

Nudgee Beach Environmental Education Centre Visitation Procedures, Policies and Information 2026

1. Health Situation

Nudgee Beach Environmental Education Centre will follow all Queensland Department of Health directives. Currently, we are operating under *Queensland COVID safe for Education*. This directs the operation of Education Queensland facilities in a Covid safe way and full details can be found at: <https://qed.qld.gov.au/covid19/covid-safe-for-education>

2. Overview

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

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. Schools are required to send relevant student medical information to the Centre before the excursion to ensure that the Centre is able to meet the needs of each student during the excursion.

Curriculum links and relevant assessment tasks will be discussed during pre-visit phone calls to ensure the program meets the needs of the students. 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. It is appreciated that teachers complete the post visit survey and send a sample of deidentified student assessment and/or work samples to the Centre after the excursion.

3. 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) [Nudgee Beach EEC CARA's](#)
- c) [Administration of Medication in Schools](#)
- d) [Department Insect Viruses and Allergies](#)
- e) [NBEEC Code of Conduct 2024-2027](#)

4. Nudgee Beach EEC Support.

- To gain the best results from the excursion, pre-visit communication between NBEEC staff and visiting teaching staff will be an important part of the planning for your visit. 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 itinerary 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.**
- ☑ **In the event of an emergency, students may be transported from an off-site location back to Nudgee Beach EEC in the Centre BUS by NBEEC Staff. An emergency situation may include transporting students from the beach back to the centre in a wet weather event or similar.**

5. Fees

No Deposit will be charged. There is a minimum daily spend of \$400.00.

In the past Nudgee Beach EEC has accommodated large groups of students if a program can be modified to still meet the curriculum needs. To make this sustainable for our centre we have a new approach to large groups. **If the school requires more than 4 classes to attend, the school will be charged an additional TRS teacher cost. We will discuss full costings at the time of booking.**

Confirmation of student numbers: Confirmation of student numbers must be provided to the Centre when confirming the initial booking and any changes to these numbers must be communicated to the Centre as soon as possible and at the latest within a week of the excursion date. A significant increase or decrease in student numbers can affect NBEEC staffing allocations and may result in an additional teacher cost to the school.

Non-State School clientele are unable to access internal subsidy operation fee, so the fee structure set out below applies. Any group must pay \$400 minimum charge for the day.

Excursion Type	2026 Fees
Day Excursion Kindergarten	\$25 per student
Whole day excursion - Primary (*Please note the Year 4 Cultural Connections program fee is \$25.00 for state and \$35.00 non-state per student to cover the extra costs incurred for this program to be delivered)	\$20.00 per student (state school)* \$30.00 per student (non-state school)
Whole day excursion - Junior Secondary (Year 7 - 10)	\$20.00 per student (state school) \$30.00 per student (non-state school)
Whole day excursion - Senior Secondary (Year 11 - 12 and university students)	\$25.00 per student (state school) \$35.00 per student (non-state school and university students)
Canoeing Years 6-12 Additional cost	\$5.00 per student (state school) \$5.00 per student (non state school)

International Clients:

Please Note: International clients are required to access the centre via Education Queensland International (EQI). Please consult with EQI and the Centre for the current fee structure.

6. Student and Adult Information

All medical information should be supplied to the Centre in the week leading up to the excursion. 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 also provide any relevant medical condition in relation to their participation in the excursion on the accompany adults form so that Nudgee Beach EEC staff can monitor the medical conditions of students and adults during the program delivery.

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 their required emergency procedures.

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 12km from the Prince Charles Hospital.

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.

Smoking is not permitted on Centre grounds or in sight of students while at NBEEC.

Emergency evacuation and Lock Down Procedures

Upon arrival at the Centre, all students and attending adults will be advised of the Evacuation and Lock Down signals and procedures in place for Nudgee Beach Environmental Education Centre.

7. Visiting Teacher and Accompanying Parent Numbers and Information

The centre recommends the class teacher and at least one other responsible adult attends from the visiting school. One Nudgee Beach EEC teacher will be assigned to each class group and will deliver the excursion on the day. At times, a NBEEC non-teaching staff member (Unit Support Officer) will assist the class. Schools are not limited to two adults per group and the Centre actively encourages the involvement of additional parents in the programs.

Early years' programs (Kindergarten, Prep, Year 1 and Year 2) rely on additional parent supervision to work with students in small manageable groups in the field to assist students to use equipment safely and

efficiently. Interaction with parents through conversations about their learning also increases understanding of key concepts within the program. Please ensure that all visiting adults are aware of their support role in assisting all students in their assigned group and the need for them **to make alternative arrangements for younger children** to enable them to be available to provide this valuable support during the excursion.

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

Your school group may share the space with other schools. If multiple schools are on site NBEEC staff will operate the groups in line with current Queensland Health directives. This may involve assigning separate toilet and hand washing areas.

8. Equipment

All equipment needed for the excursion will be supplied by the centre.

Canoeing – Centre staff hold a current statement of attainment from a Registered Training Organisation (RTO) for performing deep water rescues and applying canoeing skills. All occupants when canoeing will wear a life jacket ('Level 50 special purpose' or 'Level 50S') and staff will be carrying first aid and safety equipment. Communication with the Centre administration building will be maintained throughout boating activities.

Canoeing Raft - To cater for younger students (Year 5 and above) and those with special requirements (eg EALD), two canoes will be tied together to construct a raft to limit the possibility of a capsize. Secondary students will canoe in separate canoes although rafts can be formed if the need arises. The canoe arrangements will be discussed with visiting teachers.

9. Emergency Contact (NBEEC Principal Mobile No. 0438 718 774) and Wet Weather Information

Field activities at Nudgee Beach Environmental Education Centre are conducted both onsite and at off site locations. The NBEEC principal and Centre staff monitor weather radar and forecasts prior to class arrival and the NBEEC principal will contact the visiting school if weather conditions limit safely conducting program activities. The NBEEC Principal understands the significant impact that cancelling an excursion at short notice can have on visiting schools (costs around booked buses, timetables and teacher and parent prearrangements) and considers all alternative arrangements before cancelling an excursion.

Heavy rain showers: Where continuous heavy showers (30-99mm) are predicted all day, excursions may need to be postponed. Where possible, activities will be modified to avoid heavy showers. Students are instructed to bring wet weather clothing (raincoats/spare shoes) for use in light showers. The age of the students and individual school needs is taken into consideration when managing rain showers before and during excursions.

High winds: Staff will monitor wind warnings from Bureau of Meteorology in conjunction with time students will be at the beach. Programs will be altered if south easterly and easterly wind speeds exceed 30km at the beach. The age of the students and the program will be considered when altering or cancelling the program in relation to wind speed. High westerly winds are to be monitored by staff to ensure programs can be run safely.

Communication during an excursion - If the visiting school **urgently** needs to contact a teacher or student undertaking a program, we recommend contacting the Centre Administration on 07 3267 9333 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.

Nudgee Beach Environmental Education Centre -1588 Nudgee Road, Nudgee Beach Q 4014

Phone: 3267 9333; Email: bookings@nudgeebeacheec.eq.edu.au

