



SHRINE OF REMEMBRANCE VENUE AND SAFETY INFORMATION FOR SCHOOLS 2024

Venue	Shrine of Remembrance	
Location	Birdwood Avenue Melbourne VIC 3001	
Phone	03 9661 8100	
Web address	www.shrine.org.au	
Insurance	VMIA Public Liability GGP000459 of Master Policy number PPL2722V12024 current to 30/06/2025	
Occupational Health and Safety	What is the Shrine's safety policy?	The Shrine of Remembrance complies with the <i>Occupational Health and Safety Act 2004 (Victoria)</i> . The Shrine is committed to providing a safe and healthy environment for all staff, contractors and volunteers who work on site.
Emergencies	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Nearest hospital emergency?	The Alfred Hospital 55 Commercial Road Melbourne 03 9076 2000
First Aid	Are First Aid kits available?	Yes, however teachers are encouraged to always carry their school's First Aid kit or individual student's medical items.

	Is there a trained First Aid officer at the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is there a First Aid room available?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Child Safe / WWCC	Do all staff (employees and volunteers possess current Working With Children Clearances?	Yes all Shrine staff possess current Working With Children Clearances and/or VIT registration.	
	Do all staff (employees and volunteers) possess current National Criminal Checks?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
		All Shrine staff possess National Criminal Record Checks Duty of Care obligations remain with school authorities during excursions to the Shrine.	
	Does this organisation have a Child Safe Policy and Code of Conduct?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Child Safety Officer	The Shrine's Child Safety Officer is Laura Carroll lcarroll@shrine.org.au		
Code of Conduct	Does this organisation have a staff Code of Conduct?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
		The Code of Conduct for Victorian Public Sector Employees.	
Construction / Maintenance	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Cloaking	The Shrine has locking cupboards for cloaking student bags. Cloaking is usually recommended but not compulsory. Occasionally we cannot provide cloaking facilities. In this case students will need to carry their bags with them for the duration of the visit. The best option is to leave bags on buses whenever that is possible.		
Accessibility	All people are welcome at the Shrine and we place a high priority on providing respectful and safe access for visitors and students with disabilities.		

	<p>The venue is ramp accessible via Birdwood Avenue with ramp access available via Education Centre and Visitors Centre.</p> <p>The Galleries, Sanctuary and Crypt are all accessible by lift. The lift does not extend to the Balcony.</p> <p>There are also wheelchair spaces in the Auditorium.</p> <p>T Loop (telecoil) systems support audio in the Visitor Centre, Auditorium and Galleries exhibits.</p> <p>By prior arrangement, light levels in the Galleries can be adjusted to support visits from students with sensory, auditory and visibility needs.</p> <p>The inside spaces of the Shrine can be noisy, so autistic students are encouraged to bring and use headphones or earplugs if required.</p> <p>Staff supporting autistic students are encouraged to let staff know so appropriate support can be provided.</p>
Toilets and hand hygiene	<p>There are male and female toilets and an all-gender accessible toilet in the Visitor Centre.</p> <p>Near the Auditorium in the Education Centre, there is an all-gender accessible toilet and male and female ambulant toilets.</p> <p>There is a public toilet block located in the garden area opposite the Education Centre entrance.</p> <p>Hand sanitiser stations are in all visitor entrance foyers.</p>
Equipment used on site for Education programs	<p>The program called Keepsakes from the First World War, and some specialised student workshops, involve students handling real and replica historical artefacts. There are no real or replica weapons in these collections. These objects are kept clean.</p>
Students' psychological wellbeing	<p>The Shrine is a Child Safe venue and is committed to supporting the safety and wellbeing of all children visiting and engaging in our programs. Staff and volunteers delivering guided programs take care to present information about war and conflict in age-appropriate and psychologically safe ways.</p> <p>Teachers conducting self-guided excursions should note that the Galleries of Remembrance contain some images and written descriptions of the impacts of war which may be distressing to some visitors.</p>
People students might come into contact with	<p>Shrine personnel (employees and volunteers), Victoria Police Protective Services Officers (PSOs), contractors, general visiting public and other school students, teachers and chaperones</p>
Spaces students might visit	<p>Internal: Education Centre Reception, Visitor Centre, Auditorium, Galleries of Remembrance, Education Classrooms (within the Galleries), Sanctuary, Crypt, Ambulatory and stairwells</p>

	External: Shrine Forecourt, Balcony and Shrine Reserve
Places for students to eat	<p>The Shrine does not have facilities for students to eat. It is recommended that schools take snack and lunch breaks on grassed areas of the Shrine Reserve, or in the Royal Botanic Gardens. There are no undercover spaces in these locations.</p> <p>When wet weather disrupts snack and lunch breaks, the Shrine will endeavour where possible to provide an indoor space where students can eat. These spaces are foyer areas and do not contain seating. Students may sit on the floor in these circumstances.</p>

Note regarding chaperones and other accompanying adults. Every adult accompanying students is required to be in a supervisory role and must have adequate authority to manage students and student groups.

Please note that the information provided is current at August 2024. It has been provided to assist teachers in their risk management planning for excursions. If further information is required, contact the Shrine. education@shrine.org.au

PROGRAM INFORMATION AND RISK REGISTER

Activity / program	Recommended age group	Responsibility	Potential Risks List hazards /risks to each activity or program at the venue	Control Strategies Strategies for ensuring visitor safety for this potential risk
Preparation for visit	Early Years to Year 12	Teachers	Disorientation	<p>Teachers are invited to use the Shrine's Virtual Tour prior to the school visit to familiarise themselves with memorial and exhibition spaces and facilities. https://www.shrine.org.au/virtual-tour-shrine</p> <p>All teachers to read through the pre-visit information and follow relevant education department guidelines in regards to duty of care. Students should also be briefed on appropriate behaviour prior to visit. Please read the following guidelines on our website: https://www.shrine.org.au/plan-your-excursion</p>
Arrival and departure	Early Years to Year 12	Teachers	<p>Late Arrival</p> <p>Movement from buses or trams to Education Centre</p> <p>Trips and falls</p> <p>Lost students</p>	<ul style="list-style-type: none"> • Plan to arrive 10 minutes before your allocated session start time. Seat the group in the Education Courtyard while the lead teacher speaks with a Shrine staff member • If the group is late for a booking, lost time cannot normally be made up by extending the program past the prearranged finish time and some parts of the building might not be visited. If you are delayed please contact 03 9661 8100. Teachers are asked to supervise students while crossing roads and boarding or alighting buses or trams • Ensure students sit while waiting in the courtyard. The space is not for climbing on the concrete features or the wall panelling. Students to be

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				<p>reminded to walk sensibly and to take extra care to use hand rails and ramps where available. In wet weather ground surfaces, especially grassed and sloped areas, may be slippery.</p> <ul style="list-style-type: none"> • Teachers to ensure students are accounted for at regular intervals. Teachers should prepare students if they become lost by reporting to staff or volunteers in the building who will assist them to find their teacher. (Identifiable by name badges and Shrine lanyards.) • Unwell students and teachers are asked not to attend the Shrine. If students or teachers become unwell during the excursion, Shrine staff must be informed.
Bags and personal items	Early Years to Year 12	Shrine staff Teachers	Weariness from carrying bags Falls while carrying bags Lost property	<ul style="list-style-type: none"> • Teachers are asked to make every effort to keep students' bags at school or on the bus. • Occasionally the Shrine may be unable to provide cloaking facilities for student bags and/or other personal items; these would need to be carried by owners for the duration of the visit. To protect museum displays, students may be asked to wear backpacks on their fronts while inside the building or set them down on the floor.

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				<ul style="list-style-type: none"> • Lost property other than perishable foodstuffs remaining after excursions is stored at the Shrine Visitor Centre Reception desk.
Education Programs led by Shrine Education staff/ volunteers AND Education visits led by teachers	Early Years to Year 12	Shrine staff Teachers	<p>Student behaviour</p> <p>General safety and preservation of artworks and artefacts</p> <p>Injuries caused by trips and falls, ignoring barriers, touching electrical equipment, sharp objects or heavy objects</p> <p>Emotional and cultural awareness</p> <p>Low risks related to the Shrine reserve may include but not restricted to:</p>	<ul style="list-style-type: none"> • Students must observe the instructions of Shrine staff and volunteers while undertaking activities in any of the Shrine’s facilities. • Students and teachers are asked not to touch artworks and artefacts unless invited to do so by staff. • Ensure teacher supervision is evenly spread throughout your group to prevent students from climbing or leaning over containment walls. Students are not to climb on landings or architectural features. • Teachers to ensure that students understand the Shrine is a place of commemoration and that for many visitors, a very important place. They may see displays of emotion from other visitors or may feel emotional themselves at different points during their visit. Students should also be made aware of the variety of visitors who come to the Shrine and the different perspectives they will represent.

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			<ul style="list-style-type: none"> - Inclement weather - Allergies and insects - Sunburn - Dehydration - Trips and falls 	<ul style="list-style-type: none"> • The Shrine does not have shelter on the Reserve for students to keep dry. Ensure students are wearing appropriate clothing for the weather, such as raincoats or sun hats. • There is a drinking fountain positioned directly outside the Education Courtyard.