



LOCAL AREA EXCURSION
SUPPORTING INFORMATION

The following information has been compiled to assist in planning for your excursion to The Literature Centre or a relevant regional host school or venue.

Name of Organisation: The Literature Centre

Postal Address: First Floor, State Library of WA, 25 Francis Street, Perth 6000

Phone Number: 1300 067 044

Email Address: info@thelitcentre.org.au; bookings@thelitcentre.org.au; writers@thelitcentre.org.au

Website Address: www.thelitcentre.org.au

Educational Benefit of Excursion

This excursion has the potential to impact and develop student:

- Confidence in becoming innovative, creative and imaginative thinkers
- Development of literacy, writing and storytelling skills
- Building confidence through sharing ideas and experiences with like-minded young people

Venue/Site for the Excursion*

The Literature Centre
The State Library of WA
First Floor/25 Francis Street, Perth 6000

The Literature Centre is located in the State Library building. Our office is on the First Floor, co-located with Writing WA, and our programs, events and services are run from a range of venues in the building. There is extensive information about access to the State Library linked to their website below:

www.slwa.wa.gov.au/plan-my-visit/hours-transport-access/access-inclusion

Our workshops, which run from the venue, will generally take place in The Education Space, accessed through the Storyplace on the Mezzanine level. A staff member will meet you on the ground floor, near the Welcome Desk, and escort you and your students to the designated space.

Young Writers sessions will generally take place in the Great Southern Room on the fourth floor, which has a capacity of 75, or for bigger groups in the State Library Theatre on the ground floor, which has a

capacity of 207. As teachers you will be expected to escort your students in and out of these venues, but TLC will provide information to you preceding your visit to help you.

More information about all State Library venues is available at the link below:

www.slwa.wa.gov.au/venues

**Please note that if your session takes place at a regional host school or public library, we will provide information to you beforehand.*

Risk Assessment

In the unexpected event that a session needs to be cancelled by us, a staff member will contact you at the earliest possible opportunity.

If a similar situation occurs for your school, for literature workshops, please contact us on bookings@thelitcentre.org.au , for Young Writers, please contact us at writers@thelitcentre.org.au - or phone us at 1300 067 044.

The following are some of the risks associated with the excursion that will help you prepare for the day:

- The medical conditions of your students. Ensure students bring all relevant medication, such as EpiPens and Asthma Inhalers.
- The behaviour of your students and any measures that may need to be taken. Ensure supervising teachers are aware.
- The specific learning needs of your students. Is there anything it would benefit from knowing to ensure your students are included and can access the content?
- Creative programs can include activities and topics that may cause emotional reactions. Is there anything you need to be aware of with your students?
- Students have some freedom to relax outside the library during breaks. There are associated risks with outdoor play, such as falls, trips etc.
- Students may not have permission to be photographed. Please ensure phones and other devices are not used during sessions, and care is taken during breaks.
- Ensuring the safety of students departing at the end of the workshop.

Supervision and Duty of Care

It is the responsibility of the school to develop a supervisory team that meets their specific requirements for the day. Duty of care remains at all times with the school and the school supervisory team must accompany their students throughout the visit. *

The Literature Centre staff and volunteers will not undertake any role(s) in a supervisory or duty of care context. Schools, parents and caregivers will at all times remain responsible for duty of care, including during all breaks.*

It is recommended that school supervisory team members are seated close to students to facilitate ease of supervision.

*Individually enrolled students or small groups of unattended students for Young Writers may be allowed to attend on a case-by-case basis if agreed by the Literature Centre, but all emergency contact and medical information must be provided. The Literature Centre retains the right to refuse any request for duty of care based on the Department of Education Duty of Care Policy.

Child Safety

The Literature Centre supports the principles of a Child Safe Organisation. All reasonable care will be made to provide a safe environment during the day.

You can access our Child Protection Policy on our website:

<https://www.thelitcentre.org.au/documents/important-documents-for-schools>

Regional Host Schools and Libraries

In a regional setting, programs take place in a range of hosting schools and public libraries. It is still the responsibility of the school enrolling students to provide a supervisory team. Duty of care remains at all times with the relevant school or individual parent or caregiver.

Individual Enrolments

We accept individual enrolments from parents on the understanding that all relevant contact and medical information is provided and that duty of care remains at all times with the relevant parent or caregiver. Please ensure any required medication and instructions are brought to the session.

Public Libraries

If one of our programs takes place in a metro or regional public library it is still the responsibility of the school to provide a supervisory team and duty of care remains at all times with the school or individual parent or caregiver.

Please note all public libraries we work with support the principles of Child safe Organisations but we ask that parents, carers and educators are mindful that libraries are used by members of the community.

Briefing Students & Supervisors

To ensure a safe and enjoyable experience for your students, it is recommended that teachers communicate all relevant information to their students and supervisory team prior to their visit. Additional information is provided at the end of this document.

Communication Strategy

While attending a TLC session, it is the responsibility of the school group to ensure appropriate methods of communication amongst the group have been established.

Our staff will be responsible for communicating with school groups in the instance of an evacuation.

Emergency Response Planning

Schools will have their own Emergency Response Plan pertaining to the particular needs of their students. It is suggested that school staff have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

In the event of a site emergency, school supervisory teams are responsible for managing the movement of students under the direction of TLC and State Library staff. School supervisory teams are strongly recommended to have suitable numbers within this team to further support these procedures.

Information on the State Library Emergency Management plan for evacuations and other incidents is available at this link:

<https://slwa.wa.gov.au/plan-my-visit/hours-transport-access/emergency-evacuation-procedure>

Public Liability Insurance

The Literature Centre has a Public Liability Insurance policy for \$20 million. A copy of our Certificate of Currency is attached to this document and also available on our website here. The policy is renewed and updated every year by 31 March.

<https://www.thelitcentre.org.au/documents/important-documents-for-schools>

OTHER RELEVANT DETAILS

Arrival at The State Library

Please arrive at the venue at least 15 minutes before the session commences. The State Library doors in The Cultural Centre and on Francis Street open at 9am. Please communicate to all students, parents and caregivers that unaccompanied students arriving before 9 am will not be supervised.

Public Library and host school venue opening times may vary and we will inform you about this beforehand. Please communicate to all parents and caregivers that students arriving before 9 am, will not be supervised.

Additional Information about the venue and enjoying the day

Any bags brought into the venue are the responsibility of the school, parent or caregiver. While there are CCTV cameras in use, The State Library security services will not take responsibility for theft, so we recommend that bags be kept in the program venue and close by at all times. Water bottles may be brought in, and any required writing or drawing material.

At all venues we allow for morning recess, lunch and afternoon recess breaks. At The State Library, unless otherwise advised, we encourage all students to take their break outdoors in the Cultural Centre. There is public space both outside the State Library and Boola Bardip (The WA Museum). Student supervision during breaks is the responsibility of the school supervisory team, parent or caregiver.

Please ensure staff and students bring enough food for the day. There is a cafe on the ground floor of the State Library but it is the responsibility of the school supervisory team to accompany students at all times.

Student mobile phones must be kept in bags at all times. If school policy supports it, iPads, tablets and small laptops may be used for writing or drawing activity related to the session only. Students must not take photographs of others without permission.