



Postal: C/- Baldyvis Primary School
214 Fifty Road, Baldyvis 6171
Western Australia

Baldyvis Children's Forest
1399 Mandurah Road,
Baldyvis 6171

Phone: 9524 1150 (Wed)

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Email: jo.tregonning@det.wa.edu.au

Mobile: 0410 341 087

Website: www.baldyvis-childrens-forest.com.au

ABN: 89 465 657 145

Conservation through Education

Excursion Policy 2010

When booking an activity day at our forest the following conditions will apply:



Bookings

Mary Rayner, Baldyvis Children's Forest Administration Officer (Wednesday)

Phone: 9524 1150

Email mary.rayner@det.wa.edu.au

Jo Tregonning, Project Officer (Two days per week –flexible)

Phone: 0410 341 087

Email: jo.tregonning@det.wa.edu.au

Confirmation

A confirmation letter will be sent to you on finalising your booking. 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.

Payment

Cheques are payable to Baldyvis Children's Forest Inc.

All money is to be collected by your school and an invoice will be issued from the Baldyvis Children's Forest Inc following your excursion. As all programs are curriculum linked the GST component can be reclaimed by your school. We are a not-for-profit community organisation with all monies going toward conservation and education at the forest. Depending on student numbers not all courses may be available due to cost efficiency and may need to be negotiated with the representative teacher of each school.

Cancellations

Please confirm any cancellation at least two weeks before your visit, otherwise we will require a cancellation fee of 10% of your total booking.

Inclement Weather

1% of our activity days held in 2009 were re-scheduled due to inclement weather, including strong winds and persistent rain. The forest Project Officer will liaise with the Teacher in charge of the excursion to make a final decision. Weather forecasts are checked on the Bureau of Meteorology website.

Transport

Each school is responsible to organise their own transport to and from the forest. This cost is in addition to our activity day charge.

Where are we?

Baldivis Children's Forest is located at 1399 Mandurah Road, Baldivis (opposite Lake Walyungup).

Bus parking is available either;

- at the limestone turn-around bay on Mandurah Road; or
- drive through the gate and up the limestone drive to the top of the ridge. Park next to the communications tower and information shelter.

The outdoor classroom is where we meet and is located at the top of the ridge.

Supervision

Students remain the responsibility of their supervising teacher at all times. Students will need to be divided into groups and will need a designated supervising teacher for each group. Parent volunteers are welcome to participate at no additional charge.

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.

Course Presenters

All presenters working at the forest have a current Working with Children Check. If any of our presenters are unable to attend on the day another presenter will be substituted with a similar activity.

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. Group lists with names of students in attendance at the forest and detailing any noted medical conditions must be held by each of the supervising teachers.

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.

Student requirements

Students will be required to bring their own morning tea, lunch, water bottle (please note there is limited drinking water on site), clipboard and pencil (dependent upon activities booked).

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.

Planet Ark

Baldivis Children's Forest is a registered planting site and as such your planting day may be registered with Planet Ark's Schools Tree Day. If you have any queries regarding this years competition please contact Planet Ark on 1300 88 5000 or visit www.planetark.com/

Facilities on-site

Toilets: two unisex

Drinking water: limited – bore water, one drinking water cooler only kept on-site. All students are to bring a filled water bottle.

Washing facilities: 2 hand-basins and 4 troughs

Shelter: outdoor classroom (100-150 capacity) that is roofed but no walls. Has lighting and power

Electric BBQ

Amphitheatre: outdoor, seats ~300

Bush tucker garden and walk trails

Outridge Swamp walk trail and seating area

Rubbish disposal: bins are provided (general waste, recycling, food waste) but please encourage students to use lunch box containers and reduce plastic wrappers.

Communications Tower

A communications tower fitted with antennae and radio communications hardware is located on-site at the parking area. *“Assessment of the Electro-Magnetic Radiation levels present at ground level using methods recommended by the Australian Communications and Media Authority from the radio link services are less than the allowable maximum power Flux density for General Public exposure as listed in the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) standard “Radiation Protection Standard for Maximum Exposure Levels to Radiofrequency Fields – 3kHz to 300 GHz”. The separation from the Antennae to areas accessible by the General Public is greater than the separation required by a factor of at least 6 times. Access to the Antenna Tower and Antennae is not possible by the General Public as it is restricted by a man-proof compound fence.”* (Broadcast Engineering and Services, July 2009). Should you require a full copy of the report please visit the Forest website www.baldivis-childrens-forest.com.au.