



QUEENSLAND POLICE MUSEUM

WEEKDAY OPENING TIMES

Monday to Thursday
9am–4pm

WEEKEND OPENING TIMES

Last Sunday of the month
(February to November)
10am–3pm

Ground floor, Police Headquarters
200 Roma Street, Brisbane
GPO Box 1440, Brisbane, Qld 4001

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Risk Management Strategy

This policy works with respect to children and young people who visit the Police Museum in booked groups and conforms to those requirements of the Commission for Children and Young People and Child Guardian (CCYPCG).

STATEMENT OF COMMITMENT

The Queensland Police Museum is committed to the safety and wellbeing of all children and young people who visit the museum and the protection of these individuals from harm.

CODE OF CONDUCT

Police Museum staff and volunteers will treat all children and young people with respect and dignity. Staff act in good faith, in accordance with both the spirit and the letter of the law and in the best interests of the community of Queensland.

Every effort is made to limit risks to the visiting public. However, some responsibility lies with visiting individuals and those in charge of visiting groups, especially children, to ensure that instructions are followed and behaviour is appropriate, while they are in the confines of the Queensland Police Museum.

STAFF MANAGEMENT + BLUE CARD

Museum staff are exempt from Blue Card requirements due to the security checks enforced by the Queensland Police Service at the time of commencement. However any new legislation or laws pertaining to children and young people are communicated to staff at the first opportunity.

Museum volunteers who work within the Education Program are required to hold a Blue Card and for that card to be renewed every 2 years as required by the CCYPCG.

REPORTING GUIDELINES

Visiting children and young people are told to report any suspicious individuals or other concerns to their teachers first and then to museum staff.

Museum staff are instructed to take the matter further to QPS Security or to a police officer if warranted by the matter at hand.

Complaints made by visitors are handled using the QPS Complaints System.

Museum staff are not permitted to deal with the matter directly if it's serious enough to warrant police attention.

BREACHES OF THE RISK MANAGEMENT STRATEGY

Any breaches of the strategy are to be reported to the Curator who will deal with them.

COMMUNICATION AND SUPPORT

Volunteers go through an induction process when they start at the Museum that includes information about the care and protection of children and young people. The following documents are also available: QPM Volunteer Induction Booklet; QPM Risk Management Plan and the QPM Strategic Plan.

Risk Management Strategy

RISK MANAGEMENT PLAN – REVIEWED OCTOBER 2016

No	Risk & related issues	Level of risk	Risk Treatments	Risk Treatment Officer/ Member	Risk monitoring and review process	Managers Comments
Group Visits						
1	Safe access to museum	Low	<ul style="list-style-type: none"> • Bus drop off zones • Bus parking • Instructions • Universal access to building 	All Staff	<ol style="list-style-type: none"> 1. Drop off in front of Headquarters (Roma St) 2. Bus Park in Garrick Street 3. Access instructions given in all Education Kits and during booking procedure 4. Train travel recommended for ease of travel and access 5. Ramps at front of building, museum is on ground floor and fully accessible to everyone. 6. Signage in QPS HQ foyer and Museum foyer 	No complaints received concerning access
2	Safety of group participants while in the museum	Medium	<ul style="list-style-type: none"> • Arrival of group • Time spent in the museum • Departure of group 	All Staff	<ol style="list-style-type: none"> 1. Groups met as they arrive and directed to Court Room. 2. Emergency procedures explained at beginning of all talks to all groups 3. Displays are designed to be safe for visitors – no sharp or protruding display parts 4. Groups are given directions to museum displays and any access issues are explained to them (eg: limited space in Crime Scene) 5. Groups are only continually supervised on the one day of the week that the Education Volunteer is in attendance 6. Museum staff easily accessible to all visitors 7. Displays are checked daily for presence of foreign objects and to check condition of display elements 8. Groups within display area are monitored by security camera which feeds into museum office 	Teachers and parents are responsible for student behaviour while they are within the Museum
3	Ability to cope with emergency situations	Medium	<ul style="list-style-type: none"> • Museum Staff • Building evacuation procedures 	All Staff	<ol style="list-style-type: none"> 1. All museum staff are trained in the QPS Emergency Procedures 2. Exit signs are clearly visible 3. Emergency procedures explained at beginning of all talks to all groups 4. Duress button located in Museum office for summoning of Security personnel 	