

Excursion Management Plan

Name of organization	Perth Institute of Contemporary Arts (PICA)
Location/Contact Details	
Physical Address	51 James St, Northbridge (Perth Cultural Centre)
Phone Number	(08) 9228 6300
Fax Number	(08) 9227 6539
Email Address	www.pica.org.au
Postal Address	GPO Box P1221, Perth WA,6844
Website Address	https://pica.org.au/learn/students-teachers/
Contact Person	Jenn Garland, Front of House Manager, info@pica.org.au; Ashely Yihsin Chang, Engagement Coordinator, engagement@pica.org.au
Purpose of the Excursion	
<p>PICA’s Creative Learning Program offers firsthand experiences of the inventiveness of contemporary arts practices through guided tours, workshop activities and educational resources. The program is designed to explore new ideas from diverse cultural contexts, and to activate curiosity, imagination and critical thinking. It can be customized to specific interests, curriculum, age, ability and educational needs.</p> <p>PICA is committed to presenting a program of art and ideas that engages, excites and educates. Students and teachers are offered insights into the creative processes and diverse practices of contemporary artists, dancers, theatre makers, musicians and innovators across a wide range of disciplines. Through the Creative Learning Program, PICA seeks to foster a lifelong interest in the arts amongst students by introducing them to the exciting world of contemporary art.</p> <p>PICA’s Creative Learning Program includes free guided tours of the exhibitions (which can be tailored for different groups) education kits, workshop activities, education- based E-news mailouts, and all ages activities.</p>	
Environment	
<p>PICA is housed in a centrally located, iconic heritage building in Perth’s Cultural Centre and features three galleries: the main gallery on the ground floor and the West-end Gallery and Screen Space on the first floor. The main gallery branches out into three smaller open exhibition spaces and there are three additional studio spaces on the first floor as well as the Reading Room on the Ground floor. PICA’s Performance Space is housed within the building and seats 100. There are public toilets on both floors and an elevator for full mobility access.</p>	
Disability Access	

Access to the Ground Floor, First floor and Performance space is possible via lift. Access toilets are located on the First Floor through the doors on the west side of the balcony.

A wheelchair is available free of charge from the Front of House desk. Bookings are advisable to ensure availability and can be made by contacting 9228 6300.

Transport

Transport is to be arranged by the school. Buses should drop off and collect students from Beaufort Street near the corner of James Street. Directions and a map can be downloaded from our website. Alternatively, we are a five minute walk from the Perth City Train Station and Bus Port.

Students' Capacity

PICA offers primary and secondary school groups:

- Free interactive exhibition tours
- Education kits, including workshop activities which are connected to PICA's exhibition and performance programs

Tour and workshop activity content can be tailored to suit your curriculum needs. It is recommended that your group size not exceed 25 students and bookings are essential.

Please advise if you have any students with special needs (including education support and ESL) so we can attempt to maximize the benefit of their visit.

Supervisor/Supervisory Team

It is the responsibility of the school to develop a supervisory team that meets their specific requirements and PICA's recommendations for school visits.

PICA's Visitor Services staff are positioned around the gallery and may assist you during your excursion but the teacher-in-charge and the school supervisory team is responsible for the supervision and any specific requirements of your students at all times.

Please be aware that members of the general public may be visiting the gallery at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

External Provider Information

All PICA staff who supervise students have a current *Working with Children Check*.

Our public liability insurance limit is \$20 million and we are insured by Ansvar Insurance Limited. Our Certificate of Currency can be downloaded from our website.

Supervision Strategies

Supervising staff (from the visiting school) should remain with the tour/workshop group for the duration of their visit and should intervene if student behavior is inappropriate.

15-20 is an ideal number of students per group for a tour/workshop at PICA, however a group of up to 32 (maximum class size) can be accommodated. Recommended student/staff ratios are:

- At least one teacher/ adult for every **15** students in K- year-1
- At least one teacher/adult for every **20** students in Years 2-12

- At least one teacher/adult for every **25** tertiary level students
- Any groups of over 25 students require at least two teacher/adult supervisors.

Identification of Excursion Participants

Schools are responsible for selecting an appropriate method of identifying students and school staff. It is preferable, but not essential, that students wear their school uniforms.

Communication Strategies

PICA has normal mobile phone reception and we recommend that the school supervisory team have mobile phones for use during the excursion.

Emergency Response Plan

PICA has an Emergency Response Plan which can be provided upon request. It includes:

- An emergency signal;
- Evacuation routes which lead to a safe assembly area (see map);
- Locations of fire hydrants; and
- Emergency phone numbers.

We recommend that the teacher-in-charge has a list of names of all students and supervisory staff in the event a roll call is necessary. All PICA staff are trained in evacuation procedures and our first priority is to ensure the safety of our visitors. For further information, please contact info@pica.org.au

Briefing Students and Supervisors

To ensure a safe and enjoyable excursion to PICA, it is recommended that the teacher-in-charge communicate all relevant information to their students and supervisory team prior to your visit.

To prepare for a visit, school supervisory teams and teachers in charge of excursions are encouraged to visit the exhibition prior to the excursion and to access the education resources available on the PICA website.

Before commencing your tour, a PICA staff member will address your group to:

- welcome you to PICA;
- give a brief overview of PICA's history and role as a contemporary arts institution;
- brief students and school supervisors on the behavior guidelines for the galleries:
 - All visitors must observe the instructions of PICA staff while in the building.
 - maintain appropriate distance from artworks and not touch, brush past or disturb them in any way, unless directed to do so by PICA staff.
 - show respect to other gallery patrons by keeping vocal volume to a minimum and not overcrowding a particular section of the exhibition
 - do not run in the gallery
 - leave school bags in a secure location at front of house reception
 - do not eat or drink (water bottles excepted) in the gallery

Photography

Photography in the galleries is for personal, non-commercial purposes only. Please request prior permission if you wish to use flash photography or tripod. We love to see photos of your visit –

you can email them to info@pica.org.au or tag us on social media with @pica_perth and #picaperth.

PICA staff may request photographs of school groups for marketing and communications purposes. Photography of this nature will not be undertaken without signed image release forms.

Please note that photographing or recording the Gallery guide's talk is not permitted unless you have asked for their permission.

Other Relevant Details

PICA's galleries are open to schools and the general public: Tuesday - Sunday, 10am - 5pm

Please contact us to make a booking on 9228 6300, Monday - Friday, 9.30am - 5pm

Our postal address is: G.P.O. Box P1221, Perth, WA, 6844

If you require any additional information or wish to discuss any aspect of your visit please contact our Front of House Manager or visit our website: www.pica.com.au

This information is valid until 31 December 2020

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