



Excursion Management Plan

Visits to Scitech can motivate, enthuse, and inspire students in science, technology, engineering and mathematics. They are a valuable teaching tool to consolidate material taught in the classroom, illustrate concepts not easily demonstrated in the classroom, explain new concepts and support students in achieving specific content descriptors. An excursion to Scitech is an excellent platform to launch a new topic and enhance STEM learning back in the classroom. Educational programs at Scitech support the Western Australian curriculum.

Address: Sutherland Street
West Perth WA 6005

Phone: 08 9215 0740

Email: bookings@scitech.org.au

Website: www.scitech.org.au



Details regarding Scitech's excursion programs can be found at:
www.scitech.org.au/educators/excursions

Environment

Scitech, located at City West in West Perth, is a self-contained, air-conditioned indoor venue which encompasses the following areas:

- **Scitech exhibition galleries**
- **Scitech Theatres**
- **The Scitech Planetarium**
- **The Scitech Lab**

Details about our program areas can be found on our website [scitech.org.au/explore/at-the-centre/experiences/](https://www.scitech.org.au/explore/at-the-centre/experiences/)

The Science Centre has toilet facilities including an accessible toilet, a first aid room, a lift from the undercover car park and all areas of Scitech are wheelchair accessible. Our Disabilities, Access and Inclusion Plan is available here www.scitech.org.au/visit/accessibility-inclusion/ and an interactive map of the Science centre can be viewed at [scitech.org.au/visit/explore-the-scitech-map/](https://www.scitech.org.au/visit/explore-the-scitech-map/).

Scitech has space available for meal breaks to occur during your visit. Any morning, lunch or afternoon breaks required during the visit must be arranged during the booking process to ensure program times are not impacted and that space is available. Food and drink are not permitted in the Scitech theatres, the Scitech Lab or Scitech Planetarium. There is water fountain in the City Views eating area available to students. Scitech prefers for students not to bring individual school bags as limited storage space is available. If students need to bring bags, the Science Centre has a limited number of large mobile containers and pigeonhole units that can be used for bag or lunches storage. Please note refrigeration is not available.

Transport arrangements

Transport is to be arranged by the visiting school.

Coach travel - Students should be dropped near the roundabout at the front of Scitech, so that students can safely disembark before entering Scitech. Buses can be parked on the Sutherland Street side of City West. City of Perth parking fees apply.

Car travel – Paid car parking is available in either the undercover parking area, or the outside parking area. Parking fees must be paid at machines inside the venue at rate of 2hrs free or \$5 for 5hrs.

Train travel - Scitech is a 3-minute walk from the City West train station (Fremantle line), or a 20-minute walk from the Leederville train station (Joondalup line). Contact Transperth staff to organise low-cost options for your transport.

Excursion programs

Scitech has a wide range of programs and experiences suitable from Kindergarten to Year 12 students. Each area of Scitech has different activities and programs that students can participate in, and our thorough booking process will ensure that the selected programs are appropriate for the visiting year groups.

Students do not require any prior skills to participate in a Scitech excursion; all essential learning occurs during the visit. An excursion to Scitech can include a combination of the below experiences and generally lasts for 2-4 hours.

Program areas include:

- **Scitech exhibition galleries** – Scitech’s exhibitions are designed to engage students with active hands-on learning. Students can experiment, explore and investigate how science, technology, engineering and maths are relevant to everyday life. Scitech presents one temporary feature exhibitions each year, as well as maintaining a rotating range of permanent exhibits and displays, so you can be sure your students have a fresh experience at every visit. A 60-minute facilitated educational program can be provided in the feature exhibition (Yrs 3-10), Rio Tinto Innovation Central gallery (Yrs 3-10) and Discoverland (Yrs K-1) and our experienced staff will engage and focus your students while they explore the STEM concepts. Students can also participate in unassisted (self-guided) exploration of exhibitions, this includes the general exhibition area with over 40 interactive exhibits.
- **Scitech theatres** – The dynamic science communicators in our Chevron Science Theatre encourage your students’ curiosity with lively, interactive demonstrations and stimulating explanations. In the Puppet Theatre younger students discover a world full of science as our engaging and entertaining stories involve them in the lives of the puppet characters. A session in a theatre is 30 minutes in duration.
- **The Scitech Planetarium** – the Scitech Planetarium is a 170 seat indoor theatre with a digital projection system and 18 meter diameter dome screen that presents high tech multi-media shows about our night sky, the solar system and beyond. With shows available to suit students from Years 1 to 12. As part of the 60-minute presentation, Scitech’s expert presenters will take you on an amazing live journey into space observing planets, constellations, stars and current astronomical events in the night sky. If students or teachers need to exit the Planetarium during the show, re-entry is not permitted. The Scitech Planetarium is not available to students under 4 yrs of age.
- **Scitech Lab** – The Scitech Lab provides realistic laboratory experiences in an interactive way to promote the understanding of the applications of science to everyday living. Students learn about science as a human endeavour as they undertake hands-on activities and learn how to apply scientific research techniques. A session in the Scitech Lab facilitated by one of Scitech’s experienced presenters is 60 minutes in duration and is suitable for students from Years 1 to 10.



Supervisor/Supervisory team

It is the responsibility of the school to provide supervisory team that meets their specific requirements in line with the expectations for supervision outlined in this document. The school supervisory team is asked to prepare students for an excursion to this venue using the briefing information provided within this document and must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.

During your visit, Scitech programs are led by experienced staff, however you will be required to provide adequate teacher supervision for the entire duration of your visit. Appropriate adult supervision will also ensure that your students gain the most from the visit. It is the school's responsibility to ensure all teaching staff have appropriate clearances for working with children.

If you have students attending with additional needs, please inform one of our customer service team during the booking process. Please note that for cases of serious medical emergency, calling 000 should always be the school supervisory team's first response.

Supervision strategies

We are happy to accept the supervisor to student ratio that your school deems appropriate for your excursion. The ratios that you provide may vary according to the needs of your students. Please feel free to discuss supervision requirements with our booking staff at the time of booking.

All adults directly supervising students during an excursion are free of charge.

All Scitech programs are led by well trained and experienced staff; however, the school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary. Appropriate adult supervision will also ensure that your students gain the most from the visit. This is especially important during any free time exploration of the exhibition spaces. Scitech staff will be available in the exhibition galleries should you require any assistance.

External provider information

Scitech is Western Australia's leading science education centre that offers engaging and interactive science experiences for visitors of all ages.

All school bookings have a dedicated staff member to greet and orientate the group. The Scitech team working on a given day will have a Duty Manager overseeing the day's programming. All staff that work in the Science Centre have a current 'Working with Children' check.

Scitech's education staff are well trained and experienced science communicators. Most of them hold or are studying degrees in science, education, or both. All educational programs have been developed by qualified teachers.

Scitech has \$20,000,000 Public Liability Insurance with Austral Risk Services. Policy number 10M3406124. A copy of our Public Liability Insurance can be downloaded from:

scitech.org.au/educators/public-liability-safety/

This insurance policy does not cover loss or damage of personal belongings. Please remind your students that they are responsible for their own belongings at all times.

Identification of excursion participants

There can be several different schools participating in an excursion at Scitech on the same day. It is the school's responsibility to select a suitable method for identifying their students. Wearing school uniforms, name tags, wrist bands or lanyards helps supervising parents and Scitech staff to identify excursion participants.

Communication strategies

A communication strategy between students and school supervisory team is the responsibility of the school. Please ensure everyone recognises the communication strategies.

The Science Centre has public address system can be used to make announcements during your excursion if required. Scitech has a main meeting point at the front of Scitech; this is identified during the arrival briefing and can be used as a meeting point.

Should the school need to contact their staff during an excursion they may do so by contacting Scitech Bookings on 9215 0740.

Emergency response planning

Scitech has a documented Emergency Response Plan which includes:

- An emergency evacuation signal linked directly to fire department.
- Trained wardens responsible for clearing all public areas.
- Evacuation routes which lead to a safe assembly area (our staff will direct you).
- Clearly marked exits and fire extinguisher locations.
- Regular evacuation training drills.

Scitech has a nominated Duty Manager and trained first aid staff, with access to first aid equipment including an Automated External Defibrillator. It is suggested that school supervisory team have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors. It is also recommended that school supervisory team have access to a school provided first aid kit during the excursion.

Please note that for cases of serious medical emergency, calling 000 should always be the school supervisory team's first response.

In the event of an emergency evacuation, instructions will be issued over the public address system and directly from Scitech staff. School supervisory teams are responsible for managing the students to the safe assembly area. On arrival at the assembly area the teacher-in-charge should inform the Scitech muster point warden that all students are present.

Scitech has a plan of evacuation zones, which can be downloaded from:

scitech.org.au/educators/public-liability-safety/

Briefing students and supervisors

A confirmation letter outlining visit details is sent out to the teacher-in-charge after making a booking. Information about the visit is also available from Scitech's website.

scitech.org.au/educators/

At the start of your visit, a Scitech staff member will address your students and:

- Welcome them to Scitech.
- Give an overview of the excursion schedule and what the students will be doing during their visit.
- Provide orientation for important facilities and inform students of safety and behavioural expectations while they are visiting Scitech.
- Have teachers complete an attendance form showing final student and adult numbers for invoicing purposes as required.

Please remind students that they are sharing the centre with other school groups and members of the public, so appropriate behaviour is expected to ensure an enjoyable experience for all visitors.



Other relevant details

Further information can be accessed at Scitech's booking office on 9215 0740

Postal address is PO Box 1155 West Perth 6872

Administration phone number is: 9215 0700

ABN is 55 009 292 700

