

# Booking Checklist

## *Here's how to have a great day at Bondi Beach*

As a friendly reminder and useful guide to ensuring a fun and successful excursion the following brief checklist has been included:

- Adults to student ratio is 1:6 for all years K-6 (ensures a well-organised, safe excursion)  
(Adults: please wear old runners, hats, sunscreen etc. as per students)
- Please have student nametags (first names only) and put in 'buddy pairs', which combine into small groups that are assigned to adults in 1:6 ratio (\*Very Important)
- List of students with medical, behavioural or special needs
- Hats and sunscreen, raincoat and warm top
- Suitable clothing and enclosed shoes (sports uniform with hat and old sports shoes ideal)
- Adults should also bring suitable clothing; enclosed shoes, hats, sunscreen, raincoat and warm top and nametags – Miss Smith / Mary (however you want to be addressed)
- Easily identifiable item of clothing that is the same for all students – T-shirts, hats, armband etc. (sports uniform ideal)  
(Allows easy group management – Bondi is a busy beach)
- Lunch, snacks and refillable water bottle (not poppers – need much more hydration)
- School First Aid kit & sunscreen (ideally 1 per class that is taken out to the rocks)
- Mobile phone of Coordinating Teacher (please ring 0425 234 020 if you are running late)
- Teachers are recommended to take the map of the meeting place with them on the bus
- Adults are asked to remain with their group at all times. During morning tea and lunch, adults (including teachers) will have the opportunity to escape for a coffee &/or other legal vices (Please ensure there is adequate supervision by rotating the breaks).

**Notes / Queries:**

## **Your School Excursion to the Marine Discovery Centre**

### **Background Information**

The following information is to aid schools and teachers in preparing for their excursion to the Marine Discovery Centre Bondi Beach (MDC). It also aims to provide any necessary information schools and teachers may need to prepare their risk assessment plan for the excursion.

Whilst the MDC cannot do the school's risk assessment for them, this information should be of use to teachers who are responsible for preparing their school's risk assessment plan.

The following information needs to be read in conjunction with all the forms that are sent to the coordinating teacher by the MDC. If any further information is needed please contact:

#### **Will Jones**

#### **Executive Director**

Marine Discovery Centre Bondi Beach Inc.

Bondi Pavilion, Queen Elizabeth Dr

Bondi Beach NSW 2026 Australia

Tel & Fax: (02) 9300 0974

Mob: 0425 234 020

Email: [will@marinediscovery.org.au](mailto:will@marinediscovery.org.au)

Web: [www.marinediscovery.org.au](http://www.marinediscovery.org.au)

"Conservation through Entertainment, Education & Collaboration."

## **MDC Excursions:**

The following needs to be read in conjunction with all the forms that are sent to the coordinating teacher by the MDC. The information on these forms help teachers organise their classes (and parents) prior to arriving at the MDC, so that a well organised, and therefore safe, excursion can be enjoyed by all. It is essential that the coordinating teacher also adequately brief all other attending teachers, so that all classes are suitably prepared for their exciting excursion to Bondi Beach.

### The Pavilion

The Bondi Pavilion is located overlooking the centre of Bondi Beach and is the base where the children lock up their bags, have their packed lunches, use the toilets etc. A location map of the Pavilion and its surrounds, detailing the meeting point, is faxed to every school at the time of booking.

### Toilets

There are two sets of men's and women's toilets located in the centre of the Pavilion. They are accessed via the covered walkway at the front of the Pavilion. The MDC program allows for several opportunities for students to take supervised toilet breaks utilising these facilities (try and bring a mix of male and female parent helpers to help with these supervised toilet breaks).

### Disabled Access

There are ramps at the front of the Pavilion providing disabled access all around the site. However, getting down to the beach and the rock platform to do the activities is not really feasible unless the child is able to be carried.

### Food and Beverage

Whilst there are cafes located at the Bondi Pavilion the MDC encourages school groups, including attending adults, to bring their own refreshments. We do also recommend the use of recyclable packaging and refillable water bottles.

### MDC Guides

All MDC Guides have been through a Working with Children Check as is required under the Child Protection (Prohibited Employment) Act 1998.

### Safety checks

Prior to your school's arrival MDC Guides conduct safety checks of the public areas around the Pavilion that you will be using during your excursion. These checks include detecting any harmful materials as well as noting any other people in the area and their activities to determine if there will be any conflict with the activities conducted as part of the excursion. As the Pavilion is a very large and public building it cannot be assumed that these checks will pick up all potential problems and therefore teachers are reminded that student safety remains their concern at all times.

## Safety Briefings

As part of the MDC program three safety briefings are given to both students and adults throughout the excursion. They cover all health and safety concerns associated with the excursion including; sun protection, road safety and safety measures when on the rock platform.

## First Aid

It is the responsibility of the school to provide a First Aid kit when attending an excursion with the MDC. The teachers will need to take these kits with them when they go to the rock platforms. Ideally there should be one kit per class, as the rock platforms are a solid 10 minutes walk from the Centre.

However, as the Pavilion houses the Lifeguards main office & First Aid Room, as well as being opposite the Lifeguard Tower, we can count on their assistance in the event of a serious emergency.

## Public Liability Insurance

The MDC has the appropriate Public Liability Insurance in place. A certificate of currency can be produced on request.

## **Risk Management when outside the Pavilion**

The most dangerous thing at Bondi Beach is the sun – hats and sunscreen are mandatory for teachers and parents, as well as students. Dehydration is also a real issue and teachers are urged to ensure students are provided with a refillable water bottle (not just a small ‘popper’ etc.).

The only other serious danger outside the Pavilion is Queen Elizabeth Drive, the road running in between the Pavilion and the beach – please ensure students stay in their sub groups and in their class units, especially when having morning tea/lunch and going to the toilet (organising your class into sub-groups of 6 is very important).

We insist on students keeping their shoes on whilst on the beach as there is a risk of there being syringes in the sand. Naturally the risk is very small; however, at a highly urban location like Bondi the potential for serious harm is still there and the consequences of contracting blood-borne diseases are too great to discount.

## **Risk Management when on the Rock Platform**

When both booking a school excursion and planning the activity timetable, all care is taken that the time on the rock platform occurs during a suitable low tide range. This means that students will only be taken to the rocks when the tide is below 0.7m for the duration of their time on the rocks platform.

In addition both weather and sea conditions are checked the night prior to, and on the morning of, the excursion, to ensure the continuing safety of going out on the

rock platform. The main risks are from students running on slippery surfaces, hence, if safety briefings are observed and enforced within sub-groups and class units, there is minimal danger of slipping. Small abrasions from barnacles on the rocks can occur from students over-balancing or pushing each other near the edge of the rockpools. Again, these risks are minimised through effective use of parent-helpers and firm overall control by the teacher.

As the rocks are potentially slippery and abrasive, enclosed shoes are mandatory (no sandals or thongs). Old runners are best, as it will not matter if they get wet.

As previously mentioned three safety briefings are given to students and adults prior to going out to the rock platform. MDC Guides set boundaries as to where students may go on the rock platform. The supervising adults (parents) then maintain control of their sub group of 6 students, with the teacher ultimately responsible for the discipline and enforcement of these boundaries. If at any time the MDC Guide feels that the safety and well being of the group is in anyway compromised they may bring the group off the rocks and escort them back to the Centre.

MDC Guides always carry radios with them when on the rock platform. These radios enable them to be in contact with each other and the MDC office at all times. The Lead Guide will also have a mobile phone and the contact numbers of the MDC office and Lifeguards office and Tower. In the instance of an emergency Lifeguards can be called and available to assist within minutes.

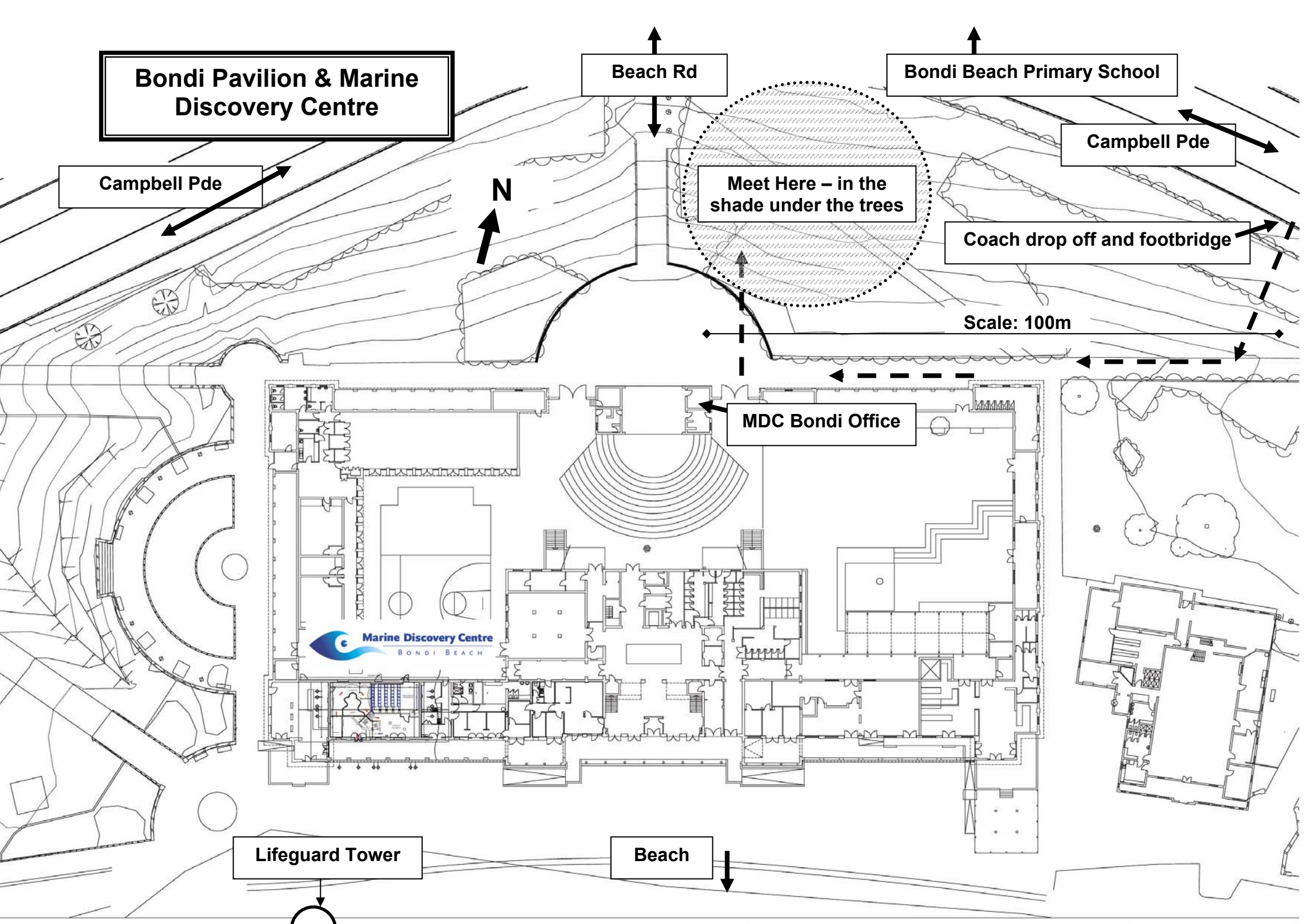
It is the responsibility of the school to provide a first aid kit that is taken to the rocks. Any administering of first aid must be done by appropriately trained staff of the school concerned, or a qualified officer from either the Waverley Council Lifeguards, or the Surf Life Savers, or any other suitably qualified specialists.

### **Summary of Risk Management**

A well organised excursion to the MDC is a highly enriching experience for all those who attend (parents and teachers – as well as students). If all the check lists sent to coordinating teachers are implemented, and shared with all other attending teachers, then the risks are very manageable.

The key to a safe, fun and educational day, is to empower the parent-helpers to manage their sub-group of 6 students so that the teacher is free to 'assist' the more challenging students with appropriate and safe behaviours – this will also free up your MDC Guide to introduce you to the amazing marine and coastal environment of Sydney – so bringing your unit of work to life in a memorable and enjoyable way.

**Have fun!**



**Bondi Pavilion & Marine  
Discovery Centre**

**Beach Rd**

**Bondi Beach Primary School**

**Campbell Pde**

**Campbell Pde**

**Meet Here - in the  
shade under the trees**

**Coach drop off and footbridge**



**Scale: 100m**

**MDC Bondi Office**

**Marine Discovery Centre  
BONDI BEACH**

**Lifeguard Tower**

**Beach**