



# EXCURSION MANAGEMENT PLAN

## Purpose of the Excursion

Perth Zoo's unique learning experiences provide living links to the Australian Curriculum by connecting students with nature and empowering them to take positive action for our environment.

The learning experiences have been developed to suit developmental stages (from Kindergarten to Year 12) over a range of topics (available to view at [perthzoo.com.au/education](http://perthzoo.com.au/education)). They are engaging, interactive and utilise different strategies to suit different learning styles.

Two options are available to schools planning a visit to Perth Zoo:

**Education Experience:** Includes a 45–60 min facilitated lesson with an experienced educator, utilising live animals and biofacts. Students can explore the Zoo before and/or after their education experience under the supervision of their teachers and adult helpers.

**Self-guided Visit:** This visit is entirely developed and facilitated by the coordinating teacher and the school supervisory team. Teachers can download free education resources from Perth Zoo's website to support their Zoo experience.

Visitors to Perth Zoo (including school groups) are welcome to experience the variety of free keeper and volunteer presentations that occur during the day.

## Environment

Perth Zoo (South Perth) is primarily an outdoor venue with some undercover learning spaces and exhibits spread over 19ha. The Zoo is home to around 1,300 native and exotic animals from around 200 species that are critical to our work in education and conservation (including breeding programs for critically endangered species).

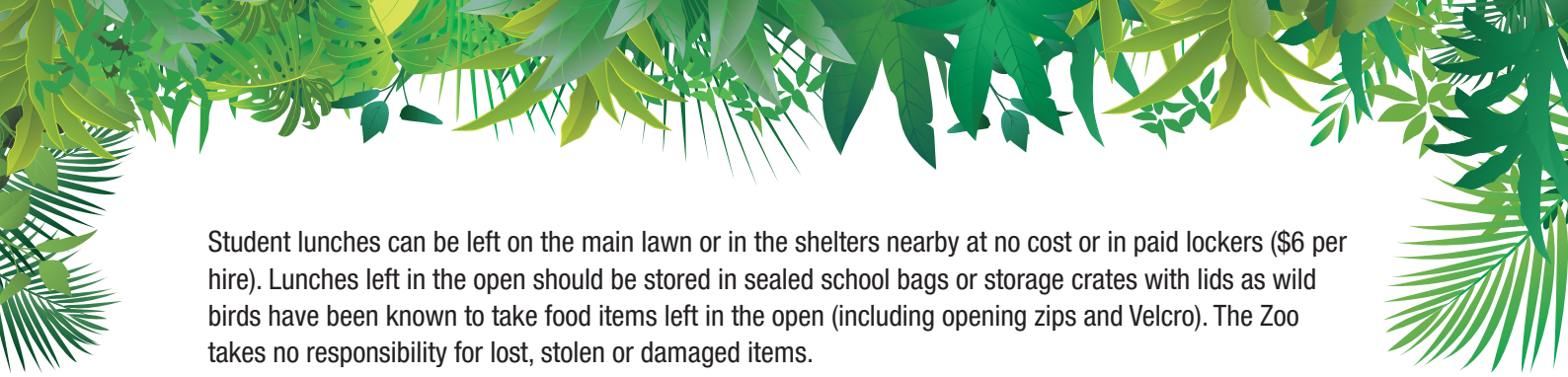
Several exhibits feature shallow, open bodies of water. Some have long drops on the other side of barrier fences. Supervision is important around these areas.

For the safety of Zoo animals and visitors (and the protection of the botanical collection), all visitors should remain on the footpaths provided when moving through the Zoo grounds.

Seven sets of toilet facilities (including five with accessible facilities) are clearly marked on the Zoo map/s which you can download from the Zoo's website.

**Zoo Map:** [perthzoo.com.au/visitor-information/map](http://perthzoo.com.au/visitor-information/map)

**Accessibility Map:** [perthzoo.com.au/accessibility](http://perthzoo.com.au/accessibility)



Student lunches can be left on the main lawn or in the shelters nearby at no cost or in paid lockers (\$6 per hire). Lunches left in the open should be stored in sealed school bags or storage crates with lids as wild birds have been known to take food items left in the open (including opening zips and Velcro). The Zoo takes no responsibility for lost, stolen or damaged items.

Teachers are welcome to visit the Zoo prior to an excursion to assess the environment. To organise your free pre-visit pass, please contact Discovery and Learning on 08 9474 0365 or [discoveryandlearning@perthzoo.com.au](mailto:discoveryandlearning@perthzoo.com.au).

## Transport

Transport is the responsibility of the school.

Buses can enter the Perth Zoo car park from Mill Point Rd and park in the (limited) clearly marked bus bays (300m flat walk to the entrance).

Chartered buses and coaches should proceed along the service road from Mill Point Rd car park to the passenger drop-off bays so that students can safely disembark before entering the Zoo.

## Student's Capacity

Please advise if you have any students with special needs so we can maximise the benefits of their visit. Perth Zoo offers free entry to carers or essential companions of those with special needs. We accept the national Companion Card or a letter from a recognised care/social service organisation. In the absence of a Companion Card, the Principal of the school can provide a letter on school letterhead identifying the carer/essential companion/Education Assistant (Special Needs) that will be accompanying your group.

Perth Zoo provides sturdy, all-terrain manual wheelchairs at no cost to those who require mobility assistance (returnable \$10 deposit and ID required). Advanced booking is recommended (please call 08 9474 0444 to book a wheelchair).

Details regarding the range of the Zoo's education experiences including teacher information packs can be found on the Zoo website: [perthzoo.com.au/education](http://perthzoo.com.au/education)

## External Provider Information

### Clearances

Perth Zoo staff and volunteers assisting school visits hold a Federal Police Clearance. Perth Zoo Discovery and Learning staff also hold Working with Children Checks.

### Current Accreditations and Qualifications

Perth Zoo educators hold a variety of tertiary qualifications including Education and Science and are experienced environmental educators.

### Public Liability Insurance

Insurer: RiskCover Amount: \$300,000,000

A copy of the certificate of currency may be downloaded from the Zoo's website: [perthzoo.com.au/education](http://perthzoo.com.au/education)

## Supervisor/Supervisory Team

It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the expectations for supervision outlined in this document.

The school supervisory team is asked to prepare students for an excursion to this venue using the briefing information provided in this document, and must actively monitor student behaviour and intervene as necessary.

During your visit, Perth Zoo staff and volunteers may lead, demonstrate, perform and present activities but will not undertake any role(s) in a supervisory context.

## Supervision Strategies

The school supervisory team **must accompany the students throughout the visit** to actively monitor behaviour and intervene as necessary. The ratios may vary according to the needs of your students. (Please advise us if you have any students with special needs so we can attempt to maximise the benefit of their visit).

Please contact Perth Zoo's Manager, Discovery & Learning to discuss ratios if required 08 9474 0356.

**Misconduct may result in immediate expulsion of students from the Zoo grounds and a restriction on future bookings at the Zoo for the school.**

To assist with supervision requirements, Perth Zoo provides free entry for adult supervisors according to the ratios outlined in the table below.

Age Group	Free of Charge supervision ratio (Adult:Student)
Kindergarten/Pre-primary	1:5
Yr 1 – Yr 3	1:5
Yr 4 – Yr 7	1:10
Yr 8 – Yr 10	1:10
Yr 11 – Yr 12	1:10

**It is compulsory that students in K–Year 10 are allocated to groups with a supervising adult for the duration of their visit to the Zoo.**

For senior school groups (Year 11–12), please arrange to meet students at pre-determined locations around the Zoo throughout the day. It is advisable for teachers to maintain a visible profile, moving around with their students as appropriate.

It is also recommended that students are provided with a focus for their observations. Perth Zoo can assist with free downloadable Teacher Support Packs located on the Zoo's website: [perthzoo.com.au/education](http://perthzoo.com.au/education)

### There are some areas in the Zoo that require extra supervision:

- **Nocturnal House and Reptile Encounter**  
Students must be supervised in these exhibits at all times.
- **The Zoo Shop**  
Students are welcome to visit in small groups of ten with an adult supervisor. Avoid the rush at the end of the day and plan to visit at specific times throughout the day for this activity.
- **Mustering Points**  
The Main Lawn is a central location that is suitable to gather the class together throughout the day or before departure as the Zoo exit can become congested on busy days.
- **Animal Contact**  
Following an education experience where students have had close contact with an animal, they should clean their hands using a Zoo-approved hand sanitiser provided by our staff. School supervisory teams are required to manage this important hygiene procedure.

### Identification of Excursion Participants

This is the responsibility of the school. School uniform or some form of easily identifiable item for each student is an option which may be considered by schools.

### Communication Strategies

A communication strategy between students and school supervisory team is the responsibility of the school. Please ensure everyone recognises the communication strategies. Please note that megaphones, air-horns, two-way radios and whistles are not permitted at Perth Zoo.

Please contact the Perth Zoo Visitor Services Officer at the Information Hub (Zoo Map reference B8) if you need to urgently locate members of your group.

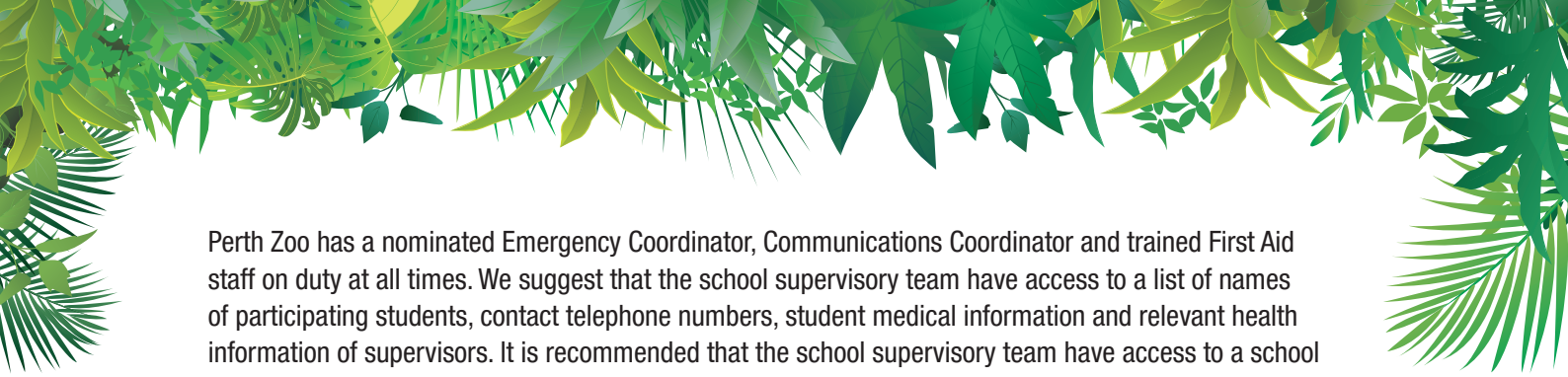
Perth Zoo encourages the school supervisory team to have access to a mobile phone that they can be contacted on, and can use to call out during their site visit. Please note some areas of the Zoo fall out of range to some mobile phone providers. Please advise the Zoo of the mobile number at the time of booking your excursion and confirm contact details with Admissions staff on arrival.

### Emergency Response Plan

Schools will have their own Emergency Response Plan pertaining to the particular needs of their students.

Perth Zoo has a documented emergency response plan in place. The full Emergency Procedures document contains information that may be operationally sensitive, and therefore is not available to distribute to the public. However, some of the major points covered in this document are:

- evacuation and safe house and gate exit procedures
- emergency response, including maps of equipment storage and locations
- coded alarm calls for dealing with potential escape of a dangerous animal, potential life threatening situations, fire, serious first aid incident, explosion, accident, escalating situation or public disturbance, or bomb threat
- appropriate contact lists and details for Zoo staff, 24 hours/7 days.



Perth Zoo has a nominated Emergency Coordinator, Communications Coordinator and trained First Aid staff on duty at all times. We suggest that the school supervisory team have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors. It is recommended that the school supervisory team have access to a school provided First Aid Kit during the excursion.

In the event of a site emergency or serious incident, instructions will be issued over the public address system and/or directly from security staff or other Perth Zoo staff who will be identifiable by a Perth Zoo identification tag. In this instance, school supervisory teams are responsible for managing the movement of students under the direction of Zoo staff. School supervisory teams are strongly recommended to meet identified supervision requirements to further support these procedures.

Visitor Services can be contacted via the Information Hub (Zoo Map reference B8) if there is a need to urgently locate members of the school group, or if First Aid assistance is required.

## **Briefing Students and Supervisors**

School supervisory teams are asked to utilise the information in this document to brief students about standards of conduct, supervision strategies, and emergency response plans prior to their visit to the Perth Zoo.

It is particularly important that participants DO NOT feed or interfere with Zoo animals; both are a breach of the Zoological Parks Authority Act [2002] Regulations and offenders can be fined up to \$600.

When moving around the Zoo grounds, students are to remain on the designated visitor pathways.

Please remind students that they are sharing the Zoo grounds with other school groups and the public. Appropriate behaviour is expected to ensure an enjoyable experience for all visitors.

Misconduct may result in immediate expulsion of students from Zoo grounds, a restriction on future Zoo bookings by the school and (depending on the nature of the infringement) police involvement.

## **Other Relevant Details**

Please contact us to further discuss Zoo education experiences, the facilities, and areas used for activities.