

## Excursion Management Plan

<b>Name of organization</b>	Perth Institute of Contemporary Arts (PICA)
<b>Location/Contact Details</b>	
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/learning/
Contact Person	Jenn Garland, Learning and People & Culture Manager, jenn.garland@pica.org.au
<b>Purpose of the Excursion</b>	
<p>Visit PICA to explore current issues, diverse contexts and innovative techniques through immersive experiences with contemporary art. A vibrant and inclusive Australian society is showcased in the exhibitions at PICA in 2022 which provide a platform for exciting new voices. Responding to the recent period of global disruption with optimism and activism they ask: how can we find new ways to connect, share and bond?</p> <p>Our Creative Learning program for Primary, Secondary and Tertiary students offers free exhibition experiences and cross-curricular activities tailored to the needs, interests and abilities of your class. Excursions to PICA are designed to foster intercultural understanding, critical thinking and creativity. Students and teachers are offered insights into the creative processes of contemporary artists, dancers, theatre makers, musicians and innovators across a wide range of disciplines</p> <p>Make the most of your excursion to the Perth Cultural Centre by combining a trip to PICA with other cultural institutions: WA Museum Boola Bardip; The Art Gallery of Western Australia - AGWA; State Library of Western Australia; and State Theatre Centre of WA.</p> <p>Student learning can be reinforced and connected at PICA with education programs offered by other cultural institutions. Our creative learning program focuses on key themes of First Nations perspectives, sustainability and the natural world, and identity and social commentary.</p> <p>For more information about what's on at PICA, including the performance program please visit the website: <a href="https://pica.org.au/whats-on/">https://pica.org.au/whats-on/</a></p>	

## Environment

PICA is in the Perth Cultural Centre - in Boorloo on the unceded lands of the Whadjuk Nyoongar people. Perth Cultural Centre is also home to WA Museum, State Library of Western Australia, Art Gallery of Western Australia, The Blue Room Theatre and the State Theatre Centre of Western Australia. It is a 5-minute walk from Perth Train Station and Busport.

PICA is housed in an iconic heritage building. It features three galleries: the main gallery on the ground floor and the Upstairs Gallery and Screen Space on the first floor. The main gallery branches out into three smaller open exhibition spaces. There are three additional studio spaces on the first floor as well as the Activity Room on the Ground floor. PICA's Performance Space is housed within the building and seats 110. There are public toilets on both floors and an elevator for full mobility access.

## Disability Access

Wheelchair access to the Ground Floor, First floor and Performance space is possible via lift. Access toilets and baby change facilities are located on the First Floor in the corridor on the eastside 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.

PICA is partnering with DADAA, WA's leading disability arts body, to offer Tactile tours and Audio Description services people who are blind or low vision to engage with the artworks through description and touch.

Upon request quiet hours can be arranged for a low-sensory exhibition experience by reducing noise and distractions for those living with Dementia, Autism, and Mental illness.

## Transport

Transport is 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, secondary and tertiary school groups:

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

Tour content can be tailored to your curriculum needs. Bookings are essential. Large groups exceeding 25 students can be accommodated by splitting into two smaller groups.

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.

<b>Supervisor/Supervisory Team</b>
<p>It is the responsibility of the school to provide a supervisory team that meets their specific requirements and PICA's recommendations for school visits.</p> <p>PICA's Visitor Services staff are positioned around the gallery and may assist you during your excursion. The teacher-in-charge and the school supervisory team are responsible for any specific requirements of your students at all times.</p> <p>Please be aware that members of the general public may be visiting the gallery at the same time as your school. We appreciate students demonstrating courteous behavior towards other visitors, and refraining from running, shouting and touching artworks (unless they are interactive or participatory).</p>
<b>External Provider Information</b>
<p>All PICA staff who supervise students in workshop settings have a current <i>Working with Children Check</i>.</p> <p>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.</p>
<b>Supervision Strategies</b>
<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• At least one teacher/ adult for every <b>15</b> students in K- year-1</li> <li>• At least one teacher/adult for every <b>20</b> students in Years 2-12</li> <li>• At least one teacher/adult for every <b>25</b> tertiary level students</li> <li>• Any groups of over 25 students require at least two teacher/adult supervisors.</li> </ul>
<b>Identification of Excursion Participants</b>
<p>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.</p>
<b>Communication Strategies</b>
<p>PICA has normal mobile phone reception, and we recommend that the school supervisory team have mobile phones for use during the excursion.</p>
<b>COVID-19 Safety Plan</b>
<p>The safety of our patrons and staff is our main priority at PICA. All visitors are asked to follow the current WA State Government COVID-19 Guidelines.</p> <p>If you are feeling unwell with cold/flu symptoms, we ask that you stay home and follow the latest State Government guidelines around testing and isolating.</p> <p>We encourage 1.5m physical distancing and good hygiene. Hand sanitizing stations are located throughout our venue for your use.</p> <p>If you have any questions, please don't hesitate to contact us at <a href="mailto:info@pica.org.au">info@pica.org.au</a></p>

## 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 [jenn.garland@pica.org.au](mailto:jenn.garland@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 art 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](mailto: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 Learning and People & Culture Manager or visit our website: [www.pica.com.au](http://www.pica.com.au)

**This information is valid until 31 December 2022**

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