

EXCURSION MANAGEMENT PLAN FOR FREMANTLE PRISON

PURPOSE OF THE EXCURSION

Fremantle Prison is located approximately 35km from Point Peron Camp School. Fremantle Prison is an exciting tour where experienced tour guides bring the prison alive with tales of convicts, bushrangers and daring escapes. The prison has educational material available that supports the Curriculum Framework for K-12. Activity sheets and resource notes are available. There is an interactive Visitor Centre where students can search for convicts in their own family tree.

1. ASSESS THE RISKS

1.1 Assess the environment

Fremantle Prison is located about 35km from Point Peron Camp School. Apart from the prison there is a visitors centre and café.

- There are limited toilet facilities.
- Emergency lighting is installed in all buildings.
- Illuminated exit points from all buildings are installed.
- All buildings have hard wired smoke detectors.
- Disabled toilets available.

1.2 Assess the transport arrangements

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

1.3 Assess the student's capacity

Fremantle Prison caters for all ages, however given the nature of the tour students K-4 participating in the tour would need to be assessed by the teacher in charge. The site has provision for wheel chair access and disabled toilet facilities.

Wheel chair access is only available for approximately 75% of the tour.

The gallows are not shown on student tours.

1.4 Assess the capacity of the supervisory team

The Teacher in charge is responsible for the supervision of all participants. Prison guides will lead the tour and instruct the students as to what is required but the teacher in charge is responsible for overall group supervision.

The guides of the educational tours have senior first aid and police clearance and are clearly identifiable by their uniforms and badges.

Fremantle Prison Public Liability Insurance is managed and administered by RiskCover Insurance. General Liability Cover number R/20-7124 limit of liability \$250,000,000. A current copy of the Certificate of Currency is kept on file at the Camp School.

1.5 Assess the involvement of external providers

Fremantle Prison is open to the public. School group tours are conducted separately and no members of the public participate in the tour.

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

Fremantle Prison staff can be clearly identified by their uniforms and badges.

All visitors are to report to the reception.

A list of students and supervisors visiting the centre should be with the teacher.

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

The Fremantle Prison has landline and mobile phone communication. The centre also has a P.A system for emergencies. All guides have mobile phones and two way radios. Guides carry whistles for use during emergencies.

6.0 EMERGENCY RESPONSE PLAN

Fremantle Prison has a detailed Emergency Response Plan.

In case of fire, smoke detectors are activated and alarms sound.

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

7.0 BRIEF STUDENTS AND SUPERVISORS

The Prison guides will brief all visiting students and staff at the beginning of the tour on:

- Rules whilst in the prison grounds;
- In and out of bound areas;
- Students must have footwear
- 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

This is the responsibility of the school.

9.0 GAIN APPROVALS

This is the responsibility of the school.