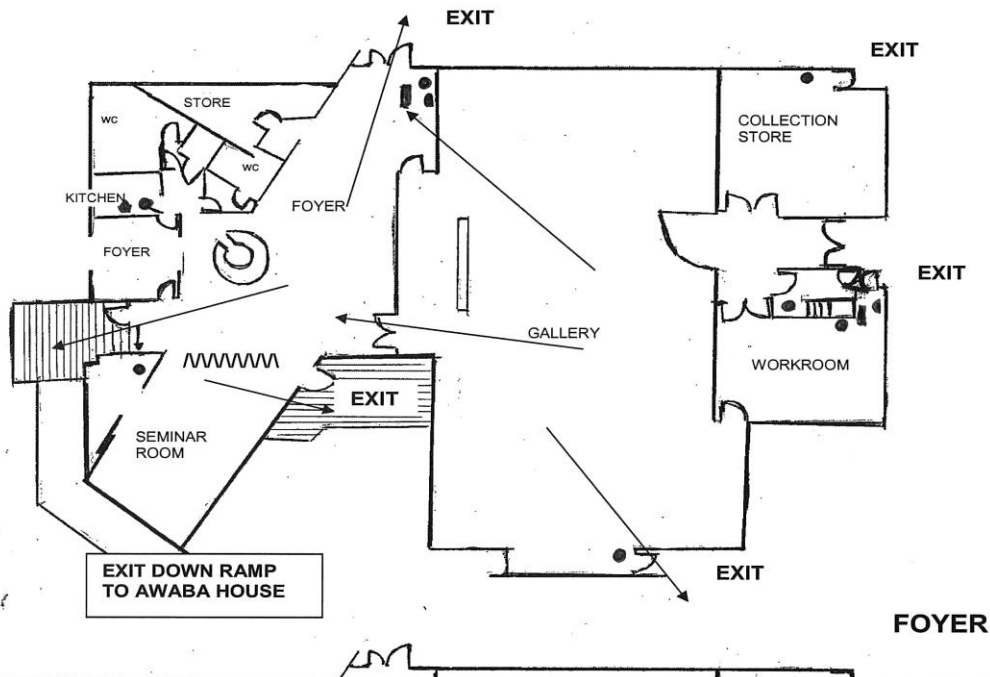
- Speak with the Gallery's Education and Public Programs Officer prior to the Excursion to arrange requirements including tours, classes, worksheets.
- Make School students and accompanying carers/teachers aware of the Gallery's Evacuation Plan (**see attached Schedule 1**) Eg. in case of emergency, students and teachers must follow staff instructions and evacuate the building immediately, marshalling in front of Awaba House;
- Ensure qualified Teacher/s is present on the Excursion for the appropriate number of students and that the Department of Education's policy is adhered to at all times.
<https://education.nsw.gov.au/policy-library/policies/excursions-policy>
- Ensure a Teacher is present with each group at all times within the Gallery space;
- Ensure all teachers/students/carers on the Excursion understand that they are responsible for the safety of themselves and each other and that any incident is reported to a gallery staff member as per Lake Macquarie City Council Work Health and Safety Responsibilities, Authorities and Accountabilities;
- Ensure Students working or playing in the grounds of the Gallery are supervised at all times – at least one Teacher to 25 Students;
- Ensure Students do not climb on, or damage in any other way, any of the sculptures in the Gallery grounds;
- Ensure Students are kept at safe distance from the lake's edge;
- Ensure Students in the gallery grounds adhere to correct Sun Safe procedures.
- Ensure Teachers are aware of Students who are allergic to bee stings, taking adequate control measures including limiting exposure to grassy areas in the Gallery grounds (especially in spring when the clover is abundant) and adequate First Aid;
- Liaise with Gallery prior to Excursion on arrangements for large groups if weather is inclement;
- Ensure all Teachers and Students mobile phones are switched off in the Gallery foyer and gallery space;
- Ensure students are aware the Gallery is open to the public and they must behave in a manner that will not disturb others;
- Follow Gallery staff instructions as to positioning of Students to allow the general public access;

SCHEDULE 1: EVACUATION PLAN



ART GALLERY EVACUATION PLAN ALL EMERGENCIES

-  FIRE BLANKET
-  CARBON DIOXIDE
-  FIRE HOSE REELS
-  WIP PHONE
-  ASSEMBLY AREA



- ENSURE ALL STAFF AND VISITORS **MOVE QUICKLY AND ORDERLY** ALONG DESIGNATED EVACUATION ROUTES TO THE NEAREST SAFE EXIT
- **DO NOT STOP OR DETOUR** FROM EXIT ROUTE TO COLLECT PERSONAL BELONGINGS
- **ASSEMBLE IN FRONT OF AWABA HOUSE**
- BE ACCOUNTED FOR AT ASSEMBLY AREA
- REPORT ANY ABSENTEES
- DO NOT LEAVE ASSEMBLY AREA UNTIL INSTRUCTED TO DO SO
- **DO NOT RE-ENTER THE BUILDING UNTIL 'ALL CLEAR'** BY EMERGENCY WARDEN OR SENIOR FIRE/POLICE OFFICER IN CHARGE OF OPERATIONS

If you need guidance, please ask a staff member on arrival or during your excursion discussions with the Education and Public Programs Officer.