The combination of iconic coastal locations, broad accessibility and the opportunity to engage with practicing artists makes the *Sculpture by the Sea* Education Program truly unique in the sphere of visual arts education.

Event Address:	Cottesloe Beach Marine Parade, Cottesloe WA 6011
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DET EXCURSION MANAGEMENT PLAN

Purpose of the Excursion

Sculpture by the Sea is a not for profit organisation. It aims to transform beautiful and popular coastal locations into temporary outdoor sculpture exhibitions - free to the public; promote sculpture as an art form; facilitate valuable career opportunities for sculptors and engender a greater sense of community amongst vast and diverse audiences.

Since 2005 *Sculpture by the Sea*, Cottesloe has transformed the stunning beach precinct into a picturesque sculpture park, with over 70 outdoor works framing the Indian Ocean and its beautiful back drop of beach sunsets. The annual exhibition has grown in scale and popularity each year, with an ever-expanding showcase of sculpture produced by a broad selection of local, interstate and international leading and emerging artists.

The *Sculpture by the Sea* Alcoa School Education Program aims to provide both students and teachers with an informative, stimulating and multi-sensory out of class room experience that will enhance the learning potential for students visiting the exhibition. We aim to increase accessibility and inclusion, develop the diversity of participants and manage an efficient booking and communication system to ensure excursions run smoothly and safely for everyone involved. All schools arranging a self guided visit are encouraged to use the online booking form and provide us with details (including a mobile phone number) so that we are able to contact them with information and in the event of an emergency.

The Program offers participants the opportunity to meet exhibiting artists, explore, examine and discuss a range of creative, conceptual and artistic responses to site and landscape, form and contemporary ideas through meeting and working with Exhibiting artists, (Artist workshops, Artist Spotlight Talks and Teachers Professional Events) or viewing many of the sculptures in a tour with *Sculpture by the Sea* Educators which include engaging activities on site (Focus Tours).

Environment

Sculpture by the Sea is located at various sites on and around Cottesloe Beach. Cottesloe Beach is an open public space with immediate proximity to the Indian Ocean.

The sculptures are installed in various locations throughout the Cottesloe Beach precinct, including directly on the beach and in the adjacent park.

Sculptures are accessed by foot on a variety of surfaces including soft and hard beach sand, grass, concrete and paved pathways. The sculptures are constructed from diverse materials.

The *Sculpture Inside* exhibition of small sculpture by exhibiting artists located in a marquee structure at the Sea View Golf Course accessed on the corner of Marine Parade and Forest Street – opposite the Cottesloe Surf and Life Saving Club.

The Education Program Sculpture Workshops are held in shaded areas on site and/or under an awning or open sided marquee. Focus Tours involve a tour of selected sculptures in the exhibition, activities included in some Focus Tours will take place be on site in a shaded area.

In relation to the general environment of Cottesloe Beach, the following potential risks have been identified, along with suggested strategies for excursion management:

A major road (Marine Drive), uneven paths, steps with and without railings, grassed areas, concrete paths, sand, sandy and/or wet walking surfaces, ocean.
Students should be advised in advance of the nature of the coastal area and behave accordingly. Students should be advised to walk and not run at all times, not to climb on any temporary or permanent structures including the sculptures, vegetation, walls and fences. Enclosed shoes with appropriate soles should be worn.

Weather conditions: sun, wind, rain
Students/teachers are advised to wear enclosed shoes with flat soles, wear protective sun hats, eyewear and sunscreen, and bring water bottles. If weather necessitates, please bring own umbrellas and/or ponchos. We recommend that contingencies for wet/windy weather be made. Students should be made aware of a pre-determined meeting place if weather becomes unsuitable. Workshops will go ahead in all weather conditions in the allocated undercover awnings (unless risk has been identified). Contingency plans for Focus Tours and Artist Spotlight Talks will depend on the severity of the weather and the number of students involved.

Sculptures - protruding and or sharp objects, moving parts, hollow/unsupportive materials
Some sculptures are safe to touch carefully; some are fragile and/or have highly polished surfaces and should not be touched. Students should be advised in advance of the diverse nature of the sculptures and behave accordingly and with respect to the Artists whose works they will be seeing. **Adult supervision is required at all times.** Students should be alerted to the signs situated near the sculptures that recommend caution. A recommended Sculpture Safety Rating is indicated on the information plaques by each sculpture and is included in the Kids' Guide (available at exhibition marquees $7, free to Sculpture Workshop participants, teachers for each Focus Tour group and teachers who have pre booked their visit.)

Transport

Transport arrangements are the responsibility of the school.

For school groups traveling by hired bus/coach - the closest drop off and pick up area is on the beachside of Marine Parade, near the Indiana Tea House. Hired buses/coaches are then required to find parking for the layover period. All Education Programs will meet and commence from the 'Education hub' situated in the open sided marquees on the grassed area beside the Cottesloe Surf Lifesaving Club, which is a few minutes walking distance.

A free bus service runs between Cottesloe train station and the Cottesloe beachfront. For timetables, search for the *Cottesloe Cat Shuttle Service* at http://www.cottesloe.wa.gov.au. For further bus and train information, please visit www.transperth.wa.gov.au

Education Program and Student Capacity

EDUCATION PROGRAM ACTIVITIES:

WORKSHOPS: The Sculpture Workshops provide a unique opportunity for students to meet and work with an exhibiting artist; explore materials and processes involved in creating sculpture through activities based on the Artist's practice. Designed for primary and secondary students. 90min, maximum 30 students per workshop and one school supervisor per group.

FOCUS TOURS: The Focus Tours are conducted by a *Sculpture by the Sea* Educator or Artist and involves interactive discussion and activities based on students responses to a selection of sculptures in the exhibition. Developed for primary and secondary students. 60min, maximum 15 students and one school supervisor per group.

ARTIST SPOTLIGHT TALKS: Secondary students meet and view the work of two exhibiting artists for question and answer discussion. A *Sculpture by the Sea* Educator facilitates the session. 60min, maximum 30 students and one school supervisor per group.

SELF GUIDED SCHOOL VISITS:
Schools are requested to complete the Booking Request Form via the website http://sculpturebythesea.com/cottesloe/education/bookings/ and provide details of their excursion so that we are aware of potential groups/numbers and inform Site Crew. It also allows us to contact schools if there are any circumstances that might affect their visit.

Education Resources An online 3 section publication featuring: information about exhibiting 'Artists and their Artworks' with suggested activities and discussion points; a 'Glossary' of sculptural terms, and a case study of *Sculpture by the Sea*. This (free) Education Kit is available to download from our website: http://sculpturebythesea.com/cottesloe/education/education-resources/

Supervisor/Supervisory Team

It is the responsibility of the school to provide a supervisory team that meets the specific requirements of the school and the recommendations for supervision below:

- Schools are required to provide 1 supervising adult per 15 students
- *Sculpture by the Sea* will provide a minimum of two Education Staff/Volunteers/Artists per Workshop and Artist Spotlight Talk and one Educator per 15 students for Focus Tours to assist School Supervisory Teams
- A maximum of 30 students per Workshop and Artist Spotlight Talk, and 15 students per Educator/Artist led Focus Tour is specified
- Close supervision of participants is to be maintained at all times

Involvement of External Providers

Sculpture by the Sea Education Program staff can provide the following:

Current Accreditations and Qualifications and Competencies :
Tertiary qualifications in Education (Visual Art, Drama, Arts), Special Education and Museum Studies with extensive experience in visual art workshop and exhibition tour delivery.

Extensive experience in developing and coordinating programs in the fields of education, special education, visual arts and museum studies.

Knowledge of the Safe Work Method Statement, which identifies activities, possible hazards, risks and safety control measures for workshop and art making activities.

Understanding of the *Sculpture by the Sea* Emergency Response Plan.

Adherence to the *Sculpture by the Sea* Child-safe Child-friendly Policy Code of Conduct.

Clearances:

- WA: *Working with Children Check* in accordance with the WA Department for Child Protection
- New South Wales: NSW *Working with Children Check* in accordance with NSW Commission for Children and Young People
- International: *Sculpture by the Sea* Child Safe Child-safe Child-friendly Policy requires an equivalent WWCC check and/or reference

Public Liability Insurance: *Certificate of Currency is available upon request.*
Insurer: QBE Australia
Amount: $20 000 000
Validity: 01/06/2019 – 4.00pm 01/06/2020 at 4.00pm

Supervision Strategies

It is the responsibility of the school supervisory team to develop appropriate strategies to address the risks associated with the proximity of activities and artworks within the environment as described, and open water in particular. In addition, it is the responsibility of the school to provide a supervisory team that meets the specific requirements in line with the information related to Supervisory Teams (above).

Identification of Excursion Participants

Identification of excursion participants is the responsibility of individual schools.
Sculpture by the Sea staff will be identifiable through a uniform of dark blue branded *Sculpture by the Sea* 'Crew' t-shirts.
Sculpture by the Sea volunteers wear bright blue branded *Sculpture by the Sea* 'Volunteer' t-shirts.

Photography of student groups

Some Education Programs will be photographed by a professional photographer on behalf of *Sculpture by the Sea* and/or our major Sponsor Alcoa of Australia. Should any of the student participants not wish to be photographed, or do not have parental permission to be photographed, then this must be communicated to *Sculpture by the Sea* Education staff immediately upon arrival.

Communication Strategies

School supervisory teams are required to provide a mobile phone number at the time of booking on which they can be contacted during their site visit, and are asked to ensure that this number is fully accessible on the day of excursion.

A fully charged and functional mobile phone will be carried by *Sculpture by the Sea* Education staff at all times, and will additionally hold contact numbers for schools, site office and site crew. *Sculpture by the Sea* Site Crew have access to two way radios at all times during the exhibition.

First Aid and Emergency Response Plan

In the case of an emergency, please follow the directions of *Sculpture by the Sea* Education staff and Site crew who are responsible for implementing the emergency response plan, including evacuation procedures.

Sculpture by the Sea Education staff and Site crew can be identified by a dark blue t-shirt with logo. All staff have access to a First Aid Kit and selected staff have completed First Aid training. Crew with First Aid training will be on site at all times during exhibition hours (7am-8pm).

St. Johns Ambulance staff will be stationed on site each day during exhibition (9.30am-7.00pm weekdays and 10.00am-7.00pm weekends).

All incidents requiring first aid are reported in an incident report form requiring contact details and signature of the supervising adults involved. All incident reports are processed and filed by the Site Manager at the end of each day.

In the case of a student or participant having a known allergy, then an individual allergy management plan is required to be brought to Sculpture by the Sea on the excursion date.

On the excursion date a parent or teacher from the visiting school/group must carry the plan and medications or treatments during activities, and be trained to use such medications. (i.e. adrenalin, EpiPen™ dispensers).

Briefing Students and Supervisors

Information covering much of the content of the Excursion Management Plan is included in the confirmation details sent to each school Education Program Booking

Sculpture by the Sea Education staff will brief students in their welcome and introduction at each Workshop / Focus Tour/ Artist Spotlight Talk.

These briefings will cover such information as:

- Identifying the requirement for students to wear appropriate attire including hats, sunscreen and water bottles
- Ensuring students are briefed on safety rules and appropriate use of equipment

School supervisory teams are encouraged to use the Excursion Information and Site Map available from our website www.sculpturebythesea.com to ensure that staff and students are fully prepared for their visit.

Other Relevant Details

For further information, or to discuss the information contained within this document, please contact Catherine Peattie, WA Education, Access & Inclusion Manager, education@sculpturebythesea.com
Ph: 02 8399 0233 Fax: 02 8399 2322

This information is valid until 2020 June 2020