



Kalamunda History Village Museum
Railway Road Kalamunda WA 6076



Excursion Management Plan - 2023

What to expect on the day

- Your bus should arrive at the museum as close to 10am as possible. Bus parking is on Williams Street past the big green gates. Look for the School Bus Parking Bay signage.
- Once students have all alighted from the vehicle the group will enter the village through the big green gates and gather at the post office for orientation. (5 mins)
- Next the students can have morning recess on the undercover train platform, take time to visit the toilet if necessary and then we will finalise the groups.
- Bags are stowed in the waiting room on the station platform during the tour. The door can be locked on the request of teachers. Food and drink should not be consumed inside the buildings.
- Tour will begin by 10:30am. **Please note the start time as late arrival will result in activity time being reduced accordingly.**
- Tours generally have two parts. One part is an informative exploration of the village with one of our guides. The other part has a number of hands-on activities which are chosen and facilitated by the teachers and assisted by volunteers. Schools must provide at least one (1) teacher per 20 students.
- On the completion of the tour, you are welcome to eat lunch back at the station, however we are not equipped to cater for children to have playtime within the museum. We recommend visiting Stirk Park for this purpose.
- If you have chosen to include the shop activity, this will be done at the end of the tour, before or during lunch.
- At the village we tend to experience extremes in the weather. So, if it is a cold day, extra warm clothing is recommended. Gum boots and umbrellas are good choices if it is wet. Similarly, sun hats, cool clothing, sunscreen, and water are necessities in the hot summer.

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 2023

Working with children check

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

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 identify themselves during the site introduction prior to commencing tour and by wearing white or red hats/vests saying Chief warden or warden if evacuation is essential.

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.

It is suggested that 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.

Numbers that reduce by more than 10% on the day of the excursion will be charged for the original booking number minus 10%.

Booking cancellations

If you are unable to make your pre-booked tour, please contact us immediately. Bookings that are cancelled within the 14 days of the scheduled tour will incur a cancellation fee equivalent to 25% of the booked number of students.

Change of tour

You will be informed where possible before the day of your excursion if your tour style has been changed

Briefing students and supervisors

Kalamunda History Village staff will send a confirmation notice for all bookings.

Schools will be invoiced after the excursion and are only charged for the students who attend on the day.

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.

Students, staff, and parent helpers will be briefed on site safety and the emergency response plan prior to the commencement of the tour.

Tour timetable

10:00am – Arrival and entry into village and a welcome talk about the museum.

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. There is a drinking fountain on site which can be used to fill water bottles.

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 and gum boots.

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.

