



LOCAL AREA EXCURSION SUPPORTING INFORMATION

The following information has been compiled to assist in planning for your excursion to The Literature Centre or a relevant regional host school or venue for *Young Writers* and *Young Illustrators*.

Name of Organisation	The Literature Centre
Postal Address	PO Box 109 Fremantle 6959
Phone Number	08 9430 6869
Email Address	writers@thelitcentre.org.au
Website Address	https://www.thelitcentre.org.au/
Contact Person	Deborah Lucas, Writing Program Coordinator

Educational Benefit of Excursion

This excursion has the potential to impact and develop students:

- Confidence in becoming innovative, creative and imaginative thinkers
- Development of writing and storytelling skills
- Building of confidence through sharing ideas and experiences with like minded young people

Venue/Site for the Excursion *

The Literature Centre
Old Prison Hospital
Corner Knutsford Street and Hampton Road
Fremantle

The Literature Centre can be approached by turning left into Knutsford Street from Hampton Road or from Parry Street into Holdsworth and then into Knutsford. Limited parking is available for parent drop off or teachers at the top of the prison walls near Hampton Road. Supervising teachers can park during the day with the display of a parking ticket supplied by us. Street parking is also available on Knutsford Street for limited hours. The venue is leased from and managed by The Department of Primary Industries and Regional Development who manage the entire world heritage site of Fremantle Prison. The Old Prison Hospital was closed when the entire prison was decommissioned in 1991 and became open to the public in 1992. The Literature Centre was established in 1993.

The Young Writers session will take place in our main gallery which seats a maximum of 120 people. Wheelchair access is available via a ramp located near the front gates and also through a door direct into the gallery space. If you have access requirements, please contact us to arrange prior to your arrival so we can do all we can to ensure a smooth and enjoyable visit. Three toilets are located outside the gallery for students and one is wheelchair accessible.

*Please note if your session takes place at a regional host school or library we will provide information to you beforehand.

Risk Assessment

In the unexpected event a session needs to be cancelled by us, a staff member will contact you at the earliest possible opportunity.

If a similar situation occurs for your school, please contact Deborah Lucas (Writing Program Coordinator) by email at writers@thelitcentre.org.au or on 08 9430 6869.

The following are some of the risks associated with the excursion that will help you prepare for the day:

- The medical conditions of your students. Ensure students bring all relevant medication such as EpiPens and Asthma Inhalers
- The behaviour of your students and any measures that may need to be taken. Ensure supervising teachers are aware.
- The specific learning needs of your students. Is there anything it would benefit the presenters to know to ensure your students are included and can access the content?
- Creative writing can include activities and topics that may cause emotional reactions. Is there anything you need to be aware of with your students?
- Students have some freedom to relax outside during breaks. There are associated risks with outdoor play such as falls, trips etc.
- Students may not have permission to be photographed. Please ensure phones and other devices are not used during sessions and care is taken at breaks.
- Ensuring the safety of students departing at the end of the writing workshop.

Supervision and Duty of Care

It is the responsibility of the school to develop a supervisory team that meets their specific requirements for the day. Duty of care remains at all times with the school and the school supervisory team must accompany their students throughout the visit. *

The Literature Centre staff and volunteers will not undertake any role(s) in a supervisory or duty of care context. Schools, parents and caregivers will at all times remain responsible for duty of care. *

It is recommended that school supervisory team members are seated amongst students to facilitate ease of supervision.

The Literature Centre supports the principles of a Child Safe Organisation. All reasonable care will be made to provide a safe environment during the day.

*Individually enrolled students or small groups of unattended students may be allowed to attend on a case by case basis if agreed by the Literature Centre but all emergency contact and medical information must be provided. The Literature Centre retains the right to refuse any request for duty of care based on Department of Education Duty of Care Policy.

Regional Host Schools

In a regional setting, the Young Writers sessions take place in a range of hosting schools and libraries. It is still the responsibility of the school enrolling students to provide a supervisory team. Duty of care remains at all times with the relevant school or individual parent or caregiver.

Individual Enrolments

We accept individual enrolments from parents on the understanding that all relevant contact and medical information is provided and that duty of care remains at all times with the relevant parent or caregiver. Please ensure any required medication and instructions are brought to the session.

Libraries

If our Young Writers session takes place in a library it is still the responsibility of the school to provide a supervisory team and duty of care remains at all times with the school or individual parent or caregiver.

Please note all libraries we work with support the principles of Child safe Organisations but we ask that parents, carers and educators are mindful that the library is used by members of the community.

Briefing Students & Supervisors

To ensure a safe and enjoyable experience for your students, it is recommended that teachers communicate all relevant information to their students and supervisory team prior to your visit. Additional information is provided at the end of this document.

Communication Strategy

While attending *Young Writers* it is the responsibility of the school group to ensure appropriate methods of communication amongst the group have been established.

Our staff will be responsible for communicating with school groups in the instance of an evacuation.

Emergency Response Planning

Schools will have their own Emergency Response Plan pertaining to the particular needs of their students. It is suggested that school staff have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

In the event of a site emergency, school supervisory teams are responsible for managing the movement of students under the direction of venue staff. School supervisory teams are strongly recommended to have suitable numbers within this team to further support these procedures.

External Provider Information

The Literature Centre has a Public Liability Insurance policy for \$20 million. A copy of our Certificate of Currency is attached to this document.

OTHER RELEVANT DETAILS

Arrival at Venue

Please arrive at the venue at least 15 minutes before the session commences. The Literature Centre venue doors and any hosting school venues open at 8:30 for a 9am start. Library venue opening times may vary and we will inform you about this beforehand. Please communicate to all students, parents and caregivers that students must not be dropped off before the indicated time. Our staff will meet you on arrival. In the event you are delayed, please email writers@thelitcentre.org.au. The workshop will finish at 2:30pm.

Additional Information about the venue and enjoying the day!

For safety reasons large bags (school bags) are not permitted in the Literature Centre venue. We will provide space for bags on the verandah. Water bottles may be brought in and any required writing or drawing material.

At all venues we allow for morning recess, lunch and afternoon recess breaks. Please ensure staff and students bring enough food for the day. There is nowhere to buy food at the venue.

Student mobile phones must not be brought into the Literature Centre gallery venue. If school policy supports it, iPads, tablets and small laptops may be used for writing or drawing activity related to the session only. Students must not take photographs of others without permission.