



Perth Zoo, Zoo Camp Excursion Management Plan



Perth Zoo – Adventure Awaits. Perth Zoo invites you to discover your natural world. We've got it all – Australia to Africa, elephants to echidnas, camps to conferences. Our team of experienced educators can enrich your visit to the Zoo.

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Purpose of the Excursion

Zoo Camp is a unique opportunity to discover Perth Zoo after dark. The program focuses on conservation activities, including close encounters with Zoo animals. The unique learning experiences provide links to the Australian Curriculum by connecting students with nature and empowering them to take positive action for our environment.

Environment

Perth Zoo, located in South Perth, is primarily an outdoor venue with some undercover learning spaces and exhibits. The Zoo is spread over 19 hectares and is home to around 1200 native and exotic animals from nearly 200 species. Perth Zoo also manages award-winning breeding programs for critically endangered species.

Several exhibits feature shallow, open bodies of water. Teacher supervision is important around these areas.

For the safety of the animals and visitors to the Zoo, all visitors should remain on the footpaths provided when moving through the Zoo grounds.

Accommodation is in the Homestead Barn (camp mattresses provided). The school supervisory team will sleep in the shared space with students. Zoo Camp Leaders sleep in an adjacent building and are contactable by two-way radio overnight.

Due to operational constraints, shower facilities are not available for staff, parent helpers or students. Toilet facilities are clearly marked on the Zoo map. These toilets are accessible by the general public during the day. Students are required to be escorted by school supervisors to toilet facilities during the night.

The Zoo is secure from public access at night.

A copy of the Perth Zoo map can be downloaded from: www.perthzoo.wa.gov.au/visit/zoo-map/. A copy of a map indicating facilities for visitors with special needs can also be downloaded from the same location.

Teachers are able to visit the Zoo prior to an excursion to assess the environment. Please contact the Discovery and Learning team to organise your pre-visit pass.

Transport

Arranging transport to Perth Zoo is the responsibility of the school.

Buses can enter the car park from Mill Point Rd and proceed along the service road to the passenger drop-off bays near Gate 3 so that students can safely disembark and unload luggage and eskies, etc.

Buses can park overnight in the clearly marked bus bays. Private cars can park in public car parks outside the Zoo grounds where parking fees may apply or find parking on one of the roads surrounding the Zoo. We recommend you bring at least one car (in addition to buses) in case of emergency.

Please enter the zoo via the main entrance prior to 5.00pm or call the Zoo Camp mobile number to notify your camp leaders of arrival if arriving after 5.00pm (0438 992 590). After meeting your Zoo Camp Leaders at the start of the program, heavy items such as eskies will be loaded onto a buggy; students will carry their own bags and pillows, etc.

Unfortunately, buggies are not available for transfer of luggage/equipment outside of Zoo Camp hours. Any camp groups wishing to conduct their own self-guided visit in the Zoo grounds after their camp will be responsible for movement of items during this time.

Student's Capacity

Zoo Camp is an overnight experience, for students in Years 4 to 8, which is held in the grounds of Perth Zoo. Zoo Camp runs from 5:00 pm to 9:00 am the following morning.

Key activities during the camp include:

- A group orientation activity, *Race to Save*. This activity takes students around the Zoo to learn about endangered animals from around the world. Each group of students will be accompanied by a member of the school supervisory team (teaching staff or an adult helper at a ratio of 1:5) with a two-way radio to assist with communication. Instructions regarding the use of the two-way radio will be provided in a briefing session. [5:00 pm-6:00 pm]
- A conservation focused experience in the Discovery and Learning Centre that includes encounters with small animals. Following an education experience where students have had close contact with an animal, they are required to clean their hands with an alcohol-based, waterless hand cleanser provided by the Zoo. The school supervisory team is responsible for students complying with this important hygiene procedure. [7:00 pm-7:45 pm]
- Preparation of enrichment items for a particular Zoo animal. Please note that enrichment items may have come into contact with nuts or nut products. **It is essential that teachers identify students with severe nut allergies to camp leaders and are able to follow student's Anaphylaxis action plans if needed.** [7:45 pm-8:30 pm]
- A guided torch-light tour of popular Zoo exhibits. Facilitated by Zoo Camp Leaders. [9:00 pm-9:45 pm]
- A unique Zoo Keeper interaction session to deliver the enrichment items made during the previous night. Please note that enrichment items may have come into contact with nuts or nut products. [7:30 am-8:30 am]

Zoo Camp Leaders allow some degree of flexibility around the times outlined above. Please discuss any special needs relating to visiting students with the Zoo Camp Coordinator when

planning a Zoo Camp.

The cost of Zoo Camp includes entry to the Zoo from 4:30pm on the day of your camp. Schools are welcome to explore the Zoo after Zoo Camp under the direct supervision of their school teachers.

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).

It is recommended that the teacher in charge bring copies of Student Health Forms and Health Care Authorisation Plans as required, and those of participating adults, for accessibility for all school supervisory staff attending Zoo Camp.

Teachers are welcome to further discuss Zoo Camp activities with the Zoo Camp Coordinator on (08) 9474 0365.

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 (see *Supervision Strategies on page 4*).

The school supervisory team is asked to prepare students for an excursion to this venue using the briefing information provided in this document and *Zoo Camp: Guidelines for Teachers and Adult Helpers* which can be downloaded from www.perthzoo.wa.gov.au/learn/schools-programs/zoo-camp/.

Supervision of students remains the responsibility of the school at all times.

The school is required to provide a supervisory team consisting of one supervising teacher/adult per five students (with a minimum of 4 adults and a maximum of 7 adults). **At least two of the supervisory team must be teaching staff.**

Zoo Camp Leaders remain on site over night and are in two-way radio contact with the class teachers.

Monitoring the physical well being of students and administering First Aid treatment remains the responsibility of the school at all times. **The school is required to nominate a member of the school supervisory team to be responsible for First Aid at the time of booking a Zoo Camp and inform the Zoo Camp Leaders of the nomination at the commencement of camp.** Perth Zoo is able to provide a First Aid Kit with limited basic first aid materials for the duration of camp.

While the *Race to Save* activity is taking place, a teacher/adult helper will be required to cook the BBQ (should this be the group's evening meal choice for camp). Following this, some of the adults will be required to assist with washing the dishes while the Zoo Camp Leaders organise the students for their next block of activities. Adults may also be required to help students set up and pack away camp mattresses.

It is the school's responsibility to ensure that all adult helpers/teaching staff, nominated by the school, have a current Working with Children Check as per government requirement.

All teachers/adult helpers (School Supervisory Team members) are expected to be on site for the duration from the commencement of Zoo Camp. As time and staffing is limited, escorting

teachers, adults and students in and out of the grounds during camp is disruptive and likely to compromise the camp's proceedings.

External Provider Information

Perth Zoo Camp Leaders are fully trained Zoo staff and possess a Federal Police Clearance and a Working with Children Check.

Perth Zoo Camp Leaders remain on site for the duration of Zoo Camp.

Supervision of students remains the responsibility of the school at all times.

The Zoo Camp Leaders facilitate the Zoo Camp activities from 5:00 pm-10:00 pm and from 6:30 am-9:00 am the following morning. Camp Leaders will remain on site for the duration of camp and can be contacted by two-way radio between 10:00 pm and 6:30 am in the event of an emergency or urgent issue.

Perth Zoo is insured by RiskCover and complies with all the public liability requirements of the Department of Education. Our policy number is R/20-6826 and the limit of liability is up to \$300 million. This insurance policy does not cover loss or damage of personal belongings. Please remind your students that they are responsible for their own belongings at all times.

Supervision Strategies

All teachers/adult helpers (School Supervisory Team members) are expected to be on site for the duration, from the commencement of Zoo Camp.

Student supervision, conduct and belongings remain the responsibility of their teachers at all times. A minimum of one teacher/adult helper for every five students is essential (excluding Zoo personnel).

Members of the School Supervisory Team (teachers/adult helpers) are required to supervise the movement of small groups around the Zoo during the *Race to Save* activity. A two-way radio will be provided to assist each group with communication during this activity (instructions regarding the use of the two-way radio will be provided).

It is the responsibility of the School Supervisory Team to ensure that students:

- Behave in a manner that shows respect for Zoo animals, the Zoo grounds and staff.
- **DO NOT FEED ZOO ANIMALS:** Feeding Zoo animals is forbidden. Please ensure that students are aware of this. Interfering with Zoo animals is illegal and offenders can be fined up to \$600 (Zoological Parks Authority Regulations 2002).
- Remain on the footpaths and walkways when moving through the Zoo grounds.

Teacher/adult helper assistance in helping the Zoo Camp Leaders to keep groups together while they are moving around the Zoo is also appreciated. Several Zoo exhibits feature shallow, open bodies of water. Teacher supervision is important around these areas.

Overnight Supervision: Zoo Camp Leaders will remain on site (located in the Homestead adjacent to the Zoo Barn) overnight and can be contacted by the classroom teacher using the two-way radio supplied by Perth Zoo. Students remain the responsibility of the classroom teacher at all times.

In line with the Zoo's emergency response plan, **no student or adult is to leave the group, walk**

through the grounds unescorted by a Zoo Camp Leader or sleep in any other area unless otherwise instructed.

There are some areas in the Zoo that require special supervision:

Nocturnal House and Reptile Encounter (Reptile House)

Students must be supervised in these exhibits at all times.

The Zoo Shop

Students are welcome to visit in small groups of 10 with an adult supervisor. Avoid the rush at the end of the day and plan to visit 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.

Identification of Excursion Participants

This is the responsibility of the school.

Communication Strategies

Please contact the Perth Zoo Security Coordinator at the Information Centre (Zoo Map reference D8) if you need to urgently locate members of your group. **Please note that megaphones, air-horns, school two-way radios and whistles are not permitted at Perth Zoo.**

The following Zoo phone numbers may be useful for visiting schools:

Perth Zoo Discovery and Learning Section:

(08) 9474 0365 Monday-Friday, 8:30 am-4:00 pm

Perth Zoo Administration:

(08) 9474 0444 Monday-Friday, 8:30 am-5:30 pm

Perth Zoo strongly advises the School Supervisory Team to bring a mobile phone as part of their communication plan and to have entered all relevant Perth Zoo and school-based contact numbers into the mobile phone. Please advise the Zoo of the mobile number at the time of booking your excursion and confirm contact details with cashier staff on arrival.

Teaching staff and/or parent helpers will be provided with two-way radios for any activity that your group participates in that is not under direct supervision of the Zoo Camp Leaders. You will be trained in how to use these on arrival.

Zoo Camp Leaders can also be contacted on the Zoo Camp mobile phone, **0438 992 590**.

Emergency Response Plan

In the event of an emergency, **please follow the directions of your Zoo Camp Leaders** who are responsible for implementing the Zoo's emergency response plan, including evacuation procedures.

First Aid treatment remains the responsibility of the nominated member of the school supervisory team for the duration of Zoo Camp.

Perth Zoo has extensive Risk Management planning and Emergency Procedures in place. We are confident of our ability to manage and respond appropriately in an emergency response situation.

Perth Zoo conducts thorough and extensive analyses of our facility's potential risks. Due to the nature of the venue with some recognised high risks, Perth Zoo undertakes regular risk assessments and emergency procedure drills.

The full Emergency Procedures document is very detailed and contains information that may be operationally sensitive. It is therefore unavailable to distribute to clients on request. 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;
- emergency procedures for fire in various areas of the Zoo; and
- appropriate contact lists and details for Zoo staff, 24 hours/7 days.

In addition, Perth Zoo has a nominated Emergency Coordinator, Communications Coordinator and trained First Aid staff on duty from 8:00 am-6:00 pm. It is suggested 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 an emergency or serious incident, follow instruction over the public address system and/or directly from your Zoo Camp Leaders or security staff. 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.

Please be aware that the Visitor Services Officer can be contacted at the Information Centre (Zoo Map reference D8) if there is a need to urgently locate members of the school group, or if First Aid assistance is required.

The teacher in charge should always have access to Student Health Information and Health Care Authorisation Plans as required.

Briefing Students and Supervisors

At the Zoo at the commencement of Zoo Camp students, teachers and adult helpers will be briefed by the Zoo Camp Leaders regarding rules and safety protocols concerning visitor conduct.

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 Perth Zoo.

Please utilise the information in this document and in *Zoo Camp: Guidelines for Teachers and Adult Helpers* (which can be downloaded from www.perthzoo.wa.gov.au/learn/schools-programs/zoo-camp/) to help with briefing other supervising adults prior to your visit to the Zoo.

It is particularly important that participants **DO NOT feed or interfere with Zoo animals** as feeding animals is forbidden, and interfering with Zoo animals is illegal. Offenders can be fined up to \$600 (Zoological parks Authority Regulations 2002). When moving around the grounds, participants are to remain on the footpaths.

Misconduct may result in immediate expulsion from Zoo grounds and a restriction on future Zoo bookings by the school.

Zoo Camp is a unique opportunity to discover Perth Zoo after dark. Due to the nature of its delivery after normal business hours, please remind students that appropriate behaviour is expected to ensure an enjoyable and safe experience for all.

Other Relevant Details

For more information please visit the Perth Zoo website: www.perthzoo.com.au, or alternatively call the Zoo Camp Coordinator on (08) 9474 0365.

This document was last reviewed October 2014