

EXCURSION MANAGEMENT PLAN FOR NARAGEBUP ENVIRONMENT CENTRE (Inc.)

PURPOSE OF THE EXCURSION

Naragebup Environment Centre delivers quality experiential learning programs designed to support schools to achieve Curriculum Framework outcomes.

Curriculum strands relating to Naragebup activities:

- Rare and endangered Thrombolites
Strand Earth & Beyond
- Nyoongar Culture
Strand Life & Living
- Recycling displays and activities
Strand Earth & Beyond
Investigating scientifically
- Marine Aquariums
Strand Earth & Beyond
Investigating scientifically
- Coastal dune ecology
Strand Earth & Beyond
Investigating scientifically
Energy & Change
- Wetland exhibits and activities
Strand Earth & Beyond
Investigating scientifically
- Renewable energy display
Strand Earth & Beyond
Investigating scientifically
Energy & Change
- Waterwise gardens
Strand Earth & Beyond
Investigating scientifically
Energy & Change
- Organic garden
Strand Earth & Beyond
Investigating scientifically
Energy & Change

1. ASSESS THE RISKS

1.1 Assess the environment

Naragebup is located about 2km from Point Peron Camp School. The site is 1.7 hectares with a number of displays set up inside, and outside there are exhibits and walks. Guided walks of Richmond Lake are also available. Facilities available include a lecture theatre, shaded outdoor amphitheatre, indoor and outdoor areas for recess and lunch and an eco playground with the largest long-necked turtle in the world.

- The facilities are clean and in good repair.
- There are adequate 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 access throughout the centre.

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1.2 Assess the transport arrangements

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

1.3 Assess the student's capacity

Naragebup is suitable for students of all ages. The site has provision for wheel chair access and disabled toilet facilities.

The curriculum is flexible and can be modified to meet the specific outcomes sought by different (schools) clients. Within each strand all levels can be accommodated.

1.4 Assess the capacity of the supervisory team

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

The supervisor of the educational tours has a Senior First Aid Certificate, a Bachelor of Science and has been employed at the Centre for 3 years.

Naragebup Environment Centre Public Liability Insurance is managed and administered by Hammond Insurance Broking Pty Ltd. Certificate of Currency number AP0019123, limit of liability \$10,000,000. A current copy of the Certificate of Currency is kept on file at the Camp School.

1.5 Assess the involvement of external providers

Naragebup is open to the public and can have up to a maximum of 30 volunteers on site. School groups do not have direct contact with these visitors and are supervised at all times.

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

Naragebup staff can be clearly identified by their uniforms.

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

Naragebup has landline and mobile phone communication. The centre also has a P.A system for emergencies.

6.0 EMERGENCY RESPONSE PLAN

Naragebup has a detailed Emergency Response Plan and a copy is kept on file at the camp school.

In case of fire, smoke detectors activate sirens located throughout the building.

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

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7.0 BRIEF STUDENTS AND SUPERVISORS

The Naragebup staff will brief all visiting students and staff during the orientation on:

- Location of equipment, facilities and services available;
- Appropriate use of any equipment and facilities;
- Consequences of breaching standards or policies;
- In and out of bound areas;
- Appropriate dress e.g. covered shoes, sun protection.
- 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.