

## EXCURSION MANAGEMENT PLAN

### EAST PERTH CEMETERIES

Bronte Street  
East Perth 6004

**Phone:** 08 9321 6088

**Fax:** 08 9324 1571

**Email:** [trust@ntwa.com.au](mailto:trust@ntwa.com.au)

**Website:** [www.valuingheritage.com.au](http://www.valuingheritage.com.au)

**Contact:** Education Officer



### 1. Educational Purpose of the Excursion

The National Trust of Western Australia 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 East Perth Cemeteries 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 East Perth Cemeteries 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.

Excursion content can be tailored to suit individual teacher's needs. Australian Curriculum programmes are available for year 5 and can be combined with same day visits to other sites including Peninsula Farm and the State Library of Western Australia.

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

### 2. Students' Capacity

The National Trust welcomes students from Years 2 – 12 and the programmes at East Perth Cemeteries have been adapted to accommodate the learning needs of primary and secondary students.

A maximum of 60 students can be accommodated on the site at any one time. A tour of the graveyard provides focus for the visit and assists students in orienting themselves within the cemeteries. This is followed by structured activities in small groups. A typical excursion takes between two and five hours (with breaks for morning tea, lunch etc) and includes a guided tour of the cemeteries and related activities. Long pants, closed shoes, hats and sunscreen are recommended.

The grounds are accessible for wheelchairs however not all parts of the cemeteries have wheelchair access. External public toilets are available on site and have disability access.

### 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 will 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. In line with Department Policy, it is recommended that supervisors not be permitted to take their own children on an excursion, unless the children are members of the student group for whom the excursion is intended.

### 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. A large bell will be utilised to assemble students at the chapel.

## 7. Briefing Students and Supervisors

Prior to a visit to East Perth Cemeteries, 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.

Lunches may be left inside the chapel for the duration of the visit. 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. Pedestrian access to East Perth Cemeteries is through the main gate located on Bronte Street. Metered parking for cars is available on the street. The National Trust recommends all visitors carefully read all City of Perth signs with regards to parking limits and fees payable. There is no onsite parking available and the National Trust accepts no responsibility for parking fines issued during a visit to East Perth Cemeteries. Buses will need to drop students at the gate on Bronte Street where a bus bay is available. The National Trust accepts no responsibility for transport left unattended.

## 9. Venue / Site for the Excursion

The headstones of East Perth Cemeteries tell stories of bravery, tragedy, illness and accident; of success and suffering. East Perth Cemeteries are a collection of what were once seven separate graveyards and are the first gazetted burial grounds for the Swan River Colony. They were in use from 1829 to the end of the nineteenth century. The fenced site covers approximately five hectares and is only open to school groups by appointment. The grounds are regularly tidied but teachers should be aware that appearance of the graveyard is a reflection of its significance as a colonial cemetery. 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 Checks”* and cards can be provided on request.

### Current Accreditations and Qualifications

National Trust Education Officers hold tertiary qualifications and are experienced teachers. All staff presenting our programmes at East Perth Cemeteries 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 East Perth Cemeteries.

## 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 East Perth Cemeteries 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 East Perth Cemeteries on 08 9221 4022 or head office on 08 9321 6088.

East Perth Cemeteries 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 minimum threshold. The National Trust will invoice your school after your visit so that only 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 or failure to attend will incur a minimum charge.

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