



## **School Visits to the Adelaide Festival Centre**

### **Risk Assessment Guidance**

**The following information has been collated to assist schools who are planning a visit to the Adelaide Festival Centre in preparing a risk assessment for their excursion.**

**Please note that the Adelaide Festival Centre cannot complete a risk assessment on behalf of a school. All risks should be evaluated by teachers in relation to their class.**

#### **Child Safe Policy**

The Adelaide Festival Centre has developed a Child Safe Policy and a Code of Conduct for a Child Safe Organisation in accordance with relevant child protection legislation. All employees and volunteers over the age of 14 years who are reasonably expected to come into physical contact with a child, or close physical proximity with a child are required to hold a current Working with Children Check (WWCC) as administered by the Department of Human Services.

For DreamBIG specifically, all artists who are reasonably expected to come into contact with children must hold a current WWCC.

Key members of the Adelaide Festival Centre staff who have direct contact with children have also received Mandatory Notification training in accordance with the *Children and Young People (Safety) Act 2017*.

#### **Emergency Procedures**

The Adelaide Festival Centre has developed an Emergency Plan detailing Emergency Procedures to cope with likely emergency scenarios.

The primary evacuation point for the Adelaide Festival Centre is the rotunda in Elder Park.

The Adelaide Festival Centre has a fully compliant fire detection and suppression system, which includes an Emergency Warning and Intercommunication System.

In an emergency, the Festival Centre's Front of House Staff will direct school groups to safe locations.

The Adelaide Festival Centre has a fully equipped first aid room in the Festival Theatre and the Dunstan Playhouse. Our Front of House supervisors and Security team hold first aid certifications and will administer first aid if required.

The Adelaide Festival Centre has a detailed access plan for ambulances and emergency services vehicles if required.

## **Arrival**

School Buses may drop students off on King William Road in front of the Adelaide Festival Centre in the drop off zone, and/or on War Memorial Drive in the drop off zone in front of Adelaide Oval.

During DreamBIG, school buses are also permitted to drop off (not park) in Torrens Parade Ground.

Public transport is available in close proximity to the Adelaide Festival Centre, including buses, trains and the city tram. Free public transport can be arranged for schools between 9.30am and 3pm through Adelaide Metro.

More information about visiting the Festival Theatre can be found here:

<https://www.adelaidefestivalcentre.com.au/your-visit/festival-centre>

## **Lost Children**

In the unlikely event that a school student is separated from their school group, the Adelaide Festival Centre's Front of House staff are briefed on a lost children procedure. Teachers should inform Front of House staff if they realise that a student has been separated from their group. Students should be briefed to find the closest Front of House staff member in the event they cannot find their group.

Front of House staff have the mobile number of a key contact from each school group to call, as well as (in the case of DreamBIG) access to the school group's schedule while at the Adelaide Festival Centre.

## **Access**

Any students who are unable to walk long distances can be dropped off in private vehicles at the accessible drop off zone on Festival Drive, next to the Dunstan Playhouse for events taking place in Dunstan Playhouse or the Space Theatre, or in the accessible drop off zone in front of the Banquet Room, off King William Road for events taking place in the Festival Theatre or Festival Plaza.

Some outdoor areas of the Adelaide Festival Centre are uncovered.

The majority of the exterior of the building (including all key walkways) are paved. There are a number of steps and level changes across the site. Accessible pathways are available, and Front of House staff are able to direct patrons to the best routes depending on their access requirements, including the location of lifts.

See the location of lifts and access drop off zones on the map on the next page.

There are a number of wheelchair and companion seating locations in all of the Adelaide Festival Centre theatres.

More information relating to DreamBIG's access services can be found here:

<https://dreambig.adelaidefestivalcentre.com.au/school-resources/your-visit/access-services>

## **Toilets**

Patron toilets, including accessible toilet facilities, are located:

- In the Festival Theatre Foyer
- In the Dunstan Playhouse Foyer – next to reception, and next to Space Theatre entrance.
- In Elder Park, near stairs up to Adelaide Festival Centre

## **Covid-19**

Adelaide Festival Centre has a comprehensive Covid-19 Risk Assessment and Management Plan in place for the prevention, response to, and recovery from Covid-19. This Management Plan is developed based on advice from SA Health.

For the most up to date Adelaide Festival Centre Covid-19 requirements, please visit:

<https://www.adelaidefestivalcentre.com.au/your-visit/covid-19-faqs-and-information>

## **Backpacks**

Please leave bags at school.

For safety reasons, Adelaide Festival Centre does not permit bags larger than A3 and backpacks inside auditorium areas. Patrons who must keep their belongings with them for medical reasons will be permitted to admit bags into the auditorium if they are visually inspected by a front of house officer.



