

Excursion Management Plan

Curriculum based inter-active programs



For bookings and enquiries phone
(08) 9293 1371

PO Box 121, Kalamunda, WA. 6926

Email: kdhv@westnet.com.au

www.kalamundahistoricalsociety.com

Bring history to life for your students to explore

Kalamunda History Village provides exciting hands on programs to connect students and teachers to our past.

Purpose of the excursion

Kalamunda History Village offers a range of programs that support the Western Australian curriculum, particularly in Society and Environment and Life in the Olden Days. Hands on activities take the children back into the past for an interesting insight to our pioneers way of life.

Kalamunda History Village offers a unique experience of the Hills early days and illustrates life and the domestic history of the area since the first settlers.

Environment

Occupying the site of the Upper Darling Range Railway station yard, Kalamunda History Village is nestled amongst the trees of the Kalamunda townsite.

Stirk Park is a short 5 minute walk away and provides shady and grassed areas for lunch, with playground equipment to entertain the children.

Toilets are located adjacent at the Kalamunda Library.

Bags and lunches may be kept in our Train Station waiting room, but valuables such as cameras must not be left unattended. Please advise if any of your group has special needs so that we can assist to make the most of your visit.



Transport

Transport remains the responsibility of the visiting school.

The Kalamunda History Village is located a short walk from the Kalamunda bus terminus. Please contact Transperth for details.

Parking is available for buses on the west side of Williams Street. Free street parking is readily available at the Kalamunda Library or on Williams Street and Railway Road.

Student Capacity

Kalamunda History Village caters for students from Kindergarten to year 12.

Our tours offer hands on programs that take place in our historic and heritage listed buildings. Visiting the Village offers children an opportunity to engage with genuine artefacts and supporting interpretive material.

The Village regularly hosts groups with special needs. Please advise if any of your group has special needs so that we can assist to make the most of your visit.

Minimum numbers for a facilitated tour is 10, maximum number of students is 60 on education bookings, numbers over 60 are self guided only.

Please note that every effort has been made to assist people in wheelchairs, however some of our older historic buildings have limited access for people with limited mobility problems.

Supervisor/Supervisory Team

The school is entirely responsible for their students behaviour and the school supervisory team must accompany students throughout the excursion and actively monitor behaviour, and intervene where necessary

The Village's staff and volunteers are not responsible for the supervision or behaviour of students. Museum staff and volunteers may intervene where behaviour or activities put displays and/or the safety of individuals and other visitors at risk.

Please be aware that members of the public may be visiting the Village at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

External Provider Information



Clearances:

Kalamunda History Village staff members have a current Working with Children Check.

Kalamunda History Village public program volunteers have a current Working with Children Check.

Public program staff hold current senior first aid certificates. First aid kits are available throughout the Village.

Public Liability Insurance

- Insurer: Local Community Insurance Services (QBE)
- Limit of cover: \$20,000,000
- Public Liability Certificate of Currency is on our web page.

Supervision Strategies

It is the responsibility of the school to provide a supervisory team that meets their specific requirements in line with the recommendations for supervision outlined in this document. The recommended ratios may vary according to the needs of your students.

The school supervisory team must accompany the students throughout the visit and actively monitor behaviour and intervene where necessary to maximise the educational experience for their students, in addition to considering the experience of other visitors to the venue.

Kalamunda History Village recommends the following **minimum** ratios for school supervisory teams - 2 adults per group.

Kalamunda History Village encourages teachers and parents to assist with activities.

Identification is the responsibility of the visiting school. It is very helpful to Village staff and volunteers if students wear a name badge. It assists us to interact

Identification of Excursion Participants

positively with the children for

the short time they are with us.

Teachers and the supervisory team are also requested to wear name badges for easy identification.

Village staff wear uniform with the Shire of Kalamunda and History Village logo. Volunteers wear the Kalamunda History Village name badges. Please note that some of the staff and volunteers may be dressed in period costume for your visit. School supervisory staff are encouraged to bring a mobile telephone that they can be contacted on in case of emergency.

Communication Strategies



In emergencies supervisors may request to have access to a Village telephone.

Teachers are requested to bring contact details for their transport providers.

Emergency Response Plan

The Village

has a documented emergency evacuation plan for the whole site. Copies of this plan will be distributed to the school supervisory team upon arrival.

In the event of an emergency it is essential that all school visitors take directions from Village staff.

All visitors must assemble at the evacuation point in the Railway Road car park. Teachers need to conduct a roll call and notify Village staff immediately if any students are missing.

Teachers can increase safety by always ensuring that they meet the minimum supervision requirements, and by strongly encouraging students to stay in their groups with their adult supervisors.

Teachers should have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

While all our staff have first aid training it is the responsibility of the school to provide basic first aid to their students. Our staff will assist if possible.

Briefing Students and Supervisors

Kalamunda History Village will send you a booking confirmation notice once you have made your booking.

School supervisory teams are encouraged to prepare students for the visit by outlining expected behaviour and learning outcomes.

On arrival please assemble your students in front of the train for your welcome and other instructions.

Inform the staff of the number of students and adults in your party. Payment is welcome on the day. Alternatively we will send a invoice.

Please make cheques payable to the Shire of Kalamunda.

Please be punctual, allowing time for toilet breaks etc. Late arrival may result in an abbreviated education experience. If arriving late please telephone the Village.

Kalamunda History Village encourages students and teachers to dress in period costume.

Other relevant details



A Teacher's Resource Package can be purchased from the Kalamunda History Village. The package includes history of the area, curriculum links, ICP (Investigation, Participation and Communication) of activities and work sheets.

If you would like to discuss the content in more detail or would like any further information about any of our programs or facilities or please contact the public programs administrator on (08) 9293 1371

Teachers who make a booking to visit Kalamunda History Village receive FREE entry to the Village for a familiarisation visit.

Please visit our website for more information;
www.kalamundahistoricalsociety.com.au