Safety Information for school visits to Adelaide Festival Centre

Every effort to provide a safe and comfortable environment for students and teachers to learn is made by the Adelaide Festival Centre staff. For more information check [DECD Camps and Excursions Guidelines](#).

**Duty of Care**

- **Education Managers** are seconded from the Department for Education and Child Development to the Adelaide Festival Centre and provide educationally sound programs for all students. Education Managers act in different capacities including as facilitators, supervisors of activities or providers of extended learning resources.
- **Teachers** have a duty of care to supervise students at all times within the ratios:
  - 1:6 for *Preschool – Year 2*
  - 1:10 for *Years 3–7*
  - 1:15 for *Years 8–12*

  Teachers’ duty of care can include supervision in groups, instruction, observation or participation.
- A minimum of two school sanctioned supervisors/teachers are required at all times.
- **Students** need to respect others in this professional working environment.

**Potential Hazards**

- Adelaide Festival Centre has an active OH&S program where hazards are identified.
  - NB. Festival Drive is a shared pedestrian and vehicle precinct, and precautions appropriate to the student’s age need to be in place.
- If there is an emergency, an audible warning will be heard throughout the site. Follow the instructions given over the public address system.

**Discovering a Hazard**

- If a hazard is identified during your visit, please report it to the Education Manager who will take appropriate action.

**First Aid**

- Teachers should bring a First Aid Kit to attend to any special student needs.
- Trained first aid officers are on duty at the Adelaide Festival Centre. First point of call is the Festival Theatre stage door.

**Bags**

- Large bags and backpacks cannot be carried in the Adelaide Festival Centre. The Adelaide Festival Centre has a small storage area in the Festival Theatre foyer. Teachers can assist by asking students not to bring bags.

**Lost Students**

- If a student becomes separated from the group, security staff will take them to Festival Theatre stage door.

**Stage Door**

- Festival Theatre stage door is the second point of call if unable to contact one of the Education Managers.

**Suspicious Persons**

- If the behaviour of other Adelaide Festival Centre visitors becomes a concern, call the students together so that they are under direct supervision. Then, alert the Education Manager or Security staff to the perceived problem.

**Public Liability**

- All schools who visit the Adelaide Festival Centre must have valid public liability insurance. The Adelaide Festival Centre Trust maintains its own insurances, inclusive of public liability insurance, for its staff, own properties, equipment and effects.