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ABN: 89 465 657 145

*Conservation through Education*

## Community Service Program Excursion Policy

When booking an excursion for Community Service at the forest the following conditions will apply:



### Cost

The Project Officer is funded through BHP Billiton Nickel West for this Community Service Program. Therefore there is no cost to students.

### Cancellations

Please confirm any cancellation at least two weeks prior to your visit. As part of duty of care an excursion to the forest may be cancelled due to inclement weather. Your booking will be transferred to the next available day in consultation with the organising teacher at your school.

### Transport

Each school will be responsible to organise their own transport to and from the forest. This cost is the responsibility of the school.

### Confirmations

Confirmation will be sent via email/telephone. Your school representative will be provided with details of your excursion including an itinerary of your day. We request that the school representative distribute to all participating teachers.

### Supervision

Students remain the responsibility of their supervising teacher at all times. A maximum of 20 students can be accommodated per session with a ratio of 10 students to 1 staff member. Parent volunteers are welcome to participate.

Many of the activities are 'hands on' and the supervising teacher will be responsible for students washing their hands with soap and water prior to eating.

### Site Induction

Each new volunteer group will spend the first session of their community service program doing an induction to the forest. This will include a site tour, background of the Baldyvis Children's Forest project and our emergency response plan. All presenters working at the forest have a current Working with Children Check or DET Police Clearance.

### Emergency Response Plan

Staff and students will be briefed on the evacuation procedures on arrival at the forest. Each presenter carries an emergency day pack and is assigned the responsibility of Warden. A first aid kit is held on site. A nominated first aid officer will also be on site.

### DET excursion requirements

As per Education Department policy you are responsible for organising parental consent forms, health forms for all students and the appropriate volunteer declaration forms from any helpers attending on the day. Class lists with names of students in attendance at the forest and detailing any noted medical conditions will need to be given to the day co-ordinator representative from the Forest in accordance with our Emergency Response Plan.

### Insurance & Liability

The Baldivis Children's Forest Inc is insured by Local Community Insurance Services and complies with all the public liability requirements of DET. Our policy number is 50 A1720000 PLB and the limit of liability is \$10,000,000. This insurance policy does not cover loss or damage of personal belongings. Please remind all students that they are responsible for their own belongings at all times.

### Incorporation

The Baldivis Children's Forest became an incorporated body on the 31<sup>st</sup> August 2007. Registration number A1013419A.

### Student requirements

Students will be required to bring their own morning tea, lunch, water bottle (please note there is no drinking water on site).

Students should wear long pants, enclosed shoes, sun hat and a rain coat if wet weather. Shorts and sandals are not suitable and students may be excluded from some activities. Students may like to bring their own bucket, small trowel and gardening gloves if planting. Students may require sun screen and insect repellent and its use is at the discretion of the participating school.