



<b>Venue and Safety information for School Excursions</b> <b>Wagga Wagga City Library (WWCL)</b>  <b>Civic Centre</b> <b>Cnr Baylis &amp; Morrow Streets</b> <b>Wagga Wagga NSW 2650</b>	 		
<b>Mailing Address</b>	PO Box 20 Wagga Wagga NSW 2650		
<b>Phone Number</b>	6926 9700		
<b>Email</b>	<a href="mailto:wcl@wagga.nsw.gov.au">wcl@wagga.nsw.gov.au</a>	<b>Web Address</b>	<a href="http://www.waggalibrary.com.au">www.waggalibrary.com.au</a>
<b>School Tour Orientation</b>	<p>Library orientation activities are conducted by members of the WWCL Programs team. A range of age-appropriate activities can be included in the tour, suitable for Kinder to Year 12 students. Upon arrival in the Library, teachers and students will receive a safety briefing.</p>		
<b>Safety Considerations</b>	<ul style="list-style-type: none"> <li>• Children will be required to use a set of stairs to gain access to the lower ground level (Level 0) of the WWCL. Elevator access is available to the public as required.</li> <li>• It is recommended that students wear closed shoes or boots.</li> <li>• The lower entrance of the Library opens onto the Wollundry Lagoon.</li> </ul>	<b>Safety Strategies</b>	<ul style="list-style-type: none"> <li>• Children are advised during the safety briefing to use the stair rail, and are monitored while using the stairs.</li> <li>• Teachers are required to ensure students do not run while using the Library, and that they maintain an appropriate level of noise and behaviour.</li> <li>• Teachers should supervise students when entering or exiting via the lower ground floor entrance.</li> </ul>
<b>Supervision</b>	<p>WWCL staff will facilitate the school tour orientation. All members of the Programs team have current Working with Children Checks. Visiting school groups are expected to comply with NSW Department of Education and Training policy for safe supervision of groups on excursions.</p>		

<b>Access</b>	There is safe access and egress from the WWCL without risk to health and safety. WWCL and the Civic Centre are wheelchair accessible, and accessible toilet facilities are available on Level 0.	<b>Emergencies</b>	Emergency procedures are in place for the WWCL. Staff are trained to deal with emergency situations.
<b>First Aid</b>	First Aid stations are located on both levels of the WWCL. WWCL staff have First Aid training.		
<b>COVID safety</b>	In accordance with NSW Health guidelines, we encourage teachers to assist students to maintain social distance from other patrons, and not attend if unwell.		
<b>Please note</b>	The information provided was current at 26 March 2024.		