



Through our collections and programs we offer visitors exciting encounters with the art of Western Australia, Australian Indigenous art and the art of the world.

Physical Address: Perth Cultural Centre  
James Street  
Perth WA 6000  
Postal Address: PO Box 8363  
Perth Business Centre WA 6849  
Phone: +61 8 9492 6644  
Fax: +61 8 9492 6655  
Email: [educate@artgallery.wa.gov.au](mailto:educate@artgallery.wa.gov.au)  
Website: [www.artgallery.wa.gov.au](http://www.artgallery.wa.gov.au)  
Contact: Bookings Officer

#### **Purpose of the Excursion/Activities provided**

The Art Gallery of Western Australia Education Program offers students a unique and stimulating art experience that can be customised according to curriculum needs, age, ability and interests of your class.

AGWA offers guided tours and practical art workshops for school groups associated with contemporary, historical and Indigenous works from the State Art Collection and special exhibitions. Students will be inspired and will learn from interacting with a variety of artworks by a wide range of artists covering different themes, ideas and different learning areas within the curriculum.

#### **Environment**

The Art Gallery of Western Australia is situated in the Perth Cultural Centre.

The Perth Cultural Centre is adjacent to the City Train Station and Northbridge. Entry from the CBD is via the City Station and Roe Street pedestrian overpass, from Barrack Street via the James Street Mall or William Street

The art collection is located in two adjoining buildings; the Main Gallery building as well as the historic Centenary Galleries (formerly the Perth Police Courts).

#### **Disability Access**

The Art Gallery of Western Australia has a Disability Access and Inclusion Plan (DAIP) to ensure that all visitors, including people with disabilities, can access Gallery services and facilities. For further information please contact Visitor Development Manager on +61 8 9492 6640.

Wheelchairs are available free of charge from Gallery Reception. Bookings are advisable to ensure availability and can be made by contacting +61 8 9492 6600. Access toilets are located in the main Gallery building (on the ground floor adjacent to the Gallery Shop). Lifts in both the main and adjacent Centenary Galleries enable access to all gallery levels.

<b>Transport</b>
<p>Transport arrangements are the responsibility of the school. There are no parking facilities for cars or buses.</p> <p>If traveling to the Art Gallery by private bus there is a set down and pick up point in Beaufort Street at the James Street Mall</p> <p>For public transport options contact Transperth <a href="http://www.transperth.wa.gov.au">www.transperth.wa.gov.au</a></p>
<b>Student's Capacity</b>
<p>The Art Gallery of Western Australia caters for students from pre-primary to year 12. Please advise if you have any students with special needs (including education support and ESL) so we can attempt to maximize the benefit of their visit.</p> <p>Schools can select from a series of free interactive guided tours of the Collection with Volunteer Gallery Guides. Tours can be further enhanced by including an art workshop with an Education Officer (charges and conditions apply). Further information on the tours available can be found on our website: <a href="http://www.artgallery.wa.gov.au/education/schoolsprogram.asp">www.artgallery.wa.gov.au/education/schoolsprogram.asp</a></p>
<b>Supervisor/Supervisory Team</b>
<p>It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision outlined in this document.</p> <p>The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.</p> <p>Art Gallery of Western Australia Education Officers and/or Voluntary Gallery Guides will lead, demonstrate, perform and present activities but will not undertake any role(s) in a supervisory context. Unlike museums, works of art are on open display, and as such Security Officers will intervene where behaviour puts artwork at risk, or impacts on individual or visitor safety.</p> <p>Please be aware that members of the general public may be visiting the Gallery at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.</p>
<b>Involvement of External Providers</b>
<p><b>Clearances:</b> All Art Gallery of Western Australia Education staff and Voluntary Gallery Guides hold a current <i>National Criminal History Record Check</i> and <i>Working with Children Check</i>.</p> <p><b>Current Accreditations and Qualifications:</b> All Education Officers have Tertiary qualifications in Education with extensive experience in visual art workshop delivery.</p> <p>All Voluntary Gallery Guides have undergone a 12 months training course at the Art Gallery of Western Australia.</p> <p><b>Public Liability Insurance:</b> Insurer: RiskCover Amount: \$250 000 000 A Certificate of Currency is available for download <a href="http://www.artgallery.wa.gov.au/education/yourvisit.asp">http://www.artgallery.wa.gov.au/education/yourvisit.asp</a></p>

## Supervision Strategies

The development of appropriate supervision strategies is the responsibility of individual schools. The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.

The Art Gallery of Western Australia recommends the following ratios:

- Yr K-3            1 adult to 5 students
- Yr 4-12           1 adult to 10 students

The recommended ratios may vary according to the needs of your students. Please feel free to discuss supervision requirements with our Bookings Officer.

For schools that have booked an assisted visit, Voluntary Gallery Guides will tour your students throughout the Gallery spaces in small groups. All groups must be closely supervised by a member of the school supervisory team.

Schools undertaking unassisted visits are also strongly recommended to organise their students into small groups based on the ratios identified above. Again, all groups must be closely supervised by a member of the school supervisory team.

Students and members of school supervisory teams should have an understanding and appreciation of the unique environment of the Art Gallery as provided in briefing information. Volunteer Gallery Guides will reiterate this information at the commencement of assisted tours, and it is strongly recommended that school supervisory teams do the same at the commencement of unassisted visits.

## Identification of Excursion Participants

This is the responsibility of individual schools.

Name tags are recommended as they enable the Voluntary Gallery Guide and/or Education Officer to personalise discussions.

Art Gallery of Western Australia Education Officers and Voluntary Gallery Guide staff will be identifiable by Identity Badges.

## Communication Strategies

School supervisory teams are required to provide a mobile phone that they can be contacted on and use to call out during their site visit, and are asked to ensure that this number is fully functional in all locations throughout the site.

The Art Gallery Reception has an external phone that can be used in an emergency.

Please note, there are no public telephones in the Art Gallery.

## Emergency Response Plan

The Art Gallery of Western Australia has a fully documented and comprehensive emergency action plan. For further information please contact Bookings Officer on 9492 6644. The Art Gallery buildings and service provision conforms to all safety and building code standards offering a safe environment for group visits.

In the case of an emergency, please follow the directions of Art Gallery staff, particularly Security Officers. In the event of an emergency they coordinate building evacuation and are trained to provide first aid assistance.

When the evacuation alarm is sounded the school supervisory team should keep their group together and follow the instructions of the Security Officer on duty in their area. Groups will be evacuated by the safest possible exit to a nominated assembly area.

### **Briefing Students and Supervisors**

Students and members of school supervisory teams should have an understanding and appreciation of the unique environment of the Art Gallery.

Understanding the unique quality and fragility of the works of art and why the students must take care not to touch should be discussed in pre-visit planning with your students, including the requirement that students must remain at least one metre away from the works of art at all times.

Volunteer Gallery Guides will reiterate this information at the commencement of assisted tours, and it is strongly recommended that school supervisory teams do the same at the commencement of unassisted visits.

To prepare for a visit, school supervisory teams and teachers in charge of excursions are encouraged to visit the Art Gallery prior to the excursion to become familiar with the learning environment. Additionally, suggested pre-visit activities are provided in the Education Program flyer sent with your confirmation.

Food, drink and chewing gum are not allowed in the Gallery. As well as direct damage, vermin prove a constant hazard to works of art made from natural materials. Groups bringing in packed lunches can leave them at Reception. Exceptions will be made for medical reasons, please advise Reception on arrival.

**PHOTOGRAPHY.** Visitors are permitted to take photographs with hand-held devices in non-restricted public areas within the Art Gallery of Western Australia for personal use only. **The use of tripods, flash or additional lighting is not permitted.** Images photographed under this policy cannot be reproduced, displayed on personal websites, or used commercially.

Some areas of the Gallery and/or some temporary exhibitions may, at various times, be excluded from this policy. These areas will display signage at the entrance of the exhibition or gallery space advising of the photography restrictions.

### **Other Relevant Details**

Confirmation will be sent to you upon booking. Please check the details carefully. If bookings have to be cancelled, times or group numbers altered, please advise the Art Gallery as soon as possible to allow for your Voluntary Gallery Guide and/or Education Officer to be informed.

On arrival please report to the Reception desk to register your group and make payments if required. The Voluntary Gallery Guide and/or Education Officer will meet you in the concourse.

Please be punctual, allowing extra time for registering and toilet breaks if required, as tours are scheduled for specific times. Late arrival may result in a reduction in the number of art works viewed and curtailment of the art workshop.

Check in bags (including drink bottles) as a group. Large trolleys are available for this purpose and are kept at the Reception desk. Please ensure that your students have all they need with them (including medication) before they move into the Gallery.

If you have prepared worksheets for an unaccompanied tour please note that only A4 clipboards, notebooks and pencils only are permitted in the Gallery.

**Information valid until 31 January 2016. Approved by: Susan Way, Bookings Officer**