

Teacher's Pre-visit Information Booklet

Year Level

Name of Teacher

Planned Date of Visit

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Contact Details

Principal: Mr Cam Mackenzie

Address:

Amaroo Environmental Education Centre
90 Kleinton School Road
Kleinton via Toowoomba Q 4352

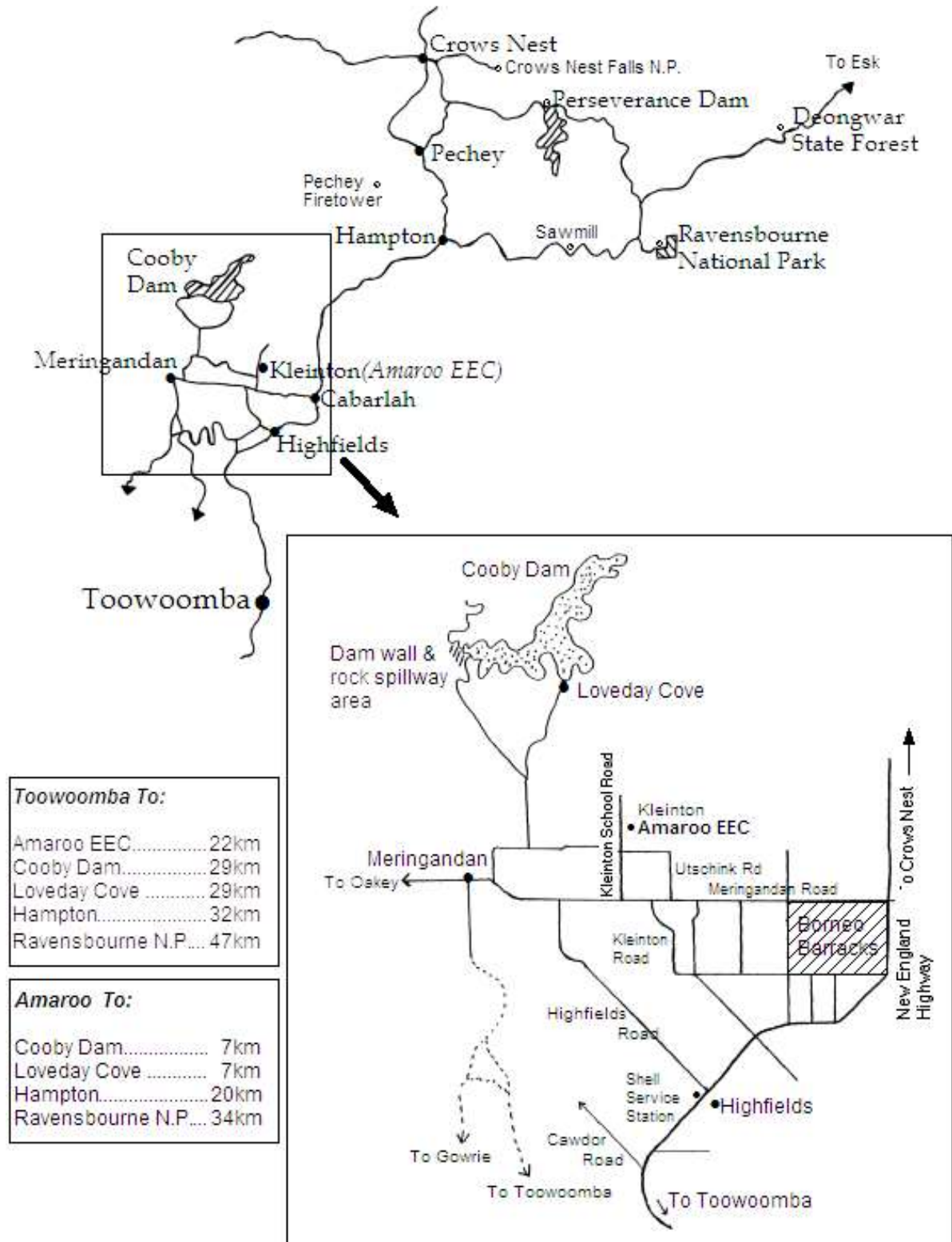
Telephone: (07) 4596 4333

Facsimile: (07) 4596 4300

Email: admin@amarooeec.eq.edu.au

Website: www.amarooeec.eq.edu.au

Map to Amaroo EEC



General Information

What to Wear

- Comfortable clothes and shoes for outdoor activities*
- Hat
- Sunscreen
- Name Tag with first name only. (If you do not have existing student name tags, we suggest using masking tape and thick black felt pen. NB Do not use computer labels as they do not stick to clothing)

* *Shirts should have collars and sleeves for improved sun protection. Footwear must be closed in, e.g. joggers, **not** sandals or thongs.*

What to Bring

- Morning tea and lunch (In an effort to reduce waste, please avoid pre-packaged foods. Amaroo encourages healthy and litterless lunches.)
- Water (refillable water bottle preferred)
- Medication (if applicable)
- Raincoat (if rain is likely)

Notes:

- Items of a personal nature may be brought at the students' own risk. Personal ICT devices (e.g. mobile phones, iPads and cameras) are discouraged. Exceptions may be where the school gives prior approval or the devices are part of the learning program.
- If insect repellent is brought, please use roll-on or rub-on only, not aerosol.

Staff, Supervision and helpers

Visiting teachers are responsible for the supervision of students during morning tea and lunch breaks.

Parents/caregivers and volunteer helpers are welcome to attend with the visiting class. However, to ensure smooth running of the program, younger siblings should not attend. It is difficult for helpers to carry out their responsibilities as a helper while simultaneously supervising their own child.

Cancellations and Postponements – unsuitable weather

In the event of unsuitable weather conditions, consultation will be made with the school at about **7:45am** on the morning of the visit to negotiate the plan for the day. The Centre principal or program coordinator if the centre principal is not available, reserves the right to cancel a visit due to any unforeseen circumstance which may arise. If it is decided that the visit needs to be cancelled on that day, there is no guarantee that an alternative date will be available. However we will negotiate the possibility of rescheduling the visit to another date if possible.

Use of Supply Teachers

If the class teacher is not attending, the school must inform the centre prior to arrival and ensure that the replacement teacher is adequately trained and aware of the requirements of the visit. In particular, they need to be aware of student behaviour and the management of students with health conditions.

Student Visitation Fees

Visits to the centre incur a visitation fee charged on a per student basis. Some programs incur a slightly higher fee per student than others. The fees for each program are listed in the invitation to the schools and on the program timetable prepared for each class.

Department of Education, Training and Employment policy is to charge a standard fee per student for state school students and a negotiated fee for non-state school students. Please contact the principal to negotiate this fee.

There is no charge for school staff, parents, care givers, volunteers or helpers. A tax invoice will be forwarded to the school following your visit.

NB: Since all programs provided are 100% curriculum focused, according to the ATO, students are not to be charged GST for our fee. Please contact the centre for current charges or any issues regarding this matter or visit Amaroo's website.

Waste Management at Amaroo

For visiting classes we encourage bringing a *litterless lunch*. Healthy food and reuseable containers are preferable to single-use plastics such as chip packets and cling wrap.

Amaroo provides two bins only: one for compostable waste (food scraps etc) which we compost onsite or use in our worm farm, and one for Containers for Change containers (beverage containers such as Popper juice boxes, cans and plastic bottles). All other student waste (plastics etc) must be taken home by the students.

For non-compostable lunch waste that students take home, most can be recycled, including soft 'scrunchable' plastics such as cling wrap which can be taken to special bins provided by Coles and Woolworths stores.

For a comprehensive list of recycling options in Toowoomba, see our [Recycling Guide](#) (PDF, 280KB).

Health and Safety

Statement

Amaroo staff members endeavour to provide a safe working environment to ensure that the welfare of all visitors is maintained.

Visiting teachers must familiarise themselves with the Centre's:

- Responsible Behaviour Plan for Students
- Emergency Response Plan

These documents are available via the centre's website – www.amarooeec.eq.edu.au

Teachers are also responsible for completing a Variation to School Routine form and risk assessments. Risk assessment guides are available from Amaroo's website.

In line with the Department's Policy *HLS-PR-001 Creating Smoke-Free Environments*, from 1st January 2105 no one is permitted to smoke on government premises or within 5 metres of the property or in the presence of children.

Accidents, Injuries, Sickness and Medications

Visiting teachers must advise Amaroo EEC staff of students who have a medical condition, including allergies; medication or an individual management plan. This information must be listed on the Student Information [Send Back Form](#) with the student's first name and particular condition. This Fax Back Form **MUST** be returned to the centre **ONE week before** the visit either by faxing to (07) 45964300 or scanning and emailing to admin@amarooeec.eq.edu.au.

Visiting teachers must be aware of departmental policy concerning the [Administration of Medications in Schools](#), particularly for students with diabetes, epilepsy, anaphylaxis and asthma.

Schools are reminded to ensure that written permission from parents/caregivers has been provided regarding student self-medication.

Visiting teachers are responsible for all record keeping with regards to medication of students.

Insect repellent is supplied for use in some of our programs, as advised on the relevant program description page on our website (e.g. [Ravensbourne Rainforest Ramble](#)); parental consent for use of this should be obtained by the visiting school. After a visit to a forest area, teachers should advise students to check themselves at home for ticks and leeches which could cause complication if undetected.

If sickness or injury occurs during the visit the visiting teacher may be requested to contact the parents/caregiver directly to arrange for collection from the study site and transportation to medical treatment.

In the case of an accident or injury requiring immediate medical treatment, contact will be made with the Queensland Ambulance Service for transportation to hospital for medical treatment. The school will be informed to contact the student's parents/caregiver.

In some circumstances, the centre may assist with transportation of the student.

Should any medical situation occur, centre staff must be advised. The Centre maintains an Accident Report Register.

First Aid

A member of school staff trained in first aid should accompany the students on the visit. The school should carry a first aid kit with them to ensure access is available during transit to and from the centre.

All medications should be stored in a secure container.

Amaroo staff are trained in first aid and carry a first aid kit with them when out in the field.

Rules and Student Behaviour

(Extract from Amaroo Environmental Education Centre's *Responsible Behaviour Plan for Students*)

"In most circumstances, Amaroo staff will support the Responsible Behaviour Plan for Students of the visiting school. The visiting teachers will need to be aware of the requirements of the centre and therefore schools should note that when visiting the centre they are under the direction of centre staff and visiting teachers are expected to comply.

The following is a set of behavioural standards for students visiting Amaroo Environmental Education Centre.

General Behaviours

- Listen carefully to information and instructions. Always follow directions from staff.
- Treat all equipment with care and respect.
- During free time, be fair, take turns and cooperate with others.
- Stay within the designated boundaries and areas.
- Observe the areas designated for running and those for walking.
- Always ask permission before entering storerooms, staff rooms or office areas and sheds.
- Consider and take care of others.
- Take care of yourself.
- Always be co-operative and courteous. Use please and thank you.
- Shoes and hats must be worn.
- Throwing objects is not permitted unless it is part of an organised activity.
- Students are not to touch any electrical equipment unless supervised.
- Report all accidents and injuries to a centre teacher.
- Toilets must be kept clean and flushed.
- In public places, go to the toilet with a buddy and ask a teacher first.
- Wash hands with soap and water after going to the toilet and before eating.
- Respect the privacy of others using the toilet.
- Waste placed in centre bins is for composting or recycling only. Take home non-compostable or non-recyclable waste.
- Know the centre's emergency procedures.

Bush Walking

- Stay with the leader and the group.
- Walk, don't run.
- Watch for dangers e.g. snakes, low branches, rocks and branches which could cause you to slip or trip.
- Observe the rules of the area you are visiting.
- Keep noise to a minimum.
- When observing things, always return them to their correct place.
- If lost - don't panic, stay where you are, call 'help' frequently and listen.

Fire Safety

- Students are not to interfere with or go near fires unless supervised.
- Fire extinguishers and safety blankets must not be tampered with.
- Fires must only be lit in designated areas.
- Gas cylinders, aerosol sprays and flammable materials are not to be placed near open fires”.

Risk Assessments

Teachers are reminded of their responsibility to perform risk assessments when planning excursions for their class. Amaroo EEC has conducted risk assessments for the activities in which students participate; these are available from the website for each program. They are available for use as a guide for teachers to conduct their own risk assessments when planning the visit. Visiting teachers need only insert the relevant information about their school group and submit our template for sighting and signing by their school principal.

More information about risk assessments and safety is available from the Department of Education websites.

Health and Safety:

<https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/managing/risk-management>

Curriculum Activity Risk Management Guidelines:

<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx>

Checklist

Have I done these things?

- Completed 'Variation in School Routine' Form
- Read Program Overview thoroughly to see if all the pre-visit requirements have been completed (Program Overviews are available on the [Amaroo website](#))
- Organised a list of students, staff and helpers, with emergency contact details
- Arranged transport (**NB** Some programs require the bus for group movement during the day visit)
- Advised parents of any relevant information (e.g. departure/arrival times) and obtained parental consent where needed (e.g. for application of insect repellent in some programs)
- Ensured that students know what to bring (packed in appropriate backpack or bag for bushwalking and everything labelled)
- Become familiar with safety procedures, rules, health precautions and centre procedures (See our [Teacher's Pre-visit Information Booklet](#), PDF 500KB)
- Organised to bring First Aid Kit and medications container
- Completed Curriculum Activity Risk Assessments (CARAs) where necessary (Completed templates for all activities related to the Amaroo programs are available on the [Amaroo website](#))
- Completed and returned the Student Information [Send Back Form](#) (PDF, 190KB) for Amaroo **one week prior** to excursion

Notes:

Amaroo Website Downloads

The following documents and forms are available from Amaroo's website (<https://amarooeec.eq.edu.au/>)

- [Responsible Behaviour Plan for Students](#) (PDF, 330KB)
- [Risk Assessments](#)
- [Program Overviews](#)