

AN EXCURSION TO WILD LIFE SYDNEY ZOO



Background information for Teachers making Risk Assessments

The following information provides background information for teachers planning a school excursion to WILD LIFE Sydney Zoo. This information will assist teachers to prepare a RISK ASSESSMENT PLAN for their excursion. For more information contact WILD LIFE Sydney Zoo on Ph: (02) 8251 7800

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Arrival and Departure

Schools should plan to arrive at least 15 minutes before the allocated entry period. This will allow time to organise tickets, have a quick food break and use bathrooms prior to entry if needed.

Group entry to WILD LIFE is staggered to avoid congestion in the Exhibit Area and to satisfy capacity regulations.

Groups exit WILD LIFE and assemble outside. In the interests of public safety, groups are not permitted to gather in the foyer or in any of the exhibit areas. In consideration of our other guests, please finalise roll calls prior to entering the attraction.

Access to WILD LIFE

Entry and exit to WILD LIFE is via the front doors. Exhibits are on two levels and a series of ramps gives access to various viewing opportunities.

Students are advised to walk at all times, to not block corridors and to use the ramps in a safe and responsible manner.

WILD LIFE Sydney Zoo FACILITIES

Exhibit Area

WILD LIFE is a major tourist attraction.

A mixture of general public, primary and secondary students will be in WILD LIFE at most times. Visitors are requested, as much as possible, to move through WILD LIFE in a one way direction to assist with crowd control and traffic flow.

The Kangaroo Walkabout and Koala Rooftop areas are attended by WILD LIFE staff throughout the entire day.

Toilets

There are toilets located on each level of the attraction, including Disabled toilets on Ground and Level 1.

Disabled Access

WILD LIFE Sydney Zoo is fully wheelchair accessible.

HEALTH & SAFETY ISSUES

Fire Exits and Evacuation WILD LIFE has clearly marked Fire Exits in all public areas and complies with Fire Control regulations. WILD LIFE Duty Managers have been formally trained in emergency evacuation procedures.

First Aid A First Aid Kit is located at each Point of Sale and all WILD LIFE Supervisors and Managers are qualified First Aiders.

For First Aid assistance please contact the Supervisor on Duty on 9333 9281.

CHILD PROTECTION ACT AND WORKING WITH CHILDREN CHECKS

Supervision Levels Supervision of students in WILD LIFE is wholly the responsibility of the teachers/carers. Supervisors are allowed free entry on the following ratios:

1:3 for pre-school students, 1:6 for K-2 students, 1:8 for Yr 3-12 students, 1:1 for disabled students

It should be remembered that the WILD LIFE is a busy public building and students need direct supervision at all times, including in the toilets.

Working with Children Checks WILD LIFE staff are responsible for the following duties: Admission procedures, meet and greet procedures, classroom learning and gift shop sales.

At all times, teachers/carers are the direct supervisors of students at WILD LIFE.

The Child Protection Act legislation does not consider WILD LIFE as a provider of specific services to children and it is therefore not necessary for WILD LIFE staff to have Working with Children checks. This information has been verified by the NSW Department of Education and Training.

Government school teachers who have questions about excursion policy should contact the Operational Co-ordinator, Schools at DET on (02) 9561 8514.

PUBLIC LIABILITY INSURANCE

Insurance cover WILD LIFE has the appropriate Public liability Insurance in place to cover injury and damage. A Certificate of Currency of insurance can be supplied on request. Please call 9333 9240.

PERSONAL BELONGINGS

In the Exhibit Area During your visit it is strongly advised for teachers and students to keep their belongings with them or leave them on the bus. For security reasons WILD LIFE does not have lockers or storage for backpacks. WILD LIFE takes no responsibility for lost items.

Lost property	Any items found in the WILD LIFE are placed in Lost Property, located at the Admissions Desk. Schools lose many items so students should be encouraged to be responsible for their own belongings.
PAYMENT PROCEDURES	
Payment options	<p>Prior to your visit: Credit card payment at time of booking; cheque posted prior to visit; EFT payment prior to visit. Tickets can be collected on the day.</p> <p>WILD LIFE will issue a tax invoice prior to the excursion if requested. Remember a tax invoice can always be obtained in the form of a receipt on the day when tickets are collected.</p>
STUDENT CODE OF CONDUCT	
Student behaviour	<p>Students should be aware that there will be both other schools and general public in WILD LIFE during their visit. Therefore we ask that teachers outline the following Code of Conduct and monitor student behaviour on the day.</p> <p>Students should:</p> <ul style="list-style-type: none"> - behave in a courteous and responsible manner at all times - behave safely and walk, not run inside WILD LIFE - place all rubbish in the bins provided - use appropriate vocal levels (i.e. no yelling/screaming) <p>WILD LIFE reserves the right to remove any students from WILD LIFE if their behaviour is disruptive or dangerous. A teacher will be required to supervise such students outside the building.</p> <p>We expect teachers to ensure that this Code of Conduct is adhered to.</p>

This document was developed in consultation with the NSW Department of Education and Training school excursion policy. Teachers making **RISK ASSESSMENTS** as part of School Excursion Planning should note that WILD LIFE **cannot make the assessment for you**. Teachers must make their own risk assessment based on the information provided. Please contact WILD LIFE Education office on (02) 8251 7800 if you have any questions.