

Nudgee Beach Environmental Education Centre Visitation Procedures, Policies and Information

1. Overview

Nudgee Beach Environmental Education Centre (NBEEC) is a State Schools' facility and adheres to the policies, procedures and guidelines identified in the [Education Policy and Procedures Register](#).

The following information addresses the major issues relating to the above register and its application to an Environmental Education Centre visit. In relation to Health and Safety, it is necessary for the Centre to have access to certain information held by schools relating to the students during the period that the Centre accepts responsibility for them. The Principal at the Centre operates under the same safety guidelines, as do State School Principals.

All safety requirements for field excursions and Centre activities are strictly adhered to as outlined in the relevant State Schools' Safety Handbooks. Safety procedures are constantly discussed and reviewed in staff meetings.

Environmental Education Centres like other State Schools and facilities are required to supply data on the results of students attending the Centre for curriculum activities. The Centre requires the teachers' good nature to supply some information on assessment after the students visit NBEEC. This information will be discussed at pre visits.

2. School Excursions and Variations to School Routines

The Centre will support the visiting teachers in preparing for their excursions in the best way possible. The links below will support teachers in the development of variations to school routines and other information the Centre may request.

- a) [School Excursions Policy](#)
- b) [Department OHS Policy](#)
- c) [NBEEC Curriculum Activity Risk Assessments \(Learning Place link\)](#)
- d) [Administration of Medication in Schools](#)
- e) [Department Insect Viruses and Allergies](#)
- f) NBEEC Behavioural Management Plan
- g) [Department Reporting and Assessment Framework](#)
- h) NBEEC Assessment Policy

3. Nudgee Beach Support.

- To gain the best results from a visit to NBEEC a pre visit where the Staff at NBEEC visits your school is a very good idea. All of the below information will be discussed and staff from NBEEC will work to engage the students in the learning prior to the site visit.
- The pre-visit will be the most important part of the planning for your visit to Nudgee Beach EEC. The main curriculum intent will be discussed along with relevant medical information. The following details will also be confirmed:
 - Visit date;
 - Anticipated number and year level of students attending;
 - Fieldwork location (in general terms); and
- From the above information a program letter confirming all the details is emailed. This email will include a link to the risk assessments, information regarding the visit, what students should bring, medical information required and any assessment information the Centre may need. This letter will also include any Transport details including arrival and departure times and drop off and pick up points.
 - All transport arrangements and costs are the responsibility of the school.**

4. Fees

Confirmation of student numbers: Confirmation of student numbers must be provided to the Centre within a week of the excursion date. If student numbers change significantly the Centre may request that school's combine visit days.

State Schools

Before the visit: A non – refundable deposit is required that confirms your school's commitment to the booking.

0 - 30 students	\$ 40
30 - 60 students	\$ 80
61+ students	\$ 120

After the visit: The Centre will invoice the school for the students who have attended the excursion, less the deposit

Whole day excursion	\$10.00 per student
Half day excursion (or part thereof)	\$6.00 per student
Night programs (conditions apply)	\$13.00 per student
Whole day incursion	\$10.00
Half day incursion	\$6.00
Less than half day	\$3.00
Extension programs(times negotiated)	\$10.00 per class for consumables plus \$10.00 per student

Non State Schools

Non-State Schools clientele are unable to access internal subsidy and should contact the Centre for current operation fee structures.

Before the visit: A non-refundable deposit is required that confirms your school commitment to the booking.

Your school will be charged a deposit cost of
\$460.00 GST free.

After the visit: The Centre will invoice the school for the students who have attended the excursion, less the deposit, depending on student numbers.

Whole day excursion	\$20.00 per student
Half day excursion (or part thereof)	\$12.00 per student
Night programs (conditions apply)	\$22.00 per student
Whole day incursion	\$20.00
Half day incursion	\$12.00
Less than half day	\$6.00
Extension programs(times negotiated)	\$22.00 per class for consumables plus \$20.00 per student

Please Note: International clients are required to access the centre via Education Queensland International (EQI).

5. Other Medical Information

All medical information should be supplied to the Centre teachers on arrival. Centre staff should be made aware of any allergies prior to the visit so the staff can ensure the Centre is safe prior to the students' visit. Adults accompanying groups should be aware of any medical conditions affecting students.

It is anticipated that any student requiring medication during the day will have obtained the appropriate approval from the School Principal in accordance with the normal practices of the school. The school should ensure that a

member of the school staff is authorised to administer that medication on the day. Any visiting teacher or parent with a medical condition or on medication must also advise the centre teacher of emergency procedures.

No smoking on Centre grounds or in sight of students while at NBEEC is permitted.

Teachers should advise the Centre as early as possible if there are students with any intellectual, physical, emotional or learning considerations that will need to be addressed in the planning and implementation of the field activities on the day (e.g. movement routes may need to be changed to suit wheelchairs).

All Centre teachers have first aid accreditation and carry first aid equipment sufficient for the field-work situation. Additional first aid supplies are maintained at the Centre. In the event of a major accident or injury it is the policy of the Centre to obtain ambulance assistance. The Centre is 18km from the Royal Brisbane Hospital and the building is equipped with appropriately rated fire extinguishers. The Administration and Classroom buildings have a notice detailing an evacuation procedure in the event of an emergency. Upon arrival at the Centre, all students and adults will be advised of the day's safety procedures.

Students are required to bring sunscreen and insect repellent. Centre staff cannot administer sunscreen and insect repellent without written parental consent. **All state schools** are required to provide a broad-spectrum, water-resistant sunscreen of SPF 30 or better for students to apply on uncovered areas of the skin during outdoor activities.

6. Visiting Teacher and Parent Information

The centre recommends two supervising leaders are needed for each work group i.e. the class teacher and at least one other responsible adult will be needed from the visiting school. Schools are not limited to two adults per group and the Centre actively encourages the involvement of additional parents in the work programs. At least one Centre staff member, as well as visiting staff teachers, will be on site at the Centre during after-hours activities.

Early years' programs rely on parent supervision for the program to be conducted. Six (6) parents will be required to assist students at individual learning stations for early childhood programs. All students are supervised in small manageable groups and ensure that all visiting adults are aware of their support role in assisting the children. **Please ask parent helpers to make alternative arrangements for younger children.**

All visitors to the Centre require closed in shoes that may get wet; hat and sunscreen; and a change of clothes. Protective clothing is advised (light long-sleeved shirts and light long pants) to guard against sunburn and insect bites.

7. Equipment

Most of the equipment needed for the excursion will be supplied by the centre. If additional equipment is to be bought for the program, this will be discussed in the pre visit.

Canoeing – Centre staff hold current Canoeing Australia Instructor certificates. Everyone on a canoe will have a PDF type 2 (life jacket) on and staff will be carrying first aid and safety equipment. Communication with the Centre administration building will be maintained throughout boating activities.

Restricted canoeing opportunities are available to older students. Please contact the Centre for details.

8. Emergency Contact (Mobile No. 0438 718 774) and Wet Weather Information

Most of the field activities at Nudgee Beach Environmental Education Centre are conducted away from the Centre buildings. If the school **urgently** needs to contact a teacher or student undertaking a program, we recommend contacting the Centre Administration on phone 3267 7811 or the visiting teacher directly. A telephone is on hand at the Centre for emergencies and all teaching staff carry mobile phones. During the pre-visit, the Centre teacher will provide visiting teachers with mobile numbers and alternative arrangements in the case of wet weather.

Phone: 3267 7811; Fax: 3267 8144; Email: admin@nudgeebheec.eq.edu.au

