

To assist the schools in developing the Excursion Management Plan required by The Department of Education and Training (DET) policy *Excursions: Off school site activities* Pemberton Camp School (Pemberton CS) is pleased to supply the following information:

Purpose of the Excursion

Pemberton Camp School delivers quality experiential learning programs designed to support schools achieve Curriculum Framework outcomes.

A 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.

Pemberton CS is committed and well placed to support students to develop 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 whilst exerting care and understanding the need for environmental sustainability.*

1.1 Assess the environment

Pemberton CS is located 335 kilometres south of Perth.

Pemberton CS is situated in the heart of the Karri forest next to the Pemberton Pool and is within walking distance of town. The dormitory style accommodation provides beds for 59 people.

- ❑ Students: There are four dormitories each with 12 beds, divided into 3 cubicles. Each dormitory has two showers and a toilet available.
- ❑ Staff: There are two x 2 beds – staff dormitories located between the students dormitories.

Additional staff rooms, one x 3 beds and one x 4 bed dormitories are located in the Recreation Room. There are separate toilet facilities for staff.

The Pemberton Camp School is a DET facility. As such it meets all the requirements for residential camps.

- ❑ The dormitories are well ventilated.
- ❑ The sleeping quarters are centrally heated.
- ❑ There are adequate toilet facilities.
- ❑ The venue is clean and in good repair. Any works are supervised by the Department of Housing & Works, Western Property division – Bunbury.
- ❑ 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 transport arrangements

Pemberton CS does not provide coach transport. However, the local Pemberton School Bus Contractor is available to transport groups to and from local excursions. A list of reputable coach lines with experience in school camp situations is available in the Yellow Pages. Students maybe at times transported in the Pemberton CS 4WD. The Department insures the 4WD.

1.3 Assess the students' capacity

Pemberton CS is suitable for students of all ages.

The site has wheel chair access and toilet facilities for the disabled. Special dietary and cultural requirements are catered for.

The Teacher in Charge will brief the Camp School Manager on the special requirements of all participants.

Pemberton CS is able to provide a range of activities that cater for the skills and abilities of the students. A full description of the activities provided by Pemberton CS is provided in the camp school booklet.

All activities are conducted in accordance with the DET policy Excursions: Off School Site Activities <http://www3.eddept.wa.edu.au/regframe/Documents/DO01009379.pdf> Outdoor Education and Recreation Activities.

<http://www.eddept.wa.edu.au/hpe/guidelines.htm>

1.4 Assess the capabilities of the supervisory team

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

All Pemberton Camp School staff are DET employees and are Police cleared.

Pemberton CS public liability insurance is managed and administered by the Insurance Commission of WA.

Certificate of Currency number R/20-6879. Limit of liability \$200,000,000.00.

1.5 Assess the involvement of external providers

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

2. Establish Supervision Strategies

The Teacher in Charge will need to establish and monitor supervision strategies for students. The Pemberton CS Manager can assist in this process.

3. Develop Means of Identifying Excursion Participants

All groups will have exclusive use of the camp school unless they have agreed otherwise.

A list of students and supervisors staying at Pemberton CS is to be provided on arrival.

All Pemberton CS staff wear camp school uniforms and are introduced to participants.

Pemberton CS has 45 neoprene wristbands available to identify participants.

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

4. Provide Information and Seek Consent

Visiting schools are responsible for providing information to Parents/caregivers for their consent in accordance with the DET policy *Excursions: Off school site activities*

Pemberton CS information package contains:

- ❑ Parent Information Form;
- ❑ Parent Consent and Contract Form;
- ❑ Medical and Water Based Authority form;
- ❑ Safety and Behaviour Policy;

- ❑ Media Permission form;
- ❑ Video Permission form; and a,
- ❑ Clothing and Equipment Checklist.

5. Develop Communication Strategies

Pemberton CS has a landline and CDMA mobile telephone communication. Handheld, base station and vehicle based UHF radios are also used on any offsite activities. Schools are expected to provide their own mobile telephone and inform the camp school of the number.

6. Complete Emergency Response Planning

Pemberton CS has a detailed Emergency Response Plan in place and copies are provided in all accommodation and communal rooms. A site plan showing facilities, location of fire fighting and other emergency equipment is located in all buildings. These are outlined to all visiting

schools in the camp familiarisation process.

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

- ❑ The Pemberton CS Manager or staff will manage any emergency or delegate that responsibility if camp
- ❑ 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.
- ❑ In the event of an alarm sounding all people on site are to go immediately to the assembly near the island garden where The Teacher in Charge is to meet a camp representative and undertake a head count.
- ❑ The Teacher in Charge is required to have up to date student medical information with them at all times.

7. Brief Students and Supervisors

The Pemberton CS Manager will brief all visiting students and staff within 2 hours of arrival in a familiarisation tour and briefing of the site, its facilities, evacuation strategies and assembly points.

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

- ❑ roles and responsibilities of students, supervisors and camp staff;
- ❑ duties;
- ❑ location of equipment and facilities and services available;
- ❑ appropriate use of any equipment and facilities;
- ❑ standards of acceptable behaviour;
- ❑ consequences of breaching standards or policies;
- ❑ emergency warning systems, procedures to follow during an emergency, evacuation points and assembly points;
- ❑ other communication systems;
- ❑ accessing teacher-in-charge and camp school manager.

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

8. Retain Excursion Records

This is the responsibility of the school.

9. Gain Approvals

This is the responsibility of the school. The written approval of the principal of the school must be obtained for all excursions.

Teacher-in-charge _____ *Date* _____

I am satisfied that the management plan for this excursion meets the requirements of the Excursions policy.

I approve this excursion.

Principal _____ *Date* _____