

Excursion Management Plan – Forest Fresh Marron Pemberton

Purpose Of The Excursion

Students gain an overview of Forest Fresh Marron (FFM), a cooperative for farmers selling their marron locally, interstate and overseas.

1.1 Assess the environment

The FFM facility is an industrial facility located on Pump Hill Road.

1.2 Assess transport arrangements

Students may walk or be driven to the site located 5 minutes from the camp school.

1.3 Assess the students' capacity

The students will be shown a short video and have the opportunity to handle live marron. The FFM site is suitable for all students and is wheel chair accessible.

1.4 Assess the capabilities of the supervisory team

The Teacher in Charge is responsible for participants at all times. FFM will provide a tour guide.

1.5 Assess the involvement of external providers

FFM has Public Liability Insurance of \$5 million - Policy No 10M9961887. A copy is kept on file at Pemberton Camp School.

2. Establish Supervision Strategies

The Teacher in Charge is responsible for managing on-site supervision strategies. All students are within eye sight in the FFM facility.

3. Develop Means Of Identifying Excursion Participants

The tour is conducted for the visiting school only. There will be no other participants on the tour.

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**

5. Develop Communication Strategies

Schools are expected to provide their own mobile telephone. FFM contact number is 9776 0099

6. Complete Emergency Response Planning

- As part of the briefing prior to commencement of the tour the Teacher in Charge will indicate the assembly point located at the front of the facility in case of an emergency.
- The Teacher in Charge is responsible for carrying the student medical information with them at all times.
- Teacher-in-charge to supervise students;
- The Teacher in Charge to co-ordinate evacuation should it be required.
- If an emergency vehicle is required, Pemberton is situated 5 minutes away.

7. Brief Students and Supervisors.

FFM will brief students and staff at the commencement of the tour.

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.