

School Visits to Adelaide Festival Centre

Risk Assessment Guidance



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

Please note that 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

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.

Key members of the Adelaide Festival Centre staff who have direct contact with children have also received Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training in accordance with the *Children and Young People (Safety) Act 2017*.

Emergency Procedures

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

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

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.

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.

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 Adelaide Festival Centre in the drop off zone, and/or on War Memorial Drive in the drop off zone in front of Adelaide Oval.

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 primary school students between 9.30am and 3pm through [Adelaide Metro](https://www.adelaidemetro.com.au).

More information about visiting Adelaide Festival Centre – including a precinct map, can be found here: www.adelaidefestivalcentre.com.au/your-visit

Lost Children

In the unlikely event that a school student is separated from their school group, 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.

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 Dunstan Playhouse for events taking place in Dunstan Playhouse or Space Theatre, or in the accessible drop off zone in front of the Banquet Room, off King William Road for events taking place in Festival Theatre or Festival Plaza.

Some outdoor areas of Adelaide Festival Centre are uncovered.

Most of the exterior of the building (including all key walkways) are paved. There are several steps and level changes across the site. Accessible pathways are available, and Front of House staff can 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 several wheelchair and companion seating locations in all of Adelaide Festival Centre's theatres.

Toilets

Patron toilets, including accessible toilet facilities, are located:

- In Festival Theatre Foyer
- In 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.