

# Venue and safety information for school visits



Date of policy: September 2022

<b>Location</b>	Parliament of NSW, 6 Macquarie Street Sydney
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<b>Phone Number</b>	9230 3444	<b>Email</b>	SchoolTours@parliament.nsw.gov.au
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<b>Website</b>	<a href="https://www.parliament.nsw.gov.au">https://www.parliament.nsw.gov.au</a>
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<b>Insurance</b>	Does the venue have public liability cover? <b>Yes</b>
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Activity/program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence	Potential risks	Control strategies
Arrival and Departure	All ages		Group is late for program/s at Parliament House	Plan to arrive at Parliament House <b>at least 20 minutes before</b> your booking time. Extra time may be required during a sitting period when there are more people entering the building.  Call 02 – 9230 3444 to advise of any delays. <b>Please note</b> late arrivals may have their program/s shortened or cancelled.
			Alighting from the bus on a public thoroughfare  Slipping on loose gravel or uneven surfaces	Buses transporting students may stop briefly to set down students at the footpath in Macquarie Street adjacent to Parliament House. School staff to supervise the safe movement of the group from the bus to the security entrance doors of Parliament House.

			Airport scanner style security	Staff and students should allow extra time to be screened by security when entering Parliament House. Items not permitted in Parliament House (for example, scissors and other sharp objects) will be collected and returned at the end of the activity.
			Conditions of entry to Parliament House are not followed	School coordinators should inform themselves of the conditions of entry to Parliament House prior to the school visit. Bags are not to be brought into the Parliament building. Storage is available.
Disability access			Wheelchair access	Parliament House has ground level wheelchair access from Macquarie Street supplemented by lifts and ramps in public areas. To facilitate access for students with disabilities, teachers are requested to contact Parliament House on <b>9230 3444</b> prior to the scheduled visit. Disabled toilets are available in the public areas. A hearing loop system is available in both Legislative chamber galleries and in the Parliament's Theatre.
Emergency procedures			Emergency and evacuation procedures are in place.	Parliament House is a security-controlled building with full-time security officers. Exits are clearly indicated, and the Parliament complies with all fire control regulations.
Possible hazards			Public interaction	A low-level hazard exists in the form of public interaction. A wide range of the public do access the building and could potentially come into contact with students. However, normal teacher supervision would be sufficient to control this.

			Demonstrations	Parliament House is occasionally the focus of peaceful demonstrations, usually on sitting days. It is noted that most school visits take place on non-sitting days. Demonstrations may temporarily interfere with access or egress but rarely represent any actual hazard.
			Outside public visitors bring high risk material to Parliament House	Bag storage is available in wire trolleys outside the Parliament building. Teachers can bring in bags with health and safety equipment.
Guided Tour	All age groups No fitness level Required. No skill level required	All Parliamentary staff who conduct guided tours undergo a national criminal history record check (police check) and hold a valid Working with Children Check		Timed booked entry for school tours Tour group size – 60 primary school students per tour, 50 high school students per tour
Other Education Programs e.g: Legal Studies and the Legislature workshop, Secondary Schools Leadership Program for School Captains; Young Women's Leadership Program; NSW Schools Constitutional Convention; Year 10 Student Parliament.	All age groups No fitness level Required. No skill level required.	Parliamentary Education and Engagement Officers undergo a national criminal history record check (police check) and hold a valid Working with Children check.		In the case of some programs, participants arrive at Parliament House without supervision. Parliament does not organise or provide travel for students or teachers. During those education programs at the NSW Parliament (such as the Secondary Schools Leadership program and the NSW Constitutional Convention), students are under the supervision of Parliamentary Education Officers. <b>Students wishing to depart from a program before its end, are required to provide written permission and to advise the Parliamentary Education officer prior to the event.</b>  In the case of the Secondary Schools Leadership Program, students will be under

				the supervision of Government House staff in the afternoon. Students depart Government House unsupervised at the end of the day's program.
Supervision/Services	<p>The services provided for school groups at Parliament House are:</p> <ul style="list-style-type: none"> <li>• Guided Chamber tours conducted by Chamber Support</li> <li>• Education programs conducted by the Parliamentary Education and Engagement Officers.</li> <li>• Hospitality served to students by contracted catering staff.</li> </ul> <p>At ALL times teachers are <b>solely</b> responsible for the supervision of students. No activity will take place without a teacher or school appointed adult in attendance.</p> <p>It is expected a minimum of two teachers/school appointed adults will accompany each school group</p>			
Other requirements	Before entering the Chambers on sitting days all bags, cameras, phones etc will need to be placed in the trolley storage. Special medical items may be taken into the Chambers with the prior agreement of Parliament School Bookings Officer. Individual emergency medication should be carried by the individual at all times.			
Emergencies	Are emergency procedures in place in the venue?	Yes		
	Are staff trained to deal with emergency situations?	Yes		
First Aid	Is a first aid room available?	Yes		
	Is there a trained first aid officer at the venue?	Yes		
Child-Related Employment	<p>All Parliament House staff delivering guided tours and school education programs have a valid Working with Children Check (WWCC). This registration is required for staff who provide services to children within NSW.</p> <p><b>At all times, teachers are responsible for the full supervision of their students whilst on excursion at Parliament House.</b></p>			