
I am pleased to supply the following information.

Colin Bygraves
Camp School Manager,
Bridgetown Camp School.

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Koombana Drive, Bunbury, WA, 6230</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>(08) 9791 3088</td>
</tr>
<tr>
<td>Fax Number</td>
<td>(08) 9791 3420</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:education@dolphindiscovery.com.au">education@dolphindiscovery.com.au</a></td>
</tr>
<tr>
<td>Website Address</td>
<td><a href="http://www.dolphindiscovery.com.au">www.dolphindiscovery.com.au</a></td>
</tr>
<tr>
<td>Contact Person</td>
<td>Holly Hunter</td>
</tr>
</tbody>
</table>

Purpose of the Excursion

At the Dolphin Discovery Centre we provide curriculum-focused educational activities and field based learning in marine and environmental studies. Our programs provide your students with hands-on experiences in a safe and exciting learning environment.

Environment

Located two hours south of Perth on the foreshore of Koombana Bay in Bunbury, the Centre is surrounded by a diverse range of marine and coastal habitats including the Indian Ocean, Koombana Bay, the Leschenault Estuary, the Leschenault Inlet, and the white mangrove colony. Each habitat represents a unique natural resource and offers an ideal opportunity for learning.

Transport

Transport is the responsibility of the school. If a boat cruise is requested, Bunbury Dolphin Tours can provide a vessel for multiple groups of 25 students.
### Students’ Capacity

**Currently the school education program is split into 2 major activities:**

1. **General Marine Understanding and Appreciation at the Centre** - This program studies the life of dolphins and their relationship with the marine environment.
   Students will-
   - investigate the anatomy of various marine animals (e.g. dolphins, turtles, invertebrates);
   - investigate and interpret information in relation to cetaceans and other living creatures in this environment from information contained within the DDC interactive displays, staff presentations and DVD feature films. Activity sheets are also available;
   - interpret the impact and relationship of our urban environment on the dolphins of Koombana Bay from information contained within the Dolphin Discovery Centre and from staff presentations;
   - record data and collate information on the marine environment and the sustainability of marine coastal habitat within the Centre grounds and along the adjacent beach and inter-tidal zones.

2. **Students will investigate and discover the unique and complex environment of the mangroves and their future.**
   Students will-
   - investigate and explore the composition and life form of the mangroves;
   - actively explore many of the issues and conflicts related to the close proximity of the urban environment and the mangrove inlet;
   - complete activity sheets using their own interpretation of the above.

See our Education Booklet 2014 for a full description of student activities and programs. This is available for download on the web site.

Ages range from Pre-Primary to Year 9 for the majority of current programs however the DDC can tailor for all ages.

### Supervisor/Supervisory Team

The Teacher in Charge is responsible for participants at all times. The Dolphin Discovery Centre provides a tour guide.

### External Provider Information

All DDC education staff have a current *National Criminal History Record Check* and a current *Working with Children Check*. They also have Senior First Aid qualification.

Our public liability insurance is for $10 million and we are insured by McNaughton Gardiner Insurance Brokers Pty Ltd(policy number: DOL 0001504 DOL)

### Supervision Strategies

DDC strongly recommends that your students be split into two groups with a maximum capacity of 35 students each. Maximum students visiting the Centre is recommended not to exceed 70. We have 3 education officers available and will split the groups into the smallest groups possible depending on the number of DDC education staff available.

The combined student / supervisor ratio recommendations for all ages are 6:1 however this will often depend on the needs of the group.

The Centre does not promote in-water activities however if they are required we recommend a ratio of 4:1 with supervisors and teachers with a Bronze Medallion Qualification.
### Identification of Excursion Participants

Schools are responsible for choosing a suitable method of identifying students and school staff. In addition, we do like students to wear their school uniforms and name badges if appropriate.

### Communication Strategies

The Dolphin Discovery Centre contact numbers are 08 97913088 and Fax 08 97913420.

### Emergency Response Plan

DDC has an Emergency Response Plan which will be provided to each school program supervisor / teacher-in-charge. It includes:
- A map of the Centre and grounds
- Evacuation routes which lead to a safe assembly area (see map)
- Locations of fire hydrants
- Emergency phone numbers

We highly recommend that the teacher-in-charge has a copy of our Emergency Response Plan and is familiar with the procedures prior to your visit. It is also advisable to have a list of names of all students and supervisory staff in the event a roll call is necessary.

All DDC staff are trained in evacuation procedures and our first priority is to ensure the safety of our visitors. For further information, please contact the Education Coordinator by e-mail (education@dolphindiscovery.com.au).

### Briefing Students and Supervisors

Before commencing your tour of the Centre, our Education Staff will address your group in the Big Screen Theatre Room (see map) to:
- welcome you to the DDC
- give a brief description of the tour detail
- take care of any house-keeping announcements
- remind students to demonstrate care and respectful behaviour toward the other visitors in the Centre

### Other Relevant Details

We are open to schools and the general public every day of the year between 8.00am – 4.00pm. Arrangements outside of these times can be made.

Follow the suggested protocol for making any bookings outlined in the Education Booklet (Appendix 1) or call 08 9791 3088, Monday - Friday, 8.30am-4.00pm

Our postal address is: P.O. Box 1178 Bunbury WA 6231

If you require any additional information or wish to discuss any aspect of your visit please contact our Education Co-coordinator or Administration Staff.

Schools are responsible for providing information to parent/caregivers for their consent in accordance with the DOE policy Excursions: Off School Site Activities.

This policy includes:
- Student Health Form;
- Information Form for Parent/Guardian; and
- Parent/Guardian Consent Form.

Bridgetown CS information package and website [http://www.bridgetowncampschool.wa.edu.au](http://www.bridgetowncampschool.wa.edu.au) also includes the following forms which are relevant to conducting this excursion:
- Parent Information Form;
- Parent Consent and Contract Form;
- Medical and Water Based Authority form;
- Safety and Behaviour Policy; and a,
- Clothing and Equipment Checklist.

This information is valid until 31 January 2016