

EXCURSION MANAGEMENT PLAN Dampier Camp School

To assist schools in developing the Excursion Management Plan required by the Department of Education and Training policy *Excursions: Off School Site Activities*, Dampier Camp School (Dampier CS) is pleased to supply the following information:

PURPOSE OF THE EXCURSION

Dampier Camp School (Dampier CS) 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 students develop:

- Self-Management Skills
- Interpersonal Skills
- Self-Esteem

Dampier 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
 - *Living in the environment with minimal impact while exerting care and understanding the need for environmental sustainability.*

1. ASSESS THE RISKS

1.1 Assess the environment

Dampier CS is located on the shores of the Dampier Archipelago.

The camp school is situated in the town of Dampier. The dormitory style accommodation provides beds for 90 people.

- **Students:** There are five 12-bed dormitories. Twin rooms are available for 28 people.
- **Staff:** Single bedrooms are attached to each dormitory.

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

- The dormitories are air conditioned.
- There are adequate toilet and shower facilities.
- The venue is clean and in good repair. Any works are supervised by the Department of Housing & Works, Western Property division – Karratha.
- 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

Arrangements have been made for the safe transport of excursion participants.

TRANSPORT: Dampier CS does not provide coach transport. However, there are a number of buses available for hire.

Students may be transported in the Dampier CS 4WD Personnel Carrier. The 4WD is insured by DET.

1.3 Assess the students' capacity

Dampier CS is suitable for students of all ages.

The site has wheelchair 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.

Dampier CS is able to provide a range of outdoor education activities that cater for the skills and abilities of the students. Available activities include:

- ❑ Sea Trek
- ❑ Sea Kayaking
- ❑ Snorkelling
- ❑ Boat Certificate Courses
- ❑ Bush Walking
- ❑ Low Roping
- ❑ Orienteering
- ❑ Raft Building

A full description of all activities is provided on the Dampier CS Website www.pilbara.campschool.com.

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

1.4 Assess the capabilities of the supervisory team

All Dampier Camp School staff are DET employees.

Camp School Manager – John Lally

- ❑ Lives on-site.
- ❑ 17 years as manager of the Dampier Camp School
- ❑ Federal Police Clearance
- ❑ Surf Rescue Certificate
- ❑ Senior First Aid Certificate
- ❑ Yachting Australia - Instructor /Examiner
- ❑ Small Craft Proficiency Instructor/Examiner
- ❑ Sailing Master
- ❑ Master Class 5 (Dept Planning & Infrastructure)

Dampier 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.

1.5 Assess the involvement external providers

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

2. ESTABLISH SUPERVISION STRATEGIES

The Teacher in Charge will establish and monitor supervision strategies for students. The Dampier CS staff can assist with provided activities.

3. DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

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

A list of students and staff staying at Dampier CS is to be provided on arrival.

All Dampier CS staff wear a camp uniform.

All visitors to Dampier 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*.

5. DEVELOP COMMUNICATION STRATEGIES

Dampier CS has a landline, a CDMA mobile telephone and handheld and marine radio communications. When the school uses a mobile phone while on camp, the number is to be provided to the Camp School Manager.

6. COMPLETE EMERGENCY RESPONSE PLANNING

The Dampier CS Information Package includes a detailed Emergency Response Plan. In the case of a fire, smoke detectors activate sirens which are located throughout the building and which are connected to an emergency warning system linked to DET's Central Office Security.

Evacuation strategies and assembly points are clearly identified and are outlined to all visiting schools during the camp orientation.

The Dampier CS Manager and staff will manage any on-site emergency during normal hours. After hours, this responsibility is delegated to the Teacher in Charge. The CS Manager lives on-site and, if able, will assist in managing after hours emergencies. Telephone access is provided and the DET Central Office Incident Centre is available 24 hours per day on 9264 4416.

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 Dampier CS staff will brief all visiting students and staff within 2 hours of arrival. This will include a familiarisation tour and briefing of the site, its facilities, evacuation strategies and assembly points.

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.

- ❑ 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;
- ❑ In and out of bounds areas;
- ❑ Emergency procedures, signals and assembly points; and
- ❑ Methods of communication.

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.

STRICTLY CONFIDENTIAL

This information, that is required for each student participating on the excursion, will assist the school and supervising teachers in the preparation and planning of an excursion.

STUDENT DETAILS

Student's name: Date of birth:

Parent/guardian's full name: Mother Father

Address

Telephone no. – home:

Father – work: Mother – work:

Father – mobile: Mother – mobile:

Name of family doctor: Telephone no:

Medical details

Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during the excursion

Yes No

If "yes", please give details:

Is your child allergic to:

Penicillin (Please give details)
Any other drug
Any food
Other

Date of last tetanus vaccination:

Medication

Parents/guardians are requested to make arrangements with the teacher-in-charge for the safekeeping and handling of prescribed medications prior to the excursion.

Is your child presently taking tablets and/or other forms of prescribed medication? Yes No

Does your child self-administer the medication? Yes No
If "yes", state name of medication, dosage and frequency of use:

Does your child have a current Health Care Authorisation Plan at school? Yes No

Other information

Please provide any other information about your child, which will enable the organisers of the excursion to provide better care for your child.

APPENDIX C

APPENDIX D

CATEGORIES OF PUBLIC LIABILITY INSURANCE

Public Liability Insurance requirements for external providers have been placed into categories and each category has two subsections *active* and *passive*. The terms refer to the nature of the involvement of the students. In the event that the students are only observers, or an audience, then the activity is considered to be *passive*. Those activities where the students participate physically are considered to be *active*.

The nature and number of the various activities are many and the examples given here act as a guide only. As in other areas of the Excursion policy, principals and the teacher-in-charge will exercise their professional judgement in matching an activity with a category.

CATEGORY ONE

External provider provides venue

PASSIVE

\$5 million PLI

Example: cinema, theatre, visit to company premises

ACTIVE

\$10 million PLI

Example: overnight accommodation, swimming pools, sports centres etc

CATEGORY TWO

External provider provides both instructor(s) and venue

PASSIVE

\$5 million PLI

Example: library, visit to company premises with guides provided.

ACTIVE

\$10 million PLI

Examples: skating rinks (ice/roller), climbing walls, horse riding, indoor sport.

CATEGORY THREE

External provider at another external provider's premises

PASSIVE

\$5 million PLI for each external provider (with exception of overnight stay)

Examples: theatre arts, "Ribbons of Blue"

ACTIVE

\$10 million PLI for each party (i.e. provider and premises)

Examples: vertical ropes, abseiling, windsurfing, canoeing, swimming pools.

APPENDIX E

SAMPLE INFORMATION FORM FOR PARENT/GUARDIAN

To be retained by parent

Comment [PMS2]: Page: 23

Press tab to move from field to field

REASON FOR EXCURSION/SCHOOL CAMP

ACTIVITIES TO BE CONDUCTED

DATE(S)

COST

LOCATION

TRANSPORT ARRANGEMENTS

ITINERARY

Location	Arrive	Depart

STUDENT CONTACT ARRANGEMENTS DURING EXCURSION

SUPERVISION TO BE PROVIDED

STAFF ACTION IN CASE OF ACCIDENT OR ILLNESS ON THE EXCURSION

SPECIAL CLOTHING OR OTHER ITEMS REQUIRED

NOTE:

Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities.

Parents/guardians should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent.

In the case of excursions not involving an overnight stay, costs incurred as a result of accident or illness are the responsibility of the parent/guardian.

The school camp/excursions insurance policy applies for approved camps/excursions involving an overnight stay. The policy covers students to a maximum of \$10,000 for medical and ancillary expenses where Medicare or private health insurance does not cover these costs.

Parents are required to inform the organisers well before the scheduled excursion departure of any change to their child's health and fitness so that appropriate supervision may be arranged. Where it is considered necessary, school staff will arrange medical assessment and treatment for students.

SAMPLE PARENT/GUARDIAN CONSENT FORM

Comment [PMS3]: Page: 24

Press tab to move from field to field

CONSENT FORM FOR EXCURSION
TO BE RETURNED SIGNED TO THE SCHOOL BY .

Contact Information

Home:	Work:	Mobile:
Other:		
I have read and understood the information regarding the excursion on and give my consent for my son/daughter: to attend.		
<i>Signature of parent/guardian:</i> _____ <i>Date</i> _____		

* The following details have changed from those recorded on my child's medical information form.