

# Venue and safety information for school visits



Date of policy: March 2023

<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> <input checked="" type="checkbox"/>
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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. Please note, late arrivals may have their program/s shortened.
			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 Chambers of the Parliament. Storage is available.
Accessible entry			Wheelchair access	Parliament House has ground level wheelchair access from Macquarie Street supplemented by accessible lifts and ramps. To facilitate entry for students with accessibility issues, teachers are requested to contact Parliament House on <b>9230 3444</b> prior to the scheduled visit.  Accessible toilets are available in the public areas and on level 6. There is also a lift and change facility and an elevator on level 6. 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 members 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	<p>We ask that NO school bags and other items be brought into the Parliamentary Chambers except for Individual emergency medication which should be always carried by the individual.</p> <p>Bag storage is available in wire trolleys on the verandah outside the Parliament.</p> <p>Teachers can bring in bags with health and safety equipment.</p>
Guided Tour	All age groups No fitness level Required. No skill level required	All Parliamentary Officers who conduct guided tours undergo a national criminal history record check (police check) and hold a valid Working with Children Check		<p>Timed booked entry for school tours Tour group size – 60 primary school students per tour 50 high school students per tour</p>
Other Education Programs e.g. Legal Studies workshop, Secondary Schools Leadership Program for School Captains; Young Women's Leadership Seminary; NSW Schools Constitutional Convention.	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.		<p>In the case of some programs, participants arrive at Parliament House without supervision. Parliament does not organize or provide travel for students or teachers. During those education program at the NSW Parliament (such as the Student 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 office prior to the event.</b></p> <p>In the case of the Secondary Schools Leadership Program for School Captains in the afternoon, students will be under the supervision of Government House staff. Students depart Government House unsupervised at the end of the day's program.</p>

Supervision/Services	<p>The services provided for school groups at Parliament House are:</p> <ul style="list-style-type: none"> <li>• Guided tour conducted by Parliamentary Officers</li> <li>• Education program conducted by the Parliamentary Education and Engagement Officers.</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	<p>Before entering the Chambers on sitting days all bags, cameras, phones etc. will need placed in storage. Special medical items may be taken into the Chambers with the prior agreement of Parliament House School Bookings Officer. Individual emergency medication should be carried by the individual at all times.</p>	
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>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>	