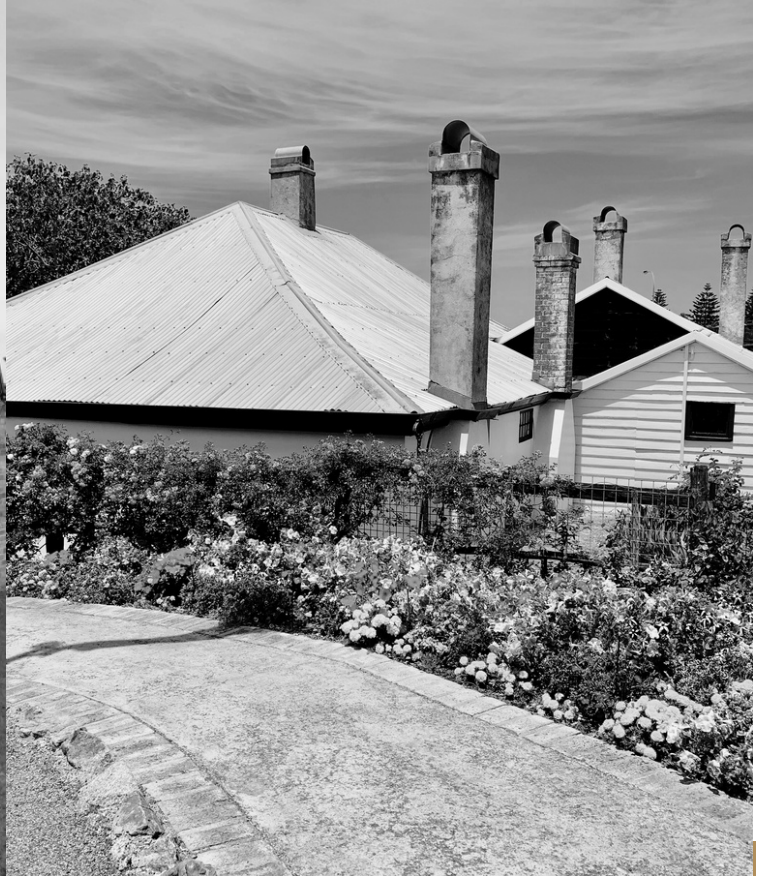
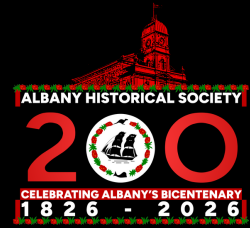


Albany Historical Society

EXCURSION MANAGEMENT PLAN



Albany Convict Gaol Museum

267 Stirling Terrace, Albany

Patrick Taylor's Cottage Museum

37 Duke Street, Albany

If you require any further information or would like to discuss excursion details, please contact:

Margaret Stevens

T 0457 329 944

E historic.albany@outlook.com

EXCURSION MANAGEMENT PLAN

Learning beyond the classroom.

The Albany Historical Society (AHS) provides a unique excursion experience, which connects students and teachers to our rich and unique history as the first colonial and aboriginal settlement of Western Australia.

AHS are the custodians of the Albany Convict Gaol and Patrick Taylor's Cottage Museum, the oldest surviving dwelling in Western Australia.

Both guided and self-guided options are available for classes who wish to connect, ignite and inspire learning and imagination. Visiting the Museum's provide students with an opportunity to experience these historic buildings and engage with genuine artefacts and collection pieces.



TEACHERS & PARENT HELPERS

Teachers and parent helpers are requested to ensure students are well supervised and to encourage best behaviour and manners of the students during their time at our Museums. We recommend that teachers and co-ordinators become familiar with the Museum's layout by visiting the Museum's prior to the excursion date.

Learning beyond the classroom.

Excursion preparation

Please arrange for the bus to drop students off 10 minutes prior to the commencement of your booking.

Please have your class organised with your supervisory team members. At Patrick Taylor's Cottage Museum, please arrange students in groups of ten (10).

This is required due to the space within the Cottage and allows students to experience increased interaction and enjoyment.

TRANSPORT REMAINS THE RESPONSIBILITY OF THE VISITING SCHOOL.

The City of Albany does not provide bus parking facilities within the car park in front of the Old Gaol. There are a number of limited parking bays within the upgraded parking area and a specified area for Electric Vehicle (EV) car charging bays.

Bus parking is available in the overflow carpark at the Museum of the Great Southern and street parking at Patrick Taylor's Cottage Museum.

EATING & DRINKING IS NOT PERMITTED INSIDE THE MUSEUMS

The Albany Convict Gaol Museum provides a grassed and shaded area and adjacent to Patrick Taylor's Cottage is the Duke Street Park that offers an open grassed and part shaded area to have recess/lunch breaks.

Both Museums have limited space available for storage of lunches and school bags. It is requested that school lunches are stored in crates or tubs, which can be left in a designated area.

On the day of the excursion

- Please confirm excursion numbers with the Duty Attendant and Tour Guide on arrival.
- As there are no drink fountains in the Museums, students should bring water bottles.
- Please leave student bags at school as there is limited space and no secure storage for them.
- We recommend that student lunches and drinks be brought in large tubs or crates which can be placed in a designated area.

Environment settings Albany Convict Gaol Museum

The Albany Convict Gaol Museum is located at 267 Stirling Terrace, Albany, Western Australia and is adjacent to the Western Australia Museum of the Great Southern.

Within the Old Gaol Museum, the building comprises of thirty-one rooms and consists of Warder's Quarters, Dining Room, Police Lock-up, Black Hole Cell, Convicts Exercise Yard, Main Hall Infirmary, Bakehouse, Female Warder's, Washhouse and Kitchen to name a few.

The majority of the Old Gaol has wheelchair access, however some areas have uneven ground conditions and can impose an issue for people in wheelchairs or with limited mobility.

Patrick Taylor's Cottage Museum

Patrick Taylor's Cottage Museum is located at 37 Duke Street, Albany and is situated behind the AHS Office, adjacent to the Duke Street Park.

Within Patrick Taylor Cottage Museum, the building comprises of eleven rooms and consists of an entry, boxroom, parlour, nursery, bedroom, dining, family and sewing room, kitchen, laundry and side veranda.

MUSEUM FACILITIES

Toilets: The Albany Convict Gaol Museum toilet facilities have been removed by the City of Albany and have not been replaced. We are attempting to seek toilet facilities and apologise for the inconvenience this causes.

There is a portable toilet on site, but understand that this has its own set of challenges.

Toilets (including wheelchair accessible toilets) can be located at the Residency Building at the Museum of the Great Southern and requires passage over the gate entry railway.

Patrick Taylor Cottage Museum has toilet facilities available onsite.



WHEELCHAIRS & LIMITED MOBILITY

Due to the age of Patrick Taylor's Cottage Museum this attraction will impose challenges for people in wheelchairs or with limited mobility, due to narrow doorways, small rooms and steps between rooms.

EXCURSION MANAGEMENT PLAN

Supervisory team

It is a school requirement to provide a supervisory team and develop supervisory strategies for excursions to the Albany Convict Gaol and Patrick Taylor Cottage Museums.

Students must be supervised at all times, throughout the excursion and adults should evaluate any risks before allowing children to participate.

The Museums are staffed entirely by volunteers and are not responsible for the supervision of students.

Our staff will not undertake any role in a supervisory context, they will intervene where behaviour or activities putting displays and/or the safety of individuals and visitors at risk.

Please be aware that members of the general public and tourists may be visiting the Museum's at the same time as your school.

We would appreciate if your students demonstrate respectful behaviour to ensure an enjoyable experience for all.

Emergency Response Plan

The Albany Convict Gaol and Patrick Taylor Cottage Museums have an Emergency Response Plan. In the event of an emergency, it is essential that all school visitors take directions from AHS Duty Attendants. In the event of an emergency, a bell will be rung and the Duty Attendant will advise which direction to exit the building.

If evacuation is essential, all visitors will assemble at the designated Muster Point or another designated safe area at each Museum. Teachers will need to do a roll call and must immediately notify Museum staff, if any students are missing. Teachers can increase safety by always ensuring that they meet the minimum supervision requirements and by strongly encouraging students to stay in their groups with their supervisory team members.

Booking Confirmation

AHS will send a confirmation notice once you have made your booking. On arrival, please inform the AHS staff of your arrival and confirm numbers of students and supervisory team members. The schools supervisory team are encouraged to introduce themselves to AHS staff.



PUBLIC LIABILITY INSURANCE

QBE INSURANCE (AUSTRALIA)
LIMITED
Limit of Cover: \$20,000,000

Public Liability Certificate of Insurance is available from Albany Historical Society's website historicalbany.com.au