



West Australian  
Symphony Orchestra

# 2025 Excursion Management Plan



## LOCATION / CONTACT DETAILS

Physical Administration Address:	Level 3, 445 Hay Street, Perth WA 6000
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Contact Person:	Christina Diaz, Schools & Education Manager

## 1. PURPOSE OF THE EXCURSION

From the centre of Perth to the furthest corners of the state, West Australian Symphony Orchestra has provided the soundtrack to life in Western Australia since 1928. As the State Orchestra, Perth's first and finest, WASO is the largest employer of performing artists in WA and reaches two million people with musical experiences each year on stage, in our community, and online.

From concert halls to classrooms, hospitals to aged care, we bring joy, inspire learning, and nurture participation in our community, because everybody deserves the opportunity to experience live music. WASO host a variety of mainstage, family, educational, community and regional touring performances throughout the year, suitable for all ages.

## 2. ENVIRONMENT

In 2025, your students will have the opportunity to experience WASO at a range of convenient venues around Perth including the State Theatre Centre of Western Australia, Winthrop Hall and possibly even at your school.

For venue specific information, please visit the venue websites below:

- Heath Ledger Theatre, State Theatre Centre of WA  
[artsculturetrust.wa.gov.au/venues/state-theatre-centre-of-wa/your-visit/schools-and-students/](http://artsculturetrust.wa.gov.au/venues/state-theatre-centre-of-wa/your-visit/schools-and-students/)
- Riverside Theatre, Perth Convention & Exhibition Centre  
[pcec.com.au/visitors/schools/](http://pcec.com.au/visitors/schools/)
- For further venue information on Winthrop Hall and North Perth Town Hall, please contact Christina Diaz.

## 3. TRANSPORT

Transport arrangements are the responsibility of the school.

For information on availability and location of bus parking, please contact the City of Perth on (09) 9461 3800 or [cityofperthparking.com.au](http://cityofperthparking.com.au).

Public car parks are located in the vicinity of each venue. Please note, some car parks are not suitable for bus parking. Please contact the City of Perth for details.

For public transport options, please contact Transperth via their Get On Board team - [getonboard.transperth.wa.gov.au/Teachers/Excursions](http://getonboard.transperth.wa.gov.au/Teachers/Excursions) or plan your journey on [transperth.wa.gov.au](http://transperth.wa.gov.au)

## 4. BAGS, FOOD AND DRINK

Venues have limited space available for storage of lunches and school bags. Please leave school bags at home or at school if possible.

Please check individual venues for their policies on cloaking large bags, and their food and drink policy.

## 5. SUPERVISOR / SUPERVISORY TEAM

It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision outlined in this document. One complimentary teacher/supervisor ticket per 10 primary students or 15 secondary students is available on booking your WASO performance.

The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary. The WASO staff will be present to facilitate the smooth and safe running of the event and will not undertake any role(s) in a supervisory context.

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

## 6. SUPERVISION STRATEGIES

School groups will be seated together where possible to assist with supervision. It is recommended that school supervisory team members are seated amongst students to facilitate ease of supervision.

WASO recommends school supervisory teams are established with the following ratios:

- Years K – 3, one adult to 10 students
- Years 4 – 7, one adult to 12 students
- Years 8 – 12, one adult to 15 students

with a minimum of two supervisors per 32 students.

The recommended ratios may vary according to the needs of your students. Please feel free to discuss supervision ratios with us.

## 7. IDENTIFICATION OF EXCURSION PARTICIPANTS

Identification of excursion participants is the responsibility of the individual school. It can be helpful to WASO and venue staff if students are dressed in school uniform for clear identification, and if the school supervisory team members wear a name badge.

For activities outside school hours, the school should make provision for a system that can easily identify students such as badges or wristbands.

## 8. EXTERNAL PROVIDOR INFORMATION

### Clearances

All WASO Community Engagement & Education team members have current Working with Children Checks. Please see individual venues for their staff clearances.

## **9. FIRST AID**

First Aid Kits are available at each WASO performance venue, with senior staff holding first-aid certificates. It remains the responsibility of the school to provide first aid to their students. Should any of your students require medical attention, please advise venue staff and they will assist if possible. First Aid must be considered in your school's supervision strategy to ensure your group is appropriately supervised in the event of a medical issue.

Schools are responsible for bringing and administering adrenaline, insulin, and other special medications required by their students.

## **10. COMMUNICATION**

Communication between students and school supervisory team is the responsibility of the school. Please ensure everyone recognises the communication strategies prior to your visit.

School supervisory teams are encouraged to provide a mobile phone that they can be contacted on and use to call out during their visit, and are asked to ensure that this number is fully functional in all locations throughout the venue. Please note, mobile phones are required to be turned to silent during performances.

For further communication strategies regarding individual venues, please see the venue's Excursion Management Plan.

## **11. EMERGENCY RESPONSE PLAN**

Schools are required to develop their own Emergency Response Plan considering the needs of your students and all activities related to the excursion including travel to, and from, the venue.

In the event of a venue site emergency it is essential and that all school visitors take direction from venue staff. School supervisory teams are responsible for managing the movement of students under this direction and are strongly recommended to meet identified supervision requirements to further support these procedures.

It is recommended 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.

## **12. BRIEFING STUDENTS AND SUPERVISORS**

You will receive an email confirmation once you have made your booking, and an information pack prior to the event. On the day of your excursion, please inform venue staff at venue reception of your group's arrival to confirm the name of school, your mobile phone number and the number of students and adults in attendance.

For all performances except evening performances, a WASO Community Engagement & Education team member will meet you on arrival at venue reception.

School supervisory teams are encouraged to prepare students for the visit by outlining expected behavior and learning outcomes. Please note that photography and videography is not permitted during a performance.

### 13. OTHER RELEVANT DETAILS

The following guidelines will ensure a safe and comfortable environment for students and other members of the audience.

- Preferably large bags should not be brought into the venue. Should students arrive with large bags, they will be cloaked by the front of house staff before entrance to the venue is permitted.
- Owing to technical interference and Occupational Safety and Health requirements, mobile phones must be turned off or on silent during performances. School supervisory teams are responsible for monitoring this requirement.

Please be aware that members of the general public may be attending a performance at the same venue as your school and we would appreciate your students demonstrating responsible behavior. To ensure an enjoyable experience for all:

- Students must refrain from talking during a performance.
- Students must remain in their allocated seating under the supervision of the school supervisory team at all times.

Please note, a lockout may apply to some performances. Please check with the ticketing agent at the time of ticket purchase.

### 14. PUBLIC LIABILITY INSURANCE

Insurer: CGU Insurance

Limit of Cover: \$20,000,000

The WASO's Public Liability Certificate of Currency document is available on the following WASO webpage: [waso.com.au/files/resources/Public\\_Liability\\_Certificate\\_of\\_Currency.pdf](https://waso.com.au/files/resources/Public_Liability_Certificate_of_Currency.pdf)

This information is valid until 31 December 2025.