



## Dorroughby Environmental Education Centre

2101 Dunoon Rd, DORROUGHBY NSW 2480

Phone 02 6689 5286

Mobile: 0418 211 972

Email [dorroughby-e.school@det.nsw.edu.au](mailto:dorroughby-e.school@det.nsw.edu.au)

Website: [www.dorroughby-e.schools.nsw.edu.au](http://www.dorroughby-e.schools.nsw.edu.au)

Dear Teacher

In order to provide the best possible protection for our students and in accordance with the DoE WHS guidelines Dorroughby EEC will require that **teachers email beforehand** any information regarding visiting students:

- **Student Action Plans for Anaphylaxis** (<http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>)
- **Student Action Plans for Allergic Reactions**
- **Student Action Plans for any other Specific Medical Condition**
- A completed **Participant Notification Form** (attached).

### Tick Advice:

**Dorroughby EEC Tick Policy follows advice from the Australian Society of Clinical Immunology and Allergy (ASCIA). Please provide the following information to parents/ guardians.**

**If a student has a tick lodged in their skin and is NOT allergic to ticks:**

Dorroughby staff will aim to first kill the tick with an ether-containing spray (*WART Off*) and then remove it as soon as practicable and in as safe a setting as possible.

**If a student has a tick lodged in their skin and is ALLERGIC to tick bites:**

Dorroughby staff will not kill or remove the tick unless otherwise directed by the student's ASCIA Action Plan.

**Further information on ticks:**

<http://www.allergy.org.au/patients/insect-allergy-bites-and-stings/allergic-reactions-to-bites-and-stings/82-aer/insect-allergy>

## Overnight Excursions

**Dorroughby staff do not stay onsite overnight but are contactable by phone for emergencies.**

**Please note the following points from the DoE Excursions Policy Implementation Procedures**

4.2.1 The number of teachers to accompany the students for each excursion is to be determined by the visiting school's principal. Decisions about the number of students and teachers should take into account factors such as the age of the students, their maturity, the location of the excursion, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken.

4.3.2 For coeducational groups, male and female staff supervisors are required. Schools experiencing difficulties in meeting this requirement should consult their Director, Public Schools NSW.

*To support the above policy Dorroughby EEC recommends 3 adults per group of 30 students (parent or other adult supervisors who have a 'Working with Children Check' are acceptable).*

**Emergency vehicle**

A designated emergency vehicle is required as Dorroughby EEC staff are not onsite overnight. The Dorroughby EEC vehicle may be used by visiting staff provided a *Request for use of Pool Vehicle* form (attached) is completed and returned to the centre prior to your excursion. It is advised that students have included on the excursion permission notes parent/ guardian approval to travel in a DoE vehicle in the event of an emergency.

**Low Waste Lunch**

In the interest of environmental sustainability please encourage students to bring a low waste lunch. Further information attached.

Yours sincerely

Cindy Picton

Principal



# DORROUGHBY ENVIRONMENTAL EDUCATION CENTRE

## CARE & SUPERVISION POLICY

Dorroughby Environmental Education Centre is a residential facility/day Centre for on-site/off-site fieldwork in Environmental Education. Centre accommodation is 36 students but larger groups can be accommodated. As a Department of Education and Training Site, Centre and visiting staff are bound by a Duty of Care in regard to the care and supervision of children.

The Environmental Education Centre is classified Grade 1, being staffed by a Full-Time Teaching Principal and a Part-Time Teacher, Senior School Assistant, General Assistant and Cleaner. Casual teachers are employed on a regular basis to meet the demand for programs.

### Centre staff are trained and responsible for:

- program formation and development in line with syllabus outcomes
- emergency procedures / field trip risk management guidelines
- orientation of Centre facilities highlighting boundaries, out of bounds areas, catering systems, toilet and emergency procedures at the Centre.
- student movement during and after lessons in conjunction with visiting staff. Children whose behaviour causes concern for reasons of individual or group safety are ultimately the responsibility of the visiting teacher-in-charge and may be removed from the activity. All actions are taken in consultation with the visiting staff.

### Visiting Staff are responsible for:

- Ensuring risk management guidelines are approved by their own schools' principal
- Supervision during student travel times to the Centre and booking of travel
- Advising Centre staff of students medical conditions including special needs prior to the commencement of activities
- The behaviour management of students during the visit and providing support to students during lessons.
- Ensuring all orientation, procedures, medical and emergency policies are followed (particularly out of bounds areas).
- Student supervision during recess and lunch

### Overnight Supervision Responsibilities

- **Centre staff are not required to stay overnight** but must ensure groups have accredited adults and a gender mix for co-ed students. This is done after prior liaison with visiting staff. Dorroughby EEC recommends a ratio of 3 adults per 30 students (all supervisors do not need to be teachers). At least one teacher must be trained in first aid.
- Visiting staff are responsible for supervision before 9:00AM and after 3.30PM (unless negotiated with Centre staff).

## **DoE POLICIES**

**Please note the following points from**

### **a) DoE Excursions Policy Implementation Procedures**

- 4.2.1 The number of teachers to accompany the students for each excursion is to be determined by the visiting school's principal. Decisions about the number of students and teachers should take into account factors such as the age of the students, their maturity, the location of the excursion, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken.
- 4.3.2 For coeducational groups, male and female staff supervisors are required. Schools experiencing difficulties in meeting this requirement should consult their Director, Public Schools NSW.

### **b) Memoranda Excursions and Other Visits 97/137 (S.129) and Cruelty to Animals (96/169).**

As a guide to principals and teachers-in-charge, it is recommended that the adult supervisor to student ratio not exceed 1:15. For extended walks, the recommended ratio is 1:10. Principals and organising teachers should take into account such factors as age, experience and maturity of the students; environmental concerns; difficulty of the terrain and other challenges likely to be encountered; experience of the adult supervisors.



NSW Department of Education

## Dorroughby Environmental Education Centre

### COSTS FOR PUBLIC SCHOOLS 2020

**Day Programs (Primary & Secondary) \$5 per student (groups < 30 students)**

#### Overnight Camp Package

	Primary self-catered	Primary catered Minimum of 20 students	Secondary self-catered	Secondary catered Minimum of 20 students
<b>2 Day Camp</b>	\$30.00	\$58.00	\$30.00	\$63.50
<b>3 Day Camp</b>	\$55.00	\$111.00	\$55.00	\$122.00

**2020 SPECIAL – Stage 2-3 Three day catered camp \$99.00**

**Self-catered groups pay \$20.00/day for kitchen use**

<b>Catering Costs</b>			<b>Primary</b>	<b>Secondary &amp; Adult</b>
<b>TWO DAY EXCURSION</b>				
Day 1	Afternoon Tea	AT	\$3.50	\$4.00
	Dinner (students bring their own MT, Lunch on Day 1)		\$9.00	\$11.00
Day 2				
	Breakfast		\$5.50	\$6.50
	Morning Tea	MT	\$3.50	\$4.00
	Lunch		\$6.50	\$8.00
	TOTAL		<b>\$28.00</b>	<b>\$33.50</b>
<b>THREE DAY EXCURSION</b>				
Day 1	AT, Dinner		\$12.50	\$15.00
Day 2	Breakfast, MT, Lunch, AT, Dinner		\$28.00	\$33.50
Day 3	Breakfast, MT, Lunch		\$15.50	\$18.50
	TOTAL		<b>\$56.00</b>	<b>\$67.00</b>

#### Optional Expenses

**Self-run with wood provided \$20.00**

**Silk Screen** (students bring e.g. T shirt or bag) **\$2.00** + **Calico Bags** supplied by DEEC **\$2.00** = **\$4.00**



NSW Department of Education

DORROUGHBY ENVIRONMENTAL EDUCATION CENTRE

Email: Dorroughby-e.school@det.nsw.edu.au

Phone: 6689 5286

## MENU PLAN

School Name:		Primary Student Numbers	
Arrival Date:	Departure date:	Secondary Student Adult Numbers	

Please tick to indicate which meals are required for each day	Primary Student Cost	Secondary Student Adult Cost	MON	TUE	WED	THU	FRI
<b>BREAKFAST:</b> Toast with spreads, cereal (weetbix and cornflakes)	\$5.50	\$6.50					
<b>MORNING TEA:</b> Muffin, cake or slice with seasonal fruit	\$3.50	\$4.00					
<b>LUNCH:</b> Sandwiches ( orders to be placed in the evening)	\$6.50	\$8.00					
<b>AFTERNOON TEA:</b> muffin, cake or cookie with seasonal fruit	\$3.50	\$4.00					
<b>DINNER:</b>	\$9.00	\$11.00					
Please tick which meal you would like: <input type="checkbox"/> Spaghetti Bolognese and Salad <input type="checkbox"/> BBQ and Salad <input type="checkbox"/> Honey Soy Chicken with Vegetables  DESSERT – will be ice cream in a cone							

It is essential that we cater for everybody's needs. Please indicate below if there are any dietary requirements

VEGETARIAN, How many students?	
GLUTEN FREE, How many students?	
OTHER, Please provide Dorroughby EEC with more information	

### ARE THERE ANY SPECIAL REQUESTS?

Sometimes meal times are not held on site e.g. you may need to take lunch with you on an excursion or you may want to take lunch with you on your last day.

This information needs to be given to the caterer before you arrive at Dorroughby EEC.

### FINAL NUMBERS AND FOOD REQUIREMENTS

All information will need to be given to Dorroughby EEC before your Overnight Camp.

Please supply this information

**NO LATER THAN THE FRIDAY BEFORE YOUR EXCURSION.**



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*Education for Sustainability using our head, hearts and hands.*

## PARTICIPANT SAFETY NOTIFICATION

Please complete the form below and email to [dorrroughby-e.school@det.nsw.edu.au](mailto:dorrroughby-e.school@det.nsw.edu.au)

**PRIOR** to your excursion.

Care and safety will be discussed on-site at the excursion before any activities are undertaken.

<b>School:</b>	<b>Date:</b>
<b>Excursion to :</b>	<b>No of students attending:</b>
<b>Mobile number for teacher attending excursion:</b>	

**Student Medication / Special needs:** Names of any participating students on medication or with a medical condition (e.g. asthma, diabetes, epilepsy, allergy) or with any disability or special needs which may impact on their ability to participate fully in excursion activities.

Please provide Dorrroughby staff with details of any relevant medical management program.

Name of student	Condition

**Adults attending and relevant medical conditions:** To ensure Dorrroughby conducts this excursion with due regard to the health and safety of all participants, please notify our staff, either verbally or in writing, of any medical conditions which might impact on the ability of attending adults to participate. This information will remain confidential.

Teachers/Support Staff	Parents / Guardians



# Low Waste Lunches



Low Waste Lunches are a great way to get young people to begin to think about “Rubbish” or “Waste” and what they are throwing in the bin.

“Rubbish” is actually made from valuable resources, for example paper is made from trees, plastics are made from crude oil, coal and natural gas. It takes a lot of water, raw materials and energy to make “Rubbish”, so it’s important to try and AVOID, REDUCE, REUSE and RECYCLE wherever possible.

All of us throw things out everyday without considering the environmental impact of what we are doing. Packing a low waste lunch is easy. Here’s how.....

## Low Waste Lunches AVOID:

- Plastic wrap and foil
- Disposable items like plates knives and forks
- Paper lunch wrap
- “Gimmicky” packaged items e.g. chips, biscuits, small yoghurts, individually wrapped serves of food



## Low Waste Lunches REUSE:

- Use re-useable containers that can be washed out
- Use a re-usable drink bottle which can be used many times
- Use recyclable and/or compostable packaging over disposable packaging (e.g. Plastic wrap)
- Cheese and biscuits or yoghurt which are taken from larger containers and repacked into a re-useable smaller container will avoid extra packaging waste and ensure that your child can reseal the food if needed
- Are often much healthier. They can encourage children to eat more fresh food packed in suitable quantities, instead of eating “gimmicky” snack foods.





# A Low Waste Lunch Comparison



## Lunch Box 1

### Low waste lunch

Sandwich  
(cloth serviette/reusable container)

Yoghurt  
(from 2 kg tub in re-useable container)

Sultanas  
(from 250g packet in re-useable container)

Piece of fruit/cut up  
(scraps can go in the compost or worm farm)

Cheese & Crackers  
(in re-useable container)

Juice or water  
(In a re-useable drink bottle)

### What you throw out:

**Nothing!!**

All containers are taken home, washed & re-used.

## Lunch Box 2

### Waste-ful lunch

Sandwich  
(wrapped in plastic wrap)

Yoghurt  
(60g disposable container)

Sultanas  
(15g disposable box)

Packet of chips/muesli bar  
(in non-recyclable packaging)

Cheese & Crackers  
(individual serve in disposable container)

Popper style drink  
(125ml disposable pack)

### What you throw out: 10 items

- i) Plastic wrap (1)
- ii) Yoghurt container (2)
- iii) Sultana box (1)
- iv) Chip packet/muesli packet (1)
- iv) Plastic individual serve pack (2)
- v) Popper pack (3)

**As well as minimising waste, the low waste lunch option costs less because items are bought in larger (bulk) quantities rather than individual serves.**

*Thankyou to Mullumbimby Community Preschool for this example.*

# WHAT TO BRING TO DORROUGHBY EEC



## Bedding

Pillowslip & single sheet

Sleeping bag or blankets

## Clothing

Hat

T-shirt

Long-sleeve shirt

Jeans & shorts

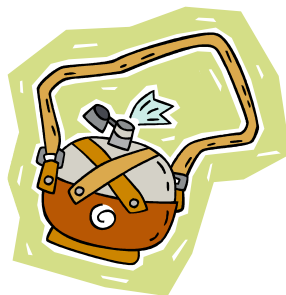
Socks

Pyjamas

Underwear

Jumper or windcheater

Shoes (suitable for walking)



## Other

Towel

Soap

Face washer

Toothpaste

Toothbrush

Sunburn cream

Insect repellent

(Roll-on or pump spray)

Water bottle

Raincoat

## Optional

Camera

Compass

Binoculars

Small torch



# Request for use of Pool Vehicle

Office Use

Req \_\_\_\_\_

## Main Driver Details

Main Driver Given Name		Main Driver Surname	
Employee ID		Phone Number	

## Alternate Driver Details

Alternate Driver Given Name		Alternate Driver Surname	
Employee ID		Phone Number	

## Booking Details

Number of Passengers			
Vehicle required on		at	
Vehicle will be returned on		at	
Destination			
Reason for use			
Type of Vehicle Required			
Is vehicle required overnight?			
If yes, what is the overnight garaging address			

## To be Signed by Driver(s)

I hereby certify that I hold a current driver's licence and will only use the allocated vehicle in accordance with the above details and the Departments "Best Practice Guide". I fully understand the requirements for completing motor vehicle running sheets. I am aware that any Fringe Benefits Tax payable as a result of my use of the vehicle will result in the calculation of a reportable fringe benefit and will be recorded by DEC against my name and may also be recorded on my next payment summary.

\_\_\_\_\_  
Main Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alternate Driver Signature

\_\_\_\_\_  
Date

## Approving Officer

(NB: Approving officer must not be the driver and should preferably be a more senior officer; name and designation must be clearly printed).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

## Pool Manager/Booking Officer Use Only

Vehicle Available  Yes  No

Registration Number \_\_\_\_\_

\_\_\_\_\_  
Booking Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Comments