CAMP GALLIPOLI 2015
School Group Procedures and Risk Management

School excursions and camps enhance students’ learning by providing great opportunities for students to participate in extra curriculum activities outside their normal school routine. Camp Gallipoli is a unique experience for students, providing further insight into the history and shared stories of the ANZACS. It also illuminates the real sense of what it felt like to be an ANZAC during the war. In this way, the memory of World War 1 will be kept alive for the generations to come. Incorporating the participation of school groups as well as the wider community will engage with this learning experience together.

Scope
This information has been compiled specifically for schools, containing relevant planning and safety information for school leaders, teachers, school councils, parents and students about Camp Gallipoli 2015, which commemorates 100 years of the ANZAC spirit in Australia. The information included does not contain additional details relevant to educational outcomes, planned site activities, or entertainment. Educational material is available directly from the Camp Gallipoli website at: www.campgallipoli.com.au

The venues chosen by Camp Gallipoli 2015 have been selected specifically based on their connections to this period in history and site suitability. All sites will be subject to general standards of safety, security, staffing and amenities. Further information regarding these general standards is described in detail below:

Alcohol

• Alcohol will be available during the event to the general public, 18 years and older. Drinking will be restricted to a controlled environment and only available for a limited period of time. Excessive drinking is not accepted and will not be tolerated.

• Consumption of alcohol by students is prohibited regardless of the student’s age. Students will be identified by a wristband. This wristband is obligatory for all students and will be required to be worn in order to receive the provision of meals allocated.

• All event staff and contractors are not permitted to consume alcohol prior to commencement of duties or during the event.

• We recommend teachers and those assisting teachers on the camp be aware that consumption of alcohol during camps or excursions is inconsistent with the standards of professional conduct necessary. In order to maintain community confidence in these activities it is unwise to consume alcohol and could lead to allegations of negligence.

• Anyone found to be intoxicated may be asked to leave the event.
**Behaviour**

- General standards of behaviour are expected of all participants to ensure the safe enjoyment of the event for all camp attendees. In addition, Camp Gallipoli organisers understand that schools may already have existing policies, procedures and disciplinary measures in place for students on excursions. Therefore, Camp Gallipoli management and staff will work with teachers on an individual basis to manage adverse behaviour to ensure safety and school policies are upheld at the event.

- Camp staff are required to act in accordance with their duty of care to all patrons, including students during the entire time of the camp. Any concerns or issues teachers may have can be resolved with the assistance of camp crowd controllers, safety personnel and the Site Safety Manager. Teachers will have access to these personnel throughout the event. In addition teachers will have access to site staff and the Event Site Manager to address any operational matters or concerns that may arise.

- Venues will have a Site Manager and a large team of event staff to assist in customer service to ensure the smooth operation of the event. While we do not expect these staff members to act as crowd controllers, we do expect all staff to be alert and focused on ensuring the safety team is alerted to any potential hazard or matter involving safety.

- For safety reasons footwear is required at all times while moving throughout the site.

**Disabilities**

- Camp Gallipoli will work towards inclusion for all those who have existing health or physical disabilities. It is advisable that schools provide this information as well as any existing arrangements in advance to Camp Gallipoli Organisers. This will ensure we can work together to incorporate this information into the planning for the event. Any special requirements should be identified. For example, a wheelchair may need to be located in close proximity to the camp site/plot.

**Drugs**

- Security patrols will closely monitor areas for signs of drug use. Anyone found taking illegal drugs will be referred to police.*

- Anyone found to be drug affected may be asked to leave the event. *

*Please see ‘Behaviour’ section for management of school students.

**Event Cancellation**

- In the unlikely occurrence that the event is cancelled for safety reasons we strongly recommend you have arrangements in place for the transportation of students from the site.
**Safety Information**

- Prior to and during the event information will be given to all staff through via online induction training, site inductions, contractor briefings, contractual arrangements, meetings and discussions. Schools will receive updates prior to the event, such as traffic plans, extracts from the Safety Management Plan, banned items, among other relevant information and instructions. Schools will be invited to complete the Online Safety Induction should they wish to become more familiar with the safety standards and further safety information during the event.

- A log of all incidents will be kept and the status updated until resolved. To ensure continuous safety monitoring and resolution.

**Insurance**

- The event organisers and those supplying services to the event have a minimum of $20 million in public liability insurance.

**Medical**

- Common allergies such as nut allergies, bee stings and dietary limitations are being addressed by Camp Gallipoli organisers in the planning of the event. Any other potentially severe allergies or known potential health risks should be identified to the safety and medical teams prior to the event. This will ensure risk management procedures can be put into place to enable a coordinated approach in the best interest of public health and safety.

- A fully staffed medical team will operate for the duration of the event, consisting of two teams including a static post and a mobilised response team.

**Medications**

- Teachers will be permitted entry with a small eski for the purpose of storing medication. Medication which requires refrigeration can be stored with the medical team and should be in a plastic container or bags clearly marked with the school’s name and any relevant information. The medical team will be happy to assist with administering medication but will require a teacher to be present to ensure correct identification and dosage.

**Planning**

- Camp Gallipoli will have designated drop off and entry zones for school coaches where possible to facilitate a smooth entry process. To assist with a streamlined and quick entry it is highly advised all school groups arrive and depart the event as one group via bus, coach or van dependant on group size. Schools will only be able to enter the event site when the full student group has arrived.

- Attendees are permitted to bring: one backpack or small bag, sleeping bag and bed roll (thin foam roll up mattress) or swag. It is recommended that students wear suitable clothing that may be worn for the entire event to eliminate the need to change clothing. Suggested suitable clothing may include layered clothing such as shorts and t-shirts
with tracksuits to go over shorts as the weather cools, or tracksuit pants and a t-shirt/polo with jackets that can be put on as the temperature drops.

- While school uniform clothing is not required it is recommended, as it may provide added security and a sense of belonging for school students. Water resistant jackets are also recommended. A limited number of plastic ponchos may be available for sale at the event.

- It is also recommended that students or teachers carry plastic bags suitable to place their bags, swags and rolls in if it rains. This will ensure dry equipment and provide the best opportunity for enjoyment of the event following inclement weather.

- Sunscreen, hats and sunglasses to protect from the sun are also recommended.

- Sunscreen will also be available at the first aid post. Due to safety reasons umbrellas are not permitted.

- Fresh water will be available onsite, however it is recommended that students bring their own empty water bottle to refill or a sealed drink bottle, which may be opened after entry to maintain hydration.

- A variety of food stalls are available onsite and patrons can bring snacks and drinks provided they are able to fit in a backpack or small bag. Minimal packaging should be brought where possible.

- Plot sizes are limited reflecting the space and conditions that soldiers would have been subject to during their time at war. While food is included in most ticketing, a percentage of tickets do not include food. A variety of food will be available by vendors onsite to cater for those who require this option.

**Risk Management**

- All venues will be fully risk assessed and plans will be implemented to minimise risk.

- All venues will have a comprehensive Emergency Management Plan and a fully operational Event Control Centre (ECC) for the duration of the event.

- All venues will have a fully developed and managed evacuation plan, including necessary contacts for police, ambulance, doctor, hospital and fire brigade in the case of an emergency. This plan will be provided to schools prior to the event and should be made available to teachers attending the camp to familiarise themselves with the procedures.

- We advise teachers in charge to have on-hand access to 24 hour school and parent emergency contact numbers, together with medical information forms to assist in the occurrence of an emergency.
Safety/Crowd Controllers

• All persons working or volunteering at the event will be required to obtain a Working With Children Check or Blue Card as required by the relevant states legislations.

• Perimeter fence lines and gates will be patrolled to prevent illegal entry and access to racetracks will also remain strictly monitored. Evacuation routes and emergency exits will be maintained at all times. Viewing from stairways will not be permitted.

• The camp site will be dimmed at night, however will allow for safety lighting. Areas such as toilets will be fully illuminated for the entire event. It is recommended that if students possess an eye mask, these might be of benefit as lighting level will vary depending on location. The anticipated level of noise throughout the night will likely include a large number of people snoring. Earplugs may benefit those people who expect this to cause concern.

• Items that obstruct view and create possible OHS hazards such as flags on pole, banners and signs are not permitted without prior approval from the Event Organisers.

• Mobile phones should be discouraged or use limited to emergency only, as this will detract from the real experience of the event.

• Mobile phones are expected to be on silent during the night and during the dawn service.

• The venue and event have procedures set in place for relevant fire fighting and fire safety. Trained personnel will be in place and able to respond in the unlikely event of a fire.

• Police presence at the event has been requested by Camp Gallipoli and police are conducting their own risk assessments to determine the need for such police presence. Police in each state will determine if they will be attending and the final numbers of police will be posted at the entrance of each site. All states have agreed to some form of police presence with exception to Victoria who are still assessing the requirement.

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<th>Tents</th>
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<td>Illegal drugs</td>
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<td>Guy ropes for swags</td>
<td>Pets or animals</td>
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<td>Blow up beds</td>
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<td>Alcohol</td>
<td>Chairs</td>
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<td>Fireworks, flares and sparklers</td>
<td>Bean bags</td>
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<td>Gas bottles &amp; cooking facilities</td>
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• Police will be advised if the event has knowledge of an alleged criminal offence, including the possession, use and distribution of illicit drugs.

• For the safety and security of all patrons attending the event, random bag searches will be conducted for illegal or banned items. Illegal items will be referred to police and items banned will be stored for collection following the event.

• Camp Gallipoli takes its responsibilities seriously, including the threat of terrorism and while an incident is considered highly unlikely, we will be prepared in line with the national increased threat levels. Camp Gallipoli is in the process of attempting to secure bomb detection dogs at venues to scan the site and those attending the event for signs of terrorist activity during the event.

• Staff working at the event will also be subject to searches and scanning.

• Each venue will have a minimum of 1 Crowd Controller to every 400 people, with final numbers to be determined based on site risk assessments. A minimum of 12 Crowd Controllers will be allocated to each venue regardless of final numbers attending the event in each capital city.

• In addition, an Event Control Centre will operate for the duration of the event. Each site will have a minimum safety team of six. A national emergency co-ordination centre will be located in Sydney with Senior event planning and risk management supporting the individual sites.

**Smoking**

• The main camp site at Camp Gallipoli is a smoke free zone. A small ‘smoking area’ will be provided outside the main camping area.

**Supervision**

• It is recommended that students under 18 years be under the direct supervision of a parent, teacher or guardian. Where direct supervision is not possible, for example students going to the toilet, students should be accompanied by a buddy for their personal safety. Students will be instructed to return to their group if they are unaccompanied or loitering in areas outside the main camp site. Students under 15 year of age should be under adult supervision at all times.

• We recommend a minimum school staffing of two staff for smaller groups, no less than 1-10 ratio for primary school students and 1-15 for secondary school students in addition to parent helpers. Schools might choose to increase these numbers in line with state guidelines and individual school requirements. Schools may also opt to pay an additional fee to have a dedicated crowd controller to directly assist the school group. To ensure all crowd controllers are fully briefed, trained and appropriate for the role only crowd controllers engaged by the organiser on a school’s behalf will be permitted.
• The event has been designed with families in mind and children 15 years and under must be accompanied by a parent or guardian.

**Traffic Management**

• Traffic management plans are being drawn up for each venue and will include the safest options available to manage vehicles and pedestrians around each venue. Schools will be provided further information in due course. Public transport options may be available at each site but it is high recommended for schools to engage their own transport/coach company to transport students in groups to and from the site.

• Vehicle movement on site during the event will be restricted to emergency vehicles.

**Weather**

• There will be limited shelter at venues, attendees should be aware Camp Gallipoli is an outdoor event emulating the reality of the commemorative events in Turkey. This means people should be prepared for all weather conditions by bringing wet weather clothing.

• Planning will include severe weather events and all sites (with the exception of Sydney Centennial Park) have suitable areas to shelter in the unlikely event of severe weather. Camp Gallipoli will be in contact with school principals in the unlikely event that a cancellation is required prior to the commencement of the event due to severe weather forecast. Further planning in relation to options available in Sydney is being developed in relation to inclement weather.

• Two-way radios with dedicated channels will be used for communication purposes during the event, allowing for fast and coordinated responses to issues which may arise. Mobile phones will be used as a back up and access to landlines will be possible in the event of an emergency.

• Animals are not permitted on site, with the exception to accredited guide service dogs and registered bomb/drug detection dogs. Where permitted animals are required to be on site prior notice will be required to ensure suitable facilities are in place.

• In extreme cases the excursion staff in consultation with the Emergency Control Centre and where practical in consultation with the school principal, may decide to return a student to their home from the event. This should be undertaken in a coordinated manner with welfare and safety of the student the primary concern. Assistance will be provided to teachers in support of unplanned collection and drop off of students.

• Event organisers are considering and encouraging a gender balance of staffing in terms of safety and security response. Some industries however have relatively small numbers of female staff by comparison to males, for example security officer.
Camp Gallipoli recognises its duty of care and is committed to providing a safe and successful event to commemorate the 1915 landing at Anzac Cove. A certain level of respect should be shown at all times and event goers should be respectful of each others’ personal space. There is only a specific amount of space designated to every patrons sleeping plot and people should not encroach each other’s space.

Information contained in this document is a representation of some of the plans in place for the event. Extensive planning and documentation in the form of live documents is in place and will continue to be developed and refined in the best interest of safety for the event.

In line with our commitment we encourage schools to discuss safety further and invite you to contact the school’s Camp Gallipoli representative or the event’s Risk Management Providers, Public Safety Australia to discuss any further concerns.