



Kalamunda History Village Museum
Railway Road Kalamunda WA 6076



Excursion Management Plan

We look forward to welcoming you and your students to Kalamunda History Village. We are mindful of COVID-19 transmission occurring in the community and the health and safety of our visitors, volunteers and employees are our priority.

How you can help Kalamunda History Village be COVID safe

- Any student, teacher or parent helper who is feeling unwell, particularly if experiencing a fever, cough, sore throat, runny nose, shortness of breath, or loss of smell or taste, or are awaiting the result of a COVID test should not attend the excursion.
- Provide hand sanitiser for school staff and students.
- Remind students of good hygiene practices including, covering coughs and sneezes with their elbow or a tissue and disposing of tissues responsibly, washing or sanitising hands regularly.

We have hand sanitiser located around the village and students may be asked sanitise hands before entry to buildings.

We have increased the scope of our cleaning regime.

At all times we will follow the Department of Health's recommendations with regards to physical distancing as well as maximising students' time outdoors in the fresh air.

Supervisor/supervisory team

Student supervision is the responsibility of the school throughout your visit to the Village. School groups must be supervised by a lead teacher, with supplementary supervision support provided with the **adult to student ratio of 1:6 as a minimum**. The supervisory team must accompany students throughout the excursion, actively monitor behaviour and intervene as necessary to ensure the safety of the group.

Identification of excursion participants

To help staff and volunteers engage with the students and adults on tour we ask that all students and staff wear name tags. We understand this is against some school's policies and respect that decision.

Public Liability Insurance

- Insurer: Local Community Insurance Services
- Limit of Cover: \$20,000,000
- Public Liability Certificate if Currency document can be found on the web site <https://www.kalamundahistoricalsociety.com>
- This information is valid until 30 September 2022

Working with children check and COVID vaccination

All Kalamunda History Village Staff and Volunteers have a current Working with Children card, this information can be viewed on request.

All staff and volunteers are double vaccinated. Certificates can be viewed

First aid

Kalamunda History Village Staff hold current senior first-aid certificates. It remains the responsibility of the school to provide first aid to their students. Our staff will assist if possible. A first aid kit is available at Elise Cottage (Office). Should any of your students need medical attention, please ensure the remainder of the group is appropriately supervised.

Emergency response plan

In the event of an emergency it is essential that all school visitors take directions from Kalamunda History Village Staff who will be wearing white or red hats/vests saying Chief warden or warden. If evacuation is necessary, all visitors will be assembled at a designated safe area. Teachers are required to do a roll call and must immediately notify Village staff if any students are missing. School supervisory teams should always have a list of names of participating students with them, including contact telephone numbers, student medical information and relevant health information of supervisors.

Student numbers

Please confirm student numbers **no later than 14 days prior** to your excursion date.

Booking cancellations

If you are unable to make your pre-booked tour, please contact us immediately.

Change of tour due to COVID

You will be informed where possible before the day of your excursion if your tour style has been changed. This could be due to staff/volunteer numbers or change in government regulations.

Briefing students and supervisors

On the day of your excursion, please inform the Village staff the number of students, staff, and adult helpers in attendance. School supervisory teams are encouraged to prepare students for the visit by outlining expected behaviour. On arrival the students and adults will receive a safety briefing.

Tour timetable

10:00am – Arrival and entry into village where students are given a welcome talk and briefed about the day's activities and museum rules.

10:10am – Students can eat morning recess on the undercover train station platform and have a toilet break if necessary.

10:25am – Staff and volunteers will collect their student groups from the station ready to start the tour.

10:30am – Begin the tour (PP and year one tour runs for 1.5 hours, year 2 and above tour runs 2 hours)

12:00pm or 12:30pm – Tour concludes, and students are welcome to stay and eat lunch back on the train station platform before departing.

1:00pm – School group leaves the village; cleaning of tour equipment.

Bags, food and drink

Bags will be stored in the waiting room on the train station its door can be locked on the request of teachers. Food and drink should not be consumed inside the buildings.

Clothing

As History Village is an outdoor museum please ensure that students have hats and sun burn cream in warm weather, in cold weather bring a jumper (it is always colder up in Kalamunda) and in wet weather a rain coat.

Photography

Photography is permitted please check your school's policy.

Transport

Transport is the responsibility of the visiting school. There is bus bay for set down and pick up of students on Williams St just past our double gates (tell the bus driver to go past the first bus bay near the café). The bus can stay parked there for the duration of your visit.

