



# BRIDGETOWN CAMP SCHOOL

“Where learning is fun”

To assist schools in developing the *Excursion Management Plan* required by the DOE policy *Excursions: Off School Site Activities*: <http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/excursions-policy-and-procedures.en?cat-id=3457100>

I am pleased to supply the following information.

**Colin Bygraves**  
Camp School Manager,  
Bridgetown Camp School.

## Outdoor Recreation Day – Donnelly River Holiday Village

### Purpose of the Excursion

The aim is for students to participate in and enjoy a range of outdoor recreation (including aquatic based) activities that will contribute to the development of their confidence, self esteem, motivation, enthusiasm, skill level, fitness, initiative, and self-discipline.

Participation in these activities will contribute to the development of interpersonal skills such as assertive communication, negotiation, conflict resolution, co-operation, and leadership. The students will be challenged to accept responsibility, to act responsibly and to contribute effectively to groups and teams.

### Environment

## **GENERAL**

- Donnelly Holiday Village is 25km from Bridgetown emergency services. Mobile phone reception is unreliable in this area; however, there is a landline available at the nearby village office.
- The Camp School has been using this venue for 20 plus years without any major incident.
- The potential for injury from falling tree limbs is of some consideration, especially on the bike ride and the flying fox, and needs to be closely monitored in adverse weather conditions.
- The activities can easily be modified, including using alternative cycle routes, depending on weather conditions and other risk factors.
- In all but the very hottest months the warmth of the sun is eagerly sought after. There is ample shade on the cycle ride, flying fox, and on the bank and surrounds of the dam.

## **WATER BASED ACTIVITIES**

- All water based activities occur on a fresh-water dam that was, up until the towns closure, used as the Donnelly River township swimming pool.
- The water is clear and in most parts of the dam, most importantly the launching point, graduates to a maximum depth of around 4 metres. This depth is subject to seasonal variation.
- The dam has little debris. There is, however, a dilapidated jetty, some, often submerged, stumps near the launching point, one old tree stump above water level, and, in low water two or three submerged stumps that students will be alerted to.
- Apart from the occasional leech there are no aquatic animals in the dam to be concerned about.
- The potential for injury from falling or wind blown objects is almost non existent.
- The water temperature can be cold, especially in late autumn / winter. This is of particular concern if there is a strong breeze blowing.
- The small size of the dam (Approximately 120 x 60 metres), and ease of access to most part of it allows for extreme ease of supervision.
- These factors combined with the lack current, relative protection from prevailing breezes and gradual change in depth from most banks makes a rescue extremely easy to execute.
- The activity area can be clearly defined by obvious landmarks and if, there is deemed to be a need, strategically placed buoys.

## **CYCLING TRACK**

- Most of the 3.5 km cycle track is a vehicle free circuit winding through majestic Karri forest.
- The first half of the track is moderately undulating, initially on an old second class road. It diverts down a purpose built CALM made walking track, over a narrow walk bridge and up a relatively steep incline toward the village.
- The middle stages of the ride is along the quiet streets of the Donnelly Village and, for 50 metres, along a sealed road (Sears Rd) which has low usage outside school holidays and weekends.
- The last section is predominately along an old rail formation track. Bikes must be carried across an old bridge low over the (predominately dry) upper reaches of the Donnelly River.
- The track is often cycled in reverse direction.

## **FLYING FOX**

- The flying fox starts from a 2 metre high platform and traverses 100 metres of karri parkland in the middle of Donnelly Village. It is in regular use by village guests during school holidays and weekends.

## **Transport**

Transport is the responsibility of the school. The camp school will arrange, on request, local buses; however, most need to work around their school bus run commitments, making it impossible to leave the site early in case of inclement weather, an accident etc.

The camps Mitsubishi Rosa bus, fitted with seat belts and licensed to carry 25, is often used to transport a group to and from the flying fox (approximately 1.5 kms). The bus is insured by DOE.

## **Students' Capacity**

Activity options available for this program are:

### **1. Flat (closed) water canoeing.**

The usual format includes a basic skills demonstration followed by students practicing with a partner (sometimes in threes) in a confined area until they have demonstrated the control skills required to explore the small dam. A race or game of gang up canoe tag is sometimes included.

This activity can be modified to accommodate differing ages, experience and abilities. Modifications could include:

- More graduated introduction to the canoeing eg. More time in shallows exploring the buoyancy and stability factors of the canoe;
- Stringent rule enforcement eg. No splashing;
- Limiting them to shallower, smaller, more directly supervised areas;
- Provision of additional buoyancy aids;
- "Buddying" with an adult;
- Tethering canoes.

### **2. Raft making.**

Small groups of students (usually 4-6) design, make and test float a raft made out of PVC pipe, tubes and an assortment of ropes. This is followed by a race designed to test the building criteria presented to them.

The canoeing and raft making activities and equipment comply with the DOE's policy Outdoor Education and Recreation Activities: Procedures and Guidelines *Section 10: Paddling Activities* and *Section 17: Swimming and Water Safety Programs*. Refer to: <http://www.DOE.wa.edu.au/curriculumsupport/healthandphysicaleducation/DOEcms/portal/>

All parents or guardians are required to indicate their child's swimming ability in relation to these water based activities on a "Medical and Water Based Authority Form" (sample available from Camp School information package and Department's "Excursions: Off school site activities" policy.)

Should the parent indicate any uncertainty, the child will be required to satisfy the Supervisor in Charge of their swimming ability. This will take the form of a verbal and / or practical assessment. If doubt still exists restrictions will be placed on the parameters of the child's participation.

Students need bathers and towel for water based activities. Shoes are not required.

### **3. Bush track cycling.**

The bikes used are three speed and have both a back foot brake and hand brakes. They are suited in size to most year 6-7 students. A limited number of smaller bikes are available. Students need to have basic bike riding ability. Schools will need to make provision for less able students.

The cycling activity and equipment complies with the DOE's policy Outdoor Education and Recreation Activities: Procedures and Guidelines *Section 7: Cycling and Cycle touring*. Refer to: <http://www.DOE.wa.edu.au/curriculumsupport/healthandphysicaleducation/DOEcms/portal/>

### Supervisor/Supervisory Team

The Teacher-in-Charge will liaise with the Camp Manager to ensure that all activities are adequately supervised by suitably qualified people.

Collectively, the supervisor/supervisory team must have the skills to:

- identify and establish a safe activity environment;
- effect a rescue and render emergency care;
- monitor and respond to weather and environmental conditions before and during activities; and
- monitor and assess the physical well being of the students.

Whilst camp staff may instruct, lead, demonstrate or assist in an activity, the Teacher-in-Charge is responsible for overall group supervision and discipline.

### External Provider Information

The camp is part of DOE and as such is NOT an external provider. If camp staff are supplied they will be qualified, unless otherwise advised, to meet DOE policy requirements. All staff have the required DOE clearances.

**Activity:** Flying fox.

**External Provider:** Donnelly River Holiday Village.

**ABN:** 37141415321

**PLI:** \$10 million

### Supervision Strategies

The Teacher in Charge will provide the correct ratio of supervisors to students, in accordance with the DOE's policy Outdoor Education and Recreation Activities: Procedures and Guidelines *Section 10: Paddling Activities* and *Section 17: Swimming and Water Safety Programs*. Refer to:

<http://www.DOE.wa.edu.au/curriculumsupport/healthandphysicaleducation/DOEcms/portal/>

*Flat (closed) water canoeing; double biscuit rafting; raft making.*

**“Closed water – fixed location (within 100 metres of the launching point)**

*There must be at least one qualified and experienced supervisor for every 22 students.*

<b>Number of Students</b>	<b>Number of Qualified and Experienced Supervisors Required</b>		<b>Total Supervisory Team</b>
1-22	1	1	
23-24	2	2	

*For Paddling activities in closed water, recognised qualification include:*

- Aquatic Rescue Qualification
- RLSSA Bronze Medallion;
- SLSA Bronze Medallion;
- SLSA Surf Rescue Certificate; and
- an equivalent qualification as recognised by the Director General.

**Bush track cycling**

*“For cycling activities held off the school site, **cycling touring** and on **road cycling** activities:*

- there must be at least two supervisors; and
- one of these supervisors must be qualified and experienced.

**Guidelines**

*It is recommended that greater supervision be provided for primary aged or less able students participating in cycling activities outside the school grounds.*

**QUALIFICATIONS**

*For all cycle touring and road cycling activities, a member of the supervisory team must hold a current first aid certificate, including current CPR accreditation.”*

The rotation of supervisors provided by the school is also the responsibility of the Teacher-in-Charge.

Supervision strategies will include:

**GENERIC**

- Defining and re-defining the work area according to the prevailing conditions, the abilities of the students, and the Supervisor-in-Charges assessment of the capabilities of the supervisory team;
- Strategic placement of supervisors in and around the work area;
- A buddy system;
- Students will be required to gain permission prior to leaving the area for any reason e.g. toileting, or dressing, in which case they will also be required to be accompanied by their buddy.

**CANOEING AND RAFT MAKING**

- A combination of actively participating supervisors and non active supervisors required to constantly scan the area;
- A whistle system will be used to: gain the attention of students / to inform them of the need to buddy check / to evoke and emergency response / to signal a water check (land based head count) or safety stop (water based head count) / and to

### **Identification of Excursion Participants**

There is little likelihood of having to share the venue with another group. The Holiday Village is rarely used mid week, and almost never by school groups, though on occasions one or two people may use the dam. Should the need arise the Camp School does have a set of (60) coloured neoprene wrist bands available to identify participants.

### **Communication Strategies**

Mobile telephone reception is unreliable in the Donnelly area. There is, however, a land line at the village office as well as in a public telephone booth.

Camp Staff each have a UHF hand held radio to coordinate activities and for use in case of emergency.

The following whistle system will be implemented in conjunction with verbal instructions.

- One (1) blast of the whistle = stop and listen to verbal instructions;
- Two (2) blasts of the whistle = buddy check followed by a buddy - buddy check;
- Three (3) blasts of the whistle = activity finished;
- Short blast in succession and arms waved above head = emergency, vacate the dam at the nearest point and assemble in the designated area.

### **Emergency Response Plan**

Bridgetown CS information package includes a detailed Emergency Response Plan.

Camp School staff, in conjunction with Teacher-in-Charge, will co-ordinate evacuation should it be required.

The Teacher in Charge is required to have up to date student medical information with them at all times.

### **Briefing Students and Supervisors**

Students and adult supervisors will be briefed by the Supervisor in Charge on arrival at the venue of:

- The general work area (in and out of bounds);
- Specific dangers;
- Buddy systems;
- Whistle systems and emergency procedures;
- Availability of food and drinks;
- Health and hygiene concerns;
- Change and toilet facilities;
- Requirement to gain permission before leaving the work area and the requirement to be accompanied by a buddy;
- Activity groupings;
- Rotation system;
- Approximate activity time.

Activity specific briefings will include:

### **CANOEING AND RAFT MAKING**

- The need for a firmly fitting buoyancy vest;
- The buoyancy characteristics of the canoes, rafts and other equipment being used;
- Basic embarking, disembarking, stability, straight line, turning and stopping skills;
- Specific rules, especially about deliberately entering the air trap of a submerged canoe;
- The work area;
- What to do if they get in difficulty (if in the water, by waving of arms above the head in combination with call for help, or if out of the water, by directly seeking out one of the supervisors).

### **CYCLING**

- Braking systems and their use;
- Safe seat height;
- The use and adjustment of helmets;
- The “whip-system” of travel with supervisors front and back;
- Verbal communication strategies;
- Formation riding and safe riding distances;
- Specific strategies associated with crossing Sears Rd,
- Riding on the left hand side of roads;
- Feeding of animals: demonstration and precautions;
- Avoidance of low branches, and sharp corners on second half of ride;
- Crossing of thin bridge; Bicycle positioning, safety and procedure for crossing old bridge.

### **FLYING FOX**

- Safety procedures specifically relating to climbing onto the platform, numbers on the platform and movement around the platform;
- Using and retrieving the flying fox.

### **Other Relevant Details**



Bridgetown CS information package and website <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 2018**