Excursion Management Plan – Donnelly_River_Cruises

Purpose of the Excursion
A 12 kilometre boat ride meandering down the Donnelly River to the river mouth in flat bottomed boat. Commentary includes the flora and fauna, Aboriginal links and history, settlement and conservation issues. This trip can be tied in with an Earth Education visit to Goblin Swamp on Carey Brook or Yeagarup sand dunes in the afternoon.

1.1 Assess the environment
Donnelly River Boat Landing is situated approximately 25 kilometres from Pemberton Camp School

1.2 Assess transport arrangements
The school has two options
1. provide coach transport to the site or
2. Donnelly River Cruises can pick up the group in their bus.

1.3 Assess the students capacity
Donnelly River boat landing has a ramp to access the boat suitable for wheelchairs. Toilet facilities are available on boat.

1.4 Assess the capabilities of the supervisory team
The Teacher in Charge is responsible for participants at all times. Donnelly River Staff will provide a commentary and outline the safety procedures however the Teacher in Charge is responsible for overall group supervision.

1.5 Assess the involvement of external providers
Donnelly River Cruises has Public Liability Insurance of $___ million – Certificate of Currency Policy # ___________ a copy is kept on file at Pemberton Camp School.

2. Establish Supervision Strategies
The Donnelly River Staff will assist the Teacher in Charge is managing on-site supervision strategies which include:
- Defining the areas students and staff can move around in.
- Strategic placement of supervisors in and around the work area;
- A buddy and “buddy buddy” i.e. two pairs looking out for each other, system;

3. Develop Means of Identifying Excursion Participants
Students are within eye sight on the beach and onboard the vessel.

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
Donnelly River Cruises have a UHF radio for all offsite activities. There is no mobile telephone service.

6. Complete Emergency Response Planning
- As part of the briefing prior to commencement of the activity, an outline of the emergency procedures to be followed and the location of emergency equipment will be given by Donnelly River Cruise staff
- The Teacher in Charge is responsible for carrying the student medical information with them at all times.
- The Donnelly river vessel is equipped with a UHF radio, first aid kit an a EPIRB.
- Teacher-in-charge to supervise students;
- The Donnelly River Cruise staff to co-ordinate evacuation should it be required, the Teacher in Charge to assist.
- An emergency vehicle is available if required at the launching ramp.. As part of the briefing prior to commencement of the tour the Teacher in Charge will indicate the assembly point.

7. Brief Students and Supervisors.
Donnelly River staff will brief students and staff at the commencement of the tour on safety procedures.

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.

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<tr>
<th>Teacher-in-charge</th>
<th>Date___/<em><strong>/</strong></em>__</th>
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I am satisfied that the management plan for this excursion meets the requirements of the Excursions policy. I approve this excursion.

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<th>Principal</th>
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