



Excursion Management Plan Appendix

Broome Camp School

Purpose of Broome Camp School

Broome Camp School (Broome CS) delivers quality experiential learning programs designed to support schools to achieve Curriculum Framework outcomes not easily achieved in government schools.

We believe a communal living environment away from the student's home and school provides new experiences through which student's best develop:

Self-Management Skills

Interpersonal Skills

Self esteem.

Broome Camp School is committed and well placed to support students achieve 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.

VISION: Our vision is to be the leading provider of high quality experiential educational learning programs that equip students to deal effectively with opportunities and challenges they encounter in a changing world.

1. ASSESS THE RISKS

ENVIRONMENT: Broome Camp School is located 2200 kilometres north of Perth. We are situated in the heart of the West Kimberley and located adjacent to Cable Beach. Access to the town centre and many activities is generally five to ten minutes by road. The dormitory style accommodation provides beds for 104 people.

Students: There are four dormitories each with 26 beds. Two dorms are permanently divided into separate compartments of 13 beds. The other two can be divided by a doorway if required

Staff: Each dorm contains two separate sleeping areas for one staff member

Abolitions: A central ablution block caters for all dorms. It has two female and two male facilities each with three showers and two toilets. Separate female and male staff facilities contain a shower and toilet. One washing machine is located here.

Swimming Pool: The swimming pool is tested daily by staff and monthly by shire staff to ensure comply with the Health (Swimming Pool) Act. Rescue equipment is located near the pool.

The Camp School Management strictly adheres to the Water Based Excursion Policy and ensures all schools have appropriate qualified water safety.



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ASSESS THE RISKS Continued:

The Broome Camp School meets the Department of Education & Training's (DET) hygiene standards and has emergency management procedures in place.

The grounds are fully fenced.

The facilities are vermin free.

The kitchen and food preparation area is an accredited FOODSAFE.

The sleeping quarters are well ventilated and all have ceiling fans.

There are adequate toilet facilities.

The venue is clean and in good repair. Works are supervised by the Department of Housing & Works, division – Broome.

Fire fighting equipment is regularly maintained.

Procedures are in place for dealing with non routine incidents including emergencies such as fire or injury.

A site plan showing facilities, location of fire fighting and other emergency equipment is located in all buildings. Evacuation assembly points are clearly shown.

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.

TRANSPORT: Broome Camp School does not provide coach transport. Camp School staff can assist in providing contact details of local transport companies. A town bus service operates all year round with pick up points within easy walking distance of the camp. Broome Camp School does have a vehicle which may be used for medical emergencies only whilst on camp. The vehicle is fully insured. Licensed drivers only are able to drive the vehicle.

STUDENT'S CAPACITY: Broome Camp School is suitable for students of all ages. The site has good wheel chair access. Disabled toilet and shower facilities are provided. Special dietary and religious requirements are catered for. The Teacher in Charge is required to have up to date student medical information with them at all times.

SUPERVISORY TEAM: Broome Camp School staff are clearly identified by their uniforms and name badges. All staff are Department of Education and Training employees, with current police clearances. Some staff are Senior First Aid qualified.

The Broome CS Manager – Brad Carr;

Has 17 years of instructional experience,

Is trained in Senior First Aid – Advanced Resuscitation Certificate

Bronze Medallion Surf Lifesaving

Police cleared.

Helps teachers develop a program to suit their educational outcomes, needs and budget.

Is familiar with and provides a role in assistance with local knowledge, natural and social sciences pertaining to the area.

EXTERNAL PROVIDERS: Broome CS has worked with local venues and external providers and information is provided in separate documentation.



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2.0 ESTABLISH SUPERVISION STRATEGIES: The Teacher in Charge is responsible for the general welfare of the students. Visiting schools are responsible for establishing supervision strategies that ensure the safety and well being of students is maintained at all times. The Camp Manager can assist in this process whilst at camp.

General Conditions of Hire

The Teacher in Charge must ensure that group members understand and follow the Conditions of Hire.

3.0 DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS:

Broome CS staff are clearly identified by their uniforms and name badges. Display boards with photographs of staff are located outside the office and kitchen. Broome CS does have 45 lime green rash vests for water based activities to clearly identify participants.

All visitors to Broome Camp School are required to report to the office on arrival and seek Managers permission.

4.0 PROVIDE INFORMATION AND SEEK CONSENT:

Visiting schools are responsible for providing parents/guardians of student participants with full details of the camp and the camp excursions and to seek their consent. Sample consent forms are provided in the Regulatory Framework and Broome Camp School information package.

4.1 Public Liability Insurance:

The Western Australian Government provides cover for the Department of Education and Training, including schools and camp schools, through a managed fund called Risk Cover, which is administered by the Insurance Commission of WA.

Employees are covered in accordance with "Workers' Compensation and Rehabilitation Act 1981", which provides statutory benefits for personal injury.

Indemnity is given for physical loss of or damage to property owned by employees that is used in connection with their employment and which has been approved by the Principal or Site Manager prior to its use, so long as it is not otherwise insured. Money and jewellery are excluded.

Volunteers, work experiences and specified persons are covered by Personal Accident cover whilst carrying out their duties during the camp. The Personal Accident cover is a GAP cover that responds to costs above and beyond the persons Private Health insurance of Medicare.

Students that are participating in a camp that consists of an overnight stay are covered by the Department's Camps and Excursions cover. This cover is limited and will respond to any costs above and beyond what is covered by Medicare or the students' private health insurance.

The limit of liability of the cover is \$20,000, which includes home tutorial expenses up to \$5,000 and reasonable costs for funeral expenses. The total amount payable under this policy cannot exceed \$20,000 per student when all these costs are added together.

Any costs beyond this amount are the responsibility of the parent or guardian.



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5.0 DEVELOP COMMUNICATION STRATEGIES: Broome Camp School has landline and mobile telephone communication. Four handheld UHF radios are also used by staff which can assist in emergencies.

6.0 EMERGENCY RESPONSE PLAN:

Broome Camp School has a detailed Emergency Response Plan in place which is given to the Teacher in Charge on arrival. Copies are also provided in all accommodation and common areas.

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

The Broome Camp School Manager or staff will manage any emergency or delegate that responsibility if 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.

A siren of short blasts on a portable siren indicates an emergency.

In the event of an alarm sounding all people on site are to go immediately to the assembly point at the basketball court where the Teacher in Charge is to meet a camp representative and undertake a head count.

7.0 BRIEF STUDENTS AND SUPERVISORS:

The Broome Camp School 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.

Groups arriving at various times are to be given the briefing by the group organiser who, on arrival, will be supplied with the safety briefing contents sheet. It is the Teacher in Charge's responsibility to ensure all campers arriving later are briefed on the facilities, evacuation strategies and assembly points.

8.0 RETAIN EXCURSION RECORDS: A list of students and staff staying at Broome Camp School is to be provided to the camp management on arrival.