



# ACTIVITY PROCEDURES

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## **Roles & Responsibilities**

Sunnystones staff always demonstrates and assist in the supervision of specialised activities with all school groups. Also for private groups if arrangements are made prior to the groups arrival at the campsite. However, the group leader is responsible for camper supervision and behaviour at all times. When Sunnystones staff leads or instruct an activity they will take responsibility for the technical skills and related safety of campers. Group leaders are responsible for the supervision and behaviour of campers at the activity, to and from the activity, for those campers waiting their turn and for first aid in all other instances.

Prior to the commencement of any activity, instructors must identify participants with medical conditions that may place themselves or others at risk during the activity and identify who is responsible for first aid prior to the activity. This is noted in all activity procedures. All accidents, injuries and incidents (near misses) are to be recorded in the Sunnystones Illness and Injury Register located in the office.

The group leader is responsible for identifying safety issues associated with an off-site excursion (not staffed by Sunnystones) and taking the necessary precautions.

Sunnystones has a Protective Behaviours Policy that details appropriate behaviour of Sunnystones staff around campers. This is available from the Sunnystones office.

Sunnystones activity leaders have full knowledge of the Adventure activity standards for the particular activity undertaken.

## **Emergency procedures**

In the event of an emergency during activities, Sunnystones staff will be responsible for coordination of the appropriate response.eg directing and / or assisting the group to the evacuation point in car park. Contacting and directing Ambulance or Medical assistance. All Sunnystones staff have level 2 first aid qualifications and can assist in emergency first aid if required. Sunnystones staff will also have a mobile phone and first aid kit on them at all times.

## **ARCHERY**

### **Location:**

On site in paddock at the base of the dam wall. Participants fire towards archery targets with the dam wall behind the targets. The dam wall is at least 15 m high. It occurs in a secluded area. Red witches' hats and ropes are placed around the range to limit access by non-participants.

### **Description:**

This is considered a specialised activity as poor supervision, inappropriate behaviour or lack of instructor skill or experience may harm participants.

The aim of the activity is to provide participants with a new recreation experience, develop psychomotor skills, increase self-confidence and understand the fundamental skills and safety issues associated with archery.

At the conclusion of the activity participants should be able to:

- ☑ Identify the parts of a bow, arrow and string
- ☑ Know the correct stance for loading and releasing an arrow
- ☑ Competently load and release an arrow
- ☑ Correctly string and de-string a bow.
- ☑ Safely participate and understand the safety issues associated with the activity.

### **Age suitability:**

Dependent on ability and strength to draw bowstring. Generally upper primary school. Younger children should be closely supervised.

### **Ratio:**

1:12 One leader per 12 participants. Max. group size 15 with two leaders

### **Instructor experience:**

Instructors must be an adult who has Level 1 coaching qualifications from the Archery Association of Australia, or an adult who has Level 1 coaching qualifications from Field Archery Australia, or a demonstrated ability to undertake the activity. Demonstrated ability includes previous experience instructing and supervising small groups in recreation activities (archery) and training by Sunnystones staff on the technical, safety and supervisory components of archery. This training occurs prior to the activity and if the group leader is deemed competent then they can instruct the activity. If Sunnystones staff are not satisfied with the competence level they will observe and assist or instruct the activity until satisfied of the competence of the leader.

### **Assisting leader experience:**

Assisting leaders must have had previous experience instructing and supervising small groups in recreation activities. Previous experience in archery is desirable but not essential.

### **Participant experience:**

No previous experience in the activity is required.

**Instructor responsibility:**

Sunnystones staff. If Sunnystones staff instruct the activity they will take responsibility for the technical and related safety of participants immediately engaged in the activity. The assisting leader from the group will be responsible for the behaviour and supervision of campers to and from the activity, for those awaiting their turn, for disciplining participants as directed by the instructor, for following the directions of the instructor and for first aid. If the instructor is from the group they will be responsible for both the above roles.

Overall, the instructor is responsible for:

- ☑ pre inspection, set up and monitoring of equipment
- ☑ Locking equipment away after use
- ☑ Establishing a firing line.
- ☑ Participants are seated safely behind those firing
- ☑ Participants wear appropriate clothing and arm guards
- ☑ Bows and arrows transported to and from the activity by Camp Sunnystones staff
- ☑ Bows strung to their correct string length
- ☑ Bows de-strung during transport
- ☑ Arrows not collected until all fired and bows in possession of instructor/leader
- ☑ Activity area clear of pedestrians and tripping hazards
- ☑ No cracked or broken arrows, frayed bow strings or cracked bows are used
- ☑ Briefing participants about the nature and purpose of the activity, about potential hazards and appropriate safety procedures.
- ☑ Arranging or confirming 1st aid needs and identifying campers at risk e.g. asthma
- ☑ Recording near miss incidents in the accident register and advising the Sunnystones owners
- ☑ Adhering to the Sunnystones sun safety policy
- ☑ Instructors unfamiliar with archery must make contact with Sunnystones staff to arrange for training prior to the activity.

**Assisting leader[s] responsibility:**

If Sunnystones staff are instructing the activity the assisting leader from the group will be responsible for the behaviour and supervision of campers to and from the activity, for those awaiting their turn, for disciplining participants as directed by the instructor and for following the directions of the instructor. The assisting group leader will also be responsible for:

- ☑ informing the instructor of medical conditions of participants which may arise during the activity

If the group provides their own instructor then the assisting leader will be responsible for the supervision and behaviour of the participants as directed by the instructor.

**Participant responsibility:**

Campers are responsible for adhering to the directions of the instructor and assisting leaders.

**Safety equipment & inventory:**

3 x targets on hay bales. 16 x arrows. 4 x bows. 1 x 20m rope and 10 x witches hats to denote firing line and pedestrian safety barrier.

**Participant equipment and appropriate clothing:**

Sun hat, long sleeves if possible, solid footwear, long hair tied back. Securing or removing any loose apparel, jewellery and other ornaments that may cause injury to themselves and/or other participants

**First aid requirements:**

The activity occurs within visual distance of the main campsite buildings. A first aid kit and trained first aider should be in the vicinity of the activity.

**Safety briefing and activity notes:**

See instructor responsibility and archery activity notes attached (*not included in this Sunnystones accreditation template for campsites*). These notes include: introductory warm-up activities; progressive and sequential skill development; instruction in the correct method of loading and firing arrows; withdrawing arrows from the target or the ground to prevent eye injury; whistle signals to students to commence shooting, cease shooting and retrieve arrows; and general activity safety.

## **INSTINCTS FOR SURVIVAL GAME**

### **Location**

Is off site and is located in the private bushland 400 metres north of the main hall.

### **Description**

The group is divided into 4 teams, Herbivores, Carnivores, Humans, and Diseases. It is suitable for groups of 20 to 60 and is a massive fun game with a passive but strong environmental message. The objective of the game is for each participant to play the role of a specific animal and to survive, while competing against natural predators. A full description of the game is attached.

### **Age suitability**

Year 2 upwards.

### **Ratio:**

1:10 is the required ratio.

### **Instructor experience:**

The camp leaders taking the activity will always have had previous experience with the game.

### **Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/ parents have prior experience with the participants

### **Participant experience:**

No previous experience is required by the participants.

### **Instructor responsibility:**

The instructor's responsibility is to make the participants aware of the apparent risks involved in order to acknowledge and prevent, therefore to provide the safest possible environment for the activity.

### **Assisting leader[s] (from the group) responsibility:**

Are responsible for the group behaviour, getting to and from the course. They are also required to move around the assigned and supervise the participants.

### **Participant responsibility:**

To follow the instructions of the leader.

### **Safety equipment & inventory:**

First aid kits, ice packs and drinking water also any students with pre-existing medical issues are asked to carry any medication that may be needed.

**Participant equipment and appropriate clothing**

Closed toe shoes and socks, no singlet tops and long pants to protect legs from sticks and rocks.

**First Aid requirements**

A kit is carried at all times, ice packs and drinking water. Also a level 2 first aid certificate is required by the leader.

**Safety briefing (including emergency response)**

The participants are briefed on wearing suitable protective clothing (shoes, long pants and long sleeved top). They are also instructed that if they feel they are outside the designated area they must stop and call out. It is important to stand still until they have been found. The participants are also instructed that if they fall over and do not feel they can get up unaided then they must not move until a trained first aid person assesses them.

**Activity notes**

This is a low risk activity and has very basic equipment such as key tags and colour cords. However there is a risk of the participants may fall over and hit them self on a rock or stick. There is also a risk that they can be bitten by ants.

**Environmental considerations**

The participants are instructed to use the tracks as much as possible and not to climb any trees. They are also told to not damage any plants or interfere with any of the wildlife they may come across.

**Maps**

A map of the area is provided.

## **GEOCACHING**

### **Location**

Is off site and is located in the long forest conservation reserve bushland 300 metres South of the main hall.

### **Description**

The group is divided into groups of three or four with a maximum of 10. Each group is issued a laminated map of the playing area, a whistle, a box of caches, a laminated card with the rules of the game and safety instructions, a GPS unit and a card with instructions for the use of the GPS.

Groups are to use the GPS to find as many of the 20 hidden caches within the confined as they can in the allocated time (about 45 mins). On finding a cache they are allowed to exchange one item at a time so as to increase the value of caches in their box. On completion of the time or if the instructor requires the group to meet back together, they will call out game over meet back home. At which time participants use their GPS to navigate back to home to a central point

### **Age suitability**

Year 3 upwards.

### **Ratio:**

1:10 is the required ratio.

### **Instructor experience:**

The camp leaders taking the activity will always have had previous experience with the game.

### **Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/ parents have prior experience with the participants

### **Participant experience:**

No previous experience is required by the participants.

### **Instructor responsibility:**

The instructor's responsibility is to make the participants aware of the apparent risks involved in order to acknowledge and prevent, therefore to provide the safest possible environment for the activity.

### **Assisting leader[s] (from the group) responsibility:**

Are responsible for the group behaviour, getting to and from the course. They are also required to move around the assigned and supervise the participants.

### **Participant responsibility:**

To follow the instructions of the leader.



### **Safety equipment & inventory:**

First aid kits, ice packs and drinking water also any students with pre-existing medical issues are asked to carry any medication that may be needed. A map, GPS units, whistles

### **Participant equipment and appropriate clothing**

Closed toe shoes and socks, no singlet tops and long pants to protect legs from sticks and rocks.

### **First Aid requirements**

A kit is carried at all times, ice packs and drinking water. Also a level 2 first aid certificate is required by the leader.

### **Safety briefing (including emergency response)**

The participants are briefed on wearing suitable protective clothing (shoes, long pants and long sleeved top). They are also instructed that if they feel they are outside the designated area they must stop and use the whistle provided in three short sharp bursts. Students must stay in their allocated groups. It is important to stand still until they have been found. Students are briefed on the use of the GPS units and how to return “home” if and when they need to. The instructor will always be based around “home” with a first aid kit. Groups are issued written instructions and briefed about the safety procedures prior to the game commencing.

### **Activity notes**

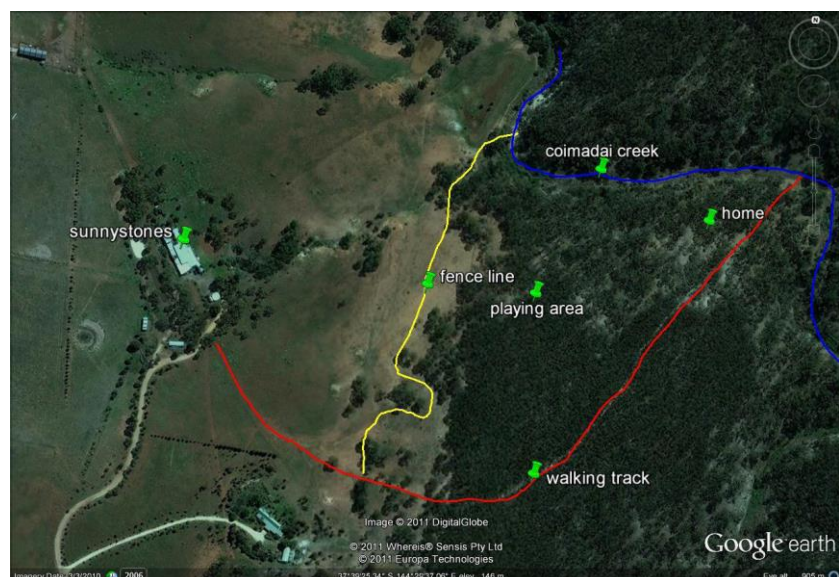
This is a low risk activity which uses GPS units to navigate around the playing area which is bounded by a fence walking track and a creek. However there is a risk of the participants may fall over and hit them self on a rock or stick. There is also a risk that they can be bitten by ants.

### **Environmental considerations**

The participants are instructed to use the tracks as much as possible and not to climb any trees. They are also told to not damage any plants or interfere with any of the wildlife they may come across.

### **Maps**

A map of the area is provided.



## **INITIATIVES COURSE**

### **Location**

There are 2 separate Initiative courses, one is located at the south side of the camp and the other is located directly behind the main dining/sleeping hall.

### **Description**

#### **Wild Woosey**

Two tautly strung cables close to the ground and starting at the same point, progress outwards to end points approximately 2 to 2.5 metres apart. Two participants (one per cable) walk the diverging cables, while maintaining physical contact, to a point where they can no longer continue, or they reach the far support posts.

Task: Two participants with a minimum of two spotters per participant, and more added beneath the traversing pair as they progress outwards from the starting point.

#### **Mohawk Walk**

There are 3 separate sections of tautly strung cable. The cables are strung between trees no more than 30 to 60cm above the ground. Distance between trees varies from 4.00 to 6.00 metres. The three sections of cable have a series of different challenges to it; i.e., Multivine, Tension Traverse and a Cross Over

Task: For the group as a whole to traverse the entire length of the series of cables without falling or stepping off. If someone falls or steps off the cable, that person or persons, returns to the starting point or end of the line.

#### **Nitro Crossing / Prouty's Landing**

A spliced loop swing rope is suspended from a cable. With 2 boards of different sizes to swing between.

Task: The group has to obtain the rope using any resource available within the group and cross the area bordered by markers without touching the ground. If a participant touches the ground, they (or the whole group) return to the start side and start again. So many variations.

#### **Spiders Web**

A prefabricated web strung between two posts/trees about 2 to 4 metres apart made up of about 10 to 14 open web sections. The web may be constructed from a variety of small ropes, twine and bungee cord. Many have been constructed to be removable. The top of the web should be no more than 1.8 metres in height.

Task: To pass each member of the group through a separate web opening without letting any part of the body touch any part of the web. Once a member uses an opening, that section is closed to further passage. If a participant on the opposite side of the web touches, that person has to return to the beginning side, and the section that they went through remains closed. Participants cannot be passed over or under the web.

#### **Vertical Pole and Tyre**

A large diameter car tyre is placed over a pole. The pole can vary in height.

Task: Utilizing all group members, remove the tyre from the pole, place it on to the ground, and then place it back on the pole.

**The Wall**

A vertical wooden wall 2.5 metres high, with a platform.

Task: For the group to get members up the wall safely.

**Age suitability**

Year 1 students and upwards, the activity is adapted to suit the age and ability of the participants

The Beam, Wall and the Tyre and Pole are only for participants in year 4 and above.

**Ratio:**

The required ratio of instructors and leaders to participants before the activity can proceed is 1: 10. We always have an experienced camp leader and 1 school staff. The group size never exceeds 20.

**Instructor experience:**

The camp leader taking this activity will always have had previous experience with the initiatives course. Level 2 first aid is compulsory.

**Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/ parents have prior experience with the children. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions. The assisting leader is responsible for the general behaviour of the participants.

**Participant experience:**

No previous experience is required by the participants.

**Instructor responsibility:**

The instructor's responsibility is to make the participants aware of the apparent risks involved in order to acknowledge and prevent, there for to provide the safest possible environment for the activity.

**Assisting leader[s] (from the group) responsibility:**

Assistant leaders/ staff members are responsible for mainly the group behaviour. Things such like waiting in order, pairing up, getting to and from the activity and facilitating instructions given by the group leader.

**Participant responsibility:**

The responsibility of the participants is to follow the instructions of the group Leader.

**Safety equipment & inventory:**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carries.

### **Participant equipment and appropriate clothing**

Summer: Hat, sunscreen, T- shirts; no Singlet tops and closed toe shoes are to be worn at all times.

Winter: Warm gear, Wet weather gear; jacket and runners are to be worn to participate.

### **First aid requirements**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carries.

A current Level 2 First Aid certificate is the minimum requirement to take the participants out. First aid kits contain: Compression bandages, triangular bandages, tweezers, gauze, band aids, antiseptic cream, bite cream, scissors and rubber gloves.

### **Safety briefing (including emergency response)**

The instructor briefs all participants on the general safety aspects of the course including supervision, behaviour and personal safety. Also included is how to run the course correctly and safely. For each separate element of the course.

**The Wild Woozy:** After pairing everyone up, we explain that teamwork is the main aspect of this activity; therefore using each other is the only way they will advance along the two wires. After a demonstration complete with some spotting the participants are able to have a go.

Technique is totally left up to the pair as this encourages further bonding and team building as they discuss and eliminate different ways of completing the activity. A staff member is appointed 'spotter' and spots from the middle of the wires. (Spotting: refer to the low ropes notes)

**Wall:** For this activity there are usually larger groups such as 6-8. We then talk about the correct lifting process and demonstrate the different jobs people must do in order to get their team members to the top correctly and safely. We demonstrate that it needs 3 people to get one person up, two under the feet and one supporting there back so they cannot fall back. Sunnystones staff is always up the top to help the first over and always at the bottom to help the last up. We also demonstrate how to safely assist our team members over the top of the wall, eliminating sitting up we slide over on our tummy to avoid losing balance and falling back over.

**Tarzan Rope / Prouty's Landing:** Everyone lines up and we explain that in order to be successful for this activity the whole group must work as a team. They are instructed to get as many people on the platform as they can using the Tarzan rope to swing over. Different methods of swinging on the rope are discussed and demonstrated to help them keep as many people on as possible. They are shown a couple of different ways to swing across and are instructed NOT to put their foot in the loop only their knee this aids in easy and quick removal if necessary. The instructor is positioned close to the platform to ensure no participant falls backwards

**Team Traverse:** This is made up of three linked elements and is designed to further develop and enhance team awareness skills. For example you cannot just worry about getting yourself through this course it is designed to make the person in front look after the person

behind. Without this bond it is impossible for the team to finish successfully. The course is a timed event but a certain level of skill is required to help each other along the way. We instruct the group that only 3 people can be on any element at one time and that they have two separate turns, so there is time for group discussion and alterations to the format of their next shot. The instructor and assistant are placed in strategic positions to assist anyone that may experience difficulties. Any participants with special needs are assigned an assistant to help

**The Vertical Tyre and Pole:** The participants are given the task of removing the tyre from the pole and then putting it back on. The group is instructed to consider the correct methods of lifting and supporting people. The instructor and assistant are positioned close to the pole to assist with getting the members up and down.

An important aspect of this is that the group must explore different ways to achieve the best outcome.

**The Spider Web** The participants are divided into groups no larger than 8 they are then given clear guideline on the task which is to pass each member of the group through a different hole in the web. Particular attention is given to demonstrating how to effectively and safely pass each person through. However the groups are given the opportunity to explore different options. The instructor is positioned close to the web in order to assist if needed.

#### **Activity notes**

These are low risk activities; however there is always the possibility of a participant falling. This risk is minimised by ensuring well placed spotters.

#### **Environmental considerations**

On arrival participants are educated on minimal impact practices etc. and public land manager regulations where applicable.

#### **Maps**

A map of the area is provided.

## **CAMP FIRE**

### **Location**

BBQ area near car park.

### **Description**

This activity is only undertaken with camp staff. The fire is set by camp staff in the designated campfire pit; camp staff also extinguishes it. The area is well cleared. This activity is not run during fire season. The campfire is located 20m from the main hall where the camp staff are situated along with a water station and hose and first aid kits.

### **Age suitability**

This activity is only run with secondary students and adult groups.

### **Ratio:**

1:10 is the required ratio.

### **Instructor experience:**

General fire safety awareness.

### **Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/ parents have prior experience with the participants. They are also responsible for the general behaviour of the participants.

### **Participant experience:**

No previous experience is required by the participants.

### **Instructor responsibility:**

The instructor's responsibility is to make the participants aware of the apparent risks involved in order to acknowledge and prevent, therefore to provide the safest possible environment for the activity.

### **Assisting leader[s] (from the group) responsibility:**

Are responsible for the group behaviour, such things as staying a safe distance from the fire, no tampering with the fire and making the participants aware that only the instructors can add wood to the fire.

### **Participant responsibility:**

To follow the instructions of the leader.

### **Safety equipment & inventory:**

Bucket of water 5 meters away, and a shovel to extinguish the fire.

### **Participant equipment and appropriate clothing**

Warm clothing and closed toe shoes.

**First Aid requirements**

First aid is available in the kitchen at all times and is located 20m away from the site.

**Safety briefing (including emergency response)**

The instructor briefs all participants on the general safety aspects including supervision, behaviour and personal safety.

The fire is lit by Sunnystones staff and in a short briefing it is stressed that no one is to add any more wood to the fire. The children are supervised by their school staff. They are told in case of an emergency they are to come and get camp staff that are situated in the main building only 20 metres away. The main building also has a fire hose situated at that end of the building. A bucket of water is left about 5 meters from the fire along with a shovel to help distinguish the fire in case of an emergency and to also help put the fire out properly after the night session.

**Activity notes**

This is a low risk activity and has no equipment therefore has no technical aspect involved.

**Environmental considerations**

This activity will not take place on total fire ban days. And is kept in a fire pit to eliminate the fire from spreading. The area around the fire pit is cleared for a distance of 5 metres.

**Maps**

A map of the area is provided.

## **BUSHWALKING**

### **Location**

Bushwalking is conducted through the Long Forest Nature Conservation Reserve or occasionally through the Werribee Gorge State Park. Tracks are never far from roads or the Sunnystones camp ground and phone services for emergency purposes can always be acquired.

### **Description**

Bush walks with school groups are always conducted with the guidance of an experienced leader provided by Sunnystones.

The provision of this leader is made clear in the "Price list and information for School Groups" document which is part of the information package provided to schools with the "Information for schools" booklet.

The Long Forest is a particularly safe area for bushwalking and is assessed as having a low risk potential for falling, injury, hypothermia, hyperthermia or becoming lost. Most walks do not venture more than a few km from Sunnystones.

The aims and objectives of the bushwalk is primarily recreational, though through a short historical briefing of the area including some geographical, flora and fauna aspects, aboriginal legends and the making of natural rock paint, bush poetry and bush survival techniques, it does have educational aims and outcomes. Minimal impact practices are highly encouraged amongst the participants. Also included in most school programs is a night walk, which is also conducted in the Long Forest reserve. Torches are required by the participants for the on track 1 hour stroll, and observation of the local nightlife is the main aspect of the walk.

### **Age suitability**

There are four different tracks that we use, depending on the age of the group. Each walk has different aspects and some are more difficult than others. A low level of fitness is required for all of the walks.

### **Ratio:**

The required ratio of instructors and leaders to participants before the activity can proceed is 1: 10. The ratio may vary and depend on the group leader, the environmental conditions, age and experience of participants.

### **Instructor experience:**

The leaders at Sunnystones have different backgrounds and experience levels that make up a rather varied skills base. 20 years of experience in physical and outdoor education teaching. Level 2 first aid, Adventure Tourism course majoring in bushwalking and navigation.

### **Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/ parents have prior experience with the children. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions. An assistant leader is always positioned at the rear of the group.



**Participant experience:**

No previous experience is required by the participants.

**Instructor responsibility:**

The instructor's responsibility is to make the participants aware of the apparent risks involved in order to acknowledge and prevent, there for to provide the safest possible environment for the activity. Also to inform the participants of park regulations and guidelines.

**Assisting leader[s] (from the group) responsibility:**

Assistant leaders/ staff members are required to place themselves throughout the group and one is designated to follow last. All communication with in the group is done verbally as the groups are never allowed to become separated from one another. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions.

**Participant responsibility:**

The responsibility of the participants is to follow the instructions of the group Leader.

**Safety equipment & inventory:**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carries. Mobile phones are taken on all walks and vehicles are on standby in the event of an emergency.

**Participant equipment and appropriate clothing**

Summer: Hat, sunscreen, T- shirts; no Singlet tops and closed toe shoes are to be worn to participate in the walk.

Winter: Warm gear, Wet weather gear; jacket and runners are to be worn to participate in the walk.

**First aid requirements**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carries.

A current Level 2 First Aid certificate is the minimum requirement to take participants on the bushwalks. First aid kits contain: Compression bandages, triangular bandages, tweezers, gauze, band aids, antiseptic cream, bite cream, scissors and rubber gloves.

**Safety briefing (including emergency response)**

The instructor briefs all participants on the general safety aspects of bush walking in this area including supervision, behaviour and personal safety. Minimal impact aspects are also covered in the briefing. Also participants are informed that in emergency situations 2 whistle blasts means immediate attention. We also have a brief talk on the park and we highlight that it is a Nature Conservation Reserve. And that a high level of respect is required during the walk to the camp. Short talks on selected environmental aspects are made along the way.

**Activity notes**

This is a low risk activity and has no equipment however there is always a risk of the participants falling over on the tracks or being bitten by ants on the walk.

**Environmental considerations**

On arrival participants are educated on minimal impact practices etc. and public land manager regulations where applicable.

When the groups stop for morning tea in the bush we ensure that all rubbish is collected and taken from the bush

**Maps**

A map of the area is provided.

## **NIGHT-WALK (POSSUM PROWL)**

### **Location**

Bushwalking is conducted through the Long Forest Nature Conservation Tracks are never far from roads or the Sunnystones camp ground and phone services for emergency purposes can always be acquired.

### **Description**

Bush walks with school groups are always conducted with the guidance of an experienced leader provided by Sunnystones.

The provision of this leader is made clear in the "Price list and information for School Groups" document which is part of the information package provided to schools with the "Information for schools" booklet.

The Long Forest is a particularly safe area for bushwalking and is accessed as having a low risk potential for falling, injury, hypothermia, hyperthermia or becoming lost. This walk does not venture more than a few km from Sunnystones.

The aims and objectives of the bushwalk are primarily recreational, though through a short briefing of the types of nocturnal animals in the area and through some storytelling, it does have educational aims and outcomes. Minimal impact practices are highly encouraged amongst the participants. Torches are required by the participants for the on track hour stroll, and observation of the local nightlife is the main aspect of the walk.

### **Age suitability**

There are four different tracks that we use, depending on the age of the group. Each walk has different aspects and some are more difficult than others. A low level of fitness is required for all of the walks.

### **Ratio:**

The required ratio of instructors and leaders to participants before the activity can proceed is 1: 10. The ratio may vary and depend on the group leader, the environmental conditions, age and experience of participants.

### **Instructor experience:**

The leaders at Sunnystones have different backgrounds and experience levels that make up a rather varied skills base. 20 years of experience in physical and outdoor education teaching. Certificate II in sport and recreation, certificate 4 in tour guiding, certificate 4 in outdoor recreation, Level 2 first aid, Adventure Tourism course majoring in bushwalking and navigation.

### **Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/ parents have prior experience with the children. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions.

### **Participant experience:**

No previous experience is required by the participants.

**Instructor responsibility:**

The instructor's responsibility is to make the participants aware of the apparent risks involved in order to acknowledge and prevent, there for to provide the safest possible environment for the activity. Also to inform the participants of park regulations and guidelines.

**Assisting leader[s] (from the group) responsibility:**

Assistant leaders/ staff members are required to place themselves throughout the group and one is designated to follow last. All communication with in the group is done verbally as the groups are never allowed to become separated from one another. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions.

**Participant responsibility:**

The responsibility of the participants is to follow the instructions of the group Leader.

**Safety equipment & inventory:**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carries. Mobile phones are taken on all walks and vehicles are on standby in the event of an emergency.

**Participant equipment and appropriate clothing**

A torch is required for the walk, though one can be shared between a few. Warm gear, Wet weather gear; jacket and runners are to be worn to participate in the walk.

**First aid requirements**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carries. A current Level 2 First Aid certificate is the minimum requirement to take participants on the bushwalks. First aid kits contain: Compression bandages, triangular bandages, tweezers, gauze, band aids, antiseptic cream, bite cream, scissors and rubber gloves.

**Safety briefing (including emergency response)**

The instructor briefs all participants on the general safety aspects of bush walking in this area including supervision, behaviour and personal safety. Minimal impact aspects are also covered in the briefing, things such as staying on the track and not damaging the flora and fauna. Also participants are informed that in emergency situations 2 whistle blasts means immediate attention. In the briefing the children are split into pairs and because we are walking in the dark the importance of sticking with your partner and with the larger group is stressed to the fullest. Torches are taken for the 1-hour stroll and observation of the local nightlife is the main aspect of the walk. Some observation of the night sky is also included.

**Activity notes**

This is a low risk activity, however with all walks in the bush there is a risk of the participants falling over. The groups are always organised into pairs and walk in a very controlled manner. Torches are used for safety.

**Environmental considerations**

On arrival participants are educated on minimal impact practices etc. and public land manager regulations where applicable.

**Maps**

A map of the area is provided.

## **LOW ROPES**

### **Location**

The Low Ropes Course is located at the south side of the camp.

### **Description**

Experience leaders provided by the campsite always supervise school groups on the ropes course. The provision of the leader is made clear in the “information for school groups” booklet.

The aims and objectives of the ropes course are to help develop individual skills, such as balance, encouragement and support of group members. Being in small groups helps them to work as a part of an effective team.

The course is a linked elements Rope course. The elements are as follows:

**Element 1** – Inclined pole – not more than 80cm above the ground.

*Task Walk up the pole*

**Element 2** – Two tightly strung parallel wires between tree and pole – 30-40 cm above the ground

*Task Balancing on the 2 wires walk to the end*

**Element 3** – Tyres- 4 tyres wired together between post and tree – 60 – 70 cm above the ground

*Task Walk across the tyres*

**Element 4** – Tightly strung wire with overhead rope both strung between 2 trees- 90cm above the ground

*Task Walk across the wire while using the rope to balance.*

**Element 5** – Crossover: 2 ropes strung between 2 trees crossed over to make an X – 60-90 cm above the ground

*Task To start at 1 end and cross to the other rope.*

**Element 6** – Postman’s Walk. A wire strung tightly between a tree and 2 posts to make a right angle. The rope is attached to the first tree and used to balance. – 30 – 40 cm above the ground

*Task Walk on the wire using the rope for balance.*

**Element 7** – Kitten Crawl. Two parallel ropes strung between a pole and tree 100cm above the ground

*Task Crawl/slide along the ropes.*

**Element 8** – See-Saw. A pole set up as a see-saw – 40cm above the ground

*Task Walk up the pole and then down.*

### **Age suitability**

Preps students and upwards, the activity is adapted to suit the age and ability of the participants

### **Ratio:**

The required ratio of instructors and leaders to participants before the activity can proceed is:

Prep to Grade 3:- 1:6

Grade 4 and above 1: 10.

We always have an experienced camp leader and 2 school staff.

**Instructor experience:**

The camp leader taking this activity will always have had previous experience with the low ropes course. Level 2 first aid is compulsory.

**Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/ parents have prior experience with the children. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions.

**Participant experience:**

No previous experience is required by the participants.

**Instructor responsibility:**

The instructor's responsibility is to make the participants aware of the apparent risks involved in order to acknowledge and prevent, there for to provide the safest possible environment for the activity.

**Safety equipment & inventory:**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carries.

**Participant equipment and appropriate clothing**

Summer: Hat, sunscreen, T- shirts; no Singlet tops and closed toe shoes and socks are to be worn all times. Winter: Warm gear, Wet weather gear; jacket and runners are to be worn to participate.

**First aid requirements**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carries. A current Level 2 First Aid certificate is the minimum requirement to take the participants out. First aid kits contain: Compression bandages, triangular bandages, tweezers, gauze, band aids, antiseptic cream, bite cream, scissors and rubber gloves.

**Safety briefing (including emergency response)**

The instructor briefs all participants on the general safety aspects of the course including supervision, behaviour and personal safety. Also included is how to run the course correctly and safely.

After sorting the group into smaller groups of 3 we ask if anyone has been on a similar course. We ask them why they think they are in groups of 3, we then together enforce that the groups are necessary for the safety of every individual and that while one is completing the course the other two-team members are spotting

**SPOTTING:** Is the primary safety system for initiative activities and low ropes courses. It requires an individual to actively protect a participant, who may be off the ground only a few centimetres, often knee high. The main role of a spotter is to protect the head and

upper body area of a participant should a fall occur. The term catching is often used in both the teaching and doing of spotting. But while spotters usually need to be in position to catch their member it is very difficult to literally catch a falling body, even from just a small height. Spotters and participants must understand that spotting means to support and protect the upper body and head in case of a fall (sometimes referred to as breaking the fall)

Teaching spotting is perhaps one of the most difficult tasks for any pre-ropes course experience, not because of the complex motor skill requirements, but because potential spotters do not recognize their importance until they have to support a falling body. The most important aspect to teach is the correct body position that is one foot forward of the other in a balanced stance and the arms raised to protect the participant. This is demonstrated and practised by the group.

We then go through all of the individual elements of the course rotating through the groups of 3, demonstrating spotting as well as how to do the particular activity correctly. At the end there is time for questions and the groups are allocated around the course, this way everyone begins and finishes at the same time.

#### **Activity notes**

This is a medium risk activity with only fixed basic equipment. Any technical aspects are highlighted in the safety briefing.

#### **Environmental considerations**

On arrival participants are educated on minimal impact practices etc.

#### **Maps**

A map of the area is provided.



## **HUT BUILDING & BUSH COOKING / DAMPER MAKING**

### **Location**

Is off site and is located in the Private Bushland north of the main hall.

### **Description**

This is a specialised activity and is only undertaken with camp staff. Each team get a section of the bush in which they are to use the dead limbs to create a hut. While the teams are building there huts Sunnystones staff are cooking the damper on a small fire. Once the groups have finished building their huts the whole group sits at the "Stone circle" and has Billy tea and damper for morning tea. On occasions we allow some groups to cook marshmallows on the fire. This is done in small groups and under strict supervision by the instructor.

### **Age suitability**

Suitable for all age groups.

### **Ratio:**

The required ratio of instructors and leaders to participants before the activity can proceed is 1: 10. We always have an experienced camp leader and 1 school staff. A staff member is assigned to supervise each group.

### **Instructor experience:**

The camp leader taking this activity will always have had previous experience with the area and the building of the huts. Level 2 first aid is compulsory.

### **Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/ parents have prior experience with the children. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions.

### **Participant experience:**

No previous experience is required by the participants.

### **Instructor responsibility:**

The instructor's responsibility is to make the participants aware of the apparent risks involved in order to acknowledge and prevent, there for to provide the safest possible environment for the activity.

### **Participant responsibility:**

The responsibility of the participants is to follow the instructions of the group Leader.

### **Assisting leader's responsibility:**

Assistant leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader.

**Safety equipment & inventory:**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carries.

**Participant equipment and appropriate clothing**

Summer: Hat, sunscreen, T- shirts; no Singlet tops and closed toe shoes are to be worn to participate in this activity.

Winter: Warm gear, Wet weather gear; jacket and runners are to be worn to participate. Solid footwear and socks must be worn at all times.

**First aid requirements**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit and ice packs (see 2.3 Para 3). Snacks and drinks are always carries.

A current Level 2 First Aid certificate is the minimum requirement to take the participants out. First aid kits contain: Compression bandages, triangular bandages, tweezers, gauze, band aids, antiseptic cream, bite cream, scissors and rubber gloves. Ice packs are always on hand.

**Safety briefing (including emergency response)**

The instructor briefs all participants on the general safety aspects of the activity including supervision, behaviour and personal safety. Before the main group is broken into groups of about 10 - 12, a short briefing on the safety aspects of hut building is given. It includes the safe handling of sticks and rocks and reminder of the dangers of throwing things. Teamwork is enforced for a positive and successful completion. It is stressed that no one is to be inside the hut while it is being built. Each group is assigned a different area not far from the next and one staff member from the school or Sunnystones is with each group and is only allowed to supervise the building of the hut and make sure that the process is kept safe and sensible. At the end of this activity the huts need to be dismantled this is also done in a very controlled and organised way. Each group leader is in control of the dismantling process.

**Activity notes**

This is a low risk activity. However with all outdoor activities there is the risk of students falling over there is also a risk of the students being bitten by ants.

**Environmental considerations**

On arrival participants are educated on minimal impact practices. The hut building is completed in an area that is mostly Bull Mallee trees which drop their small limbs regularly, so only dead limbs are used for the activity. The participants are instructed to not take any living material from the trees and not to remove any of the rocks fixed in the ground. They are also instructed not to interfere with the wildlife.

**Maps**

A map of the area is provided.

## **CANOEING**

### **Location**

Canoeing is located at the bottom of the hill in the designated recreation lake.

### **Description**

This is a specialised activity only undertaken with camp staff. There are six double Canadian style canoes and three-kayak style one person canoes provided with paddles and buoyancy vests. Canoeing is carried out in still water and is of very basic nature. Instruction is given for paddling forward, draw strokes for turning, emergency stopping and how to evacuate in a capsize situation.

### **Age suitability**

Grade 2 is a minimum.

### **Ratio:**

Schools are required to provide supervision of 1:8, including one Austswim or higher qualified supervisor.

### **Instructor experience:**

The camp leader taking this activity will always have had previous experience with the activity. All instructors have their (BSI) Basic skills instructor award and proficiency. All instructors will have lifesaving qualifications.

### **Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/ parents have prior experience with the children. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions. It is helpful if the assistant leader is a competent swimmer.

### **Participant experience:**

No previous experience is required by the participants. But we like to ascertain the swimming capabilities of the participants.

### **Instructor responsibility:**

The instructor's responsibility is to make the participants aware of the apparent risks involved in order to acknowledge and prevent, there for to provide the safest possible environment for the activity.

### **Participant responsibility:**

The responsibility of the participants is to follow the instructions of the group Leader.

### **Assisting leader's responsibility:**

Assistant leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader.

**Safety equipment & inventory:**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carried.

**Participant equipment and appropriate clothing**

Summer: Hat, sunscreen, T- shirts; no Singlet tops, bathers and old runners for safe participation.

Winter: Warm gear, Wet weather gear; jacket and old runners are to be worn to participate.

**First aid requirements**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carried.

A current Level 2 First Aid certificate is the minimum requirement to take the participants out. First aid kits contain: Compression bandages, triangular bandages, tweezers, gores, band aids, antiseptic cream, bite cream, scissors and rubber gloves.

**Safety briefing (including emergency response)**

The instructor briefs all participants on the general safety aspects of the activity including supervision, behaviour and personal safety. The first 30 mins of the safety briefing focuses on equipment, including the canoes, paddles and P.F.D's. and of course the capsize drill in which we learn how to exit the boat correctly and safely if it tips over. We then try a few dry capsize drills and then give our team mate positive feedback. In the event of a boat capsizing all members of the group are taught to raft up near the over turned canoe and create a support for the ones in the water to hold on to. When they are holding on to one side of the rafted up boats the canoe at the opposite end have free hands to turn the canoe back over. All this is practiced on land 2 or 3 times including getting them back in there boats while still on the water. They are also taught the main paddling strokes and techniques. They include draw strokes reverse draw strokes emergency stop and low braces, All up they will know how to turn right and left, stop and support the boat to prevent it from tipping over. A lot of team building activities can be completed while a group is rafted up and floating around even a small area. It is important to note that this is a small dam and that no one is ever more than 6 meters from the bank.

**Activity notes**

This is a medium risk activity and participants are instructed not only in the safe use but also in the care and maintenance of the equipment. As we have only a small number of participants on the water at any one time the risks are reduced. We are able to get to any student in a short amount of time.

**Environmental considerations**

On arrival participants are educated on minimal impact practices etc.

**Maps**

A map of the campgrounds is provided.

## **TREASURE HUNT**

### **Location**

Start and finish at the building but the participants move around the whole campsite

### **Description**

This activity is only undertaken with camp staff. The participants are given a set of 10 clues (see attached example). They must follow the clues to collect 10 letters which will make up a word. They are given a clipboard paper and pen to record their letters.

The letters are painted at various points around the campsite.

### **Age suitability**

This activity is for year 3 and older students and adult groups.

### **Ratio:**

1:10 is the required ratio.

### **Instructor experience:**

The instructor needs to have a general knowledge of the area and the location of the letters.

### **Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/ parents have prior experience with the participants. They are also responsible for the general behaviour of the participants.

### **Participant experience:**

No previous experience is required by the participants.

### **Instructor responsibility:**

The instructor's responsibility is to make the participants aware of the apparent risks involved in order to acknowledge and prevent, therefore to provide the safest possible environment for the activity.

### **Assisting leader[s] (from the group) responsibility:**

Are responsible for the group behaviour, such things as following the rules as given to the participants. The assistant leaders are positioned around the campsite to supervise and assist the participants.

### **Participant responsibility:**

To follow the instructions of the leader.

### **Safety equipment & inventory:**

No equipment is needed. The participants can be observed at all times and first aid is available at the camp building.

### **Participant equipment and appropriate clothing**

The participants must have solid closed toe shoes and socks.

In Summer they must have a hat and a T shirt, no singlet tops are permitted.

**First Aid requirements**

First aid is available at the camp building at all times and is located not more than 250m from the participants at any time.

**Safety briefing (including emergency response)**

The participants are briefed on the safety aspects of the activity.

They are instructed not to run and to stay in a group. As this is a decision making activity the group must work together to decide their next move.

They are instructed not to go through any fences that form the boundary of the campsite and to stay on the paths as much as possible.

Any possible hazards are pointed out to the students. This includes pointing out that the large gully is out of bounds.

**Activity notes**

This is a low risk activity as the participants can be observed at all times from the building at all times. However there is always a risk of falling.

**Environmental considerations**

The participants are instructed not to interfere with any plants and the native wildlife.

**Maps**

A map of the area is provided.

## **PLAYGROUND**

### **Location**

Next to the BBQ area near the large tank.

### **Description**

The playground is made up of a slide, A – frame structure, a wooden structure with 3 ropes hanging down and a wooden and metal hanging bars. This activity is not undertaken with camp staff supervision.

### **Age suitability**

This activity is suitable for all age groups.

### **Ratio:**

1:20 is the required.

### **Instructor experience:**

There are no instructors involved.

### **Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience with this activity; though it is obvious that staff members/ parents have prior experience with the participants. They are also responsible for the general behaviour of the participants.

### **Participant experience:**

No previous experience is required by the participants.

### **Instructor responsibility:**

There are no instructors involved.

### **Assisting leader[s] (from the group) responsibility:**

Are responsible for the group behaviour, such things as safe behaviour on the equipment and the taking of turns.

### **Participant responsibility:**

To follow the instructions of the leader.

### **Safety equipment & inventory:**

There is no safety equipment required.

### **Participant equipment and appropriate clothing**

Closed toe shoes and socks. In summer hats are required at all times.

### **First Aid requirements**

First aid is available in the kitchen at all times and is located 20m away from the site.

**Safety briefing (including emergency response)**

The instructor briefs all participants on the general safety aspects including supervision, behaviour and personal safety.

**Activity notes**

This is a low risk activity. However there is always the possibility of students falling over or off the equipment. But as they are fully supervised by staff the risk is minimal

**Environmental considerations**

The participants are instructed not to interfere with any of the plants or wildlife in the area.

**Maps**

A map of the area is provided.



## **BOULDERING WALL**

### **Location:**

Conducted onsite 50m north of the main building on the northern side of the beach volleyball court. The wall has been built to promote the atmosphere of being outdoors as distinct from a rock climbing centre, whilst still being close enough to the campsite to have regular group rotation around activities.

### **Age suitability:**

Suitable for 8 years and up.

### **Ratio:**

1:12. One leader to 12 participants.

### **Instructor experience:**

The minimum requirement is previous experience in leading outdoor adventure activities with school groups. Prior experience in bouldering walls and/or rock climbing is preferable however instructors without previous experience can be briefed on activity safety and supervision, including "spotting techniques" and a group leader can safely conduct this activity provided with these written activity notes.

### **Participant experience:**

N/A

### **Safety briefing (including emergency response)**

The instructor briefs all participants on the general safety aspects of the course including supervision, behaviour and personal safety. Also included is how to run the course correctly and safely.

**SPOTTING:** Is the primary safety system for the bouldering wall. It requires an individual to actively protect a participant, who may be off the ground only a few centimetres, often knee high. The main role of a spotter is to protect the head and upper body area of a participant should a fall occur. The term catching is often used in both the teaching and doing of spotting. But while spotters usually need to be in position to catch their member it is very difficult to literally catch a falling body, even from just a small height. Spotters and participants must understand that spotting means to support and protect the upper body and head in case of a fall (sometimes referred to as breaking the fall)

Teaching spotting is perhaps one of the most difficult tasks for any bouldering wall experience, not because of the complex motor skill requirements, but because potential spotters do not recognize their importance until they have to support a falling body. The most important aspect to teach is the correct body position that is one foot forward of the other in a balanced stance and the arms raised to protect the participant. This is demonstrated and practised by the group.

There are three levels of difficulty to bouldering wall

- 1: Using any colour hand or foot holds they like
- 2: Only use red colour holds
- 3: Only use the yellow holds

Climbers are NOT permitted to climb to the top of the wall, only move horizontally using the lower holds for their feet and the higher holds for their hands

**Instructor responsibility:**

Overall, the instructor is responsible for:

- ensuring first aid needs are met
- inspecting the equipment for damage and serviceability before & after the activity
- inspecting the equipment and surrounds for hazards
- adequately briefing participants and leaders on bouldering wall safety and correct 'spotting' techniques
- briefing the assisting leader on their role and responsibilities
- informing Camp Sunnystones staff of equipment or hazard problems
- identifying participants with medical conditions which may arise during the activity
- ensuring the safety of all participants involved in the activity.

**Participant equipment and appropriate clothing:**

- solid, enclosed footwear
- long hair tied back
- remove jewellery and objects from pockets

**First aid requirements:**

The activity is situated in close proximity to the camp; however a first aid kit and trained first aider should be available for the activity.



## **RAFT BUILDING**

### **Location:**

Raft building is located at the bottom of the hill in the designated recreation lake and in the area immediately adjacent.

### **Description:**

This is a specialised activity only undertaken with camp staff. There is a selection of equipment to build rafts with - namely multiple red barrels, rope, and timber posts. The students are required to wear buoyancy vests. The activity is carried out in still water and is of very basic nature. Instruction is given for basic raft design including knot tying and weight distribution.

### **Age Suitability:**

Grade 2 is a minimum.

### **Ratio:**

Schools are required to provide supervision of 1:8, including one Austswim or higher qualified supervisor.

### **Instructor experience:**

The camp leader taking this activity will always have had previous experience with the activity. All instructors have their (BSI) Basic skills instructor award and proficiency. All instructors will have lifesaving qualifications.

### **Assisting leader (from the group) experience:**

Assisting leaders/ staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/ parents have prior experience with the children. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions. It is helpful if the assistant leader is a competent swimmer.

### **Participant experience:**

No previous experience is required by the participants. But we like to ascertain the swimming capabilities of the participants.

### **Instructor responsibility:**

The instructor's responsibility is to make the participants aware of the apparent risks involved in order to acknowledge and prevent, there for to provide the safest possible environment for the activity.

### **Participant responsibility:**

The responsibility of the participants is to follow the instructions of the group Leader.

### **Assisting leader's responsibility:**

Assistant leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader.

**Safety equipment & inventory:**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carried.

**Participant equipment and appropriate clothing**

Summer: Hat, sunscreen, T- shirts; no Singlet tops, bathers and old runners for safe participation.

Winter: Warm gear, Wet weather gear; jacket and old runners are to be worn to participate.

**First aid requirements**

The schools are always required to carry a first aid kit and the leader also carries a campsite first aid kit (see 2.3 Para 3). Snacks and drinks are always carried.

A current Level 2 First Aid certificate is the minimum requirement to take the participants out. First aid kits contain: Compression bandages, triangular bandages, tweezers, gores, band aids, antiseptic cream, bite cream, scissors and rubber gloves.

**Safety briefing (including emergency response)**

The instructor briefs all participants on the general safety aspects of the activity including supervision, behaviour and personal safety. Anticipating the event of a raft capsizing, all members of the group are taught to exit the raft safely in case of sinking/tipping. All members are to use buoyancy vests during the entire activity, even the on-land aspect. It is important to note that this is a small dam and that no one is ever more than 6 meters from the bank.

**Activity notes**

This is a medium risk activity and participants are instructed not only in the safe use but also in the care and maintenance of the equipment. As we have only a small number of participants on the water at any one time the risks are reduced. We are able to get to any student in a short amount of time.

**Environmental considerations**

On arrival participants are educated on minimal impact practices etc.

**Maps**

A map of the area is provided.