

**Point Peron Camp School – Excursion Management Plan**  
Part of the Department of Education and Training Network of Camp Schools

To assist teachers developing the Excursion Management plan required by the DET policy *Excursions Off School Site Activities*, Point Peron Camp School are pleased to provide the following information.

### **Purpose of the Excursion**

Point Peron Camp School (Point Peron CS) delivers quality experiential learning programs designed to support schools to achieve Curriculum Framework outcomes.

Communal living environment away from the student's home and school provides new experiences through which student's develop:

- ❑ Self-Management Skills
- ❑ Interpersonal Skills
- ❑ Self esteem.

Point Peron CS is committed to supporting students in developing the values of the Curriculum Framework:

- ❑ Pursuit of knowledge and commitment to achievement of potential
  - *Setting high personal standards.*
- ❑ Self acceptance and respect of self.
  - *Students feeling good about themselves, being confident in their ability to be good at something.*
- ❑ Respect and concern for others and their rights.
  - *Getting along with others and being connected, having empathy for others.*
- ❑ Social and civic responsibility
  - *Students feel like they have a place, that they can contribute and they feel part of the community.*
- ❑ Environmental responsibility
  - *Living in the environment with minimal impact, while exerting care and understanding the need for environmental sustainability.*

## **1. ASSESS THE RISKS**

### **1.1 Assess the Environment.**

Point Peron CS is located 35 kilometres south of Fremantle. We are situated at the end of the magnificent Cape Peron in the middle of the Shoal Water Marine Park with beautiful beaches and coral reefs at our doorstep. We have no near neighbours, and we are 5 kms from Rockingham Beach shopping centre. The dormitory style accommodation provides beds for 152 people.

- ❑ **Students:** There are four dormitories each with 26 beds, and 2 teacher beds(separate) and two dorms with 18 beds and 2 teacher beds. Each dormitory has two showers and 3 toilets available.
- ❑ **Staff:** There are two beds in each dormitory. There are no separate toilet facilities for staff at this stage.

The Point Peron Camp School meets all DET requirements for residential camps (see Excursions: Off School Site Activities Policy) including:

- ❑ The dormitories are well ventilated.

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- ❑ The facilities are clean and vermin free, particularly the food preparation area.
- ❑ There are adequate toilet facilities.
- ❑ The venue is clean and in good repair. Works are supervised by the Department of Housing & Works, Western Property division – Fremantle Peel.
- ❑ Emergency lighting is installed in all buildings.
- ❑ Illuminated exit points from all buildings are installed.
- ❑ All buildings have hard wired smoke detectors and are connected to an emergency warning system linked to the DET's Central Office security.

**1.2. Assess the Transport arrangements.**

Point Peron CS does not provide coach transport. A coaster bus is available to hire to move students to local excursions.

The Point Peron CS 4WD may be used for support and emergencies. The 4WD is insured by DET.

**1.3 Assess the students' capacity.**

Point Peron CS is suitable for students of all ages. The site is currently investigating the provision of wheel chair access and disabled toilet facilities. Special dietary and cultural requirements are catered for.

The Teacher in Charge will brief the camp manager of all special student and staff needs.

The CS curriculum is flexible and can be modified to meet the specific outcomes sought by different (schools) clients.

Point Peron CS is able to provide a range of activities that cater for a range of skills and abilities of the students.

A description of all activities is included in the camp booklet: All activities are conducted in accordance with the DET policy and guidelines *Excursions Off School Site Activities* <http://www3.eddept.wa.edu.au/regframe/Documents/DDO01009379pdf> and the *Outdoor Education and Recreation Activities*. <http://www.eddept.wa.edu.au/hpe/guidelines.htm>

**1.4 Assess the capacity of the supervisory team.**

The Teacher in Charge is responsible for the supervision of all participants. Camp staff may instruct, lead, demonstrate or assist in an activity but the teacher in charge is responsible for overall group supervision.

All Point Peron CS staff are DET employees and have federal police clearances.

The Point Peron CS Manager – Roger Lewis;

- ❑ Qualified teacher with 26 years experience,
  - ❑ Possess current Senior First Aid Certificate
  - ❑ Examiner for Surf Life Saving Australia in Bronze, Advanced Resuscitation, SRC and IRB.
  - ❑ Instructor Small Craft.

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- ❑ Australian Army boat Instructor and Coxswain.
- ❑ Qualified Abseil Instructor.
- ❑ Is familiar with and provides a role in assistance with local knowledge, natural and social sciences pertaining to the area.

Point Peron Camp School Public Liability Insurance is managed and administered by the Insurance Commission of WA. Certificate of Currency number R/20-6879 Limit of Liability \$200,000,000.

**1.5 Assess the involvement of external providers.**

External provider details for excursions and camp activities are provided in separate documentation and are available on request.

**2.0 Establish Supervision Strategies**

The Teacher in Charge will establish and monitor supervision strategies for students. The Point Peron CS Manager can assist in this process.

**3.0 Develop Means of Identifying Excursion Participants**

Point Peron CS staff is clearly identified by their uniforms and photographs on the dining room pin up board.

All visitors to Point Peron CS are required to report to the office on arrival.

A list of students and supervisors staying at Point Peron CS is to be provided on arrival to the manager.

**4.0 Provide Information and Seek Consent.**

Visiting schools are responsible for providing information to Parents/caregivers for their consent in accordance with DET policy *Excursions Off School Site Activities*.

**5.0 Develop Communication Strategies.**

Point Peron CS has landline and mobile telephone communication. Handheld, base station and UHF radios are also used on any offshore activities. It is expected that schools will provide their own mobile phone for their use during their camp and provide contact details to the camp manager.

**6.0 Emergency Response Plan.**

Point Peron CS has a detailed Emergency Response Plan in place and copies are provided in all accommodation and communal rooms.

In the case of fire, smoke detectors activate sirens located throughout the building and are connected to an emergency warning system linked to the DET's Central Office security.

Evacuation strategies and assembly points are clearly identified and are outlined to all visiting schools in the camp familiarisation process.

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The Point Peron CS Manager or staff will manage any emergency or delegate that responsibility if staff are not on site to The Teacher in Charge. Telephone access is provided and the DET Central Office Incident Centre is available 24 hours a day – 9264 4416. The Teacher in Charge is required to have up to date student medical information with them at all times.

### **7.0 Brief Students and Supervisors**

The Point Peron CS Manager will brief all visiting students and staff during the camp school orientation on:

- ❑ Roles and responsibilities of students, supervises and camp staff;
- ❑ Duties;
- ❑ Location of equipment and facilities and services available;
- ❑ Appropriate use of any equipment and facilities;
- ❑ Consequences of breaching standards or policies;
- ❑ In and out of bound areas;
- ❑ Emergency procedures, signals and assembly points;
- ❑ Methods of communication.

It is the responsibility of the Teacher in Charge to ensure all participants arriving late are briefed on the facilities, evacuation strategies and assembly points.

### **8.0 Retain Excursion Records.**

It is the responsibility of the school to record information in accordance with DET policy.

### **9.0 Gain Approvals**

This is the responsibility of the school.