

EXCURSION MANAGEMENT PLAN FOR AMF ROCKINGHAM TEN PIN BOWLING

PURPOSE OF THE EXCURSION

A recreational activity.

1. ASSESS THE RISKS

1.1 Assess the environment

AMF is located approximately 7km from the Camp School. The centre comprises of the bowling alley a café and amusement area.

1.2 Assess the transport arrangements

Schools are responsible for arranging their own transport to the centre.

1.3 Assess the student's capacity

The facilities and equipment caters for all age groups from Kindergarten to High School. AMF has disabled access and facilities include ramps, disabled parking, toilets, ramps for the ball and specially designed bowling balls with handles.

1.4 Assess the capacity of the supervisory team

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

In case of an accident visiting groups are to contact AMF staff and fill out an incident report form.

AMF Ten Pin Bowling Rockingham Public Liability Insurance is managed and administered by Liberal Mutual Insurance Company. Certificate of Currency 401298. Limit of Liability \$20000000.

1.5 Assess the involvement of external providers

AMF may have work experience students that work under the guidance of AMF staff .

2.0 ESTABLISH SUPERVISION STRATEGIES

The Teacher in charge will establish and monitor supervision strategies for students.

3.0 DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

AMF staff are clearly identified by their uniforms and badges.

A list of students and staff should be with the teacher and a copy at the Camp School.

4.0 PROVIDE INFORMATION AND SEEK CONSENT

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

5.0 DEVELOP COMMUNICATION STRATEGIES

AMF has landline, mobile telephone communication and a PA system operating.

6.0 EMERGENCY RESPONSE PLAN

AMF has an Emergency Response Plan in place and a copy is kept on file at the Camp School.

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7.0 BRIEF STUDENTS AND SUPERVISORS

The AMF staff will brief all participating students and staff at the beginning of the session on:

- Roles and responsibilities of students and supervises;
- Location of equipment and facilities and services available;
- Consequences of breaching standards or policies;
- In and out of bounds areas;
- Emergency procedures, signals and assembly points;
- Methods of communication.
- Rules and etiquette of bowling.

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

This is the responsibility of the school.

9.0 GAIN APPROVALS

This is the responsibility of the school.