

LOCAL AREA EXCURSION: MANAGEMENT PLAN

WOODBIDGE

Ford Street
Woodbridge 6056

Telephone: 9321 6088
Email: trust@ntwa.com.au
Website: nationaltrust.org.au/wa
Contact: Education Officer



Please note:

This document provides information to assist teachers to complete the *Department of Education Template 1: Local Area Excursion: Proposal for Local Area Excursion* document. No aspects of this excursion are water-based. Certificates of Currency are available on the National Trust website.

Educational purpose of excursion

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

A visit to Woodbridge is particularly suited to learning about the period between 1885 and 1920 and the Harper family connection to Gallipoli and the Tenth Light Horse. Students are invited to explore changes in technology, making comparisons between their family homes and the life of the family that lived here from the 1890s. Excursion content can be tailored to suit individual teacher's needs. Suggested pre and post visit activities, aligned with the Western Australian curriculum, are available for years 1, 2 and 3.

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

Educational benefit of excursion

Visiting Woodbridge gives students a connection with the historic, social, aesthetic and spiritual heritage of Western Australia. Students have the opportunity to:

- develop an interest in and enjoyment of an historic place;
- gain historic knowledge and appreciation;
- practice historical concepts;
- undertake historical inquiry;
- develop empathy and respect;
- further their learning and social skills development; and
- imbed their classroom learning in real world experiences.

Excursion content complements classroom teaching programs and can be tailored to suit individual teacher's needs.

Venue / site for the excursion

Activities and rotations are planned and facilitated by experienced National Trust Education Officers and are delivered with child development, learning styles and curriculum outcomes in mind. Consideration is given to the fragility of the venue and the impact of groups, as well as student safety and engagement; for these reasons student numbers are capped.

Woodbridge is a rare surviving example of a grand 19th century home. The two-storey home has wide verandahs on two sides that provide shelter and are often used for activities as required. There are two lawn areas and there is a large indoor space that is utilised by school groups. The grounds and lower floor are accessible for wheelchairs; however, the toilets are located on the first floor which is only accessible via the stairs.

Woodbridge is closed to the public throughout the delivery of all education programs. The National Trust will only accept one booking from one school at a time. Whilst the property is located beside the Swan River, this is not a water-based excursion. It should be noted there is a café onsite that is open to the general public. In the rare event of an unforeseen safety or conservation issue arising, the National Trust reserves the right to vary the property's physical presentation or to close it entirely and deny access. We will work with schools to make alternative arrangements should this eventuate. The National Trust advises school staff to familiarise themselves with the site before bringing a group.

Risk Assessment

Student numbers are capped for a range of reasons including respect for the fragility of the fabric of the building and maximising student engagement and safety.

Risk	Mitigating Actions or Alternative arrangements where required
Proximity to the Swan River	This is not a water-based excursion. There is a natural boundary created by the landscape along the river. Boundaries are clearly explained to students upon arrival.
Duration of activities	Teachers are provided with a detailed timetable for their excursion which includes scheduled breaks for morning tea and lunch. The programs are developed by experienced educators with an understanding of children's development. Programs are year specific and provide a balance of hands-on interactive opportunities with more structured activities.
Inclement weather	There are sufficient sheltered spaces to conduct activities if required. The proposed schedule may be adjusted to accommodate weather events, this is managed by National Trust Education Officers. A covered verandah provides shelter during breaks.
Temperatures exceeding 38 degrees Celsius	There are no air-conditioning facilities at Woodbridge. In circumstances of dangerous weather conditions, including extreme heat, Woodbridge may be closed. We will work with schools to make alternative arrangements should this eventuate.
Special clothing or items required	No special clothing is required but covered shoes and hats are recommended. Students will need sufficient food and water for their visit. Students will require a pencil and clipboard. A tarpaulin, picnic rug or similar is recommended for students sitting on the ground.

An evacuation and emergency response plan is in place. In the event of an emergency, school staff and students are required to follow the directions of National Trust staff. There is adequate mobile phone coverage for most carriers and Wi-Fi is available. If required, emergency services will have access to the site. Adult to student ratios will vary according to the needs of students and are left to the discretion of school staff. Staff and students that are unwell are asked to refrain from attending the venue.

Students' capacity

The National Trust welcomes students from Years 1- 6. Student numbers are capped to maximise safety and engagement of students. The programs at Woodbridge have been developed for the learning needs of specific year levels. 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 four hours (with breaks for morning tea and lunch as required) and includes a tour of the house and related activities. Activities are developed for specific year levels to ensure appropriate engagement and comprehensive curriculum alignment. Some activities can be modified further where additional student needs have been identified and discussed with National Trust Education Officers well in advance of the excursion date.

Supervisory team

Duty of care and responsibility for student welfare and behaviour always remains the responsibility of school staff. National Trust Education Officers 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. Adult to student ratios will vary according to the needs of students and are left to the discretion of school staff. The school supervisory team must accompany students throughout the visit to actively monitor student welfare and behaviour and intervene as necessary.

The development of appropriate supervision strategies is the responsibility of individual schools. Your group may be divided into smaller groups. National Trust Education Officers will advise how many groups, dependent on the specifics of your booking. It is recommended that you have a minimum of one school supervisor for each group. Accompanying adults may be asked to assist with games, craft activities and trips to the bathroom if needed during activities.

In line with Department Policy, it is recommended that supervisors not be permitted to take their own children on an excursion, unless the child is a member of the class for whom the excursion is intended. The National Trust is unable to accommodate siblings, only students listed on your current role.

National Trust Education Officers will establish a safe environment for all activities and will communicate boundaries and anticipated student movements clearly. Where inclement weather is expected or experienced National Trust Officers will adjust scheduled activities and locations accordingly.

Part of your rotation of activities may include a walk around the nearby precinct. This is outside the boundary of Woodbridge. The walk is embedded in the history of the place and the community and enhances students' understanding of the significance of the place. National Trust Education Officers will provide directions and relevant information which enriches student learning. The walk involves publicly accessible areas including, but not limited to, parks, footpaths, street verges, bus stops, walkways and roads. Student safety is the sole responsibility of the supervising school teacher. Discretion by school staff should be used when determining the safest place to cross streets and move students around the community. If your excursion includes a walk, you will be advised prior to your excursion.

Identification of excursion participants is the responsibility of the school; however, we require students and school supervisory team members to be easily identified. Name tags may assist in personalising the experience, but their use is at the discretion of the school.

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

Briefing students and supervisors

Duty of care and responsibility for student welfare and behaviour always remains the responsibility of school staff. The school supervisory team must accompany students throughout the visit to actively monitor student welfare and behaviour and intervene as necessary. National Trust Education Officers will establish a safe environment for all activities and will communicate boundaries and anticipated student movements clearly. Evacuation directions are clearly displayed at the venue and are provided with this plan.

In line with Department Policy, accompanying adults are not be permitted to take their own children on an excursion, unless the child is a member of the student group for whom the excursion is intended.

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

- discussing an appropriate code of conduct and acceptable standards of behaviour 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.

Communication strategy

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. A small bell or similar may be utilised for gaining attention.

Transport arrangements

Transportation to and from the venue is the responsibility of the school. The teacher will be provided with a map detailing bus access through the grounds of Guildford Grammar School, this is to facilitate student drop off only. There is no bus access through Governor Stirling Senior High School and no parking for the bus is provided. There is limited onsite parking for small vehicles. The National Trust accepts no responsibility for transport to, from or between venues. Vehicles are parked at own risk.

Emergency response planning

An evacuation plan is included with this management plan. Limited first aid supplies are available onsite; it is recommended schools bring their own first aid kit, the provision of first aid will be the responsibility of school staff. Students requiring specific medications, including EpiPens, must bring their own and school staff will be responsible for their management and administering any medications for students. A defibrillator is located nearby and is available for use if required.

Fire extinguishers are available, their locations are identified on the evacuation plan. Emergency services can be contacted on 000 and there is adequate access to the site. There is generally good mobile phone coverage onsite and Wi-Fi is available. A landline is available. The telephone is not answered during program delivery, but outgoing calls can be made if necessary. If staff at school need to contact National Trust Education Officers or school staff at Woodbridge they can telephone 9321 6088.

Working with children checks

All National Trust Education Staff hold current Working with Children Checks and comply with all obligations. Cards may be sighted upon request.

Detailed cost of excursion

The National Trust charges a set fee per student for a half or full day excursion, with a minimum fee applicable. Prices quoted are inclusive of GST. Fees charged by the National Trust include all activities, craft materials, worksheets, booklets, games and resources as required for the specific program booked. Schools will receive an invoice after their excursion, the National Trust will only charge for the number of students that attend on the day of your excursion. Staff and parents that accompany a school group are welcome and are free of charge. A minimum charge per group is applicable when numbers fall below the threshold.

External providers

The National Trust of Western Australia employs a team of experienced professional staff for the coordination and delivery of curriculum aligned programs. National Trust Education Officers will lead, demonstrate, perform and present activities but will not undertake any roles in a supervisory context. Certificates of currency are available on the National Trust website.

General Liability

Insurer: RiskCover

Amount: \$800 million in any one occurrence

Professional Liability

Insurer: RiskCover

Amount: \$300 million in any one occurrence

Cancellations

The National Trust will endeavour to give 24 hours notice if your excursion needs to be cancelled due to unforeseen circumstances, including damage to the property.

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

In the event of a cancellation our staff will work with your school to reschedule where possible.

This information is effective from 16th May 2024

EMERGENCY EVACUATION PLAN

WOODBIDGE
LOT 8254, FORD STREET
WOODBIDGE, WA 6065

DIAL 000
FOR LIFE THREATENING
EMERGENCIES

For all other situations, please call
National Trust Head Office
08 9321 6088

SAFETY PROCEDURES

For your safety, make sure you know the location of your nearest Emergency Exit. Ensure your exit routes remain clear at all times.

EVACUATION PROCEDURES

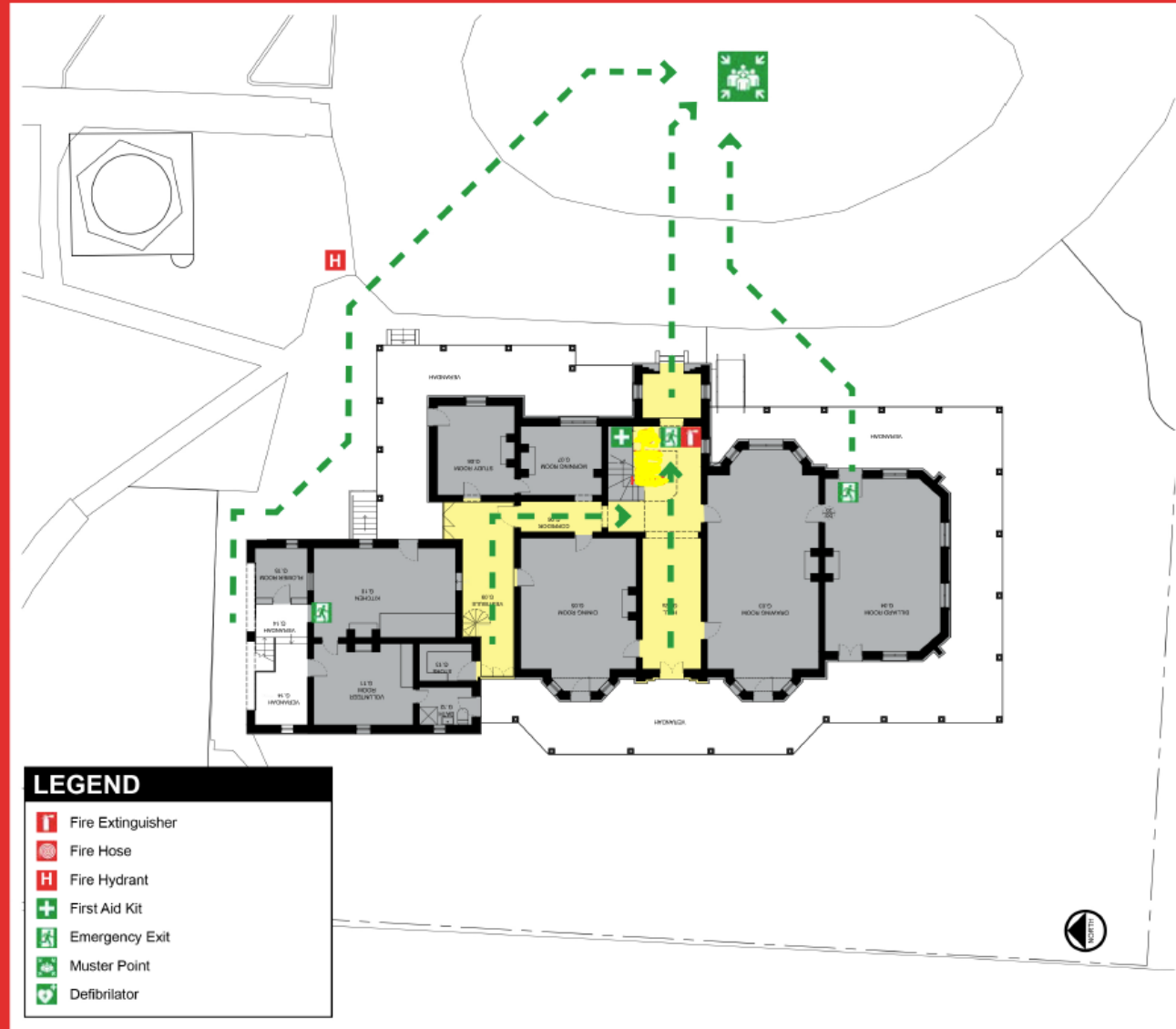
- If possible, ALERT other occupants in your area and commence evacuation of the building using the nearest safe emergency exit.
- Remain calm
- Follow instructions from Wardens, Security and Emergency Service Personnel
- Move directly to the designated Muster Point
- Do not re-enter the building until advised it is safe to do so.

FIRE PROCEDURES

- Fire extinguishers and fire hoses are to be used only by those who have received the appropriate training. Do not take any unnecessary risks or attempt to fight a fire larger than yourself.

MEDICAL EMERGENCY PROCEDURES

- For life threatening emergencies, Dial 000 immediately
- Give your Name, Location, Number of people involved & details of emergency
- Render assistance where possible and safe to do so.



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LEGEND

-  Fire Extinguisher
-  Fire Hose
-  Fire Hydrant
-  First Aid Kit
-  Emergency Exit
-  Muster Point
-  Defibrillator