

## EXCURSION MANAGEMENT PLAN

### WOODBIDGE

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Woodbridge 6056

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**Contact:** Education Officer



### 1. Educational Purpose of the Excursion

The National Trust delivers and supports education and learning experiences that engage students with their history and heritage in order to instil a commitment to valuing heritage.

A visit to Woodbridge supports the Australian Curriculum by providing opportunities to develop historical skills, knowledge and understandings; explore cross curriculum priorities; and make links to other learning areas.

Visiting Woodbridge gives students a connection with the historic, social, aesthetic and spiritual heritage of Western Australia. A visit allows students to:

- develop an interest in and enjoyment of an historic place;
- gain historic knowledge and appreciation;
- practice historical concepts; and
- undertake historical inquiry.

A visit to Woodbridge is particularly suited to learning about the period mid 1890s to 1920 and the Harper family connection to Gallipoli and the Tenth Light Horse. Excursion content can be tailored to suit individual teacher's needs. Australian Curriculum programmes are available for years 1, 2, and 6.

View our resources and programmes at [www.nationaltrust.org.au/wa](http://www.nationaltrust.org.au/wa) then contact the National Trust to discuss your needs.

### 2. Students' Capacity

The National Trust welcomes students from K – 12 and the programmes at Woodbridge have been adapted to accommodate the learning needs of all primary and secondary students.

A maximum of 60 students can be accommodated on the site at any one time. A tour of the house and activities are organised in rotation so only small groups of students are in the house at one time.

A typical excursion takes between two and three hours (with breaks for morning tea etc) and includes a guided tour of the house and related activities.

The grounds are accessible for wheelchairs however not all parts of the building have wheelchair access. Public toilets are located upstairs.

### 3. Supervisory Team

Responsibility for maintaining student behaviour and welfare remains with the attending teacher. National Trust staff will lead, demonstrate, perform and present activities but will not undertake any roles in a supervisory context.

It is the responsibility of the school to develop a supervisory team that meets their specific requirements, in line with the recommendation for supervision outlined in this document. A maximum of sixty students can be accommodated during a visit. Groups rotate through a variety of hands on activities including a tour of the house.

The school supervisory team is asked to prepare students for an excursion to this venue using the briefing information provided within this document, and must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.

The recommended ratios may vary according to the needs of your students. Please advise if you have students with special needs so we can attempt to maximise the benefit of their visit.

This venue has a maximum group size of 60 students and it is suggested that school supervisory teams consist of:

- K – Year 3: 1 adult to 5 students
- Yr 4 – 7: 1 adult to 10 students
- Yr 8 – 12: 1 adult to 15 students

The National Trust advises school staff to familiarise themselves with the site before bringing a group.

### 4. Supervision Strategies

The development of appropriate supervision strategies is the responsibility of individual schools. The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary. Your group may be divided into smaller groups. Your National Trust Education Officer will advise how many groups, dependent on the specifics of your booking. It is recommended that you have one supervisor for each group.

### 5. Identification of Excursion Participants

Identification of excursion participants is the responsibility of the school, however we require students and school supervisory team members to be easily identifiable for both identification and education and learning activities with the National Trust. Suggestions include name tags, school uniform if appropriate for the activities, small group identification. Name tags may assist in personalising the experience but their use as at the discretion of the school.

### 6. Communication Strategies

It is advisable that school staff collaborate with National Trust staff to identify a central meeting point and communicate this clearly to students at the beginning of the excursion. Each National Trust staff member has a timetable for the day's activities so that the group comes together for breaks if scheduled and at the conclusion of the visit.

## 7. Briefing Students and Supervisors

Prior to a visit to Woodbridge, teachers can prepare students for the experience by:

- discussing an appropriate code of conduct for students;
- establishing clear supervision strategies;
- discussing emergency procedures consistent with the emergency response plan for the property; and
- talking to students about the heritage value of this venue.

At the beginning of each visit National Trust staff will inform the school supervisory team and students of:

- their responsibilities and obligations;
- location of the toilets;
- rules for the visit including boundaries;
- emergency procedures; and
- the heritage value of this venue.

It should be noted that there is a tearoom onsite that is open to the general public. Lunches may be left on the verandah. Property that is left unattended is done so at student and visitors own risk and no responsibility for loss or damage is accepted by the National Trust. It is recommended that valuables are not brought on the excursion.

## 8. Travel Arrangements

Transportation to and from the venue is the responsibility of the school. Access to Woodbridge is through Governor Stirling Senior High School. Limited parking for cars is available in the car park on the grounds. Buses will need to drop students at the door but then park on Ford Street outside of the grounds. The National Trust accepts no responsibility for transport left unattended.

## 9. Venue / Site for the Excursion

Woodbridge, with its iron lace work, parquetry, polished jarrah, tessellated tile floors, and many pieces of original furniture, is a rare surviving example of a grand 19<sup>th</sup> century home. From the kitchen to the extensive entertaining areas, Woodbridge today reflects its role as home to Charles and Fanny Harper, their 10 children and their servants. In addition to the homestead itself the grounds comprise of two small lawn areas and there is one indoor space that is utilised by school groups. The house also features wide verandahs that offer shelter and are often used for activities as required. Whilst the property is located beside the Swan River this is not a water based excursion. The National Trust advises school staff to familiarise themselves with the site before bringing a group.

## 10. External Providers

### Clearances

National Trust Education Officers, Presenters and Assistants hold current “*Working with Children Check*” and cards can be provided on request.

### Current Accreditations and Qualifications

National Trust Education Officers hold tertiary qualifications and are experienced facilitators. All staff presenting our programmes at Woodbridge are trained in the delivery of National Trust heritage education and learning programmes.

## 11. Insurance Cover for Excursions

### Public Liability Insurance

Insurer: RiskCover

Amount: \$600 million

### Professional Indemnity Insurance

Insurer: RiskCover

Amount: \$300 million

Certificates of Currency will be provided upon request.

## 12. Students who are Billeted

The National Trust takes no responsibility for the billeting of students and does not provide overnight accommodation at Woodbridge.

## 13. Emergency Response Planning

Schools will have their own Emergency Response Plan pertaining to the particular needs of their students. Teachers can increase safety by ensuring they meet the minimum supervision requirements and by strongly encouraging students to remain with their groups at all times.

Communication between the school and staff visiting Woodbridge is the responsibility of the school. The National Trust recommends that the school supervisory team has access to a mobile telephone that they can be contacted on, and which they can use to make telephone calls. Should the school need to contact their staff during a visit they may telephone Woodbridge on 08 9274 2432 or head office on 08 9321 6088.

Woodbridge has an emergency response plan in place. The Evacuation Procedure is available on request by telephoning 08 9321 6088.

In the event of a site emergency, school supervisory teams are required to follow the directions of National Trust staff. In the event of an evacuation teachers will be required to conduct a roll call and must notify National Trust staff immediately if any students are missing.

It is suggested that school staff have access to a list of names of participating students, contact numbers, students' medical information and relevant health information of supervisors. It is recommended that school staff carry a First Aid kit with them during the excursion. It is the responsibility of the school to provide first aid to students. National Trust staff will assist if possible.

## 14. Detailed Cost of the Excursion

Full details are available by contacting National Trust Education Officers on 08 9321 6088 or by emailing [trust@ntwa.com.au](mailto:trust@ntwa.com.au). All prices quoted are inclusive of GST. Staff and parents that accompany a school group are welcome and are free of charge. A minimum charge per group is applicable where numbers fall below the threshold. The National Trust will send an invoice to your school after your visit so that only those students that attend the excursion are charged for.

## 15. Information to Parents for their Consent

A *Parent Information and Consent Form* template is available for download from [Department of Education](#). Refer to Appendix F within the Excursion Policy v2.2. Adherence to these requirements is the responsibility of the school.

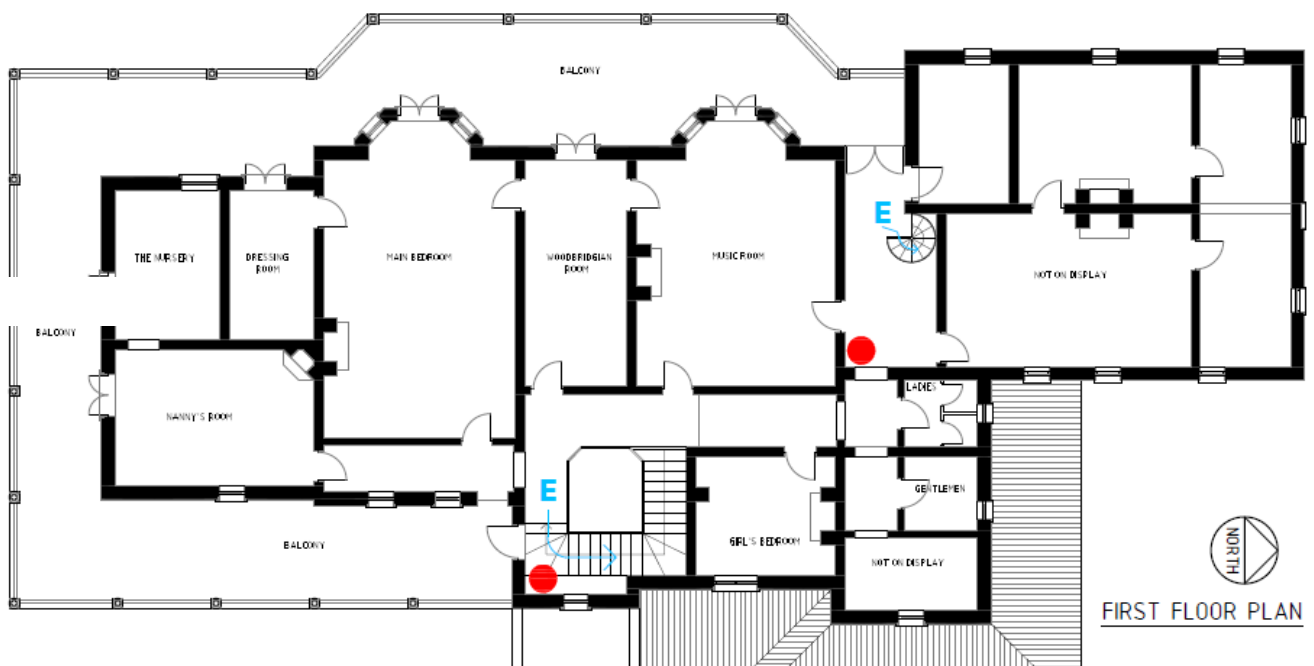
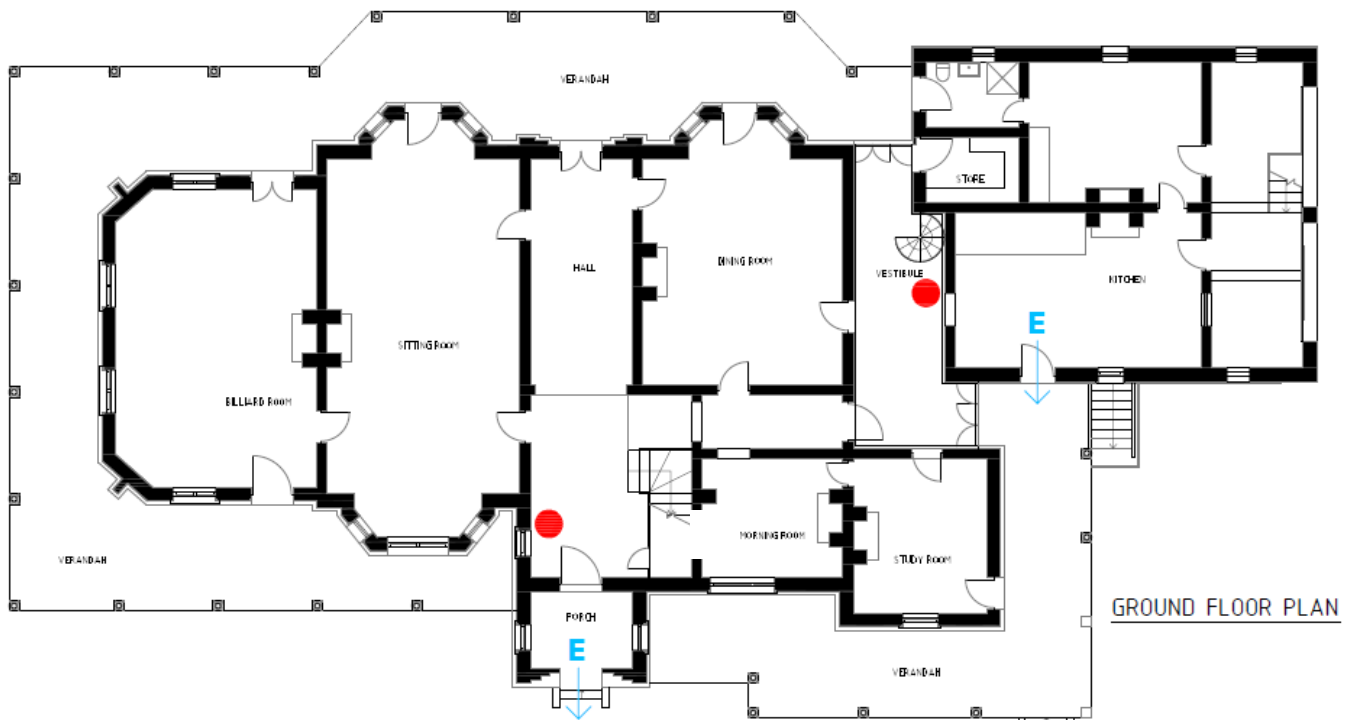
## Cancellations

The National Trust will give 24 hours notice if your excursion needs to be cancelled due to unforeseen circumstances.

The National Trust appreciates 24 hours notice if the school needs to cancel due to weather, environmental conditions or unforeseen circumstances. Same day cancellations and failure to attend will incur a minimum charge.

This information is effective from 31<sup>st</sup> January 2016

WOODBIDGE EVACUATION PLAN



KEY

- = Fire extinguisher
- E = Exit





**WOODBIDGE SITE EVACUATION PLAN**

