

# SCHOOL EXCURSION MANAGEMENT PLAN



## PLANNING YOUR EXCURSION

The following information will help you plan your excursion to Whiteman Park.

## BOOKING INFORMATION

Bookings are essential for all Whiteman Park Education Programs and general school excursions to the Park. Bookings can be made directly by phone on weekdays between 9.00am and 3.00pm or anytime via email.

We request that you speak to our Bookings Officer to book your education program/s at least two weeks prior to your intended visit.

## SUPERVISION REQUIREMENTS

Adult supervisors must accompany the students for the duration of the visit to ensure they are on task as well as actively monitor behaviour and intervene as necessary.

Whiteman Park recommends the following supervisory ratios for all excursions:

Kindergarten - Year 2	one adult for every five students (1:5 ratio)
Years 3 - 12	one adult for every ten students (1:10 ratio)
Groundwater Festival	one adult for every five students (1:5 ratio)

It is the responsibility of the school to develop a supervisory team that meets their own specific needs and requirements. Carers of children with special needs will be permitted free of charge at a one to one (1:1) ratio.

Whiteman Park staff and volunteers will facilitate activities during taught programs but will not be responsible for supervising students or monitoring their behaviour.

School uniform or some form of easily identifiable item for each child is recommended to help identify students.

*Misconduct may result in immediate expulsion of students from Whiteman Park grounds and a restriction on future bookings at the Park.*

## PAYMENT POLICY

Payment can be made on arrival by cash, cheque (made payable to 'Whiteman Park') or EFTPOS. If you would prefer us to invoice your school, please ensure that you provide us with the contact person at your school to whom we need to address the invoice. e.g., the name of your school's bursar/accountant.

## CANCELLATION POLICY

Schools unable to attend on the day of their booked visit will be subject to a \$35.00 cancellation fee. This fee will not apply to cancellations made at least seven working days prior to the intended visit or if the booking is transferred to another day due to inclement weather.

Furthermore, programs utilising an external provider may incur additional fees.



233a Drumpellier Drive, Whiteman WA 6068  
Tel: (618) 9209 6000 Fax: (618) 9249 3510  
enquiries@whitemanpark.com  
www.whitemanpark.com  
ABN 68 565 723 484  
(Department of Planning, Lands and Heritage)

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## TRANSPORT AND PARKING

**Vehicle Parking** - All parking is free at Whiteman Park. Please park in designated car parks.

**Bus Parking** - A coach 'drop-off' point is located at the southern end of car park 7, adjacent to the Visitor Information Centre. This is sign posted. If all-day coach parking is required, please direct your driver to park in the bus parking area in between car parks 6 and 8.

## COMMUNICATION STRATEGIES

Whiteman Park requires all schools visiting the Park to provide a mobile contact number that each group can be contacted on, in case of an emergency.

Please advise the Bookings Officer at the time of booking and confirm the number/s at check-in on the day.

Communication between the students and supervising adults is the responsibility of the school.

## COVID SAFE MEASURES

Please refrain from bringing any students or adults who are unwell or displaying Covid-related symptoms on your excursion and remind your students to ensure physical distancing from other groups, as possible.

Hand sanitiser stations will be available at the venue. Please encourage students and parent helpers to maintain hand hygiene during your visit. Mask wearing is also supported as a hygiene measure.

## CLEARANCES

Whiteman Park staff and volunteers assisting school visits maintain current Working with Children Checks.

## ON THE DAY OF YOUR EXCURSION

This information will help you understand what to do on the day of your visit.

## ARRIVAL AND REGISTRATION

Upon arrival, please report immediately to the **Administration Building** (building '7' on the Park Map) in the Village where your group numbers will be recorded, payment processed and any relevant information about your visit passed on to you. We will also ask you to provide your emergency contacts (with a mobile phone) for your group/s on the day.

## FACILITIES

Toilet facilities (including accessible facilities for people with disabilities) are clearly marked on the Whiteman Park map. Please be aware that there are toilets at Revolutions Transport Museum for those students attending an excursion there.

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## FIRST AID

The supervising teacher for the class excursion will take ultimate responsibility for his/her students in the area of first aid.

As a public facility, Whiteman Park also provides a first aid service. The majority of Whiteman Park staff are trained first-aiders. We have a first aid room that is located at the Visitor Information Centre, opposite the Village Cafe.

**In an emergency**, you can request assistance on 9209 6000 (select option '3') or send a runner to the Administration building or Revolutions Transport Museum to report an incident. Please note that Park staff will be required to complete an Incident Report Form for significant first aid incidents.

## EMERGENCY PROCEDURES

Please ensure you have a copy of the Emergency Response Plan with you on the day of your visit, and a list of important contact numbers for your school, in the unlikely case that an incident does occur.

## PUBLIC LIABILITY

Whiteman Park is owned and managed by the Western Australian Planning Commission.

The Park is staffed by the Department of Planning, Lands and Heritage. As such, Whiteman Park is covered on an annual basis by a RiskCover public liability policy under the Department of Planning, Lands and Heritage (Government of Western Australia).

Insurer: RiskCover  
Amount: \$600,000,000

Whiteman Park's current public liability certificate can be emailed to your school upon request.

In addition, any organisation that hosts a Whiteman Park Education Program is required by their lease arrangements with Whiteman Park to hold \$20,000,000 public liability coverage.

## CONTACT INFORMATION

**Physical address:** Entry off Drumpellier Drive or Beechboro Road North, Whiteman, Western Australia  
**Postal address:** 233a Drumpellier Drive, Whiteman WA 6068  
**Phone:** (08) 9209 6000  
**Email:** [bookings@whitemanpark.com.au](mailto:bookings@whitemanpark.com.au)  
**Website:** [www.whitemanpark.com.au](http://www.whitemanpark.com.au)

THIS INFORMATION WAS LAST REVIEWED ON 27 JULY 2022.