



Education and Training

Outdoor Adventure Activities Policy and Mandatory Procedures





POLICY TITLE: Outdoor Adventure Activities

PUBLISHED: 2009

IDENTIFIER: OAA200908

LEGISLATION: Education Act 2004

1. POLICY STATEMENT

- 1.1 All outdoor adventure activities must meet the mandated requirements set out in the policy and activity specific procedures. The teacher in-charge is required to adhere to the relevant mandatory procedures when organising the activity and the principal must ensure that the teacher in-charge is competent to plan, supervise and participate in the activity. Relevant documentation must be verified by the school principal and approved by the Director of Schools prior to the activity taking place.
- 1.2 The Outdoor Adventure Activities Policy and Mandatory Procedures aim to ensure that all outdoor adventure activities provided are conducted with the highest regard for the safety of all participants.
- 1.3 This policy and procedures document is to be read in conjunction with the Department's *Excursions Policy (2006)*, its related documents and any other documents relevant to particular activities or circumstances.
- 1.4 This policy and procedures document comprises three parts:
 - Part 1 – Policy
 - Part 2 – Forms/Attachments
 - Part 3 – Activity Specific ProceduresAll parts, where relevant to the activity, must be adhered to.

2. RATIONALE

This policy outlines the Department's standards for outdoor adventure activities. The potentially hazardous elements and often the remoteness of the settings of outdoor adventure activities set them apart from other school activities and necessitate special precautions for the safety of participants. In conjunction with associated procedures and guidelines, this policy aims to minimise inherent risks by promoting safe procedures in the management of students taking part in outdoor adventure activities.

3. DEFINITIONS

Accompanying adults include teachers, school administrative staff, parents, activity leaders and community members known to the school and of good character.

Activity leader (or leader) is the person with the relevant qualifications and/or experience to lead the activity. The leader may be, for example, a canoeing expert who is not necessarily a teacher.

Activity-specific procedures are the mandatory procedures relating to specific outdoor activities contained in this document.

Duty of care is a legal duty that requires that teachers should take all reasonable measures to prevent harm to any school student under their care. This duty of care arises whenever a student–teacher relationship exists.

Excursion refers to a teacher supervised, school-organised activity involving students and is directly related to the curriculum of the school. An excursion is a variation to normal school activity (Refer to *Excursions Policy* (2006)).

Hours of duty are the times teachers have duty of care of students, including excursions and activities outside normal school hours.

Informed consent means that **parents** give agreement to their child's participating in an activity after they have been made aware of the details of the activity including its associated risks and costs.

Non-remote is generally a location that is not more than 30 minutes from a fixed-line telephone, not more than 20 minutes from vehicle access, and less than one and a half hours from access to medical assistance.

Outdoor adventure is a dynamic form of education involving outdoor activities with potential risks.

Outdoor adventure activities potentially place students at a higher level of risk than in a usual school. The higher level of risk is due to the nature of the activity (for example, rock climbing, canoeing, skiing) or the circumstances in which the activity takes place (for example, a remote setting, a river or mountain environment, or likelihood of bad weather).

Parent(s) refers to adults with parental responsibilities, including carers.

Policy means the present document (*Outdoor Adventure Activities: Policy and Mandatory Procedures 2009*, including all attachments).

Procedures are the detailed and specified steps and processes to be observed in the planning and delivery of outdoor adventure activities.

Remote is a location that is more than 30 minutes from access to a fixed-line telephone, and/or more than 20 minutes from vehicle access, and/or greater than one and a half hours from access to medical assistance.

Risk management planning is defined by the standards in the Department's *Risk Management Framework*. Further guidance is provided in Part 2-Forms/Attachment 8.

Safety and Emergency Contingency Plan refers to the written plan detailing the safety and emergency procedures the group will follow whilst on the outdoor adventure activity. (See Part 2-Forms/Attachments 9 for template).

Supervision ratio refers to the supervisor to student ratio. The ratio will vary with each activity. Please refer to activity-specific procedures.

Teacher in-charge is the teacher designated by the principal to organise the outdoor adventure activity and to have ultimate responsibility and therefore authority while the activity is in progress.

4. PROCEDURES

- 4.1 The principal must have an understanding of all planned outdoor adventure activities, and must assess and manage the specific risks, prior to and at the time of delivery.
- 4.2 The principal must ensure that the activity complies with the Department's Excursions Policy (2006) and relevant activity-specific mandatory procedures specified in Part 3 of the Policy and Procedures document.
- 4.3 The principal must ensure that the teacher in-charge is competent to supervise and participate in an activity.
- 4.4 The teacher in-charge must comply with all relevant policies, procedures and legislation listed under **RELATED DOCUMENTS**.
- 4.5 The mandatory application and approval process is set out below.
 - Teacher in-charge completes the *Application for Approval of Outdoor Adventure Activities* form
 - Principal authorises in writing that the excursion/activity has been appropriately planned at school level and that all required documentation has been sighted
 - Applications for all activities (except those listed as exempt in 6.2 and 6.3), together with all relevant details of the outdoor adventure activity is lodged with the Executive Officer PE and Sport at least three weeks prior to the activity
 - Executive Officer PE and Sport signs to indicate that the activity meets procedural requirements
 - The relevant Director of Schools provides the final signature to indicate that the Outdoor Adventure Activity may proceed
 - Director of Schools office notifies the school that the activity has been approved.
- 4.6 It is mandatory for all schools planning any activity of an outdoor nature to:
 - Comply with the *Risk Management Framework*
 - Complete a *Risk Management Plan*; and
 - Develop a *Safety and Emergency Contingency Plan*

5. QUALIFICATIONS AND FIRST AID

5.1 The teacher in-charge must ensure that all activity leaders are prepared by qualification and/or experience to conduct the activity as detailed in the activity-specific mandatory procedures (Part 3). Qualification requirements vary according to activity type.

5.2 Activity leaders are categorised as either:

- Leaders who require demonstrated and documented experience, or
- Leaders who require formal qualifications.

5.2.1 Activities requiring activity leaders with **demonstrated and documented experience** are:

- base camping
- bouldering
- bushwalking (in areas not requiring advanced navigational skills and/or in areas where there are no potentially hazardous environmental factors) (Part 3, p 30)
- cross-country ski day trips – resort based cycle touring
- horizontal caving
- mountain biking
- orienteering
- sail boarding
- shore fishing
- snow sports – resort based
- surf activities
- top rope climbing on climbing walls

5.2.2 Activities requiring activity leaders with **formal qualifications** are:

- abseiling
- bushwalking (in areas requiring advanced navigational skills and/or in areas where there may be potentially hazardous environmental factors)
- canoeing/kayaking, flat water
- canoeing/kayaking, white water
- canyoning
- caving
- cross-country skiing, day trips, resort based
- cross-country skiing, day trips, non resort-based
- cross-country skiing, overnight
- high ropes courses
- horse trekking
- ocean sailing
- rock climbing
- sailing, dinghies and catamarans
- scuba diving, introductory
- scuba diving, non-qualified

- scuba diving, qualified
- sea kayaking
- snorkelling, beginners
- snorkelling, qualified
- swimming
- top rope climbing
- waterskiing
- white water rafting

5.2.3 Details of the requirements for each activity noted in 5.2.1 and 5.2.2 are set out in the activity-specific mandatory procedures (Part 3).

- 5.3 The teacher in-charge must ensure that at least one accompanying adult, not a student, has a recognised current first aid certificate.
- 5.4 The minimum acceptable first aid qualification is Senior or Advanced First Aid. Wilderness or Remote Areas First Aid is highly recommended for category C and D excursions and for activities classified as other than low risk.
- 5.5 The teacher in-charge must ensure that a suitable first aid kit is readily accessible on all outdoor adventure activities. The design and composition of the kit must be informed by the risk assessment of the activity.
- 5.6 Australian Standard AS 2675-1983 specifies what a general-purpose kit should contain. Kits meeting Australian Standards can be obtained from accredited organisations such as the Australian Red Cross, St John Ambulance Australia and the Wilderness Medicine Institute.
- 5.7 The teacher in-charge must ensure that for student-only outdoor adventure activities (for example, the Duke of Edinburgh Award) students have the capabilities, including first aid training, and the ability to use an appropriate communication device to successfully undertake the activity (refer to Section 10 - Safety and Operating Procedures).
- 5.8 Documented evidence of qualifications and/or experience of activity leaders and first aid officers must be sighted by the principal and copies must be kept on file at the school.

6. LOCAL KNOWLEDGE

- 6.1 For activities requiring knowledge of the local area, the teacher in-charge must source information from two or more of the following:
- a reconnaissance trip to the venue
 - reputable publications and websites
 - recreational practitioners
 - landowners
 - stakeholders (including the traditional owners)

- service providers
- clubs
- National Parks office.

6.2 Inquiries should be made about:

- availability of drinking water
- revegetation areas
- endangered species
- changes to entry and exit points
- areas of significance to local Aboriginal people
- recent rockslides
- recent restrictions such as camping and fire restrictions
- new tracks or roads and new locked gates
- wild dog and wild pig activity
- pest control measures
- blackberry spraying
- hazard reduction work
- temporary deviations to tracks or roads
- discrepancies between venue and the topographical map depicting it.

7. TYPES OF OUTDOOR ADVENTURE ACTIVITIES

7.1 The following activities are not appropriate for outdoor adventure activities organised by schools or colleges and are **banned** from being undertaken:

- moving black water rafting
- bungee jumping
- cave diving using scuba
- gliding
- hang-gliding
- ice climbing
- jet skiing
- luge
- ocean rock fishing – from rocks subject to ocean swells
- open water sail boarding
- skydiving
- snow tobogganing
- use of other than purpose-designed craft on moving water or white water (for example, inner tubes).

7.2 Some activities are considered **low risk and are not subject to the mandatory procedures**. Low-risk activities not subject to mandatory procedures include:

- Canberra Yacht Club sailing
- aqua bikes on Lake Burley Griffin
- paddleboats on Lake Burley Griffin
- trips to local parks
- cycle touring on bicycle paths in Canberra

- visits to local pools
- simple day walks within urban areas and Canberra parks
- bouldering on Canberra urban walls
- commercial equestrian activities in Canberra
- Orienteering day activities.

7.2.1 It is not necessary to submit an Application for Approval of Outdoor Adventure Activities to Executive Officer PE and Sport for activities in this category.

7.2.2 However, the teacher in-charge is required to:

- collect current medical information forms and permission notes
- provide group preparation and guidelines to students and their parents
- obtain approval for the activity from the principal of the school

7.3 The activities listed below are considered **low risk but are still subject to mandatory procedures**:

- mountain biking – on suburban tracks or to locations such as Mount Majura, Sparrow Hill, Mount Stromlo
- canoeing/kayaking on Lake Burley Griffin, Lake Ginninderra or Lake Tuggeranong (lesson or day excursion)
- rock climbing/climbing walls at schools, Australian Defence Force Academy (ADFA), commercially operated climbing walls.

7.3.1 For these activities the **teacher in-charge** is required to:

- Adhere to the relevant Mandatory Procedures (Part 3)
- Obtain the approval of the principal.

7.3.2 It is not necessary to submit an Application for Approval of Outdoor Adventure Activities to the Executive Officer PE and Sport.

7.4 The Department sanctions a wide range of outdoor adventure activities. All activities not listed in section 7.3 are subject to mandatory procedures and must submit an Application for Approval of an Outdoor Adventure Activities to Executive Officer PE and Sport. Details of the relevant requirements for each activity are set out in the activity-specific mandatory procedures (Part 3).

7.5 The activity-specific mandatory procedures cover a range of activities pursued by schools in the ACT. Additional guidelines and revisions will be issued from time to time, either on request or because new developments are recognised. Schools wishing to conduct activities that are not listed in this policy and are not included in the list of banned activities (see 7.1 of this policy) must contact their school's director giving full details of the proposed activity. Written approval must be obtained before proceeding with the unlisted activity.

8. RISK MANAGEMENT

- 8.1 Outdoor adventure activities must be organised with the highest regard for the safety of all participants. Situations where particular attention should be paid to the management of risk includes:
- travel by a group into a remote area
 - limited contact, in person or by telephone, with medical and other public services
 - exposure of the group to the natural elements with less than the usual physical protection provided in day-to-day life
 - confrontation with natural environmental challenges requiring greater reliance upon personal resources than would commonly be required in day-to-day life.
- 8.2 Part of the planning process for each outdoor adventure activity is the requirement to complete a risk management plan. This is a careful examination of what could cause harm to participants during the course of the activity and a plan of practical risk control measures that the teacher in-charge of the activity will put in place to minimise (to an acceptable level) the risk of harm occurring.
- 8.4 For low risk activities listed in 7.2 and 7.3, a risk management plan and safety checklist should be completed prior to the activity and kept on file at school.

9. SUPERVISION REQUIREMENTS

- 9.1 Minimum supervision ratios and criteria are detailed in the *Excursions Policy*. Activity-specific supervision ratios are detailed in relevant mandatory procedures sections (Part 3).
- 9.2 At the discretion of the principal and the teacher in-charge/activity leader, the number of adults will at times be higher than in the stated ratio because of:
- age, experience or capability of the students
 - combined experience or expertise of the staff
 - nature of the area in which the activity is to be conducted
- 9.3 If the group undertaking the activity is split into smaller, independent subgroups then each subgroup must conform to the criteria set out in this section as well as those in the *Excursions Policy*.

10. COMMUNICATION

- 10.1 For remote activities, local and, where appropriate, interstate authorities are to be notified both before departure and on return. Authorities may include rangers, police, bushfire council and landowners.
- 10.2 Telephone contact must be possible for the duration of the activity. A satellite or mobile phone must be carried. If mobile coverage can not be ascertained prior to the activity, a satellite phone must be carried.
- 10.3 It is mandatory to carry a Personal Locator Beacon (PLB) to remote locations. This should only be used in an extreme emergency. Information about PLBs can be obtained from the Bushwalkers Wilderness Rescue Squad website (<http://www.bwrs.org.au/pages/epirb.html>).

11. SAFETY PROCEDURES

- 11.1 All activities can only be performed with equipment tested and certified to Australian Standards where relevant.
- 11.2 Inspections of equipment and facilities as identified in the mandatory procedures must be followed within the designated guidelines and timelines.
- 11.3 Students and accompanying adults are required to remove jewellery and other ornaments when they are deemed a threat to safety or as specified in the activity-specific Mandatory Procedures (Part 3).
- 11.4 Students and accompanying adults are required to secure long hair if it is likely to impair vision or impede performance.

Policy Owner: Director, Curriculum Support and Professional Learning

Related Documents:

ACT Department of Education and Training policies found on www.det.act.gov.au

- *Accidents – Schools and Other Workplaces* (1997)
- *Administration of Prescribed Medication, Catheters and Injections to Students* (1997)
- *Alcohol – Possession and Consumption in Schools and at School-related Activities* (1998)
- *Corporate Sponsorship* (2001)
- *Excursions Policy* (2006)
- *First Aid and Infection Control* (2003)
- *Health and Safety Policy – First Aid* (2003)
http://www.det.act.gov.au/data/assets/pdf_file/0017/18332/firstaid.pdf
- *Physical education and sport policy* (2000)
- *Overseas Excursions Framework* (2005)
- *Risk Management Framework* (2006)
- *School Risk Management and Audit Plan (2007-08)*
- *Statement on Requesting Financial Contributions from Parents* (2005)
- *Student Accidents/Incidents Policy* (2008)
- *Sun Protection Policy* (2006)
- *Visitors in Schools Framework* (2005)
- *Working with Children and Young People – Volunteering Policy* (2003)
- *Working with Children and Young People – Volunteering Procedures* (2003)

ACT Government legislation

- ACT Government *Heritage ACT 2004* (Amended 2008, republished 2009)
<http://www.legislation.act.gov.au/a/2004-57/current/pdf/2004-57.pdf>
- ACT Government *Nature Conservation Act 1980* (Amended 2008, republished 2009) <http://www.legislation.act.gov.au/a/1980-20/current/pdf/1980-20.pdf>

Commonwealth Consolidated Acts

- *Aboriginal and Torres Strait Islander Heritage Protection Act 1984*
- *Australian Standards Manual*
- *Australian Safety Standards (ASSN)* (<http://www.ascc.gov.au/>)
- *Environment Protection and Biodiversity Conservation Act 1999*



Education and Training

Outdoor Adventure Activities Policy and Mandatory Procedures

PART 2 – Forms/Attachments

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Education and Training

ATTACHMENT 1 APPLICATION FOR APPROVAL OF OUTDOOR ADVENTURE ACTIVITIES

To be completed in full and faxed with all attachments to **PE and Sport** on 6205 7800 at least **THREE WEEKS** before the proposed activity.

School: **Year Level(s):**

Destination: **Date(s):**

Number of students participating: Male: **Female:** **Total:**

All adults accompanying this excursion must be listed:

Teacher-in-charge: **Gender**

Supervising teachers:

Name: **Gender**

Name: **Gender**

Other accompanying adults, including outside provider:

Name and role: **Gender**

Name and role: **Gender**

Name of qualified first aid person(s):

Transport arrangements:

Approximate cost of excursion per student: \$

Educational activities/outcomes (site justification and details of major learning outcomes):

.....

.....

.....

.....

.....

.....

.....

Outdoor adventure activity	Name of leader	Supervision ratio
1.
2.
3.
4.
5.

If more activities are planned, please attach a separate sheet.

Teacher-in-charge declaration:

- I have attached the following documentation:
- Safety and Emergency Contingency Plan
- Risk Management Plan
- Copy of first aid certificate of the designated first aid officer
- Details of the group preparation requirements
- Excursion Medical Information and Consent Forms given to students
- Copy of qualifications of activity leaders and staff (where relevant)
- Copy of Insurance papers of the driver of a private or hire vehicle
- Details of remote location and map (if applicable)
- Evidence of the currency and adequacy of the supplier's public liability insurance coverage (if activities are being provided by an external supplier or being conducted at facilities managed by an external supplier)

Signature: Date:.....

Principal's checklist:

N.B. Principals must sight relevant documents.

- Excursion details to parents and students
- Excursion Medical Information and Consent Forms given to students
- Gender balance met
- Supervision/Qualification requirements met
- Relevant safety and emergency procedures in place
- Details of group preparation requirements noted
- Driver's licence and registration papers of drivers on the activity (if required)

Certification: This activity has been appropriately planned at school level and can now be processed for specific approval of mandatory procedures.

Principal's signature: Date:

Recommended by

Executive Officer, PE and Sport: Date:.....

Approved by

Director of Schools Date:.....

ATTACHMENT 2 APPLICATION FOR OUTDOOR ADVENTURE EXCURSION TO



Application to be lodged with PE and Sport.

Fax to 6205 7800 at least 3 weeks prior to proposed activity. Birrigan is a DET venue and this form is the only requirement.

Contact name: Contact phone:

Contact fax: Contact email:.....

School: Year level:

Dates:

Number of students participating: Male: Female:..... Total:

Program: Cost:

Transport arrangements:

All adults accompanying this excursion must be listed:

	Gender M/F	First aid trained Yes/No
Teacher-in-charge:
Supervising teachers:		
Name:
Name:
Name:
Name:

Other accompanying adults (Please ensure compliance with *Working with Children and Young People-Volunteering policy (2003)*)

Name:.....

Name:.....

Principal's checklist:

- Excursion details to parents and students
- Excursion Medical Information and Consent Forms given to students
- Gender balance met
- Supervision/Qualification requirements met
- Relevant safety and emergency procedures in place
- Details of group preparation requirements noted
- Driver's licence and registration papers of drivers on the activity (if required)

Certification: These activities are being carried out in accordance with the *Outdoor Adventure Activities Policy and Mandatory Procedures.*

Principal's signature: Date:.....

Outdoor adventure activities recommended – PE and Sport

Director of Schools approved

ATTACHMENT 3

OUTDOOR ADVENTURE ACTIVITY INFORMATION FOR PARENTS

Letter to Parents/Carers with Activity Details (sample)

Dear Parent/Carer

The following details relate to an outdoor adventure activity to that is being organised for (name the class or group).

Include the following details as appropriate:

- *times and dates of departure and return*
- *activity outline and destination*
- *map of the area for all outdoor adventure activities*
- *mode of travel and route, including supervision available*
- *purpose of the activity, including planned outcomes for students*
- *nature of activities to be undertaken – for example, swimming, bushwalking*
- *accommodation arrangements (if applicable)*
- *name(s) of the teacher(s)-in-charge, leader(s) and accompanying adult(s)*
- *equipment, clothing and food requirements*
- *degree of difficulty*
- *full details of cost, including refundable and non-refundable monies*
- *special rules applicable to the activity*
- *procedures for dealing with unacceptable behaviour*

These procedures should include the possibility of exclusion and return home of students.

- *means of contact with the group*
- *emergency contacts and procedures in the event of a critical incident.*

Include the following paragraphs:

Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities.

Parents and guardians should be aware that staff members are not responsible for injuries or damage to property that may occur on an excursion (where staff have not been negligent). Parents and carers should warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.

Attach and request that the *Excursion Medical Information and Consent Form* be completed where appropriate.

Where swimming/water activities are involved, request approval for the student to take part in the activity.

In the case of travel by private car, include where appropriate:

It is the responsibility of the driver to ensure that he/she carries the required driver's licence, that the vehicle is appropriately registered and insured and is roadworthy, and that the number of passengers does not exceed the seatbelt provision of the vehicle.

Yours sincerely

Principal

Date



ATTACHMENT 4 OUTDOOR ADVENTURE ACTIVITY INFORMATION FOR PARENTS

Education and Training

Permission Note to Be Signed by Parents (sample)

I give permission for my child to take part
in the
outdoor adventure activity taking place at
from to (date(s)).

The following paragraphs MUST be included:

The ACT Department of Education and Training is an agency of the ACT Government (the Territory). The Territory has insurance arrangements in place in order to meet certain liabilities. The Territory meets claims (including claims resulting from school activities or excursions) against it where there is a legal liability to do so. Liability is not automatic and depends on the circumstances in which the injury or illness was sustained. Parents should obtain their own advice about private insurance protection that may assist in meeting expenses if their child is injured or suffers an illness in circumstances where there is no liability on the part of the Territory.

If the outside provider of the service or activity has requested that you sign a waiver or disclaimer statement, the ACT Department of Education and Training recommends that you consider carefully any risks involved before proceeding.

Include where necessary:

- *authorisation for the teacher-in-charge to make arrangements for the welfare of the student (including medical or surgical treatment) in an emergency*
- *agreement to meet the costs associated with any emergency arrangement made by the teacher-in-charge (free ambulance transportation applies only in the ACT)*
- *agreement that the student will be under the authority of the school for the duration of the activity, and that the teacher-in-charge is authorised to return the student home at the expense of the parent/guardian if the teacher-in-charge considers that circumstances warrant such action*
- *agreement by the parent/carer to the student's travelling by private car, driven by a staff member, parent/carer or another student, as the case may be*
- *request for information about current medical requirements and/or other needs of the child relevant to the activity*
- *request the Excursion Medical Information and Consent Form be completed and returned to the school.*

Full name of parent/guardian (please print):
.....

Signature of parent/guardian: Date:

The following MUST be included on all permission notes if the excursion is an optional enrichment activity

As outdoor adventure activities are generally optional enrichment activities, payment is required to cover costs. Schools have an equity fund that can be used to provide financial assistance for students whose parents are unable to make the requested contribution.

The following MUST be included on all permission notes where swimming and aquatic activities are conducted:

Permission for swimming and aquatic activities

NOTE: The information that you provide will assist to provide a safe environment for your child's participation in swimming/aquatic activities.

Please describe in detail your child's swimming ability, e.g. water confidence, swimming strength, distance (swimming continuously) and ability to tread water.

Please list any special requirements necessary for your child to participate in swimming/aquatic activities.

I agree to my child taking part in swimming/aquatic activities associated with this excursion.

Parent/guardian signature: _____ Date: _____

The following MUST be included when a parent/carer is assisting with transport

I can/cannot assist with transport (print name)

I hold a current driver's licence that the vehicle is appropriately registered and insured and is roadworthy, and the number of passengers does not exceed the seatbelt provision of the vehicle.

Signature of parent/carer: Date:

The following MUST be included when a student under the age of 18 years is driving to the excursion

(If a student driver has not reached the age of 18 years, a parent/carer's consent of the student driving must be given in writing.)

I agree to my son/daughter using his/her vehicle for transport in relation to this activity. I am aware that it is the responsibility of my son/daughter to ensure that he/she holds a current driver's licence, that the vehicle is appropriately registered and insured and is roadworthy, and the number of passengers does not exceed the seatbelt provision of the vehicle.

Signature of parent/carer: Date:

This form requests information about students that will be held by the school. This information may be disclosed to government or private medical or paramedical staff and other relevant officers in the event of an accident or emergency. The information is collected as a lawful administrative function of the ACT Department of Education and Training.



ATTACHMENT 5 OUTDOOR ADVENTURE ACTIVITY INFORMATION FOR PARENTS/CARERS LETTER TO PARENTS/CARERS MEDICAL INFORMATION AND CONSENT FORM

Dear Parents/Carers

I am attaching a Medical Information and Consent Form and request that you complete and return it to the school as soon as possible.

The information you are asked to give on the attached form will be used to record your child's medical, emergency information and other details. The contents and use of this form meet the requirements of the *Privacy Act 1988* (Commonwealth) and will be treated as confidential. This information will be made available to government or private medical or paramedical staff and other relevant officers in the event of an accident or emergency.

You have the right to keep certain medical information private, provided that the information omitted will not affect the provision of appropriate medical care. You are also entitled to check the record processed from the information you have provided, and to correct any inaccuracies.

To ensure that the information on the form is accurate and current, you are asked to advise the school immediately of any changes.

You will also be asked to complete a new form at the beginning of each school year.

Management of Medical Conditions

The Department is committed to providing a safe and healthy environment for students. School staff has a duty of care to students to provide first aid assistance when required; however, schools cannot be responsible for the general management of medical conditions.

In special circumstances, staff may be able to assist with the administration of medication to students. In these cases, principals must make sure that the student's parents/carers provide a comprehensive written authority to the school as well as a written statement from the student's doctor authorising a member of staff to administer the prescribed medication.

Emergency Treatment Plans for Anaphylaxis, Asthma, Diabetes and Epilepsy

If your child suffers from anaphylaxis, asthma, diabetes or epilepsy, you are asked to indicate this on the attached Medical Information form. For students who are known sufferers of one or more of these conditions, an **Emergency Treatment Plan** must be completed, signed by parents/carers and the student's doctor, and provided to the school. Proformas for these plans are available at the school's front office. In the absence of a written and signed Emergency Treatment Plan, only standard first aid can be given in an emergency.

Emergency Treatment of an Asthma Attack

Please read this section carefully and seek clarification from your family doctor if necessary.

The student's Emergency Treatment Plan will be followed where a student requires first aid treatment for his or her condition. If the student suddenly collapses at school and/or has difficulty in breathing, professional help will be sought immediately, as with all medical emergencies.

Where indicated, a bronchodilator inhaler device ('puffer') will be administered while awaiting medical assistance, whether or not the student is known to have pre-existing asthma or other health problems. This treatment could be life saving; ACT Health (Department of Thoracic Medicine, The Canberra Hospital) advises that bronchodilator inhalers are safe and are accepted as a first-line therapy to be used in emergency procedures for asthma.

Anaphylaxis – Administration of Adrenaline by EpiPen or Similar Device

If your child suffers from anaphylaxis, you should ask your child's doctor for a written **anaphylaxis treatment plan** signed by your doctor and yourself as the parent or carer. In the absence of a written and signed anaphylaxis treatment plan, only standard first aid can be given in an emergency and staff will be unable to administer adrenaline.

Medical Services for Students Attending ACT Government Schools

ACT Health advises that the arrangements set out below apply to students in ACT Government Schools involved in school accidents requiring ambulance transportation and/or treatment in accident and emergency sections of either public hospital in the ACT.

Ambulance Transportation

In the ACT – Students injured while under supervision at school or in a school-related situation *in* the ACT are transported free of charge to the accident and emergency section of either public hospital in the ACT. Free ambulance transportation applies *only in* the ACT.

Outside the ACT – Free ambulance transportation does *not* apply if the excursion or other school trip takes place *outside* the ACT. Any charge levied will be at the expense of the student's parent or guardian. Parents and carers are reminded to check their private health cover for ambulance transportation *outside* the ACT.

Casualty Treatment

1. Under Medicare arrangements, no charges are raised for services provided at the accident and emergency sections of ACT public hospitals.
2. If a student is subsequently admitted to hospital after receiving treatment in the accident or emergency section, he or she will be automatically classified as a Medicare patient and no charge will be raised (unless you elect otherwise – see below).
3. If you elect to have your child treated by a doctor of your choice, a hospital charge will apply. The doctor may also charge for their services. You are advised to have private medical insurance if you wish to choose this option.

Your cooperation in completing and returning the attached form promptly is appreciated.

Yours faithfully

Principal



ATTACHMENT 6 EXCURSION MEDICAL INFORMATION AND CONSENT FORM

This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student on a excursion involving day travel beyond the ACT or an excursion including overnight accommodation regardless of the distance from the school. It is also intended to be used for an overseas excursion, sports and all outdoor adventure activities. A copy of each student's form must be taken along on the excursion.

The Department collects the information contained in this form to provide or arrange first aid and other medical treatments for students. The information collected will be held at your child's school and will be made available to staff of the school and to medical or paramedical staff in the case of an accident or emergency. The information contained in the form is personal information and it will be stored used and disclosed in accordance with the requirements of the *Privacy Act 1988* (Commonwealth). Parents/carers must note that in the absence of an **Emergency Treatment Plan** only standard first aid will be administered.

Student's name: Date of birth: Sex: M F

School: School year: Camp/Excursion:

Parent/Carer:

Address:

Contact telephone numbers: Business hours: After hours: Mobile:.....

Other contact for emergency: Telephone no.:

Name of student's doctor: Telephone no.:

Medicare no: Private health fund: Membership number:

Ambulance fund: NOTE: Parents/carers are responsible for ambulance costs outside the ACT.

Please tick the relevant box(es) below if your child suffers from any of the following:

- allergies diabetes fits or blackouts motion sickness nose bleeds
- anaphylaxis eczema hay fever muscular/skeletal complaint reaction to drugs
- asthma epilepsy headaches sight/hearing problems
- blood pressure fainting heart condition sunscreen sensitivity

other:

If you have ticked any of the boxes above, an **Emergency Treatment Plan** must be provided. Proforma plans are available from the school. **NOTE: The school will provide standard first aid treatment only unless an Emergency Treatment Plan is provided.**

Date of last tetanus injection:

Has the student suffered from any acute illness or injury or been treated by a medical practitioner for an illness or injury during the last 4 weeks? Yes No

If YES, please state nature of illness/injury and obtain a report from the doctor that the student is fit to undertake the camp/excursion

Is the student presently taking any medication? Yes No

If YES, please state name of medication, dosage, etc.:

The teacher-in-charge must be informed about the management of any medication before leaving on an excursion. Arrangements need to be agreed on the transport, storage and administration of medication. In all cases, medication must be labelled with the student's name, dosage and frequency of administration.

I consent to my child receiving paracetamol for temporary pain relief.

Yes No

I consent to my child receiving ibuprofen.

Yes No

Are you aware of any physical or psychological limitations of your child? Please give details.

Consent to medical attention: In the case of my child requiring medical treatment or in the case of a medical emergency, I consent to the school providing first aid (and, if applicable, treatment as outlined in the **Emergency Treatment Plan** I have provided to the school). I further authorise the school, where it is not practicable to communicate with me, to arrange for my child to receive such medical or surgical treatment as may be deemed necessary. I also undertake to pay any costs that may be incurred for the medical treatment, ambulance transport and drugs relating to my child.

Emergency Treatment Plan

I have attached an Emergency Treatment Plan Yes No

If yes, indicate date of plan and doctor's name and contact information.

Parent/Carer signature: Date:



ATTACHMENT 7 DUKE OF EDINBURGH'S AWARD EXPEDITION NOTIFICATION

Email to: act@dukeofed.org.au
Or post to: Duke of Edinburgh's Award office
PO Box 536
Erindale ACT 2903
www.dukeofed.org.au

before the start of any Award Program practice or test expedition

Note: If using any of the CALM (Conservation and Land Management) estate (which includes Namadgi National Park, Murrumbidgee River Corridor, Canberra Nature Park, Tidbinilla Nature Reserve and other nature reserve and former ACT Forests land), the relevant paperwork from CALM must be completed. Outside the ACT, all hikes must be notified to relevant park authorities.

Licensed operator:

Party members (attach list if necessary):

Number in party

Name

Age

1.
2.
3.
4.
5.
6.
7.

Award level: Bronze Silver Gold Practice Test

Expedition location:

Fire permit no:

Starting place: Time: Date:

Finishing place: Time: Date:

Camp site location(s):

Name of emergency contact and telephone number:

Signature of Award Coordinator Date:

ATTACHMENT 8A RISK ASSESSMENT MATRIX

Identifying Risks – Risk Areas:

Nine key risk areas should be addressed when conducting any risk identification process.

These areas are:

1. commercial and legal risks
2. economic/financial risks
3. technology risks
4. operational risks
5. political risks
6. management activities/control risks
7. human resource risks
8. occupational health and safety/environmental/disability access risks, and
9. natural events.

To reduce the probability of inadvertently missing a potential risk, it is recommended to systematically identify risks under each of the above headings for your activity or project.

Identifying Risks – Methods

Some recommended methods for identifying risks include:

- audits or physical inspections
- accident/incident reports
- brainstorming
- decision trees
- history
- interview/focus groups
- personal or organisational experience
- scenario analysis
- strengths, weaknesses, opportunities and threats (SWOT) analysis
- survey or questionnaires.

Identifying Risks – Questions to Ask

Some questions to ask when identifying risks:

- When, where, why, and how are the risks likely to occur?
- What is the source of each risk?
- What are the stakeholder's expectations?
- What is the potential cost in time, money and disruption to customers of each risk?

For Further Information

Consult the Department's website for further information on risk management.

At the A-Z Index, select the *Risk Management Framework*
(<https://index.det.act.gov.au/aboutus/riskmanagement.html>).

ATTACHMENT 8B RISK MANAGEMENT PLAN (PROFORMA)

In completing the worksheets below, activity leaders *must* refer to the Department's *Risk Management Framework* (2006).
<https://index.det.act.gov.au/aboutus/riskmanagement.html>

Part 1: Identifying and Analysing Risk Worksheet

Activity/Project: School:

Completed by: Date:

Reviewed by: Date:

Risk no.	The Risk: What can happen and how it can happen	The consequence from an event happening	Description and adequacy of existing controls	Likelihood rating (a)	Consequence rating (b)	Overall risk level (a) + (b)	Risk priority

ATTACHMENT 8B RISK MANAGEMENT PLAN (PROFORMA)

Part 2: Risk Treatment and Action Plan Worksheet

Activity/Project:

Division/Unit: _____

Completed by:

Date: _____

Reviewed by:

Date: _____

Correlating ref. from Risk Worksheet	Treatment/Controls to be implemented	Risk rating after treatment/ controls	Person responsible for implementing treatment/controls	Time frame	Date completed	Risk and treatment/controls monitored/reviewed		Date completed
						How	When	

ATTACHMENT 8C IDENTIFYING AND ANALYSING RISK WORKSHEET – SAMPLE 1

Activity/Project: Climbing (insert location)

Division/Unit: _____

Completed by: SAMPLE

Date: _____

Reviewed by: _____

Date: _____

Risk no.	The risk What can happen and how it can happen	The consequence from an event happening	Description and adequacy of existing controls	Likelihood rating (a)	Consequence rating (b)	Overall risk level (a) + (b)	Risk priority
3. Technology	<i>a. Communication: limited reliability/access to fixed-phone line or mobile phones; network coverage/provider, GSM digital, CDMA, satellite, UHF radio</i>	<i>Unless there is an emergency, this is not a major concern. However, in the event of an incident, an effective method of communication is essential. This will affect emergency response and assistance.</i>	<i>Knowledge of network coverage Knowledge and location of site-specific communication methods</i>				
	<i>b. Use of faulty equipment</i>	<i>Failure of equipment → death/major injury</i>	<i>Mandatory Procedures Equipment</i>	1	4	5	
4. Operational (activity causing injury and accident)	<i>a. Fall from height</i>	<i>Death/major injury</i>	<i>Mandatory Procedures Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items</i>	1	5	6	

Risk no.	The risk What can happen and how it can happen	The consequence from an event happening	Description and adequacy of existing controls	Likelihood rating (a)	Consequence rating (b)	Overall risk level (a) + (b)	Risk priority
	<i>b. Medical emergency</i> <i>For example, asthma, epilepsy, anaphylaxis</i>	<i>Injury</i>	<i>Mandatory Procedures</i> <i>Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items</i> <i>Medical forms, emergency treatment plan and parent consultation</i>	2	3	5	
	<i>c. Lead climber fall</i>	<i>'Harness hang' syndrome</i> <i>Possible injury</i>	<i>Mandatory Procedures</i> <i>Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items</i>	2	4	6	
	<i>d. Pendulum</i>	<i>Injury</i>	<i>Mandatory Procedures</i> <i>Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items</i>	2	3	5	
	<i>e. Falling/dropped equipment</i>	<i>Impact injury</i>	<i>Mandatory Procedures</i> <i>Group preparation, staff qualifications, experience, supervision, safety points, venue, safety points, equipment, clothing and personal items</i>	2	2	4	

Risk no.	The risk What can happen and how it can happen	The consequence from an event happening	Description and adequacy of existing controls	Likelihood rating (a)	Consequence rating (b)	Overall risk level (a) + (b)	Risk priority
	<i>f. Inappropriate use of equipment</i>	<i>'Harness hang' syndrome Possible injury</i>	<i>Mandatory Procedures Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items, venue.</i>	2	3	5	
	<i>g. Jammed body part in rock</i>	<i>Injury</i>	<i>Mandatory Procedures Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items, venue,</i>	2	3	5	
	<i>h. Difficulty in communicating</i>	<i>Inappropriate action from miscommunication → injury/accident</i>	<i>Mandatory Procedures Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items, venue.</i>	2	3	5	
	<i>i. Inadequate belaying</i>	<i>Major injury</i>	<i>Mandatory Procedures Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items</i>	2	3	5	
9. Nature & Environment (risk to the environment from group at site)	<i>a. Inappropriate behaviour in cliff environment</i>	<i>Damage to cliff environment</i>	<i>Mandatory Procedures Care for the environment</i>	1	3	4	

Risk no.	The risk What can happen and how it can happen	The consequence from an event happening	Description and adequacy of existing controls	Likelihood rating (a)	Consequence rating (b)	Overall risk level (a) + (b)	Risk priority
Nature & Environment (risk from the environment to the group)	<i>a. Extremes of weather</i>	<i>Heat stroke/hypothermia Difficulty with communication Slippery rocks</i>	<i>Mandatory Procedures Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items, venue.</i>	2	2	4	
	<i>b. Rock fall (large rocks)</i>	<i>Major injury</i>	<i>Mandatory Procedures Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items, venue</i>	1	4	5	

ATTACHMENT 8C RISK TREATMENT AND ACTION PLAN WORKSHEET – SAMPLE 1

Activity/Project: Climbing

Division/Unit: _____

Completed by: _____

Date: _____

Reviewed by: _____

Date: _____

Correlating Ref. from Risk worksheet	Treatment/Controls to be implemented	Risk rating after treatment/controls	Person responsible for implementing treatment/controls	Time frame	Date completed	Risk and treatment/controls monitored/reviewed		Date completed
						How	When	
4a,	<i>Mandatory Procedures Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items</i>	6	<i>Teacher-in-charge</i>	<i>Prior to and during the trip</i>				
4c	<i>Mandatory Procedures Group preparation, staff qualifications, experience, supervision, safety points, equipment, clothing and personal items Particular emphasis on group preparation</i>	5	<i>Teacher-in-charge</i>	<i>Prior to and during the trip</i>				

ATTACHMENT 8D IDENTIFYING AND ANALYSING RISK WORKSHEET – SAMPLE 2

Activity/Project: Scuba diving

Division/Unit: _____

Completed by: SAMPLE

Date: _____

Reviewed by: _____

Date: _____

Risk no.	The risk What can happen and how it can happen	The consequence from an event happening	Description and adequacy of existing controls	Likelihood rating (a)	Consequence rating (b)	Overall risk level (a) + (b)	Risk priority
1	<p><i>Serious equipment failure whilst diving, for example:</i></p> <ul style="list-style-type: none"> ▪ <i>rupture of HP hose</i> ▪ <i>BC failure</i> ▪ <i>primary regulator failure</i> ▪ <i>secondary regulator failure</i> ▪ <i>loss of weight belt</i> ▪ <i>loss of face mask/fins</i> 	<ul style="list-style-type: none"> ▪ <i>Rapid ascent</i> ▪ <i>Decompression injury</i> ▪ <i>Diver medical injury (tension pneumothorax, cerebral arterial gas embolism)</i> ▪ <i>Near drowning/drowning</i> 	<ul style="list-style-type: none"> ▪ <i>Extensive training and procedures for safe work practices and emergency action planning if such a situation occurs: buddy procedures/equipment failure & rapid ascent procedures</i> ▪ <i>Awareness of and adherence to the Department's Mandatory Procedures</i> ▪ <i>First aid training for all participants</i> ▪ <i>Dive gear frequently checked for safety and/or potential malfunction</i> ▪ <i>Oxygen administration available and contact with Diver Emergency Service (DES)</i> 	1	5	6	

Risk no.	The risk What can happen and how it can happen	The consequence from an event happening	Description and adequacy of existing controls	Likelihood rating (a)	Consequence rating (b)	Overall risk level (a) + (b)	Risk priority
2	<i>Out-of-air situation</i>	<ul style="list-style-type: none"> ▪ <i>Near drowning/drowning</i> ▪ <i>Rapid ascent decompression injury</i> ▪ <i>Diver medical injury (tension pneumothorax, cerebral arterial gas embolism)</i> ▪ <i>Unconsciousness</i> 	<ul style="list-style-type: none"> ▪ <i>Extensive training and procedures for safe work practices and emergency action planning if such a situation occurs: buddy procedures/equipment failure/out-of-air procedure & rapid ascent procedures</i> ▪ <i>Extensive dive planning/calculation of maximum bottom times and air usage</i> ▪ <i>Specific dive profile briefing and recording of air in/out for each dive</i> ▪ <i>Oxygen administration available and contact with Diver Emergency Service (DES)</i> 	1	5	6	
3	<i>Serious injury from marine life</i>	<ul style="list-style-type: none"> ▪ <i>Excessive blood loss</i> ▪ <i>Difficulty breathing</i> ▪ <i>Paralysis</i> ▪ <i>Heart attack</i> ▪ <i>Unconsciousness</i> 	<ul style="list-style-type: none"> ▪ <i>Extensive training and procedures for safe work practices and emergency action planning if such a situation occurs: marine environmental dangers identified, specific first aid procedures identified and practised, diver emergency action plan implemented</i> ▪ <i>Oxygen administration available and contact with Diver Emergency Service (DES)</i> ▪ <i>First aid kit available</i> 	1	4	5	

Risk no.	The risk What can happen and how it can happen	The consequence from an event happening	Description and adequacy of existing controls	Likelihood rating (a)	Consequence rating (b)	Overall risk level (a) + (b)	Risk priority
4	<i>Lost buddy/diver (under water)</i>	<ul style="list-style-type: none"> ▪ <i>Panic</i> ▪ <i>Disorientation</i> ▪ <i>Excessive use of air</i> ▪ <i>Mid-water ascent</i> ▪ <i>Diver emergency situation without buddy backup</i> ▪ <i>Potential injury/death</i> 	<ul style="list-style-type: none"> ▪ <i>Extensive training and procedures for safe work practices and emergency action planning if such a situation occurs: lost buddy procedures practised in enclosed water (pool) prior to extensive open water training & practice of the lost buddy procedures</i> ▪ <i>First aid kit with oxygen administration available</i> 	2	3	5	
5	<i>Lost buddy/diver (after dive – lost on surface for example boat dive, current has swept diver away)</i>	<ul style="list-style-type: none"> ▪ <i>Panic</i> ▪ <i>Disorientation</i> ▪ <i>Hypothermia</i> ▪ <i>Dehydration</i> ▪ <i>Body cramps</i> 	<ul style="list-style-type: none"> ▪ <i>Extensive training and procedures for safe work practices and emergency action planning if such a situation occurs: lost buddy procedures</i> ▪ <i>Extensive pre- & post-diver record keeping to establish all divers have returned safely</i> ▪ <i>Diver 'on the surface' distress signals and action plans identified</i> 	▪ 2	2	4	

Risk no.	The risk What can happen and how it can happen	The consequence from an event happening	Description and adequacy of existing controls	Likelihood rating (a)	Consequence rating (b)	Overall risk level (a) + (b)	Risk priority
6	<i>Boat diving injury, for example:</i> <ul style="list-style-type: none"> ▪ <i>falling overboard whilst under way</i> ▪ <i>head/body injury due to severe sea conditions</i> ▪ <i>seasickness</i> ▪ <i>propeller injury</i> 	<ul style="list-style-type: none"> ▪ <i>Physical health injury</i> ▪ <i>Drowning</i> ▪ <i>Excessive blood loss/death</i> 	<ul style="list-style-type: none"> ▪ <i>Safe boat procedure identified and practised</i> ▪ <i>Safety inspections of dive charter boats undertaken yearly</i> ▪ <i>Sea conditions always assessed prior to commencement of diving session</i> ▪ <i>Radio contact with Coastal Patrol identifying ETD, general location and ETA at boat ramp</i> ▪ <i>Oxygen administration available onboard and contact with Diver Emergency Service (DES) available</i> ▪ <i>First aid kit</i> 	1	4	5	

ATTACHMENT 8D RISK TREATMENT AND ACTION PLAN WORKSHEET – SAMPLE 2

Activity/Project: Scuba diving

Division/Unit: _____

Completed by: _____

Date: _____

Reviewed by: _____

Date: _____

Correlating Ref. from Risk worksheet	Treatment/Controls to be implemented	Risk rating after treatment/controls	Person responsible for implementing treatment/controls	Time frame	Date completed	Risk and treatment/controls monitored/reviewed		Date completed
						How	When	
1	Maintain instruction & theory procedures, adhere to DET Mandatory Procedures for Scuba Open Water Training. Compliance with Scuba Schools International (SSI) minimum standards and record-keeping procedures	6	Dive controller Dive instructor SSI dive shop	Ongoing	Completion of open water training	<ul style="list-style-type: none"> ▪ Nationally approved course of training reviewed every 3 years ▪ Students demonstrate and undertake theory & practical exams retained by SSI store 	<p>Every 3 years</p> <p>Each course</p>	
2	Maintain instruction & theory procedures, adhere to DET Mandatory Procedures for Scuba Open Water Training. Compliance with Scuba Schools International (SSI) minimum standards and record-keeping procedures	6	Dive controller Dive instructor SSI dive shop	Ongoing	Completion of open water training	<ul style="list-style-type: none"> ▪ Nationally approved course of training reviewed every 3 years ▪ Students demonstrate and undertake theory & practical exams retained by SSI store 	<p>Every 3 years</p> <p>Each course</p>	

ATTACHMENT 9

SAFETY AND EMERGENCY CONTINGENCY PLAN

Aim:

To provide written safety and emergency contingency plans and response documentation for the schools' outdoor education program and outdoors adventure activities.

Objectives:

To establish emergency contingency plans for the following:

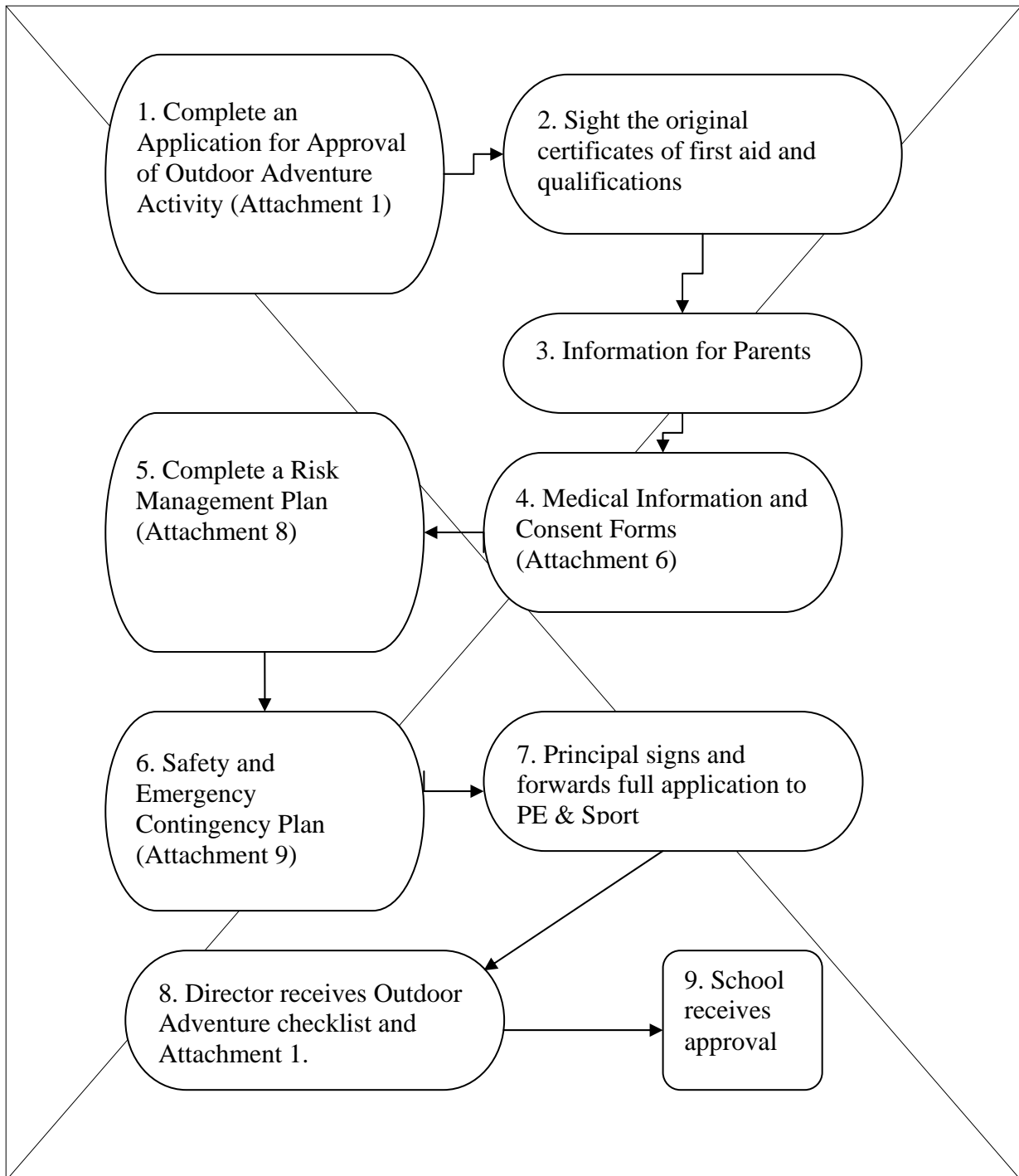
- efficient operation
- adequate monitoring of groups in the field
- effective daily and emergency communication
- flexibility and changes to the program.

Teacher-in-charge should provide full details for each item of information listed below and deliver them to the front office of the school participating in the Outdoor Education Activity. A copy should also be attached to the Application for Approval of Outdoor Adventure Activity (refer to attachment 1) submitted to the Executive Officer, PE and Sport.

Information to be included:

1. Communication systems taken, with telephone numbers of staff attending, and other relevant emergency telephone numbers (hospitals, state emergency, etc.)
2. Procedures that will be followed if the group becomes lost
3. Procedures that will be followed if weather becomes inclement and activities originally planned are changed
4. Procedures that will be followed if there is an accident or medical emergency
5. Summary of medical forms of children with medical conditions
6. Procedures that will be followed if a natural hazard occurs
7. Maps of remote locations
8. A list of children who have permission to swim and take part in these activities (if activity is located near water and aquatic activities will be taking place)
9. Estimated times of departure from school, arrival at activity venue and return to school on completion of trip.

ATTACHMENT 10 FLOW CHART FOR CONDUCTING AN OUTDOOR ADVENTURE ACTIVITY





ATTACHMENT 11 OUTDOOR ADVENTURE ACTIVITY CHECKLIST

(To be completed by PE & Sport only)

School:

Contact name:

Contact telephone: Contact fax

Date(s) of excursion:

Destination(s):

- Application has been entered on database
- Outdoor Adventure Application form has been completed and signed

Teacher-in-charge and principal

- Safety and Emergency Contingency Plan submitted
- Qualifications of activity leader(s) are suitable If applicable
- If venue is a remote location – map of area is submitted
- Evidence of supplier's public liability insurance If applicable
- Insurance coverage is with PE and Sport
- Swimming and/or aquatic activities are planned
- Program/itinerary/equipment lists are submitted
- Parent Information/consent form are submitted
- Medical form is submitted
- First aid qualifications of attending officer are current and suitable
- Supervision ratio satisfies DET requirements
- Gender balance satisfies DET requirements
- Parents/Carers informed that financial contributions are voluntary

OR

- This excursion is an optional enrichment activity

This outdoor adventure activity is recommended by

PE & Sport: Date:

Director of School's approval: Date:

Director's approval faxed to school(s):



Education and Training

ATTACHMENT 12 OUTDOOR EDUCATION TEACHER'S QUALIFICATIONS AND COMPETENCIES

Name of Outdoor Education Teacher _____

Signature: _____

Current School: _____

Date: _____

Name of SLC: _____

Signature: _____

Name of Principal: _____

Signature: _____

Instructions as to how to complete the Outdoor Education Teacher's Qualifications and Competencies matrix

- ◆ Every Outdoor Education teacher needs to complete this matrix and send it to PE and Sport on fax 62057800 or email pe.sport@act.gov.au at the start of each school year.
- ◆ The table can be located electronically within the *Outdoor Education Activities Policy and Mandatory Procedures 2008 Part 2 Attachments* section.
- ◆ Keep a copy of this matrix and as you update or gain new qualifications, add them to the matrix, update the date on the top of the form and fax it in to PE and Sport. This updated form will then replace older forms on the Outdoor Education Teachers register.
- ◆ Many qualifications do not have expiry dates, therefore you must document all your experience and competencies in the area on this matrix
- ◆ Certificates and qualification that do have expiry dates, must be updated promptly. Be aware that CPR certificates and Bronze Medallion CPR certificates expire every 12 months.
- ◆ Make sure that both the SLC and Principal verify the validity and currency of your qualifications by signing off as sighting the original copies

Activity	Qualification <small>eg: SROCVE20A Guide horizontal caving trips (refer to Mandatory Procedures, attach photocopies of certificates)</small>	Expiry Date <small>and if N/A refer to next column</small>	Evidence of current competency <small>(include recent experience/log book/ diary sighted by SLC or school supervisor) For example <i>Log book shown to SLC on 3/07/08</i> <i>Or Diary shown to principal of recent trips 19/12/08</i></small>	Comments
First Aid				
First Aid Certificate				
CPR certificate				
Bush and Trail				
Bushwalking-day walks				

Bushwalking-overnight walks				
Cycle Touring				
Mountain biking				
Horse Trekking				
Orienteering				
Camping				
Base Camping				
Rope				
Abseiling-single pitch				
Abseiling-multi pitch				
Canyoning-single Pitch				

Canyoning-multi pitch				
Caving-horizontal				
Caving-single pitch				
Caving-multi pitch				
Prusikking				
Climbing walls- top rope bottom belay				
High ropes course				
Climbing-top rope				
Rock Climbing-single Pitch				

Rock Climbing-multi pitch				
Rock Climbing-lead climbing				
Snow Sports				
Snow boarding				
Alpine Resort based				
Cross Country resort based				
Cross Country Non resort based- day trip				
Cross Country Non resort based-overnight				
.Water				
Swimming				

Surf Activities				
Snorkelling-beginners				
Snorkelling-qualified				
Scuba Diving-introductory				
Scuba Diving-non qualified				
Scuba diving-qualified				
Canoeing/kayaking-flatwater				
Canoeing/kayaking-whitewater				
Whitewater rafting				

Sea Kayaking				
Sailing-dinghies and catamarans				
Ocean Sailing				
Sailboarding				
Shore Fishing				
Waterskiing				



Education and Training

Outdoor Adventure Activities Policy and Mandatory Procedures

PART 3 – Activity Specific Procedures

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Outdoor Adventure Activities Policy and Mandatory Procedures

PART 3 – Activity Specific Procedures

1. BUSH AND TRAIL

- 1.1 BUSHWALKING – DAY WALKS**
- 1.2 BUSHWALKING – OVERNIGHT**
- 1.3 CYCLE TOURING**
- 1.4 MOUNTAIN BIKING**
- 1.5 HORSE TREKKING**
- 1.6 ORIENTEERING**

1.1 BUSHWALKING – DAY WALKS

These procedures must be followed for all walks into **remote** areas, including whole-day walks and shorter walks. (**Remote**: more than 30 minutes from access to a fixed-line telephone, and/or more than 20 minutes from vehicle access, and/or greater than one and a half hours from access to medical assistance.)

Activity Leader

The activity leader must possess:

1. Australian Qualifications Framework (AQF) Certificate III or IV in Outdoor Recreation with specialisation in Bushwalking **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROBWG008A Guide bushwalks in tracked or easy untracked areas **OR**
 - SROBWG009A Guide bushwalks in difficult or trackless areas **OR**
 - SROBWG010A Guide bushwalks in unmodified landscapes, as determined by the terrain, **OR**
3. National Outdoor Leader Registration Scheme (NOLRS) cluster of competencies required to be a Bushwalking Leader (registration is recommended) **OR**
4. Demonstrated and documented experience in this activity (for example, a logbook) including:
 - local knowledge of the area to be covered
 - expertise in the use of map and compass
 - appropriate bushcraft abilities such as fire lighting in adverse weather
 - experience in supervising students in this environment
 - sound knowledge of search and rescue and emergency procedures.

First Aid

- At least one accompanying adult must hold a current first aid certificate.
- A comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- The planning of bushwalking activities must take into account the physical development of all participants.
- Training should include:
 - the importance of basic physical fitness
 - navigation
 - food and water requirements
 - clothing and equipment requirements
 - emergency procedures (for example, in the event of injury or a student becoming separated from the group)
 - relevant impact practices and issues.

Supervision Ratio

- 1:15 in tracked or easy untracked areas
- 1:8 in difficult or trackless areas
- 1:6 in unmodified landscapes, as determined by the terrain.

Venue

- The venue should suit the ability of all participants.
- The leader should contact the local authorities (for example, National Parks ranger) to obtain current information related to the area.

Clothing/Personal Items

- Footwear should be sturdy, comfortable and in good repair.
- Students prone to ankle injury will need shoes with ankle support.
- Where appropriate, warm headwear and a waterproof jacket with a hood should be carried/worn.
- Long trousers (not jeans) are preferable in many instances.
- Appropriate woollen clothing or synthetic thermals must be carried/worn if bushwalking is taking place under cold conditions or in the mountains.
- A sunhat should be worn when appropriate.
- Where appropriate, all participants should carry a comfortable daypack containing a pack liner, spare clothing, adequate food and water, a torch, matches, whistle, personal first aid kit and sunscreen with an SPF (sun protection factor) of 30 or more.
- Insect Repellant should be carried.

Equipment

- The leader should select equipment appropriate for the area – for example, bivvy bag, lightweight tent, fly/tarpaulin, groundsheet, roll mat, stove.
- For day walks in the mountains, the leader should carry spare thermals, a bivvy bag (perhaps even a sleeping bag), extra water and high-energy food.

**Communications
Equipment**

- Either a satellite phone or a mobile phone must be carried.
- Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
- A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.

Safety Points

- The leader must be proficient in the use of map and compass.
- The leader must have appropriate bushcraft abilities such as fire lighting in adverse weather.
- The leader must have experience in supervising students in this environment.
- The leader must have a sound knowledge of search and rescue and emergency procedures.
- The group should use the buddy system, with front- and tail-enders.
- The route should be planned to ensure that the group is not caught out overnight. On a challenging day walk, this would necessitate the planning of escape routes.
- The group should have at least two sets of compasses and map(s).
- A detailed itinerary should be left at school and with local authorities where relevant.
- Sensible and frequent rest time should be allowed.
- Swimming must be very carefully supervised – see section on ‘Swimming’ and section on ‘Surf Activities’.
- Given the increasing incidence of illness result from insect bites (especially ticks and mosquitoes), the leader must ensure that all participants wear protective clothing, use insect repellent and carry out frequent visual checks.

Care of Environment

- Large groups should not walk in sensitive areas.
- Fires should be in existing fireplaces where possible and kept to a minimal size. They must be completely extinguished, with no traces left on departure.
- No fires must be lit in times of total fire ban.
- Stoves should be used in preference to open fires whenever possible
- Respect flora, fauna and areas of cultural significance.
- Keep noise to a minimum and minimise impact on other groups.
- The group should stay on established tracks where possible. When off track in open country, it is better to spread out.
- Abide by the relevant/current impact codes for the area and the activity, especially for toileting, cleaning or washing, and the removal of all wastes (food and human).

1.2 BUSHWALKING – OVERNIGHT

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in Bushwalking **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROBWG008A Guide bushwalks in tracked or easy untracked areas **OR**
 - SROBWG009A Guide bushwalks in difficult or trackless areas **OR**
 - SROBWG010A Guide bushwalks in unmodified landscapes, as determined by the terrain, **OR**
3. NOLRS cluster of competencies required to be a Bushwalking Leader (registration is recommended) **OR**
4. demonstrated and documented experience in this activity (for example, a logbook) including:
 - local knowledge of the area to be covered
 - proficiency in the use of map and compass
 - appropriate bushcraft abilities such as fire lighting in adverse weather
 - experience in supervising students in this environment
 - sound knowledge of search and rescue and emergency procedures.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate.
- A comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- The planning of bushwalking activities must take into account the physical development of all participants.
- Training topics should include:
 - importance of basic physical fitness
 - navigation
 - clothing and equipment requirements
 - food and water requirements
 - evaluation of equipment
 - packing
 - basic first aid
 - emergency procedures (for example, in the event of injury or a student becoming separated from the group)
 - relevant impact practices and issues.

Supervision

- 1:10 in tracked or easy untracked areas
- 1:8 in difficult or trackless areas
- 1:6 in unmodified landscapes, as determined by the terrain.

Venue

- The venue should suit the ability of all participants.
- The leader should contact the local authorities (for example, National Parks ranger) to obtain current information related to the area.

-
- Clothing/Personal Items**
- A dry change of clothing should be carried.
 - Footwear should be sturdy, comfortable and in good repair.
 - Students prone to ankle injury will need shoes with ankle support.
 - Where appropriate, warm headgear and waterproof jacket with a hood must be carried/worn.
 - Long trousers (not jeans) are preferable in many instances.
 - Appropriate woollen clothing or synthetic clothing must be carried/worn if bushwalking is taking place under cold conditions or in the mountains.
 - A sunhat should be worn when appropriate.
- Equipment**
- The leader should select rescue equipment appropriate for the area – for example, bivvy bag, lightweight tent, fly/tarpaulin, groundsheet, roll mat.
 - Each member should carry a correctly fitting pack (internal frame is recommended).
 - For students, total pack weight should not exceed one-quarter of body weight.
 - Packs should be lined or waterproofed.
 - Groups should carry an adequate number of tents with sewn-in floors (in some conditions, a fly alone may be suitable).
 - All participants must carry a sleeping bag and sleeping mat suited to the conditions.
 - All participants should carry adequate food and water, a torch, matches, whistle, personal first aid kit and UV blockout SPF 30+.
- Communications Equipment**
- Either a satellite phone or a mobile phone must be carried.
 - Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
 - A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.
- Safety Points**
- The group should use the buddy system, with front- and tail-enders.
 - Escape routes and bad weather alternatives should be planned.
 - The group should have at least two sets of compass and map(s).
 - A detailed itinerary should be left at school and with local authorities where relevant.
 - Sensible and frequent rest time should be allowed.
 - Swimming must be very carefully supervised – see section 2.5.1 ‘Swimming’ and section 2.5.2 ‘Surf Activities’.
 - The leader must have local knowledge of the area to be covered.
 - The leader must be proficient in the use of map and compass.
 - The leader must have appropriate bushcraft abilities such as fire lighting in adverse weather and lightweight camping.
 - The leader must have experience in supervising students in this environment.
 - The leader must have a sound knowledge of search and rescue and emergency procedures.

Care of Environment

- Large groups should not walk or camp in sensitive areas.
- Fires should be in existing fireplaces where possible and kept to a minimal size. They must be completely extinguished, with no traces left on departure.
- No fires must be lit in times of total fire ban.
- Stoves should be used in preference to open fires whenever possible
- Respect flora, fauna and areas of cultural significance.
- Keep noise to a minimum and minimise impact on other groups.
- The group should stay on established tracks where possible.
- When off track in open country, it is better to spread out.
- Care must be taken when camping close to water supplies, and an attempt must be made to camp at least 30 metres away where possible.
- Drainage channels should not be dug around tents.
- Leave no trace of your camp.
- Abide by the relevant/current impact codes for the area and the activity, especially for toileting, cleaning/washing, and the removal of all wastes (food and human).

1.3 CYCLE TOURING

These procedures apply to cycle touring on **public roads** as an **Outdoor Adventure Activity**.

When cycling is an **elective or regular club activity** using, for example, cycle paths, the *Physical education and sport policy* should be consulted.

Activity Leader

The leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in cycle touring **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROCYT005A Guide on-road cycle tours **OR**
 - SROCYT006A Guide overnight and extended cycle tours, as determined by duration of tour, **OR**
 - NOLRS cluster of competencies required in cycling (registration is recommended) **OR**
3. demonstrated and documented experience in this activity (for example, a logbook) including:
 - local knowledge of the area to be covered
 - expertise in the use of map and compass
 - appropriate bushcraft abilities such as fire lighting in adverse weather
 - experience in supervising students in this environment
 - sound knowledge of search and rescue and emergency procedures
 - knowledge of bicycle set-up and maintenance.

The leader must also:

- be an experienced bicycle rider
- have an appropriate level of fitness.

The leader should have recent experience in supervising students in this environment as a leader or co-leader of a cycle excursion.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate.
- A comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- For cycling on public roads, students should be instructed in basic road rules, road safety, and formation riding.
- For extended tours, training must include fitness activities, distance riding and cycling on uneven surfaces and steep grades.
- Instruction should be given in essential bicycle maintenance.

Supervision

- 1:10 (Beginners)
- 1:12 (Experienced)

Venue

- The leader should have thorough, recent knowledge of the route to be taken.
- Exposure to heavy traffic should be minimised.
- The route should be divided up to allow frequent rest stops.

Clothing/Personal Items

- Clothing should be brightly coloured, suit weather conditions and strike a balance between ventilation and protection.
- Closed footwear must be worn.

Equipment

- A bicycle helmet that meets Standards Australia to AS/NZS 2063 – 1996 must be worn.
- Bicycles must be checked for suitability and roadworthiness.
- Bicycle repair kits and pumps must be carried.
- Minimal loads are advisable, preferably carried in panniers.
- Each participant should carry water, energy food and UV sunscreen SPF 30+.
- The leader should select rescue equipment appropriate for the area – for example, bivvy bag, lightweight tent, fly/tarpaulin, groundsheet, roll mat.
- Additional tools and repair items should also be taken.

Safety Points

- Extended touring on major highways must be avoided.
- Where heavy traffic is likely to be encountered, a vehicle should follow the group displaying a sign to warn other road users of the cycling party.
- The group should use the buddy system, with front- and tail-enders.
- Participants and parents should be informed of the route to be followed, preferably by means of sketch maps and details of accommodation or camp site if applicable.
- No night riding is to be undertaken. Leaders should plan to be off the road before dark, and the next day's travel should only commence in full daylight.
- A careful check should be kept on any asthma sufferers (especially in cold and/or dusty conditions).
- Speed should be carefully monitored on steep downhill grades.
- Loads should be packed for balance.

Care of Environment

- Participants must remain on formed roads and established cycling tracks. There must be no riding on walking trails
- Fires should be in existing fireplaces where possible and kept to a minimal size. They must be completely extinguished, with no traces left on departure.
- No fires must be lit in times of total fire ban.
- Stoves should be used in preference to open fires
- Respect flora, fauna and areas of cultural significance.
- Keep noise to a minimum and minimise impact on other groups.
- Care must be taken when camping close to water supplies. Attempt to camp at least 30 metres away where possible.
- Drainage channels should not be dug around tents.
- Leave no trace of your camp.
- Abide by the relevant/current impact codes for the area and the activity, especially for toileting, cleaning/washing, and the removal of all wastes (food and human).

1.4 MOUNTAIN BIKING

These procedures refer to mountain biking on **public roads** and **fire trails** as an **Outdoor Adventure Activity**, not as an **elective or regular club activity** using, for example, cycle paths (for this activity refer to the *Physical education and sport policy*)

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in mountain biking **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROMBK Guide off-road cycle tours **OR**
3. NOLRS cluster of competencies required in cycling (registration is recommended) **OR**
4. demonstrated and documented experience in this activity (for example, a logbook) including:
 - local knowledge of the area to be covered
 - proficiency in the use of map and compass
 - appropriate bushcraft abilities such as fire lighting in adverse weather
 - experience in supervising students in this environment
 - sound knowledge of search and rescue and emergency procedures
 - knowledge of bicycle set-up and maintenance
 - experience in supervising students in this environment as a leader or co-leader of a mountain bike excursion.

The leader must also:

- be an experienced mountain biker
- have an appropriate level of fitness.
- have local knowledge of the area to be covered

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate.
- A comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- For cycling on public roads, students must be instructed in basic road rules, road safety and formation riding.
- For extended tours, training should include fitness activities, distance riding and cycling on uneven surfaces and steep grades.
- A practice session is to be conducted before the excursion.
- Instruction should be given in essential bicycle maintenance and appropriate riding skills for the terrain.

Supervision

- 1:10 for riding on fire trails and easy and single track
- 1:8 for intermediate to advanced single track or difficult terrain.

Venue

- The leader should have thorough, recent knowledge of the route to be taken.
- The route should be subdivided to allow frequent rest stops.
- In planning camping trips, the leader should not rely on mountain huts being available. All groups must be self contained.
- Extended touring on major highways must be avoided.

- Clothing/Personal Items**
- Clothing should be brightly coloured, suit weather conditions and strike a balance between ventilation and protection.
 - Enclosed footwear must be worn.
 - The wearing of gloves is recommended.
- Equipment**
- A bicycle helmet that meets Standards Australia to AS/NZS 2063 – 1996 must be worn.
 - Bicycles must be checked for suitability and roadworthiness.
 - Minimal loads are advisable – preferably carried in backpacks.
 - Bicycle repair kits and pumps must be carried.
 - Each participant must carry a spare tube.
 - Each participant should carry water, energy food and UV sunscreen SPF 30+.
 - The leader must carry basic rescue equipment – chain breaker, spare gear cable, bivvy bag, torch, tubes, puncture repair kit.
- Communications Equipment**
- Either a satellite phone or a mobile phone must be carried.
 - Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
 - A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.
- Safety Points**
- Where heavy traffic is likely to be encountered, a vehicle should follow the group displaying a sign to warn other road users of the cycling party.
 - The buddy system applies.
 - Participants and parents should be informed of the route to be followed, preferably by means of sketch maps and details of accommodation or camp site if applicable.
 - No night riding is to be undertaken. Special care should be taken at dawn and dusk.
 - A careful check should be kept on any asthma sufferers, especially in cold and/or dusty conditions.
 - Speed should be carefully monitored on steep downhill grades.
- Care of Environment**
- Participants must remain on roads, vehicle tracks or designated mountain biking tracks. There must be no riding on walking tracks.
 - Fires should be in existing fireplaces where possible and kept to a minimal size. They must be completely extinguished, with no traces left on departure.
 - No fires must be lit in times of total fire ban.
 - Stoves should be used in preference to open fires whenever possible
 - Respect flora, fauna and areas of cultural significance.
 - Keep noise to a minimum and minimise impact on other groups.
 - Care must be taken when camping close to water supplies.
 - Attempt to camp at least 30 metres away from a water supply where possible.
 - Drainage channels should not be dug around tents.
 - Leave no trace of your camp.
 - Abide by the relevant/current impact codes for the area and the activity, especially for toileting, cleaning/washing, and the removal of all wastes (food and human).

1.5 HORSE TREKKING

These procedures refer to horse trekking away from a horse riding establishment. They do not refer to horse riding as an elective or club activity using riding school premises or bridle trails.

Where a commercial provider is used, they must be accredited by the Association of Horsemanship Safety Education (AHSE) or the Equestrian Federation.

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in equestrian activities **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROEQO006A Guide day horse trail rides in tracked areas **OR**
 - SROEQO011A Guide overnight horse trail rides in tracked areas **OR**
 - SROEQO014A Guide trail rides in a broad range of situations, as determined by duration of tour, **OR**
3. NOLRS cluster of competencies required in horse riding/ trekking (registration is recommended) **OR**
4. Equestrian Federation of Australia Level 1 to 3 Coach **OR**
5. Riding for the Disabled Level 1 or 2 Coach (specific to Riding for the Disabled programs).

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate.
- A comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Programs must be planned to suit the ability of participants.
- An initial assessment of student experience should be made.
- Students need to be aware that they are dealing with sensitive animals and should therefore behave with care and consideration.
- Students must be instructed in how to rise to the trot, turn, stop and start the horse before and while participating in trail rides.

Supervision

- Beginners 1:6
- Some experience 1:7
- Recommended maximum group size of 20
- At a riding school, with a horse riding instructor, at least one teacher experienced in this activity should be present.

Venue

- The venue should be selected to suit abilities of participants.
- Horse hire outfits that supply horses and gear only (no staff) must not be used.

Clothing/Personal Items

- Half-soled boots, or shoes with a smooth sole and a heel, must be worn.
- Footwear that could become trapped in the stirrups should not be used.
- Jogging shoes can be worn only if toe stoppers are used.
- Trousers should be comfortable and not too tight.
- Loose and flapping clothing should not be worn.
- UV sunscreen SPF 30+.

Equipment

- A Standards Australia–approved helmet must be worn.
- Riding tack should be thoroughly checked before the activity for signs of potentially dangerous wear and for correct size and fit.
- The leader should carry basic rescue equipment – bivvy bag, torch.
- Two-way radio to contact base.

Safety Points

- Experienced horse riders who are on roads must keep to the left and obey all traffic rules and regulations. Inexperienced riders must not be allowed to ride on roads or along the edges of roads. Students should be made aware that horses are considered 'vehicles', and riders must obey all traffic rules.
- The group must be familiar with procedures for crossing roads and letting vehicles pass.
- Students should be aware that 'ears back' is a sign that the horse may kick or bite, and should be moved away from the other horses.
- Staff should make themselves familiar with which horses kick or bite, which horses need to be positioned forward in the group and which horses need to be paired with quieter horses.
- Students should ride in single file or in pairs.
- When students take their own horses, they need to be aware that some horses may become excited in an unfamiliar group.
- Support vehicles should be used for overnight trips.
- Students should be taught about appropriate behaviour near horses, including how to approach horses and how to move around them.

Care of Environment

- Horses should not be taken into sensitive areas.
- Horses should not be fed grain prior to a trip in natural areas. Processed horse pellets should be used if feed is required.
- Where no trails are available, party size should be minimised, and the group spread out to lessen the impact on the vegetation.
- Respect flora, fauna and areas of cultural significance.
- Keep noise to a minimum and minimise impact on other groups.
- Stoves should be used in preference to open fires whenever possible
- Abide by the relevant/current impact codes for the area and the activity, especially for toileting, cleaning/washing, and the removal of all wastes (food and human).

1.6 ORIENTEERING

Procedures

These procedures apply to *all* orienteering activities, whether at school or in urban, bush or remote settings. The leader must follow these procedures in all circumstances.

'Urban' includes school premises and locations such as Commonwealth Park or small, contained areas of very open woodland.

Application for approval

The Teacher-in-charge *must* submit an application for approval as an outdoor adventure activity when the orienteering activity is planned to take place in a **bush** or **remote** setting.

No application for approval is necessary where the activity is to take place in an **urban** setting.

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisations in navigation and bushwalking **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SRONAV001A Navigate in tracked or easy untracked areas **OR**
 - SRONAV002B Navigate in difficult or trackless areas **OR**
 - SRONAV003B Navigate in unmodified landscapes in extreme environmental conditions and bushwalking competencies, as determined by duration of activity and terrain, **OR**
3. NOLRS cluster of competencies required in orienteering (registration is recommended) **OR**
4. demonstrated and documented experience in this activity (for example, a logbook) including:
 - local knowledge of the area to be covered
 - proficiency in the use of map and compass
 - appropriate bushcraft abilities such as fire lighting in adverse weather
 - experience in supervising students in this environment
 - sound knowledge of search and rescue and emergency procedures.
 - experience in course setting.
 - proficiency in the use of map and compass.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate.
- A comprehensive first aid kit appropriate to the activity must be available at the site.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Students should be trained in map reading in an open area that is familiar to them.
- Only when students are confident in navigation and have a basic understanding of contour interpretation should they be taken on bush orienteering activities.
- Students should be instructed on procedures to follow when lost, and should know the procedures staff will follow when students are overdue.
- Students should be trained in the food and water requirements relative to the duration of the activity.

Supervision

- 1:10
- Inexperienced students should travel in pairs or small groups within the larger group.

Venue

- The area should be covered by an orienteering map.
- Courses should be designed to suit the abilities of students.
- Check on access, especially where pine forests are in use. In a bush setting, the most suitable area is open forest with clear boundaries and a network of tracks. Distinct contour features are helpful.
- Checkpoints should be major features that are clearly visible when approached, preferably with boundaries just beyond.

Clothing/Personal Items

- Clothing should be comfortable and suitable for the expected weather conditions.
- Sturdy shoes are recommended.
- Long trousers are helpful in avoiding scratches and snake bites.
- Spare clothing should be taken by each participant to the venue.
- Adequate food and water should be carried by each participant.
- UV sunscreen SPF 30+ and a sunhat should be taken when appropriate.

Equipment

- On bush courses, each individual student or student group should carry a whistle, a map in a plastic bag and a compass.
- Minimal loads are advisable – small daypacks are recommended.

Safety Points

- The activity should be planned to finish well before dark.
- Activities should not be conducted on very hot days or when there is significant fire danger – for example, when a total fire ban has been declared.

Care of Environment

- Teachers should avoid national parks or other sensitive areas for orienteering.
- Participants should be instructed to be particularly careful when walking or running off tracks.
- Toileting requirements should be taken into consideration and appropriate measures taken – for example, toilet break en route or trowel and toilet paper taken.



Education and Training

Outdoor Adventure Activities Policy and Mandatory Procedures

PART 3 – Activity Specific Procedures

2. CAMPING

2.1 BASE CAMPING

2.1 BASE CAMPING

These procedures refer to a base camp under canvas at or near vehicles. They do not refer to base camps in caravan parks or other localities where there is an on-site manager.

Activity Leader	<p>The activity leader must possess:</p> <ol style="list-style-type: none"> 1. Australian Qualifications Framework (AQF) Certificate III or IV in Outdoor Recreation OR 2. AQF Outdoor Recreation Industry Training Package competencies: <ul style="list-style-type: none"> ▪ SROODR005A Guide outdoor recreation sessions and THTFTO03B Set up and operate a campsite OR 3. National Outdoor Leader Registration Scheme (NOLRS) cluster of competencies required to be a Bushwalking Leader (registration is recommended) OR 4. Demonstrated and documented experience in this activity (for example, a logbook) including: <ul style="list-style-type: none"> ▪ local knowledge of the area to be covered ▪ proficiency in the use of map and compass ▪ appropriate bushcraft abilities such as fire lighting in adverse weather ▪ experience in supervising students in this environment ▪ sound knowledge of search and rescue and emergency procedures.
First Aid	<ul style="list-style-type: none"> ▪ At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
Group Preparation	<ul style="list-style-type: none"> ▪ Each student: <ul style="list-style-type: none"> ○ should be adequately briefed ○ should be taught how to pitch a tent on a suitable site ○ should have adequate food (encourage shared catering and cooking) ○ should know the requirements for good personal hygiene ○ be briefed on relevant impact practices and issues.
Supervision	<ul style="list-style-type: none"> ▪ 1:15
Venue	<ul style="list-style-type: none"> ▪ The venue should be suitable for associated activities. ▪ Designated campgrounds should be used where available. ▪ The leader should contact the local authorities (for example, National Parks ranger) to obtain current information related to the area.
Clothing/Personal Items	<ul style="list-style-type: none"> ▪ Clothing should suit likely weather conditions and activities to be undertaken. ▪ Suitable spare clothing should be taken. ▪ UV sunscreen SPF 30+.
Equipment	<ul style="list-style-type: none"> ▪ Equipment should suit likely weather conditions and activities to be undertaken. ▪ Tents with sewn-in floors are strongly recommended. ▪ All students should have a sleeping bag and sleeping mat. ▪ Appropriate communications equipment – for example, mobile phones, EPIRB, satellite phones – should be taken.

Safety Points

- Staff should assess the area on arrival and brief students as to possible dangers.
- Swimming must be very carefully supervised – see section on ‘Swimming’ and section on ‘Surf Activities’.

Care of Environment

- Care must be taken when camping close to water supplies.
- Attempt to camp at least 30 metres away from water.
- Drainage channels must not be dug around tents.
- Large groups should not camp in sensitive areas.
- Keep noise to a minimum.
- Leave no trace of your camp.
- Large groups should not walk or camp in sensitive areas.
- Fires should be in existing fireplaces where possible and kept to a minimal size. They must be completely extinguished, with no traces left on departure.
- No fires must be lit in times of total fire ban.
- Respect flora, fauna and areas of cultural significance.
- Keep noise to a minimum and minimise impact on other groups.
- Stoves should be used in preference to open fires whenever possible
- Abide by the relevant/current impact codes for the area and the activity, especially for toileting, cleaning/washing, and the removal of all wastes (food and human).



Education and Training

Outdoor Adventure Activities Policy and Mandatory Procedures

PART 3 – Activity Specific Procedures

3. ROPE

- 3.1 INSPECTION PROCESS FOR CLIMBING EQUIPMENT**
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3.1 INSPECTION PROCESS FOR CLIMBING EQUIPMENT

Inspections of equipment and facilities as identified in the mandatory procedures must be followed within the designated guidelines and timelines.

ANNUAL INSPECTION PROCESS

Climbing activity leaders must have a thorough knowledge of the safe use and care of equipment involved in climbing activities. This includes keeping a 'Rope Based Activity Equipment Log'. (See Attachment 13)

INSPECTION CRITERIA FOR RETIRING ROPES

An annual inspection by a competent and trained teacher on site who is a primary user of the equipment must be carried out. This annual inspection must be validated by a competent and trained teacher from another site. Schools are to arrange their own validations during term 1 of the school year.

INSPECTION CRITERIA

Abrasion / Sheath Wear - the core is exposed or more than half of the outer sheath yarns are abraded.

Fraying - indicates broken or damaged sheath bundles which is an indication of abrasion or overloading.

Glazing and / or glossy marks or hard, stiff areas signify heat damage. Typically this is the result of contact with a descender that has become overheated in a fast rappel.

Discoloration - a change in the rope's original color is an indication of chemical damage or exposure to the elements of nature including Ultraviolet [UV] radiation.

Exposed core fibers indicate severe sheath damage and possible core damage.

A Lack of Uniformity in Diameter or Size indicates core damage. This is noted by a depression in the diameter of the rope, lumpiness of the rope or exposed core strands protruding from the rope.

Inconsistency in texture of the rope can be an indication of excessive wear. This is most noted as soft or stiff areas in the rope.

Use / Age - the rope can become simply worn out over time. LHS recommends a low elongation / static rope be removed from service no more than ten years from its manufacture date.

Loss of Faith - if you feel uncomfortable for any reason or suspect there may be a problem with your rope it must be retired.

Usage inspection process

Equipment should be checked on purchase.

Equipment should be checked pre and post significant activity.

Timing of inspections

Inspections must be conducted during term 1 of the school year.

DISCARD CRITERIA

Harnesses

Tactile and visual inspection – any damage to stitching, significant fraying, contact with chemicals, significant abrasion, distorted or damaged buckles.

Heavy use – 1 year

Moderate use – 4 years

Light/Occasional – 7 years

Unless manufacturer recommendations override these.

PURCHASING PROTOCOLS

Approved Suppliers

Suppliers must be able to supply:

Batch numbers, serial numbers, Instruction manuals, date of manufacture, appropriate insurance e.g. public liability, record keeping.

Approved Manufacturer Must meet the standards: Either UIAA or EN or CE

Examples of manufacturers:-

Ropes: Edelrid, Beal, Mammut, Bluewater

Hardware: Netoleus, Kong, Blackdiamond

Harnesses / Textiles: Black Diamond, Petzel, Singing Rock

Equipment details:

Name:

Manufacture:

Record of batch number/serial number:

Date of Manufacture:

Date of Purchase:

Hardware must have standards clearly marked in durable manner. Eg. 30KN and the UIAA or EN or CE

Instruction / information manuals need to be kept and stored

Discard criteria

Storage / care instructions

EQUIPMENT LOGS AND REGISTERS

For individual ropes and alike groups of equipment

Eg: harnesses , karabiners

It may annotate use, terrain, weather, application, number of falls, number of users, dates, and should be annotated each time the rope is used.

Each school requires a hard copy folder which includes rope based activity register (See Attachment 13).

It contains:

- Contents sheet
 - Template called "Rope Based Activity Equipment Register"
This sheet should have every individual item detailed
 - Purchased records
 - Manufacture material / instruction manuals / manufactures records
 - Equipment Register
- Categories of Equipment:
- Static Ropes
 - Dynamic Ropes
 - Harnesses
 - Slings / Tapes / Daisy Chains
 - Helmets
 - Prusik cord / cordelette
 - Quick draws
 - Protection equipment e.g. lead climbing equipment SLCD's wire nuts, bolt brackets
 - Carabiners /connectors
 - Steel
 - Alloy
 - Clip gate
 - Screw gate
 - Maillons
 - Descenders
 - Manual
 - Auto locking
 - Ascenders
 - Belay devices
 - Manual
 - Auto locking
 - Pulley
 - Ladders / wire traces

INSPECTION PROCESS FOR CLIMBING WALLS

The wall must be clearly identified as a climbing wall and approved as such by a structural engineer experienced in height safety. It will almost always have been purpose designed.

The anchoring system for ropes, belay bar or similar must be approved as safe by a structural engineer.

Walls must be checked every 12 months by a structural engineer experienced in height safety and documentation of this must be kept by the school and the PE & Sport Unit.
Safety signage must be displayed at each school next to the climbing wall.

3.2 ABSEILING

Procedures

These procedures apply to *all* abseiling activities. The leader or teacher-in-charge must follow these procedures in all circumstances.

Application for approval

The leader *must* submit an application for approval as an outdoor adventure activity for the following:

- abseiling as an activity in its own right
- abseiling undertaken as part of another activity such as climbing, caving or canyoning.

No application for approval is necessary where the abseiling activities are on artificial climbing walls or other suitable structures in an urban setting.

Leader

The leader must possess:

1. Australian Qualifications Framework (AQF) Certificate III or IV in Outdoor Recreation with specialisation in abseiling **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROABA005A Guide abseiling on artificial surfaces (single pitch) or
 - SROABN007A Guide abseiling on natural surfaces (single pitch) or
 - SROABN009A Guide abseiling on natural surfaces (multi pitch) as relevant to context **OR**
3. National Outdoor Leader Registration Scheme (NOLRS) cluster of competencies required to be an abseiling guide or instructor (registration is recommended) **OR**
4. Australian Climbing Instructors Association (ACIA) Single Pitch Guide or Multi Pitch Guide as relevant to circumstances

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Students must be given appropriate instruction. Topics should include equipment, abseil safety, possible problems, belaying, emergency stop, terminology and any calls that will be used.
- Students learning to prusik must be belayed, experienced students can begin to prusik without a belay, only after careful and documented assessment by the leader.
- Unbelayed students should back up their prusiks by clipping into a knot on the rope below their prusiks.

Supervision

- At the cliff, one leader to eight participants – 1:8.
- Other students away from the cliff can be supervised by another accompanying teacher or adult, not necessarily an abseiling instructor, at a ratio of 1:15.

- Venue**
- The activity leader must be familiar with the area to be used and have a firsthand knowledge of access routes through the cliffs.
 - There should be adequate safe, level space at the top and bottom of the cliff.
 - The rock must be judged to be sound and without significant risk of rockfall.
- Clothing/Personal Items**
- Clothing should be comfortable, non-restrictive but not too baggy, and suitable for the weather conditions.
 - Loose jewellery should not be worn and long hair should be tied back.
 - If glasses are worn, they should be attached around the head by means of straps.
 - Sun caps worn under helmets must not have a button at the top (they can cause injury in the event of a blow to the top of the head).
 - UV sunscreen SPF 30+.
- Equipment**
- Accompanying adults must have a detailed knowledge of the history of ropes and other equipment to be used. They must be thoroughly conversant with the use and care of equipment and retire any item that is considered unsafe.
 - Harnesses must be fail safe – that is, they must remain on in the event of failure of any single buckle or knot. Students must use either commercial harnesses or knotted tape harnesses. A locking carabiner or maillon rapide must be used.
 - The recommended belay devices include the Sticht plate and its derivatives. The figure eight descender is not recommended for belaying.
 - Climbing helmets must be worn by all students and accompanying adults on the rock face and in its immediate vicinity.
 - Depending on the methods used, accompanying adults should consider whether or not gloves should be worn.
 - The leader must have on hand basic rescue equipment – spare rope, prusik slings, spare carabiners, knife and descender.

Safety Points

- Abseiling is simple and therein lies the danger. The group should develop a strategy to ensure that every abseiler is double-checked before going down. The A–F checklist of safety precautions should be used:
 - A – Anchor
 - B – Buckles
 - C – Carabiner
 - D – Devices
 - E – Everything
 - F – Far Calls.
- The leader should have a rescue system in place that will enable efficient rescue in any foreseeable situation.
- Students should be made well aware of the risks and understand the importance of making a smooth, controlled descent without speeding or jumping.
- Abseilers should not wear loose clothing. Long hair must be secured to prevent catching in the descender or rope.
- Students waiting at the cliff top should stand at least two body lengths away from the edge; those at the bottom should stand well clear, even when giving a bottom belay.
- Students must be belayed at all times. This could take the form of top belay, bottom belay or self belay, depending on the skill and experience of the student. A top belay is highly recommended for novice abseilers.
- Front (face-forward) abseiling can be undertaken only with purpose-designed, commercially available rear attachment harness.

Care of Environment

- Shrubs growing on the rocks require special care.
- Some padding or a broad sling should be used to protect any trees used as anchors.

3.3 BOULDERING

Procedures

These procedures apply to *all* bouldering activities. The leader or teacher-in-charge must follow these procedures in all circumstances.

Application for approval

The leader *must* submit an application for approval as an outdoor adventure activity for the following:

- bouldering as an activity in its own right
- bouldering undertaken as part of another activity such as climbing, caving or canyoning.

No application for approval is necessary where the bouldering activities are on artificial climbing walls or other suitable structures in an urban setting.

Activity Leader

The activity leader must:

1. have demonstrated and documented experience in this activity (for example, a logbook) that includes significant activity over a recent period
2. have climbed in the area being used and have a good general knowledge of the extent of the outcrop and difficulty of the boulder problems
3. have a knowledge of good training technique and be well aware of the dangers of overtraining
4. have a thorough knowledge of the safe use and care of equipment involved in this activity
5. have sufficient expertise to rescue any student in difficulty
6. have experience in the supervision of students in this environment.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Students must be given appropriate instruction. This should include safety, especially the importance of spotting and down climbing out of difficulty, movement skills and training tips.

Supervision

- 1:10
- Other students not involved in the activity can be supervised by another accompanying teacher or adult at a ratio of 1:15.

Venue

- Accompanying adults must be familiar with the area to be used and define this area carefully for the students.
- The rock must be judged to be sound and without significant risk of rock fall.

Clothing/Personal Items

- Clothing should be comfortable, non-restrictive but not too baggy, and suitable for the weather conditions.
- Loose jewellery, rings and watches should not be worn while bouldering. Long hair should be tied back.
- Glasses should be worn on straps.
- UV sunscreen SPF 30+.

Equipment

- Students must have suitable footwear. Chalk is optional.

Safety Points

- Students should warm up before the activity.
- Gradual training is important if injury is to be avoided. Students should avoid overuse of the cling grip – rather, they should favour the open-handed grip and do a variety of problems.
- Problems should not be too high (no higher than two metres) and should have a safe landing.
- Absorbent floor mats should be used where possible.
- Students should spot each other wherever appropriate.
- No student should stand or climb below another student, unless spotting.
- Check for suitable down routes before allowing use of any particular boulder.

Care of Environment

- Shrubs should not be removed to enable a climb to be done.
- Use of chalk should be minimised.

3.4 CANYONING

These procedures refer to canyoning trips that involve abseiling, and the procedures for 'Abseiling' apply (see section on 'Abseiling', above).

In a canyon that does not involve abseiling, the references to abseiling can be ignored, but the remaining procedures apply.

For trips involving swimming, the procedures set out in section on 'Swimming' must also be followed.

Leader

The leader must possess:

1. Australian Qualifications Framework (AQF) Certificate III or IV in Outdoor Recreation with specialisation in canyoning or abseiling and bushwalking **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROCAY007A Guide canyoning trips (single pitch) or
 - SROCAY008A Guide canyoning trips (multi pitch) as relevant to context **OR**
3. National Outdoor Leader Registration Scheme (NOLRS) cluster of competencies required to be a canyoning guide or both an abseiling and a bushwalking guide (registration is recommended) **OR**
4. Australian Climbing Instructors Association (ACIA) Single Pitch Guide or Multi Pitch Guide as relevant to context in addition to bushwalking competencies as relevant to context.

In canyons that involve swimming, the leader must hold a current Bronze Medallion or higher award and must have knowledge of hypothermia and prevention management.

Accompanying Adults

- All assisting accompanying adults supervising must be experienced in rope use, bushwalking or abseiling.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Students must be given appropriate training in abseiling and river safety, paying particular attention to the dangers of flooding and walking on slippery rock.
- Students learning to prusik must be belayed, experienced students can begin to prusik without a belay, only after careful and documented assessment by the leader.
- Unbelayed students should back up their prusiks by clipping into a knot on the rope below their prusiks.

Supervision

- 1:5 with abseiling
- 1:7 without abseiling.
- In canyons involving abseiling, a single group must not exceed 12 in total.

Venue

- Staff must be familiar with the general area in which the canyon lies and preferably will have visited the canyon beforehand.

Clothing/Personal Items

- A thermal top or jumper and warm headgear (beanie or balaclava) must be carried or worn by each member of the group.
- Thermal pants should be carried or worn.
- Spare clothing should be carried in a waterproof bag.
- Loose jewellery, rings and watches should not be worn while canyoning.
- Glasses should be worn on straps.
- UV sunscreen SPF 30+.

Equipment

- Static ropes are recommended for all but the shortest drops.
- The leader must have on hand basic rescue equipment: spare rope, prusik slings, spare carabiners, knife, descender.
- A spare descender should be carried.
- Where canyons involve swimming, use of helmets on abseil is not mandatory but may be required at the direction of the leader.
- It is recommended that all participants carry thermal blankets.
- Gloves are recommended for abseiling.
- Heavy packs can be slung from the waist when abseiling.
- A stove should be carried.

Communications Equipment

- Either a satellite phone or a mobile phone must be carried.
- Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
- A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.

Safety Points

- Leaders should be aware that escape is impossible from most canyons, except by going down.
- All of the procedures for abseil safety apply, refer to Abseiling safety points
- Old slings and old bolts and pitons in canyons should be treated with suspicion and not relied upon. If in any doubt, add a new sling.
- The importance of studying the weather cannot be overemphasised. A canyon should not be entered if it is raining heavily or if it has rained heavily in the past 24 hours or if heavy rain is expected in the catchment area.
- Care must be taken when walking on slippery rock.
- Some canyons (for example, Claustral Canyon) are best attempted in groups of not more than about six. A larger group can be split into independent subgroups, each under qualified leadership (as specified above).
- Popular canyons in the Blue Mountains are best avoided on weekends in summer (mid-week is preferred).
- An airbed should be taken as a backup in canyons that involve swimming.
- Participants should not jump into water wearing a helmet or a pack.
- Swimming must be very carefully supervised – see section on 'Swimming'.
- A buddy system is recommended.

Care of Environment

- Shrubs growing on the canyon walls require special care.
- A sling should be used to protect any trees used as anchors.

3.5 CAVING

These procedures refer to adventure caving and do not apply to guided tours through commercial caves. Cave diving using scuba gear is a banned activity.

Activity Leader

The activity leader must possess:

1. Australian Qualifications Framework (AQF) Certificate III or IV in Outdoor Recreation with specialisation in Caving **OR**
2. AQF Outdoor Recreation Industry Training Package competencies as appropriate:
 - SROCVE020A Guide horizontal caving trips or
 - SROCVE021A Guide vertical caving trips (single pitch) or
 - SROCVE023A Guide vertical caving trips (multi pitch) **OR**
3. National Outdoor Leader Registration Scheme (NOLRS) cluster of competencies required for caving

The leader must also:

- have demonstrated and documented experience in this activity (for example, a logbook)
- have a breadth of experience gained in a number of different localities
- have a thorough knowledge of the safe use and care of equipment involved in this activity
- be competent at route finding and navigating underground without the aid of any fixed markings such as arrows, cairns or string
- be able to follow a cave map
- be able to carry out emergency procedures to handle situations that might arise – for example, in squeezes, stream ways or in foul air
- have experience in supervising students in this environment.

Other Staff

- All staff supervising caving must be experienced cavers.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate.
- For remote settings and caves where rescue or medical aid may be delayed, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.
- A comprehensive first aid kit appropriate to the activity must be carried to the cave entrance, and a small mobile kit must be carried by each group during the activity.

Group Preparation

- The participants must be given appropriate training prior to going underground. This should include discussion of safety measures, teamwork, underground hazards, navigation and practice in descending and ascending pitches including necessary rope work.
- Participants using prusiking to ascend pitches must be thoroughly trained on the surface and be already competent in the use of ladders. Essential prusiking skills are to be able to cross a knot, change from abseil to prusik, and from prusik to abseil. Two points of attachment to the harness must be maintained during prusiking and changeovers. The leader in this case must be highly proficient in the use of single rope techniques and be very competent in rigging pitches. There must be no chance of rope abrasion.
- Students learning to prusik must be belayed, experienced students can begin to prusik without a belay, only after careful and documented assessment by the leader.
- Unbelayed students should back up their prusiks by clipping into a knot on the rope below their prusiks.
- Every member of the caving party must know whom to contact in an emergency.
- Special emphasis should be placed on conservation ethics.

Supervision

- The supervision ratios take into account the increased difficulty of a cave environment:
 - 1:8 for horizontal caves
 - 1:5 for caves with moderate drops
 - 1:4 for advanced caves.
- A party must contain at least four members. Every party is in effect a self-contained group and one of the members must hold a first aid certificate.

Clothing/Personal Items

- Overalls are recommended, especially in tight caves.
- Boots are better than runners.
- For ladder climbs, boots should have an instep to help locate the ladder rungs.
- Loose jewellery, rings and watches should not be worn while caving. Long hair should be secured.
- Glasses should be worn on straps.

Venue

- The leader must have a thorough knowledge of the area and the particular caves where the activity is to take place.

Equipment

- A caving or climbing helmet with a chinstrap must be worn.
- Each party member should have reliable primary and secondary light sources plus spare parts. A helmet-mounted primary light is preferred, especially where pitches are involved.
- In cold or wet caves, spare dry clothing – for example, thermal top and warm beanie – should be carried by each member. The leader should carry spares.
- The leader must carry basic rescue equipment – for example, ascenders and pulleys for vertical caving.

Communications Equipment

- Either a satellite phone or a mobile phone must be carried.
- Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
- A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.

Safety Points

- The hazards of loose rock, flooding and foul air must be explained to each party member.
- The group should be taught route-finding skills and should stay in voice contact.
- Employ a buddy system for safety checks during vertical caving.
- Extreme care should be taken in any cave both during and following periods of heavy rain.
- The importance of studying the weather cannot be overemphasised. A cave should not be entered if it is raining heavily or if it has rained heavily in the past 24 hours or if heavy rain is expected in the catchment area.
- A sleeping bag and sleeping mat should be within easy reach of the cave entrance.

Care of Environment

- The cave environment is a delicate one and a no-trace ethic must be very much in operation. In particular, care should be taken in decorated areas. Decorations must not be touched. Care must be taken near streams or in muddy areas. Mud fights must not be allowed.
- Cave life must be respected. Avoid unnecessarily disturbing pools, slow-moving streams or sediment banks.
- It is recognised that many popular caves have been poorly looked after but every effort must be made to respect all caves whatever their state.

3.6 CLIMBING WALLS

Procedures

These procedures cover climbing activities on artificial climbing walls *only*. They refer to bottom-belayed top rope climbing *only*.

Application for approval

An application for approval as an outdoor adventure activity need not be submitted. The teacher-in-charge is responsible for the safe running of the activity in accordance with the procedures set out below.

However, certain associated activities – such as top-belayed climbing, abseiling, prusiking, and lead climbing – require additional experience and qualifications. Refer to the Activity-specific Procedures: section on ‘Caving’ (with regard to vertical caving), section on ‘Rock climbing’, section on ‘Canyoning’ and section on ‘Abseiling’.

Activity Leader

The activity leader must possess:

1. Australian Qualifications Framework (AQF) Certificate III or IV in Outdoor Recreation with specialisation in climbing (artificial surface) **OR**
2. AQF Outdoor Recreation Industry Training Package competencies
 - SROCLA008A Guide climbing activities on artificial surfaces (bottom belayed top-roping elements provided by a Registered Training Organisation (RTO)) **OR**
3. National Outdoor Leader Registration Scheme (NOLRS) cluster of competencies required for climbing (artificial) (registration is recommended) **OR**
4. Australian Climbing Instructors Association (ACIA) Single Pitch Climbing Guide.

The leader must also:

- have demonstrated and documented experience in this activity (for example, a logbook) and, where climbs are being top roped, have a breadth of experience in top rope climbing that includes significant activity over a recent period
- be fully conversant with the anchoring systems, set-ups and rescue procedures necessary for the site
- have a thorough knowledge of the safe use and care of equipment involved in this activity. This includes keeping a ‘Fall Prevention/Rescue Equipment Register’ and a ‘Rope Based Activity Equipment Log’.
- have sufficient expertise to rescue any student in difficulty
- have the ability to safely manage the whole group involved and all elements of this activity for its duration.

Other Staff

- Other supervising staff must be suitably experienced with all safety procedures in operation at the venue.

First Aid

- There must be a qualified first aider on the premises who will have ready access to a first aid kit. In a school setting, this person can be the normal first aid officer on duty.

Group Preparation

- Students must be given appropriate training prior to their first climb. Topics should include safety, terminology, tying in, belaying and climbing calls.
- Students learning to belay must have a backup belayer – that is, they must be one of a buddy pair. Experienced students can begin to belay alone only after careful and **documented** assessment by the leader.
- Students learning to prusik must be belayed, experienced students can begin to prusik without a belay, only after careful and documented assessment by the leader.
- Unbelayed students should back up their prusiks by clipping into a knot on the rope below their prusiks.

Supervision

- One leader to 12 participants who are climbing or belaying – 1:12.
- Other students who are waiting nearby to climb or belay are not included in the ratio and do not require separate supervision but clearly their contact with the climbing group will need to be carefully managed by the accompanying adults.

A teacher may conduct the activity alone as long as the supervision ratio is adhered to.

Venue

- The wall must be clearly identified as a climbing wall and approved as such by a structural engineer experienced in height safety. It almost always will have been purpose designed.
- The anchoring system for ropes, belay bar or similar must be approved as safe by a structural engineer.
- Walls must be checked every 12 months by a structural engineer experienced in height safety and documentation of this must be kept by the school and the PE & Sport Unit.
- Safety signage must be displayed at each school next to the climbing wall.

Clothing/Personal Items

- Clothing should be comfortable and non-restrictive but not too baggy.
- Loose jewellery, rings and watches should not be worn while climbing.
- Glasses should be worn on straps.

Equipment

- Staff must have a detailed knowledge of the history of ropes and other equipment to be used. They must be thoroughly conversant with the use and care of equipment and retire any item that is considered unsafe.
- All equipment must be designed for rock climbing. Dynamic ropes or semi-dynamic (climbing gym) ropes are to be used for belaying.
- The recommended belay devices include the Sticht plate and its derivatives. The figure eight descender is not recommended for belaying.
- Climbing harnesses must be fail safe – that is, they remain on in the event of failure of any single buckle or knot. Direct tying in of the rope to the harness is recommended; alternatively, a locking carabiner may be used.
- The method for attaching the climbing harness to the belay rope should not rely on a single screw gate carabiner. It must be a recognised climbing attachment and include a backup connection – for example, ‘clip and tie’ method, using both screw gate carabiner and a rethreaded figure of eight or a double screw gate carabiner.
- In rockclimbing instructional programs leading to outdoor climbing, students may be tied in directly to the rope.
- The use of absorbent floor mats is mandatory.
- The use of climbing helmets is at the discretion of the leader, except where a venue requires them to be worn.

Safety Points

- All participants must be made aware of the calls to be used and the procedures for checking the belay system, which will include a check that every climber is properly tied in.
- Belayers should take precautions to prevent loose clothing or hair jamming in the belay device.
- Training regimes need to recognise the importance of warm-ups, stretching and injury prevention.
- Tie-in points on the floor are recommended and should be used if provided.

3.7 LOW ROPES COURSES

Procedures

The teacher-in-charge is responsible for the safe running of the activity in accordance with the procedures set out below.

Application for approval

An application for approval as an outdoor adventure activity need not be submitted for low ropes course activities conducted at Birrigai.

Leader

The leader must possess:

1. Australian Qualifications Framework (AQF) Certificate III or IV in Outdoor Recreation with specialisation in challenge ropes courses
OR
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROCRP003A Supervise a low ropes session **OR**
3. National Outdoor Leader Registration Scheme (NOLRS) cluster of competencies required for challenge ropes courses for the level required (registration is recommended).

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be at the site.

Group Preparation

- Activities must be carefully chosen to suit the age and abilities of the group and the individual students. It is recommended that students are at least eight years old or in Grade 4.
- Students must be given appropriate training prior to attempting low ropes course activities. This will include:
 - spotting on low ropes – four spotters must be used for each student
 - working together as a small team
 - appropriate communication
 - procedural instructions for the specific low ropes course
 - use of helmets.
- The leader must stress the rule that only one student is permitted to perform on each element at the one time.

Supervision

- 1:15
- One accompanying adult must be a teacher.
- Accompanying adult must have received training similar to the training that students are receiving prior to supervising rope course activities. They need to be able to assist the leader and to act appropriately in an emergency.

Venue

- The leader must ensure that the location has been selected in accordance with the following considerations:
 - the course must be suitable for the students and the program.

Clothing/Personal Items

- Clothing should be comfortable, non-restrictive but not too baggy, and suitable for the weather conditions.
- Solid footwear must be worn.
- Loose jewellery, rings and watches should not be worn while climbing.
- Glasses should be worn on straps.
- UV sunscreen SPF 30+.

Equipment

- Helmets must be worn on low ropes courses.

Safety Points

- The low ropes course operator must be able to provide written evidence (Outdoor Education Rope Related Activity Equipment Register) that recent and regular maintenance checks have been conducted.
- Prior to use of a low ropes course, eye bolts, wire rope, staples and support structures, etc. must be inspected.
- Spotting skills for low ropes must be carefully taught in advance to students.
- Students must not be permitted to spot or belay without direct supervision.
- Long hair and clothing drawstrings need to be secured.
- All objects need to be removed from pockets.

Care of Environment

- General care of all fauna and flora in the area is to be heeded.

3.8 TOP ROPE CLIMBING

These procedures cover rock climbing activities in which climbs will be top roped with a bottom belay.

Activity Leader	<p>The activity leader must possess:</p> <ol style="list-style-type: none"> 1. AQF Certificate III or IV in Outdoor Recreation with specialisation in rockclimbing on natural surfaces OR 2. AQF Outdoor Recreation Industry Training Package competencies: <ul style="list-style-type: none"> ▪ SROCLN007A Guide climbing activities on natural surfaces (restricted) OR 3. NOLRS cluster of competencies required for top rope climbing OR 4. ACIA Single Pitch Climbing Guide.
Other Staff	<ul style="list-style-type: none"> ▪ Other supervising staff must be suitably experienced with all safety procedures in operation at the site.
First Aid	<ul style="list-style-type: none"> ▪ At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried. ▪ For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.
Group Preparation	<ul style="list-style-type: none"> ▪ Students must be given appropriate training prior to being on the rock face. Topics should include safety, terminology, tying in, belaying and any climbing calls that will be used. ▪ Students should not carry out any belaying until they have received careful instruction and had adequate practice with the belay system. ▪ Students learning to belay must have a backup belayer – that is, be one of a buddy pair. Experienced students can begin to belay alone only after careful and documented assessment by the leader. ▪ All participants must be made aware of access routes through the cliffs.
Supervision	<ul style="list-style-type: none"> ▪ One leader to eight participants – 1:8. ▪ Other students on the ground can be supervised by another teacher or responsible adult (not necessarily a climbing instructor) at a ratio of 1:15.
Venue	<ul style="list-style-type: none"> ▪ The area for top roping must be small and well defined, with the whole group in view. There are very few suitable areas in the ACT. ▪ Cliffs higher than 20 metres are rarely suitable for top roping. ▪ Staff must be familiar with the area to be used and have a firsthand knowledge of access routes through the cliffs. ▪ The rock must be judged to be sound and without risk of rockfall, including at the top where students will finish the climb.
Clothing/Personal Items	<ul style="list-style-type: none"> ▪ Clothing should be comfortable, non-restrictive but not too baggy, and suitable for the weather conditions. ▪ Loose jewellery, rings and watches should not be worn while climbing. ▪ Glasses should be worn on straps. ▪ UV sunscreen SPF 30+.

Equipment

- Staff must have a detailed knowledge of the history of ropes and other equipment to be used. They must be thoroughly conversant with the use and care of equipment and retire any item that is considered unsafe. This includes keeping a 'Fall Prevention/Rescue Equipment Register' and a 'Rope Based Activity Equipment Log'.
- All equipment must be designed for rock climbing. Only dynamic ropes must be used for belaying.
- Climbing harnesses must be fail safe – that is, they remain on in the event of failure of any single component. Direct tying in of the rope to the harness is strongly recommended but a locking carabiner may also be used.
- Climbing helmets must be worn by all students and supervisors on the rock face and in its immediate vicinity.

Communications Equipment

- Either a satellite phone or a mobile phone must be carried.
- Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
- A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.

Safety Points

- Recommended belay devices include the Sticht plate and its derivatives. The figure eight descender is not recommended for belaying.
- Belaying from below is strongly recommended where possible.
- In general, students should lower off in preference to abseiling.
- Novice belayers should be assisted by a backup belayer.
- Students should be made especially aware of the dangers of rockfall.
- The group should develop a strategy to ensure that every climber is double-checked before they commit themselves to the rock face.

Care of Environment

- No vegetation is to be deliberately damaged for the sake of making a climb. Particular care should be taken when passing trees and shrubs en route.
- Bird's nests must not be disturbed. Some climbs are best avoided in breeding season.
- Use of chalk should be minimised.
- Some padding or a broad sling should be used to protect any trees used as anchors.

3.9 ROCK CLIMBING

These procedures cover rock climbing activities in which climbs will be led or top belayed.

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in rockclimbing on natural surfaces **OR**
2. AQF Outdoor Recreation Industry Training Package competencies appropriate to the activity:
 - SROCLN008A Guide lead climbing activities on natural surfaces (single pitch) or
 - SROCLN010A Guide lead climbing activities on natural surfaces (multi pitch) or
 - SROCLN011A Instruct lead climbing on natural surfaces (single pitch) or
 - SROCLN012A Instruct lead climbing on natural surfaces (multi pitch) **OR**
3. NOLRS cluster of competencies required for rock climbing single pitch or multi pitch (when developed registration is recommended) **OR**
4. ACIA Single Pitch Guide or Multi Pitch Guide as relevant to context.

Other staff

- Other supervising staff must be suitably experienced in all safety procedures required for the site.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Students must be given appropriate training prior to being on the rock face. This should include safety, terminology, tying in, any climbing calls that will be used and, if appropriate, belaying.
- Students should not carry out any belaying until they have gained some climbing experience. To begin with, they will need careful instruction, close supervision and use of a backup belayer, particularly when belaying from above.
- Students learning to belay must have a backup belayer – that is, they must be one of a buddy pair. Experienced students can begin to belay alone only after careful and **documented** assessment by the leader.
- All participants must be made aware of access routes through the cliffs.
- Where students are **lead climbing**, the following also apply:
 - Students may progress to lead climbing provided ample experience has been gained and a program of instruction undertaken that includes anchors, mechanical and body belays, protection, rope management and climbing calls.
 - The instructor must make an individual assessment of readiness in the case of each student.
 - At least the first two leads must employ a special strategy that ensures complete security. The suggested system is to give an additional top rope belay – that is, two belayers. Ideally the top rope will have a small amount of slack to simulate actual leading more closely.
- At least two subsequent leads must be very well protected climbs done in the presence of an instructor. In the case of all leads after that, a judgment must be made by the activity leader as to the competence of the student to lead the climb. Climbs led by students should be well protected. Local knowledge of the climbs should be sought.
- Students learning to prusik must be belayed, experienced students can begin to prusik without a belay, only after careful and documented assessment by the leader.
- Unbelayed students should back up their prusiks by clipping into a knot on the rope below their prusiks.

Supervision

- Top rope single pitch top belay 1:6
- Multi pitch climbing 1:3
- Other students on the ground can be supervised by another teacher or responsible adult (not necessarily a climbing instructor) at a ratio of 1:15.

Venue

- Staff must be familiar with the area and climbs to be used and have a firsthand knowledge of access routes through the cliffs.
- The rock must be judged to be sound and without significant risk of rockfall, including at the top where students will finish the climb.
- It is recommended that the leader select a location that is covered by a guidebook

Clothing/Personal Items

- Clothing should be comfortable, non-restrictive but not too baggy, and suitable for the weather conditions.
- Loose jewellery, rings and watches should not be worn while climbing or belaying.
- Glasses should be worn on straps.
- UV sunscreen SPF 30+.

Equipment

- Staff must have a detailed knowledge of the history of ropes and other equipment to be used. They must be thoroughly conversant with the use and care of equipment and retire any item that is considered unsafe. This includes keeping a 'Fall Prevention/ Rescue Equipment Register' and a 'Rope Based Activity Equipment Log'.
- All equipment must be designed for rock climbing. Dynamic ropes must be used.
- Climbing harnesses must be fail safe and remain on in the event of failure of any single component. Direct tying in of the rope to the harness is strongly recommended but a locking carabiner maybe used instead.
- The recommended belay devices include the Sticht plate and its derivatives. The figure eight descender is not recommended for belaying.
- A purpose-designed climbing helmet must be worn by all students on the rock face or in its immediate vicinity.
- The leader must carry basic rescue equipment – for example, prusik slings, spare carabiners, descender, torch, belay device.

Safety Points

- Students should be made especially aware of the dangers of rockfall.
- The group should develop a strategy to ensure that every climber and abseiler is double-checked before they commit themselves to the rock face.

Care of Environment

- No vegetation is to be deliberately damaged for the sake of making a climb. Particular care should be taken when passing trees and shrubs en route.
- Bird's nests must not be disturbed. Some climbs are best avoided in breeding season.
- Use of chalk should be minimised.
- There should be discussion about the impact of route marking, fixed protection, chipping and the like.
- Preferably the total group size should not exceed 15, to minimise environmental impact.

3.10 HIGH ROPES COURSES

Procedures

These procedures apply to *all* high ropes courses.

Application for approval

Where the high ropes courses at Birrigai are used, *no* application for approval is necessary.

The use of other high ropes courses (for example, Narrabeen, Jindabyne) *must* be approved by completing the Application for Approval of Outdoor Adventure Activities.

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in challenge ropes courses **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROCRP004A Supervise a high ropes session **OR**
3. NOLRS cluster of competencies required for challenge ropes courses for the level required (registration is recommended).
4. at **BIRRIGAI ONLY** AQF Outdoor Recreation Industry Training Package competencies:
 - ◆ SROCRP002A Conduct a high ropes session (top rope, bottom belay high ropes session where there is a person with SROCRP004A supervise a high ropes session in the vicinity or within close radio contact of the person conducting the activity).

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be at the site.

Group Preparation

- Activities must be carefully chosen to suit the age and abilities of the group and of individual students. It is recommended not to use high ropes courses for primary school students.
- Before attempting ropes course activities, students must be given appropriate training, with particular emphasis on the number of students permitted to perform on each element at the one time.
- This will include:
 - belaying on high ropes – two belayers must be used for each student
 - spotting on low ropes – two spotters must be used for each student
 - working together as a small team
 - appropriate communication
 - ascent to and descent from the high ropes course
 - procedural instructions for the specific ropes course
 - use of safety equipment.

Supervision

- 1:10
- One supervising adult must be a teacher.
- Before supervising rope course activities, supervising staff must be given training similar to the training given to the students. They need to be able to assist the leader and to act appropriately in an emergency.

-
- Venue**
- The leader must ensure that the location has been selected with regard to the following:
 - the course must be suitable for the students and the program.
- Clothing/Personal Items**
- Clothing should be comfortable, non-restrictive but not too baggy, and suitable for the weather conditions.
 - Solid footwear must be worn.
 - Loose jewellery, rings and watches should not be worn while climbing.
 - Glasses should be worn on straps.
 - UV sunscreen SPF 30+.
- Equipment**
- Staff must have a detailed knowledge of the history of ropes and other equipment to be used. They should be conversant with its use and care and retire any item as appropriate. This includes keeping a 'Fall Prevention/ Rescue Equipment Register' and a 'Rope Based Activity Equipment Log'.
 - All equipment must be designed for use in rock climbing and ropes course activities.
 - Climbing harnesses must be used on high ropes courses. They must be fail safe i.e. they remain on in the event of failure of any single component.
 - The recommended method of belaying is with the first person using a purpose designed belay device e.g. Sticht Plate or its derivatives and with a second backup person also having hold of the rope.
 - A high ropes rescue kit must be kept immediately accessible containing: dynamic rope, access ladder, sharp knife, spare carabiners, belay device and climbing tape slings.
- Safety Points**
- The ropes course operator must be able to provide written evidence that recent and regular maintenance checks have been conducted.
 - Prior to use of a ropes course, anchor points and connectors must be inspected.
 - Staff need to be aware of procedures for rescue where immediate assistance cannot be given.
 - Spotting skills for low ropes must be carefully taught in advance to students.
 - Students must not be permitted to spot or belay without direct supervision.
 - Transition belay straps or similar securing method must be used for transition between high ropes elements.
 - Long hair and clothing drawstrings need to be secured.
 - All objects need to be removed from pockets.
- Care of Environment**
- General care of all fauna and flora in the area is to be heeded.

3.11 PRUSIKING

Procedures

These procedures apply to *all* prusiking activities. The leader or teacher-in-charge must follow these procedures in all circumstances.

Application for approval

When taking students to a remote setting and prusiking will be an activity undertaken, the leader *must* submit an application for approval as an outdoor adventure activity for the following:

- prusiking as an activity in its own right
- prusiking undertaken as part of another activity such as climbing, abseiling, caving or canyoning.

No application for approval is necessary where the prusiking activities undertaken in an urban setting however a Risk management plan and safety checklist **MUST** be completed and kept at school. Prusiking performed whilst on a climbing, abseiling, caving or canyoning activity must be included in the application lodged.

Leader

The activity leader must possess:

1. Australian Qualifications Framework (AQF) Certificate III or IV in Outdoor Recreation with specialisation in abseiling OR
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROABA005A Guide abseiling on artificial surfaces (single pitch) or
 - SROABN007A Guide abseiling on natural surfaces (single pitch) or
 - SROABN009A Guide abseiling on natural surfaces (multi pitch) as relevant to context OR
3. National Outdoor Leader Registration Scheme (NOLRS) cluster of competencies required to be an abseiling guide or instructor (registration is recommended) OR
4. Australian Climbing Instructors Association (ACIA) Single Pitch Guide or Multi Pitch Guide as relevant to circumstances

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Students must be given appropriate instruction. Topics should include equipment, abseil and prusik safety, possible problems, belaying, emergency stop, terminology and any calls that will be used.
- Students learning to prusik must be belayed, experienced students can begin to prusik without a belay, only after careful and documented assessment by the leader.
- Unbelayed students should back up their prusiks by clipping into a knot on the rope below their prusiks.

Supervision

- one leader to eight participants – 1:8.

-
- Other students away from the prusik site can be supervised by another accompanying teacher or adult, not necessarily an abseiling instructor, at a ratio of 1:15.
- Venue**
- The activity leader must be familiar with the area to be used and have a firsthand knowledge of access routes.
- Clothing/Personal Items**
- Clothing should be comfortable, non-restrictive but not too baggy, and suitable for the weather conditions.
 - Loose jewellery should not be worn and long hair should be tied back.
 - If glasses are worn, they should be attached around the head by means of straps.
 - Sun caps worn under helmets must not have a button at the top (they can cause injury in the event of a blow to the top of the head).
 - UV sunscreen SPF 30+.
- Equipment**
- Accompanying adults must have a detailed knowledge of the history of ropes and other equipment to be used. They must be thoroughly conversant with the use and care of equipment and retire any item that is considered unsafe.
 - Harnesses must be fail safe – that is, they must remain on in the event of failure of any single buckle or knot. Students must use either commercial harnesses or knotted tape harnesses. A locking carabiner or maillon rapide must be used.
 - The recommended belay devices include the Sticht plate and its derivatives. The figure eight descender is not recommended for belaying.
 - Prusiks can be improvised from other climbing equipment, such as slings already carried by the climber. It is recommended that three prusik loops be carried, since two are required to ascend a rope and the third allows for one to be lost, damaged, or dropped. Three loops also allow the climber to pass a knot in the rope, a difficult task without a third loop.
 - Rope Prusiks are ineffective upon frozen ropes or ropes that have become covered in mud, grease or water. This is due to the necessity of friction for the Prusik to function. Mechanical devices such as jumars should be used in this situation.
 - Climbing helmets must be worn by all students and accompanying adults on the rock face and in its immediate vicinity.
 - The leader must have on hand basic rescue equipment – spare rope, prusik slings, spare carabiners, knife and descender.
- Safety Points**
- Every person involved in prusiking should follow the same safety guidelines that an abseiler follows, including the group strategy to ensure that each person double-checked before attaching themselves to the rope. The A–F checklist of safety precautions should be used:
 - A – Anchor
 - B – Buckles
 - C – Carabiner
 - D – Devices
 - E – Everything
 - F – Far Calls.
 - The leader should have a rescue system in place that will enable efficient rescue in any foreseeable situation.

- Students should be made well aware of the risks and understand the importance of making a smooth, controlled ascent.
- Abseilers and prusikers should not wear loose clothing. Long hair should be secured to prevent catching in the descender or rope.
- Students must be belayed at all times. This could take the form of top belay, bottom belay or self belay, depending on the skill and experience of the student. A top belay is highly recommended for novice abseilers and prusikers.

Care of Environment

- Shrubs growing on the rocks require special care.
- Some padding or a broad sling should be used to protect any trees used as anchors.



Education and Training

Outdoor Adventure Activities Policy and Mandatory Procedures

PART 3 – Activity Specific Procedures

4. SNOW

- 4.1 SNOW SPORTS – RESORT BASED**
- 4.2 CROSS COUNTRY SKIING – DAY TRIPS RESORT BASED**
- 4.3 CROSS COUNTRY SKIING – DAY TRIPS, NON RESORT**
- 4.4 CROSS COUNTRY SKIING – OVERNIGHT**

4.1 SNOW SPORTS – RESORT BASED

'Snow sports – resort based' include **skiing, snowboarding, snowshoeing** and **resort telemarking**, including in circumstances requiring the use of lifts. These activities are to take place *only* at a recognised ski resort, and instruction is to be undertaken *only* by those accredited in alpine ski instruction and licensed to teach at that resort.

If any snow sport is being undertaken *outside* resort areas, then the mandatory procedures for **cross-country skiing** must be followed.

IMPORTANT REMINDER: Snow tobogganing and luge are banned activities.

Activity Leader

The activity leader must be a competent and experienced skier, snow boarder or telemarker, must be familiar with the resort and the available emergency procedures and services, and must possess:

1. Australian Qualifications Framework (AQF) Certificate III or IV in Outdoor Recreation with specialisation in alpine skiing, telemark skiing or snowboarding **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROSKB007A Guide day snowboarding activities or
 - SROSKI008A Instruct alpine skiing skills **OR**
3. Australian Professional Snowsports Instructors (APSI) specific qualification for the appropriate activity **OR**
4. demonstrated and documented experience in this activity (for example, a logbook) that includes significant activity over recent seasons **AND**
 - a sound technical background in the snow sport undertaken (alpine skiing, snowboarding or resort telemarking)
 - a thorough knowledge of the safe use and care of equipment involved in this activity
 - a sound knowledge of hypothermia and its treatment
 - a sound knowledge of the resort where the activity is taking place.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.

Group Preparation

- Fitness should be assessed.
- A briefing on the area (its runs and dangers) should be given.
- All participants should be instructed in efficient techniques on how to fall and get back up correctly.
- All participants should understand ski resort signage.
- All participants should know the 'give way' rules when skiing.
- Knowledge of hypothermia and hyperthermia prevention and management is essential.
- It is recommended that students (other than elite athletes) receive a lesson from a professional instructor.
- Students must be made aware of the Alpine Responsibility Code.

Supervision

- 1:15 on the snow.
- All accompanying adults acting in a supervisory role on the snow must be competent in snow sports.
- Accompanying adult's presence on the nominated ski runs is essential. Where resort instruction is being used, Accompanying adults should be available at all times.
- Nominated meeting points with scheduled times should be used.
- A buddy system is to be followed.

Venue

- *Only* recognised commercial resort areas must be used.

Clothing/Personal Items

- Appropriate clothing lists must be issued to participants. The clothing list should include:
 - woollen/fibre pile socks
 - appropriate ski trousers
 - warm underclothing
 - woollen/fibre pile balaclava or beanie
 - mittens/ski gloves
 - ski jacket and overpants
 - snow goggles or sun glasses
 - sun hat
 - UV sunscreen SPF 30+
 - change of clothing (especially socks and shoes).

Equipment

- Standards Approved–helmets are **mandatory** for all resort-based snow sports.
- Staff should supervise the hiring of ski gear.
- The leader should have available spare safety equipment – for example, goggles, gloves, UV sunscreen SPF 30+.
- Staff are to carry a mobile phone using a network that has coverage for the venue.
- Wrist guards are strongly recommended when snowboarding.

Safety Points

- A buddy system must be used.
- Acceptable ski runs must be nominated and resort maps carried.
- Only attempt ski runs appropriate to students level of skiing ability.
- Maintain food and fluid intake.
- Sunscreen should be applied regularly.

Care of Environment

- Facilities at the resort should be used to minimise impact on the area.
- Rubbish must not be left behind.
- Resort toilets should be used where possible.

4.2 CROSS-COUNTRY SKIING – DAY TRIPS, RESORT BASED

The procedures set out below refer to cross-country skiing day trips in the immediate vicinity of a recognised ski resort.

Leader

The leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in ski touring **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROSKT009A Guide day ski tours **OR**
3. Australian Professional Snowsports Instructors (APSI) Nordic Level 1 **OR**
4. demonstrated and documented experience in this activity (for example, a logbook) that includes significant activity over recent seasons **AND**
 - be a highly competent cross-country skier capable of teaching less-able participants
 - have a thorough knowledge of the safe use and care of equipment involved in this activity
 - have a sound knowledge of hypothermia and its treatment
 - be able to effect basic repairs to ski gear using a repair kit
 - be familiar with the local area being skied
 - have a sound knowledge of the resort where the activity is taking place.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.

Group Preparation

- Students must be briefed on the area to be visited, instructed on safety requirements and familiarised with emergency procedures.
- Knowledge of hypothermia prevention and management is essential.

Supervision

- 1:12
- All staff acting in a supervisory role on the snow must be competent cross-country skiers.

Venue

- Areas in the immediate vicinity of the resort should be chosen that take into account the ability of the students and weather conditions on the day.

Clothing/Personal Items

- Appropriate clothing lists must be issued to participants. The list should include:
 - comfortable, snug-fitting footwear
 - woollen/fibre pile socks
 - appropriate ski trousers
 - thermals, top and bottom
 - woollen/fibre pile balaclava or beanie
 - mittens/ski gloves
 - GORE-TEX®/japara jacket (with hood) and overpants
 - snow goggles or sun glasses
 - UV sunscreen SPF 30+.
- A layering approach to dressing should be used so body temperature can be better regulated.
- Each participant should carry a daypack.
- Each participant should carry some spare dry clothing.

Equipment

- The leader should carry basic safety equipment – for example, goggles, gloves, ski repair materials, UV sunscreen.
- Each person must have appropriate, well-fitting boots, and skis and stocks in good condition. A staff member should oversee the hiring of ski gear to ensure that all students are well equipped.

Safety Points

- Buddy system with front- and tail-enders should be used.
- The leader must have knowledge of likely weather changes and the direction bad weather is likely to come from, with adequate knowledge of safety and emergency procedures in case of bad weather.
- Each person to keep visual contact with person in front.
- Frequent rest stops should be made.
- Food and fluid intake should be maintained.
- Sunscreen should be applied regularly

Care of Environment

- Minimal impact code must be followed.
- No fires; fuel stoves only.
- Resort toilets should be used. Where this is not possible, toilet stops must be away from watercourses, and removal of solid toilet waste is recommended.

4.3 CROSS-COUNTRY SKIING – DAY TRIPS, NON RESORT–BASED

The procedures set out below refer to cross-country day trips on marked trails or back-country areas away from the immediate vicinity of a recognised ski resort and can include activities such as **snowboarding** and **snowshoeing**.

Leader

The leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in ski touring **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROSKT009A Guide day ski tours **OR**
3. Australian Professional Snowsports Instructors (APSI) Nordic Level 1 **OR**
4. demonstrated and documented experience in this activity (for example, a logbook) that includes significant activity over recent seasons **AND**
 - SROBWG009A Guide bushwalks in difficult or trackless areas or
 - SROBWG010A Guides bushwalks in unmodified landscapes, as determined by the terrain.

The leader must also:

- be a highly competent cross-country skier capable of teaching less-able participants
- have a thorough knowledge of the safe use and care of equipment involved in this activity
- have a sound knowledge of hypothermia prevention, its treatment and management
- be able to effect basic repairs to ski gear using a repair kit
- be familiar with the local area being skied
- be proficient in the use of map and compass
- have appropriate bushcraft abilities such as fire lighting in adverse weather and lightweight camping
- have experience in supervising students in this environment
- have a sound knowledge of search and rescue and emergency procedures.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Students must be briefed on the area to be visited, instructed on safety requirements and familiarised with emergency procedures.
- All participants should undergo a ski fitness program.
- Knowledge of hypothermia prevention and management is essential.

Venue

- Select a route that takes into account altitude, snow conditions, fitness of the weakest member as well as weather conditions.
- The leader must have a contingency plan for bad weather.

Supervision

- 1:8
- All staff acting in a supervisory role on the snow must be competent cross-country skiers.
- There must be an accompanying adult, other than the activity leader, with sufficient expertise and experience to take over from the activity leader if necessary to ensure a safe conclusion to the activity.

Clothing/Personal Items

- Appropriate clothing lists must be issued to participants. The list should include:
 - woollen/fibre pile socks
 - appropriate ski trousers
 - thermals, top and bottom
 - woollen/fibre pile balaclava or beanie
 - helmet
 - mittens/ski gloves
 - japura/japura jacket (with hood) and overpants
 - gaiters
 - snow goggles or sun glasses
 - UV sunscreen SPF 30+.
- A layering approach to clothing should be used so body temperature can be better regulated.
- Each participant should carry a daypack. Depending on the nature of the trip planned, the daypack should contain the following: spare clothing, food, water, whistle, torch, bivvy bag or two large garbage bags, and a small personal first aid kit.

Equipment

- Depending on the nature of the trip planned, the leader should carry basic safety and rescue equipment – for example, goggles, gloves, stove and fuel, insulated sleeping mat, ski repair materials, UV sunscreen.
- Each person must have appropriate, well-fitting boots, and skis and stocks in good condition.
- A staff member should oversee the hiring of ski gear to ensure that all students are well equipped.

Communications Equipment

- Either a satellite phone or a mobile phone must be carried.
- Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
- A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.

Safety Points

- A buddy system must be used.
- The leader must have knowledge of likely weather changes and the direction bad weather is likely to come from and adequate knowledge of safety and emergency procedures in case of bad weather.
- Each person is to keep visual contact with person in front.
- Sunscreen should be applied regularly.
- Procedures to ensure continuous supervision when on snow must be established.
- The relevant authorities must be informed of route, estimated return time, party size, escape routes, etc.
- For travel in steep terrain, the students should have practised self-arrest techniques.
- Frequent rest stops must be taken.
- Food and fluid intake must be maintained.

Care of Environment

- Minimal impact code should be followed.
- No fires; fuel stoves only.
- Toilet stops must be away from watercourses; removal of solid toilet waste is recommended.

4.4 CROSS-COUNTRY SKIING – OVERNIGHT

The procedures set out below refer to cross-country trips on marked trails or back-country areas away from the immediate vicinity of a commercial resort and involving overnight stays and can include activities such as **snowboarding** and **snowshoeing**.

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in ski touring **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROSKT010A Guide overnight ski tours **OR**
3. Australian Professional Snowsports Instructors (APSI) Nordic Level 1 **AND**
 - SROBWG009A Guide bushwalks in difficult or trackless areas or
 - SROBWG010A Guides bushwalks in unmodified landscapes, as determined by the terrain.

The leader must also:

- be a highly competent, experienced cross-country skier with snow camping, navigation and first aid skills
- have experience leading multi-day ski trips in the area where the activity is taking place
- have a thorough knowledge of the safe use and care of equipment involved in this activity
- have a sound knowledge of hypothermia prevention, its treatment and management
- be able to effect basic repairs to ski gear using a repair kit
- be proficient in the use of map and compass
- have appropriate bushcraft abilities such as fire lighting in adverse weather and lightweight camping
- have experience in supervising students in this environment
- have a sound knowledge of search and rescue and emergency procedures.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Students must be briefed on the area to be visited, instructed on safety requirements and familiarised with emergency procedures.
- All participants should undergo a ski fitness program.
- All participants must be instructed in snow camping.
- Knowledge of hypothermia prevention and management is essential.

Supervision

- 1:5
- All supervising adults must be experienced in cross-country skiing and snow camping.

-
- Venue**
- Select a route that takes into account altitude, snow conditions, escape routes, fitness and ability of individual group members as well as weather conditions.
 - The leader must have a contingency plan for bad weather.
 - Planning must not assume that huts to be visited can accommodate the group. Tents must be carried.
- Clothing/Personal Items**
- An appropriate clothing list must be issued to participants. The leader must check that equipment is adequate before leaving. The list should include:
 - woollen/fibre pile socks
 - appropriate ski trousers
 - thermals, top and bottom
 - woollen/fibre pile balaclava or beanie
 - mittens/ski gloves
 - japara/japara jacket with hood and overpants
 - snow goggles and sun glasses
 - UV sunscreen SPF 30+.
 - A layered approach to clothing should be used so body temperature can be better regulated.
 - Lightweight camping gear must include:
 - well-fitting pack
 - good sleeping bag (suitable for –10 °C minimum or snow camping)
 - insulation sleeping mat
 - appropriate food with reasonable reserve
 - one fuel stove and sufficient fuel for each cooking group
 - tent suitable for use in snow and scoop snow pegs.
- Equipment**
- Depending on the nature of the trip planned, the leader should carry basic safety and rescue equipment – for example, goggles, gloves, and ski repair materials.
 - A snow shovel must be carried.
 - Each person must have appropriate, well-fitting skis, boots and stocks in good condition; a staff member should oversee the hiring of ski gear to ensure that all students are well equipped.
- Communications Equipment**
- Either a satellite phone or a mobile phone must be carried.
 - Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
 - A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.

Safety Points

- A buddy system should be used.
- Knowledge of likely weather changes and the direction bad weather is likely to come from and adequate knowledge of safety and emergency procedures in case of bad weather.
- Each person to keep visual contact with person in front.
- Establish procedures to ensure continuous supervision when on snow.
- Inform relevant authorities of route, estimated return time, party size, escape routes, etc.
- For travel in steep terrain, the students should have practised self-arrest techniques.
- Maintain food and fluid intake.
- Camping above the tree line is limited to experienced groups only.
- If snow caves are to be used:
 - the leader must have extensive experience in cave construction and understanding of snow conditions
 - tents must be taken as a backup.
- Sunscreen should be applied regularly.

Care of Environment

- Minimal impact code should be followed.
- Great care must be taken when camping close to water supplies. Attempt to camp at least 30 metres away, where possible.
- Many of the ski areas are extremely sensitive environmentally – group sizes must be minimised.
- No fires, fuel stoves only.
- Toilet stops must be away from water courses; removal of solid toilet waste is recommended.
- Respect flora and fauna.
- Large groups should not camp in sensitive areas.
- Keep noise to a minimum.
- Leave no trace of the camp.



Education and Training

Outdoor Adventure Activities Policy and Mandatory Procedures

PART 3 – Activity Specific Procedures

5. WATER

- 5.1 SWIMMING**
- 5.2 SURF ACTIVITIES**
- 5.3 SNORKELLING – BEGINNERS**
- 5.4 SNORKELLING – QUALIFIED**
- 5.5 SCUBA DIVING – INTRODUCTORY**
- 5.6 SCUBA DIVING – NON QUALIFIED**
- 5.7 SCUBA DIVING – QUALIFIED**
- 5.8 CANOEING/KAYAKING – FLATWATER**
- 5.9 CANOEING/KAYAKING – WHITEWATER**
- 5.10 WHITEWATER RAFTING**
- 5.11 SEA KAYAKING**
- 5.12 SAILING – DINGHIES AND CATAMARANS**
- 5.13 OCEAN SAILING**
- 5.14 SAIL BOARDING**
- 5.15 SHORE FISHING**
- 5.16 WATER SKIING**

5.1 SWIMMING

Activities *Not* covered by these procedures

The procedures set out below do *not* apply to:

- swimming activities at pools where lifeguards are provided – for example, swimming carnivals or swimming lesson programs.
For procedures regarding these activities, refer to the *Guidelines for Physical Education and Sport Activities* (which form a part of the Department's *Physical Education and Sport* policy).
- paddling activities in still or gently moving waters with a depth less than an individual participant's knee.
For such activities, the teacher-in-charge should ensure that boundaries are clearly defined and adequate supervision is provided.

Activities covered by these procedures

The procedures set out below cover swimming and other water activities in waters *not affected by surf*, as advised by the Royal Life Saving Society, including:

- beaches in saltwater estuaries – for example, Caseys Beach, Long Beach, Jervis Bay **NOTE:** In some conditions, such venues may be classified as *surf* beaches, and the procedures set out in section on 'Surf Activities' apply.
- rivers, dams and lakes.
- swimming pools where qualified lifeguards are *not* provided by the facility's management.
- designated swimming areas bounded by a physical barrier – for example, Weston Park.

Activity Leader

- The activity leader must ensure that a **lifesaver** with the qualifications specified below is in attendance at all times to monitor the swimming and other water activities.

Lifesaver

- The lifesaver may be a staff member, parent or an accompanying adult whose services are provided by a lifesaving club.
- The lifesaver must:
 - hold a current Bronze Medallion, Surf Rescue Certificate or higher award **AND**
 - have sufficient experience to safely judge conditions at the proposed venue.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be available.

Group Preparation

- Students must be able to:
 - swim 50 metres in flat water
 - float and tread water for five continuous minutes.
- Each participant must be adequately briefed about any hazards relating to the area of water in use and about basic water safety.

Supervision

- 1:15 maximum in water. Increased supervision may be required on advice from the lifesaver **AND**
- 1:20 on beach/shore/bank
- Large groups (more than 1:20) are difficult to adequately supervise. The teacher-in-charge should consider breaking large groups into smaller groups.
- There must be a minimum of two accompanying adults at each chosen venue, one in the water with swimmers and one *not* in the water as an observer.

- Venue**
- The choice of venue must take into account the ability range of the group.
 - The boundaries of the area to be used must be clearly defined to the group.
 - The venue must be assessed thoroughly by the teacher-in-charge/lifesaver on arrival for:
 - boating activities in progress
 - submerged hazards including logs, rock, snags, etc.
 - strong currents, depth and temperature.
- Clothing/Personal Items**
- Warm clothing must be available after the activity where necessary.
- Equipment**
- Some basic flotation rescue aids should be on hand. Suitable items include rescue tubes and float ropes.
 - An appropriate sound device, such as a loud hailer/hooter/ whistle, must be on hand to call participants out of the water when necessary.
- Safety Points**
- The teacher-in-charge/lifesaver must be prepared to cancel the activity if conditions become unsafe or waters become affected by waves.
 - A mobile phone must be taken.
 - Special care is necessary in water that has submerged obstacles, low visibility, or is particularly cold. Individuals vary enormously in the length of time they can safely stay in cold water.
 - Diving or jumping must be fully supervised and the water thoroughly checked beforehand for depth and the presence of obstacles. Dives or jumps from any significant height require the utmost care.
 - Staff should not operate outside their own 'comfort zone'(an environment or situation in which a person feels secure or at ease).
 - A buddy system may be appropriate.
 - Participants should have adequate sun protection clothing and UV sunscreen SPF 30+.
 - Participants should apply sunscreen at regular intervals.
- Care of Environment**
- Take care with delicate marine and other aquatic environments such as river or lake banks. Specific entry points should be defined where necessary.
 - Rubbish must not be left behind.
 - Care should be taken not to disturb sand dunes, vegetation or wildlife.

5.2 SURF ACTIVITIES

These procedures cover activities in the surf including swimming, surf craft riding, body boarding, surf lifesaving and body surfing. Activities should be conducted at patrolled beaches *only*.

Teacher-in-charge

- The teacher-in-charge must ensure that a surf lifesaver with the qualifications specified below is in attendance at all times to monitor the swimming/water activities. The lifesaver may be a staff member, parent or an accompanying adult whose services are provided by a lifesaving club.

Surf Lifesaver

- The surf lifesaver must:
 - hold at least a current Surf Life Saving Surf Rescue Certificate or Surf Bronze Medallion or higher award **AND**
 - have sufficient experience to safely judge conditions at the proposed venue.
 - The surf lifesaver may be a staff member, parent or an accompanying adult whose services are provided by a lifesaving club.

For **open water swimming, body surfing or surf lifesaving**, the activity leader must possess:

1. National Outdoor Leaders Scheme (NOLRS) cluster of competencies required for surfing **OR**
2. Surf Life Saving Bronze Medallion **OR**
3. Surf Life Saving Surf Rescue Certificate **OR**
4. Royal Life Saving Society Bronze Medallion (Open Water) **OR**
5. School Surfing Supervisors Award, Australian Professional Ocean Lifeguard Association **OR**
6. Level 1 Surf Riding Coach, Surfing Australia **OR**

For **surfing or body boarding**, the leader must possess:

7. Australian Qualifications Framework (AQF) Outdoor Recreation Certificate III or IV with specialisation in surfing **OR**
8. AQF Outdoor Recreation Industry Training Package competencies:
 - SROSRF007A Guide surfing sessions **OR**
 - SROSRF008A Guide surfing trips **OR**
9. NOLRS cluster of competencies required for surfing (**OR**)
10. Level 1 Surf Riding Coach, Surfing Australia **OR**
11. demonstrated and documented experience in this activity (for example, a logbook) including:
 - thorough knowledge of the area and local regulations
 - appropriate knowledge of swimming, surf riding craft, body boarding and body surfing.

First Aid

At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be available.

Group Preparation

- Students must be able to:
 - swim 200 metres in flat water
 - float and tread water for five continuous minutes.
- Students participating in surf awareness courses conducted by qualified instructors and supervised by lifesavers must be able to swim 50 metres and float and tread water for five continuous minutes.
- Students must be made aware of safety procedures and precautions before entering the water.
- Knowledge of hypothermia prevention and management is essential.

Supervision

- 1:8 for swimming, body surfing, surf lifesaving and boogie boarding
- 1:6 surf craft riding
- **Note: There must be a minimum of two accompanying adults at each chosen venue, one in the water with swimmers/riders and one on the beach as an observer.**
- 1:20 on the beach
- Accompanying adults must be capable of assisting in a rescue.
- Large groups (more than 1:20) are difficult to adequately supervise. Leaders should consider breaking large groups into subgroups, each with appropriate supervision.

Venue

- The teacher-in-charge should be familiar with the venue or seek advice from local experts.
- Surf activities should be conducted only when beaches and conditions are considered safe for the ability of the group at the time of the activity.
- The choice of location should be appropriate for the ability of the group. Activities should be conducted at a patrolled beach or on the recommendation of the surf lifesaver and/or teacher-in-charge.
- When swimming/surfing in unpatrolled areas, on a patrolled beach the conditions should be assessed by the surf lifesaver.
- The boundaries of the area to be used must be clearly defined to the group.

Clothing/Personal Items

- Warm clothing must be available after the activity where necessary.
- Participants should have adequate sun protection clothing and UV sunscreen SPF 30+.

Equipment

- Rescue cans or tubes and/or rescue boards should be available at the site for rescue.
- Consideration should be given to wearing wetsuits in cold weather.
- For board riders, leg ropes should be worn.
- Fins must be taken.
- First aid kit and ice or cold water (for marine stingers) must be available at the site.
- An appropriate sound device, such as a loud hailer/hooter/ whistle, must be on hand to call participants out of the water when necessary.
- Participants should apply sunscreen at regular intervals.

Safety Points

- The leader/lifesaver must be prepared to cancel the activity if conditions are unsafe.
- The teacher-in-charge should have knowledge of local emergency services, the location of the nearest landline and money for making telephone calls.
- A buddy system should be used.

Care of Environment

- Care must be taken when launching and retrieving boards.
- The marine environment must not be damaged.
- Marine life should not be handled or fed.
- Care should be taken not to disturb sand dunes, vegetation or wildlife.
- Rubbish must not be left behind.
- Relevant impact codes must be adhered to.

5.3 SNORKELLING – BEGINNERS

The procedures set out below refer to snorkelling activities in all locations *other than* pools where lifeguards are provided.

Snorkelling activities in pools serviced by lifeguards are *not* considered to be outdoor adventure activities. However, leaders should be aware of the risks associated with snorkelling – for example, ear damage and shallow water blackout.

NOTE: Additional procedures that apply to **night dives** are set out below.

Activity Leader

The activity leader must possess:

1. Australian Quality Framework (AQF) Outdoor Recreation Certificate III or IV with specialisation in snorkelling **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROSNK002A Guide snorkelling **OR**
3. National Snorkel Coach Accreditation Level 1 **OR**
4. Scuba School International (SSI) Snorkel Leader or Dive Control Specialist **OR**
5. Professional Association of Diving Instructors (PADI) or National Association of Underwater Instructors (NAUI) Assistant Scuba Instructor **OR**
6. Australian Underwater Federation (AUF) Ocean Snorkel Coach **OR**
7. A teaching qualification and scuba qualifications and documented evidence of recent experience in snorkelling.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be available at the site.

Group Preparation

- Each participant must demonstrate to the leader that they:
 - can swim 100 metres
 - can float and tread water for five continuous minutes
 - are over 10 years old
 - have completed four hours of snorkelling sessions in enclosed water before being taken into open water.
- Knowledge of hypothermia prevention and management is essential.
- Students must have first aid knowledge of treatment for marine-associated injuries.
- All members of the group to be involved in pre-dive plan and post-dive debrief.

Supervision

- There must be a minimum of two accompanying adults experienced in snorkelling for this activity.
- In addition to the leader, accompanying adults counted in the supervision ratio must be competent ocean snorkel divers.
- The following ratios apply:
 - introductory sessions – 1:10
 - open water – 1:6
 - night dives – 1:4

Venue

- Introductory sessions – The following conditions apply:
 - shallow, clear, calm water with an even bottom
 - sheltered or enclosed waters with defined boundaries.
- Parents and authorities need to be notified of the area of the dives and whether a boat is intended to be used. Actual dive sites are to be chosen prior to the dive to suit conditions.
- Conditions should be suitable for the skills and experience of the participants.
- Weather conditions must be stable – that is, not threatening to deteriorate rapidly.
- Exit/entry points must have minimal water movement and must be safe. When using rock entries, a minimum of two exits must be identified.
- Bottom should be visible, with no big drop-offs in the vicinity.
- Area must be free from obvious dangers such as boat traffic, people fishing or waterskiing. No snorkelling within 20 metres of a boat ramp.

Clothing/Personal Items

- Each participant must have appropriate clothing to wear after leaving the water.

Equipment

Participants:

- Wetsuit to be worn when appropriate.
- Weight-belt with quick-release buckle. Weight-belts are not to be worn without a wetsuit.
- Mask with tempered glass and nose compensator.
- Gloves are desirable.

Leader:

- A diver's flag must be towed.
- Where the dive is concentrated in one area, a diver's flag must be displayed at the dive site or boat.
- Minimum of one diving knife per diving group.
- At least one accompanying adult to wear a watch.
- A rescue balloon is desirable.

Safety Points

- Leaders and Students must have knowledge of the location of the nearest telephone.
- Transport must be available in case of emergency.
- Buddy system to be maintained at all times.
- Pre-dive checks must be carried out.
- Limits must be set on group movements.
- Students should have been trained in the following before being permitted to venture beyond a depth of 1.5 metres:
 - *Practical*: ditching weight-belt, clearing flooded snorkel, equalising ears, snorkelling with flooded mask or no mask, hand signals, clearing flooded mask, entry and exit methods, underwater swim and duck diving
 - *Theory*: buoyancy control, dangers of separation from group, hyperventilation, hypothermia, squeezes, potentially dangerous marine animals.
- The leader should be prepared to cancel a dive if necessary.
- Where the dive plan entails moving from point to point, a diver's flag must be towed.
- Where the dive is concentrated in one area, a diver's flag must be displayed at the dive site or boat.
- No spear guns, hand spears or slings should be used.

ADDITIONAL PROCEDURES FOR NIGHT DIVES:

- Supervision ratio – 1:4
- The leader must give a thorough briefing before the dive commences.
- An accompanying adult should be positioned on the shore to monitor the divers and provide a reference point.
- Cyalumes (Cyalume® - eg. glow stick/chemical light stick) must be attached to snorkels of all participants.
- Minimum of one torch per diver, fitted with fresh batteries.
- Bright light to be placed on the beach for reference.
- Establish a 'lost' buddy procedure appropriate to night dives.
- Establish hand signals appropriate to night diving.

Care of Environment

- Divers are not to collect any natural objects or relics while on their dive unless a licence is obtained for marine study. Objects taken for this purpose must be returned after examination.

5.4 SNORKELLING – QUALIFIED

The procedures set out below refer to activities in which each student has already completed a recognised **Ocean Snorkel Diver Course**.

Activity Leader

The activity leader must possess:

1. AQF Outdoor Recreation Certificate III or IV with specialisation in snorkelling **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROS NK002A Guide snorkelling **OR**
3. National Snorkel Coach Accreditation Level 1 **OR**
4. Scuba School International (SSI) Snorkel Leader or Dive Control Specialist **OR**
5. Professional Association of Diving Instructors (PADI) and National Association of Underwater Instructors (NAUI) Assistant Scuba Instructor **OR**
6. Australian Underwater Federation (AUF) Ocean Snorkel Coach **OR**
7. a teaching qualification and scuba qualifications and documented evidence of recent experience in snorkelling.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be available at the site.

Group Preparation

- Each participant must have completed a recognised Ocean Snorkel Diver Course. If the course was completed more than 12 months before the activity is to take place, the participant must display an appropriate skill level.
- Knowledge of hypothermia prevention and management is essential.

Supervision

- Introductory sessions in an enclosed area 1:10
- open water – 1:6
- night dives - 1:6
- In addition to the leader, supervising staff counted in the ratio must be competent and experienced ocean snorkel divers.
- Buddy procedure must be strictly adhered to.
- All buddy pairs to be logged in and out of water.
- Group size should be determined by (1) skill level of participants or leader, and (2) prevailing conditions.

Venue

- Parents and authorities need to be notified of the area of the dives and whether a boat is intended to be used. Actual dive sites are to be chosen prior to the dive to suit conditions.
- Conditions should be suitable to the skills and experience of the participants.
- Weather conditions must be stable – that is, not threatening to deteriorate rapidly.
- Exit/entry points must have minimal water movement and must be safe. When using rock entries, identify a minimum of two exits.
- Bottom should be visible, with no big drop-offs in the vicinity.
- Area must be free from obvious dangers such as boat traffic, people fishing or waterskiing.
- Dive boats must be in current surveillance.
- No snorkelling within 20 metres of a boat ramp.

Clothing/Personal Items

- Each participant must have appropriate clothing to wear after leaving the water.

Equipment

- Wetsuit to be worn when appropriate.
- Weight-belt with quick-release buckle. Weight-belts are not to be worn without a wetsuit.
- Mask with tempered glass and nose compensator.
- Gloves are desirable.
- Where the dive plan entails moving from point to point, a diver's flag must be towed.
- Where the dive is concentrated in one area, a diver's flag must be displayed at the dive site or boat.
- Minimum of one diving knife per diving group. The knives should preferably be kept by the teacher-in-charge.
- At least one person is to wear a watch.
- A rescue balloon is desirable.

Safety Points

- Leaders and students must have knowledge of the location of nearest telephone.
- Transport must be available in case of emergency.
- Buddy system to be maintained at all times.
- Pre-dive checks to be carried out.
- Limits to be set on group movements (particularly depth).
- All members of group to be involved in pre-dive plan and post-dive debrief.
- Students must have first aid knowledge of treatment for marine-associated injuries.
- The leader should be prepared to cancel a dive if necessary.
- No spear guns, hand spears or slings should be used.

ADDITIONAL PROCEDURES FOR NIGHT DIVES:

- Ratio 1:6
- The leader must give a thorough briefing before the dive commences.
- Another person should be positioned on the shore to monitor the divers and provide a reference point.
- Cyalumes (Cyalume® - eg. glow stick/chemical light stick) must be attached to snorkels of all participants.
- Minimum of one torch per diver, fitted with fresh batteries.
- Bright light to be placed on the beach for reference.
- Establish a 'lost' buddy procedure appropriate to night dives.
- Establish hand signals appropriate to night diving.

Care of Environment

- Divers are not to collect any natural objects or relics while on their dive unless a licence is obtained for marine study. Objects taken for this purpose must be returned after examination.

5.5 SCUBA DIVING – INTRODUCTORY

These procedures apply to **introductory** scuba diving activities (often referred to as ‘bubble dives’) *only*.

Where the introductory diving sessions occur at a venue *other than* a swimming pool, the following criteria apply:

- pool-like conditions, clear, calm water or
- sheltered or enclosed waters with defined boundaries.

Diving must be in accordance with the appropriate Australian Standards below.

Activity Leader

The activity leader must possess:

1. Australian Qualifications Framework (AQF) Outdoor Recreation Industry Training Package competencies:
 - SROSCB013A Instruct scuba diving skills **OR**
2. National Accredited Coach Level 2 (Scuba Instructor) **OR**
3. Scuba School International (SSI) Open Water Scuba Instructor **OR**
4. Professional Association of Diving Instructors (PADI) **AND** National Association of Underwater Instructors (NAUI) Open Water Scuba Instructor.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be available at the site.

Group Preparation

- Each participant must:
 - complete a full dive medical **OR** a medical history checklist as prepared by a national association – for example, PADI
 - be able to swim 200 metres
 - be able to float and tread water for five continuous minutes
 - be a minimum age of 14 years
 - have completed theory requirements before diving.
- Have knowledge of hypothermia prevention and management is essential.
- Students must have first aid knowledge of treatment for marine-associated injuries.

Supervision

- As per the relevant association guidelines:
 - *In sheltered water*: one instructor per four students **or** one instructor and one assistant instructor per six students
 - *In pool*: one instructor per eight students **or** one instructor and one assistant instructor per 12 students.

Venue

- Parents and authorities need to be notified of the area of the dives. Actual dive sites are to be chosen prior to the dive to suit conditions.
- Weather conditions must be stable – that is, not threatening to deteriorate rapidly.
- Exit/entry points must have minimal water movement and must be safe.
- Area must be free from obvious dangers such as boat traffic, fishermen and water skiers.

Clothing/Personal Items

- Each participant must have appropriate clothing to wear after the dive.

Equipment

- Wetsuits must be worn if conditions warrant.
- Full scuba kit in accordance with guidelines published by the qualifying provider
- No spear guns, hand spears or slings.
- A minimum of one diving knife per diving group. The knives should preferably be kept by the activity leader
- A diver's flag must be displayed at the site.

Safety Points

- The activity leader must have knowledge of the location of nearest telephone and knowledge of Diver Emergency Service (telephone: 1800 088 200).
- Transport must be available in case of emergency.
- Buddy system to be maintained at all times.
- All members of group to be involved in pre-dive plan and post-dive debrief.
- Oxygen should be available at the site.

Care of Environment

- Divers are not to collect any natural objects or relics while on their dive unless a licence is obtained for marine studies. Objects taken for this purpose must be returned after examination.

5.6 SCUBA DIVING – NON QUALIFIED

These procedures refer to scuba diving for non-qualified students who are currently becoming qualified by an accredited organisation as open water divers.

Leader

The leader must possess:

1. AQF Outdoor Recreation Industry Training Package competencies:
 - SROSCB013A Instruct scuba diving skills **OR**
2. National Accredited Coach Level 2 (Scuba Instructor) **OR**
3. Scuba School International (SSI) Open Water Scuba Instructor **OR**
4. PADI and NAUI Open Water Scuba Instructor.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be available on site.

Group Preparation

- Each participant must:
 - obtain a full diving medical certificate from a general practitioner, preferably one experienced in diving medicine, not more than 12 months before the course
 - be able to swim 200 metres
 - be able to float and tread water for 5 continuous minutes
 - have parental permission
 - be a minimum age of 14 years
 - have completed theory and sheltered water sessions before ocean dives.
- Knowledge of hypothermia prevention and management is essential.
- All members of group to be involved in a pre-dive plan and post-dive debrief.

Students must have first aid knowledge of the treatment for injuries associated with the marine environment.

Supervision

- As per the relevant association guidelines.
 - *In open water*: one instructor per six students **or** one instructor and one assistant instructor per eight students
 - *In sheltered water*: one instructor per eight students **or** one instructor and one assistant instructor per 12 students.

Venue

- Parents and authorities need to be notified of the area of the dives. Actual dive sites are to be chosen prior to the dive to suit conditions.
- Conditions should be suitable to the skill, experience, age and maturity of the participants.
- Weather conditions must be stable – that is, not threatening to deteriorate rapidly.
- Exit/entry points must have minimal water movement and must be safe.
- Area must be free from obvious dangers such as boat traffic, fishermen and waterskiers.
- Dive boats must have suitable ladder or platform.

Clothing/Personal Items

- Each participant must have appropriate clothing to wear after the dive.

Equipment

- Wetsuits or protective clothing as conditions warrant.
- Full scuba kit in accordance with guidelines published by the qualifying agency.
- No spear guns, hand spears or slings.
- A minimum of one diving knife per diving group. The knives should preferably be kept by the teacher-in-charge.
- A diver's flag must be displayed at the site or boat.

Safety Points

- The leader must know the location of nearest telephone and have knowledge of the Diver Emergency Service (telephone: 1800 088 200).
- The leader must know the location of the nearest recompression chamber.
- Transport must be available in case of emergency.
- Buddy system to be maintained at all times.
- Logs to be completed after each dive.
- Dive tables or computers to be used when planning any subsequent dives.
- Oxygen should be available at the site.

Care of Environment

- Divers are not to collect any natural objects or relics while on their dive unless a licence is obtained for marine studies. Objects taken for this purpose must be returned after examination.

5.7 SCUBA DIVING – QUALIFIED

The procedures set out below refer to scuba diving where all participants are qualified open water divers.

Leader

The leader must possess:

1. AQF Outdoor Recreation Industry Training Package competencies:
 - SROSCB010A Guide a scuba dive
 - SROSCB013A Instruct scuba diving skills **OR**
2. At least Scuba School International (SSI) PADI Divemaster or NAUI Dive Control Specialist qualification.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be available on site.

Group Preparation

- Each participant must:
 - have a scuba diver certificate issued by an approved National Coaching Accreditation Scheme instructor
 - present their diving logbook to the dive leader prior to the dive
 - have a full diving medical certificate (preferably from a general practitioner experienced in diving medicine) within the last five years.
- Knowledge of hypothermia prevention and management is essential.

All members of the group must be involved in a pre dive plan and dive debrief.

Supervision

- Maximum of 1:10.
- Buddy system must be strictly adhered to.
- All buddy pairs to be logged in and out of water.
- Group size should be determined by skill level, age, maturity and experience of participants, skill level and experience of leader, and the conditions.

Venue

- Parents and authorities need to be notified of the area of the dives. Actual dive sites are to be chosen prior to the dive to suit conditions.
- Conditions should be suitable to the skill, age, maturity and experience of the participants.
- Weather conditions must be stable – that is, not threatening to deteriorate rapidly.
- Exit/entry points must have minimal water movement and must be safe.
- All diving to be within limits of participants' qualifications – that is, open water not to exceed 18 metres in depth. If students are completing further courses – that is, Advanced Diver – they must be trained by a current nationally accredited coach Level 2 who must comply with the rules and mandatory procedures set by their organisation.
- Dive plan must include discussion of local hazards that may include strong currents and conditions, boat traffic and potentially dangerous marine life.
- Dive boats must have suitable entry and be in current surveillance.

Clothing/Personal Items

- Each participant must have warm clothing available for wearing after the dive.

Equipment

- Wetsuits or protective clothing must be worn as conditions warrant.
- A full scuba kit in accordance with guidelines published by the qualifying agency must be taken.
- No spear guns, hand spears or slings must be taken.
- There must be at least one diving knife for every two divers.
- A diver's flag must be displayed at the dive site or boat.

Safety Points

- The leader must know the location of nearest telephone and have knowledge of the Diver Emergency Service (telephone: 1800 088 200).
- The leader must know the location of the nearest recompression chamber.
- Transport must be available in case of emergency.
- A buddy system to be maintained at all times.
- Limits must be set on group movements (particularly depth).
- Logs must be completed after each dive.
- Dive tables or computers must be used when planning any subsequent dives.
- Students must have first aid knowledge of treatment for marine-associated injuries.
- The leader should be prepared to cancel dive if necessary.
- Oxygen should be available at the site.

Care of Environment

- Divers are not to collect any natural objects or relics while on their dive unless a licence is obtained for marine study. Objects taken for this purpose must be returned after examination.

5.8 CANOEING/KAYAKING – FLAT WATER

The procedures set out below refer to canoeing/kayaking on water that is flat, ungraded and non-demanding. They do *not* apply to river trips on moving water; these are set out below at section on 'Canoeing/Kayaking – White Water').

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisations in relevant canoeing activities **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROKYK005A Guide kayaking trips on flat and undemanding water **OR**
 - SROCNE006A Guide canoeing trips on flat and undemanding water **OR**
3. Australian Canoeing Award Scheme Flat Water Guide Level 1 **OR** Flat Water Instructor Level 1.

Accompanying Adults

- At least one accompanying adult must hold a current Royal Life Saving Bronze Medallion or higher award.

First Aid

- At least one accompanying adult, not a student, should hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Each student must:
 - be instructed in and demonstrate an understanding of the basic safety requirements for canoeists and their kayaks/canoes
 - satisfy the teacher of their ability to swim a minimum of 50 metres
 - be able to float and tread water for five continuous minutes.
- Before allowing students to move out of the practice area, the leader must be satisfied that students have developed an appropriate level of skill.
- Knowledge of hypothermia prevention and management is essential.

Supervision

- 1:8 participants kayak (single-person craft)
- 1:12 participants canoe (two-person open craft)
- Any accompanying adult on the water must be a competent paddler.
- For skills instruction, the flatwater area to be used must be clearly defined to assist the activity leader in controlling the group.

Venue

- The water should be flat, ungraded and non-demanding as per Basic Skills Instructor Award.
- Students should not be offshore on the sea or in open areas of large lakes where conditions can become hazardous from winds and storms.
- Great care should be taken in estuaries.

Clothing/Personal Items

- Each student must wear:
 - a personal flotation device (PFD) that is consistent with the Australian Standard for type 2 or type 3
 - sandals, gym boots or neoprene-type booties
 - wetsuit or thermal clothing or other clothing to protect against exposure to cold water
 - sun-protective clothing including gloves and hat, and UV sunscreen SPF 30+ where appropriate
 - for canoe polo, there must be a mask on the helmet protecting the chin, the eyes and the nose.
- If glasses are worn, they should be attached around the head by means of straps.

Equipment

- Each *canoe or kayak* must:
 - be of a design approved by the leader for the type of canoeing activity being undertaken
 - not carry more than the number of canoeists for which it was designed
 - be inspected by the leader before canoeing commences
 - be fitted with handholds at bow and stern in the form of loops or toggles
 - be unsinkable and be able to support a person in the water by the presence of fixed buoyancy.
- Each *kayak* must also be fitted with footrests that will not trap the paddler if the paddler's feet override them in a collision.
- The leader must carry basic rescue equipment including towline, throw bag, carabiners and knife.
- The leader must have on hand basic repair materials as appropriate to the activity.

Safety Points

- Each student is to be instructed to remain within the area designated for canoeing by the leader and must remain in close proximity to the group when undertaking a trip.
- Instruction should include practice in swimming under a canoe/kayak in canoeing clothing (including a PFD) and surfacing on the other side.
- The increasing incidence of illness resulting from insect bites (especially ticks and mosquitoes) highlights the importance of protective clothing, visual checks and the use of repellent.

Care of Environment

- Great care must be taken when camping close to water supplies.
- Attempt to camp at least 30 metres from the water.

5.9 CANOEING/KAYAKING – WHITE WATER

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisations in relevant canoeing activities **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SROKYK007A Guide kayaking trips on grade 2 water **OR**
 - SROCNE008A Guide canoeing trips on grade 2 water **OR**
3. Australian Canoeing Award Scheme:
 - White Water Guide Level 2 **OR**
 - White Water Instructor 2 **OR**
 - Advanced White Water Guide Level 3 **OR**
 - Advanced White Water Instructor Level 3.

Accompanying Adults

- At least one accompanying adult must hold a current Royal Life Saving Bronze Medallion or higher award.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Each student must:
 - be a competent swimmer able to swim a minimum of 200 metres
 - be able to float and tread water for five continuous minutes
 - have had prior capsize drill practice in still water using the spray deck
 - be a competent flatwater paddler.
- Each student must be instructed in and understand the basic safety requirements for canoeists and their kayaks/canoes.
- Each student must be instructed in each aspect of:
 - launching, embarking and disembarking from a canoe/kayak
 - efficient paddling technique including forward and backward paddling, turning strokes, emergency stops, drawing, breaking in and out of currents, ferry glides, support strokes, capsize techniques and deepwater rescues.
- Knowledge of hypothermia prevention and management is essential.

Supervision

- On white water, wilderness or moving river trips:
 - 1:6 participants kayaks (single-person craft) 1:8 participants canoes (two-person open craft)
 - a minimum of two accompanying adults in charge.
- A second accompanying adult on the water must be competent in rescue procedures and canoe/kayak skills.
- At least one accompanying adult must hold a current Royal Life Saving Bronze Medallion or higher award.

Venue

- Water not more than grade 2 is suitable. Note: Grading may vary at any given site depending on river levels.
- Prevailing and anticipated weather conditions should be taken into account.

Clothing/Personal Items

- Each student must wear:
 - a personal flotation device (PFD) suitable for whitewater paddling
 - sandals, gym boots or neoprene-type booties
 - wetsuit/thermal clothing/cold water protection clothing where appropriate
 - sun-protective clothing including gloves and hat, and UV sunscreen SPF 30+ where appropriate
 - a helmet with suitable drainage holes, covering the forehead and the nape of the neck.
- If glasses are worn, they should be attached around the head by means of straps.

Equipment

- Each *canoe* or *kayak* must:
 - be of a design approved by the leader for the type of canoeing activity being undertaken
 - carry not more than the number of paddlers for which it was designed
 - be fitted with handholds at bow and stern in the form of loops or toggles
 - be unsinkable and be able to support a person in the water by the presence of fixed buoyancy.
- Each *kayak* must also:
 - be fitted with footrests that will not trap the paddler if the paddler's feet override them in a collision
 - when used in white water, have a suitable spray deck fitted with a suitable release strap.
- The leader must carry basic rescue equipment including towline, throw bag, carabiners, prusiks, slings, pulleys, spare paddle, map, torch, compass, bivvy gear and knife.
- The leader must have on hand basic repair materials as appropriate to the activity.

Safety Points

- Each student is to keep visual contact with the member of the group in front of and behind them.
- Instruction should include practice in swimming under a canoe/kayak in canoeing clothing (including a PFD) and surfacing on the other side.
- Each participant should be aware of group plans, formations, the general nature of the river ahead, the location of any special gear, and communication signals.

Care of Environment

- Great care must be taken when camping close to water supplies.
- Attempt to camp at least 30 metres from the water.

5.10 WHITEWATER RAFTING

The procedures set out below refer to river activities that take place in craft that are purpose designed for whitewater rafting.

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisations in rafting **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
 - SRORAF004A Guide clients on raft trips **OR**
3. NOLRS cluster of competencies in rafting (when developed registration is recommended) **AND**
4. a Waterways Authority licence **or** a Waterways Authority approval to raft on the respective grade of water **AND**
5. a Whitewater Rescue Certificate.

The leader must adhere to the supervision guidelines published by the NSW Waterways, last updated in *NSW Government Gazette* No. 38 dated 29 March 1996.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Students must be:
 - at least 12 years old and weigh at least 40 kilograms
 - a competent swimmer able to swim a minimum of 200 metres
 - able to float and tread water for five continuous minutes.
- Group instruction must include the following:
 - a group safety talk on procedures to follow if someone falls overboard
 - how to sit in whitewater position, hold the paddle, paddle forwards and backwards, deal with capsizes and how to hold on
 - use of tee grip protection
 - not to stand up when going through white water
 - not to fend off rocks
 - the option to walk around any rapid.
- Knowledge of hypothermia prevention and management is essential.

Supervision

- Supervision ratios will depend on the type of trip to be undertaken, the size of rafts and the grade of the river. On such an activity the provider will set this ratio.
- A minimum of two rafts on any trip is recommended. When there are insufficient numbers for two rafts, an additional qualified leader must accompany the raft in a kayak.

Venue

- The leader must have knowledge of the venue.
- Water must not be graded higher than 4.

-
- Clothing/Personal Items**
- Each student must wear:
 - a personal flotation device (PFD) suitable for whitewater paddling
 - a helmet with suitable drainage holes, covering the forehead and the nape of the neck
 - sun-protective clothing, including gloves and hat, and UV sunscreen SPF 30+ where appropriate
 - sandals, gym boots or neoprene-type booties
 - wetsuit/thermal clothing/cold water protection clothing where appropriate.
- Equipment**
- The group must carry a comprehensive raft repair kit.
 - Each raft must have:
 - a first aid kit
 - a hold-on rope of 10 millimetres in diameter minimum, which must be 'D' ringed to raft and kept tight
 - one throw bag
 - one rescue kit.
 - Rafts must be of a commercial construction.
 - The leader must carry appropriate rescue equipment including map, torch, compass, bivvy gear, knife and basic repair materials.
 - It is mandatory to carry a PLB (Personal Locator Beacon).
- Communications Equipment**
- Either a satellite phone or a mobile phone must be carried.
 - Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
 - A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.
- Safety Points**
- The leader must have knowledge of hypothermia prevention and management.
 - Each participant should be aware of group plans, formations, the general nature of the river ahead, the location of any special gear, and communication signals.
- Care of Environment**
- Great care must be taken when camping close to water supplies.
 - Attempt to camp at least 30 metres from the water.

5.11 SEA KAYAKING

The procedures set out below refer to kayaking activities on lakes, estuaries and the ocean in craft that are purpose designed for sea kayaking.

Leader

The leader must possess:

1. Australian Canoeing Award Scheme
 - Flat Water – Instructor Level 1 **OR**
 - Sea kayak Guide – Level 2 **OR**
 - Sea kayak Instructor Level 2 **OR**
 - Sea kayak Instructor Level 3 **OR**
2. equivalent sea kayaking qualifications through other recognised outdoor frameworks, of the level appropriate for the conditions in which they are instructing.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- Each student must:
 - be instructed in and understand the basic safety requirements for kayakers and their kayaks
 - satisfy the activity leader of their ability to swim a minimum of 200 metres
 - be able to float and tread water for five continuous minutes.
- Team rescue procedures must be taught before trips are undertaken.
- Knowledge of hypothermia prevention and management is essential.
- The leader must be satisfied that students have developed an appropriate level of skill:
 - *Beginners* – no experience required
 - *Novices* – some paddling experience including ability to perform assisted rescues
 - *Competent paddlers* – prerequisite skills must include ability to perform assisted rescues and surf entries and exits.

Supervision

- One activity leader to maximum:
 - 1:6 boats, if a mix of double and single sea kayaks
 - 1:8 students, or
 - 1:10 students, in ideal conditions (flat enclosed waters).
- The qualified sea kayak leader determines the ratio based upon their informed observation of the conditions and student ability.
- There must be a minimum of two competent adults in charge.
- Any adult supervisor on the water must be a proficient sea kayaker and able to perform a deepwater re-entry/rescue on another paddler from their own boat.
- For *competent paddlers*, at least one supervising adult must hold a current Bronze Medallion or a current Surf Bronze Medallion award.
- For *beginner* and *novice* paddlers, see details below at 'Venue'.

Venue

- *Beginners:*
 - closed or protected water.
- *Novices:*
 - protected water or accessible coastline in good conditions
 - paddling should be no more than 15 kilometres per day.
- *Competent paddlers:*
 - may make short crossings on open water or cover non-landable stretches, both up to five kilometres
 - paddling should be approximately 25 kilometres per day.
- Leaders should take into account the fact that increased wind and seas require increased levels of skill from paddlers.
- The instructor must supervise the entry and exits and must be familiar with the area.
- The weather and the sea state must be assessed continually and, if the leader judges that the conditions are marginal, the trip will be pulled back to sheltered waters.

Clothing/Personal Items

- Each student must wear:
 - a personal flotation device (PFD)
 - a spray skirt on open water
 - sandals, gym boots or neoprene booties, sports sandals
 - wetsuit/thermal clothing/cold water protection clothing where appropriate
 - sun-protective clothing, including gloves and hat, and UV sunscreen SPF 30+, where appropriate
 - a kayak helmet when in the vicinity of rocks or when doing surf entries and exits.
- Each student must have on hand:
 - whistle
 - cag or rain jacket
 - properly waterproofed warm clothing, matches, food and water stored in waterproof containers
 - towrope of at least 15 metres in length.

Equipment

- Each kayak must:
 - be Australian Standards–approved
 - be of a design approved by the leader for sea kayaking
 - not carry more than the number of kayakers for which it was designed
 - be fitted with handholds at bow and stern in the form of toggles and deck lines to which a towrope may be attached
 - be unsinkable and still be able to support a person when swamped by the presence of bulkhead(s) and buoyancy
 - have a suitable spray deck fitted with a suitable release strap
 - have fitted deck lines
 - have access to a pump or bailing system.
- Each paddle must be fitted with a leash (on open water).
- The leader must carry basic rescue equipment including towline, throw bag, knife, carabiners, spare paddle, map, waterproof torch, compass, bivvy bag, flares.

Communications Equipment

- The leader must carry basic repair materials.
- Either a satellite phone or a mobile phone must be carried.
- Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
- A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.

Safety Points

- Formation positions should be nominated to prevent craft from being dangerously dispersed.
- Travel must not be beyond a returnable distance from shore under the worst conditions possible.
- Participants should be aware of the operation of other kayaks.

Care of Environment

- Great care must be taken when camping close to water supplies.
- Attempt to camp at least 30 metres from the water.

5.12 SAILING – DINGHIES AND CATAMARANS

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisations in relevant small boat activities **OR**
2. Yachting Australia Incorporated (YAI) TH Dinghy Sailing (TL1 or GISBS) **or** relevant YAI Instructor or Coaching levels **AND**
3. extensive sailing experience and abilities equivalent to YAI Instructor level.

The leader must also:

- be capable of single-handed sailing on types of boats to be used on open waters with wind speeds up to 25 knots **AND**
- be proficient in:
 - rigging and launching
 - righting capsized boats
 - man overboard recovery
 - coming alongside a moored boat **AND**
- have a thorough knowledge of:
 - powerboat handling, towing and rescue techniques
 - distress signals
 - weather patterns, offshore wind conditions, tides and currents
 - venue to be used
 - hypothermia prevention and management.

At least one accompanying adult must hold a current Bronze Medallion or higher award.

Powerboat Driver

- Two adults to six boats (where one boat is a powerboat with the ability to tow), or one adult to six boats (where there is no powerboat).

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be available.

Group Preparation

- Each participant must be able to:
 - swim at least 50 metres
 - float and tread water for five continuous minutes
 - correctly fit a personal flotation device (PFD)
 - demonstrate the distress and recall signals
 - assist with righting a capsized boat.
- Knowledge of hypothermia prevention and management is essential.

Supervision

- On the water – 1:6.
- Two adults to six boats (where one boat is a powerboat with the ability to tow), or one adult to six boats (where there is no powerboat).
- On the shore – 1:20.

Venue

- The venue must be chosen with due regard to participants' ability and weather conditions.

- Clothing/Personal Items**
- Each student must wear:
 - a personal flotation device (PFD)
 - sandals, gym boots or neoprene-type booties
 - wetsuit/thermal clothing/cold water protection clothing where appropriate
 - sun-protective clothing, including gloves and hat, and UV sunscreen SPF 30+, where appropriate.
- Equipment**
- Each boat must have:
 - lead ring
 - paddle and bailer secured to the boat
 - centreboard and rudder secured to hull
 - sufficient buoyancy to float on even keel after swamping
 - a mast that is completely sealed or drainable at the keel
 - easily lowered mainsail in upright or capsized position.
 - There should be a powered rescue craft on the water carrying basic rescue equipment including towrope, knife and first aid kit.
 - It is recommended that the rescue craft hold a NSW Waterways Licence, a YAI Power Boat Handling Certificate or a TL3 Power Boat Handling Certificate.
- Safety Points**
- Rescue craft must contain at least two rescue occupants.
 - Rescue craft must have an authorised powerboat driver.
 - Carefully observe the weather and leave the water if conditions deteriorate.
- Care of Environment**
- Use only approved entry and exit points.
 - No refuse to be put into water.
 - Care to be taken with aquatic life.

5.13 OCEAN SAILING

Activity Leader	<p>The activity leader:</p> <ol style="list-style-type: none"> 1. must have extensive demonstrated and documented sailing experience (for example, a logbook) and abilities equivalent to YAI Coastal Skipper Yachtmaster or a Yachtmaster Ocean Certificate AND 2. must be capable of controlling the yacht single-handed (that is, have the ability to secure the sails and bring the yacht in under power) AND 3. must be proficient in the theory and practice of coastal navigation and/or ocean navigation as appropriate AND 4. should have thorough knowledge of: <ul style="list-style-type: none"> ▪ powerboat handling and dinghy handling ▪ towing and rescue ▪ distress signals ▪ weather patterns, offshore wind conditions, tides and currents ▪ radio equipment provided on the yacht AND ▪ hypothermia prevention and management.
Accompanying Adults	<ul style="list-style-type: none"> ▪ At least one accompanying adult must hold a current Bronze Medallion or higher award. ▪ A minimum of two competent adult sailors must be on board.
First Aid	<ul style="list-style-type: none"> ▪ At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried. ▪ For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.
Group Preparation	<ul style="list-style-type: none"> ▪ Each participant must be able to: <ul style="list-style-type: none"> ○ remain afloat for five minutes with all gear ○ swim at least 50 metres fully clothed ○ float and tread water for five continuous minutes fully clothed ○ correctly fit a personal flotation device (PFD) ○ demonstrate the distress signals. ▪ Students must be instructed in basic safety procedures: person overboard drill, distress procedures and radio contact procedures. ▪ Knowledge of hypothermia prevention and management is essential.
Supervision	<ul style="list-style-type: none"> ▪ 1:6 ▪ A minimum of two competent adult sailors must be on board (as indicated above).
Venue	<ul style="list-style-type: none"> ▪ The leader must have a thorough knowledge of the venue to be used. ▪ The venue must be chosen with due regard to the expected weather conditions and the ability of the participants.

Clothing/Personal Items

- The following items are essential:
 - waterproof jacket
 - warm clothing (woollen or fibre pile recommended) (where appropriate)
 - spare dry clothing
 - long-sleeved shirt and long trousers
 - sturdy non-slip footwear
 - sun-protective clothing including gloves and hat, and UV sunscreen SPF 30+ where appropriate.

Equipment

- The vessel must:
 - be a seaworthy vessel equipped to AMSA (Australian Maritime Services Association) (NSW) standards or Yachting Australia Incorporated guidelines, as appropriate, including life jackets and safety harnesses
 - carry radio equipment capable of maintaining contact with Royal Volunteer Coastal Patrol or with commercial or government stations
 - carry at least two radios that are capable of reaching the mainland and emergency assistance
 - have hull and sail identification
 - carry appropriate navigational equipment.
As a minimum, it must have a fixed compass, a hand-bearing compass, a log, a depth sounder and relevant charts.
- The vessel must be capable of contact with a coastal rescue service that could reach the vessel within a reasonable period.
- The vessel must carry flares with a valid use-by date.

Communications Equipment

- Either a satellite phone or a mobile phone must be carried.
- Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
- A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.

Safety Points

- Weather patterns must be studied on an ongoing basis throughout the trip and appropriate decisions made.

Care of Environment

- No refuse is to be put into the water.

5.14 SAILBOARDING

These procedures refer to sailboarding on lakes and other sheltered waters.

NOTE: Open water sailboarding is a banned activity.

Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in sailboarding **OR**
2. Yachting Australia Incorporated (YAI) proficiency award, Basic Skills Instructor (National Windsurfing Scheme) or relevant YAI instructor or coaching level **OR**
3. demonstrated and documented experience in this activity (for example, a logbook) and a high level of proficiency in:
 - sailing on both tacks
 - tacking and gybing
 - reaching with and without the centreboard
 - running square
 - adjusting the centreboard while sailing
 - using a harness.

The leader must also:

- be able to tow another board at least 200 metres upwind in 10–15 knot winds **AND**
- have a thorough knowledge of:
 - signals used to indicate distress
 - weather patterns, offshore wind conditions, tides and currents
 - rescue method
 - hypothermia prevention and management.

At least one accompanying adult must hold a current Bronze Medallion or higher award.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be available at the site.

Group Preparation

- Before entering the water, each participant must be made aware of:
 - importance of staying with board at all times
 - how to correctly fit a personal flotation device (PFD)
 - important parts of board and their functions
 - rigging the board to be used
 - the anticipated water and weather conditions
 - rescue procedures including self-rescue and avoidance of hypothermia
 - the boundaries of the designated area.
- All participants must be able to:
 - swim at least 100 metres
 - float and tread water for five continuous minutes.

Supervision

- 1:6 novice
- 1:8 intermediate (able to ride a board against the wind)
- 1:20 on the shore.

Venue

- Suitable for the ability level of the group.
- Leader should be familiar with venue

- Clothing/Personal Items**
- Clothing should be appropriate to weather conditions, water, wind and seasonal conditions.
 - Appropriate footwear must be worn.
 - Sun-protective clothing, hat and UV sunscreen SPF 30+ where appropriate.
- Equipment**
- Boards should be chosen with the experience of participants being paramount.
 - Personal flotation device (PFD) for all people on the water.
 - The leader should have on hand basic rescue equipment including towrope with means of attachment.
- Safety Points**
- The leader and any accompanying adults must know the location and telephone numbers of emergency services.
 - A vehicle must be readily available.
 - The leader should assess the need for a rescue boat.
- Care of Environment**
- Care must be taken when launching and retrieving boards.
 - Leave no rubbish behind.

5.15 SHORE FISHING

This activity can take place in a wide variety of environments, from highland trout streams to beaches, rivers, wharves and jetties. The activity is restricted to handlines or rod, reel and line from the shore and excludes pots, nets, spearing and other types of fishing.

Note: Ocean rock fishing is a banned activity.

Leader

The leader must have:

- demonstrated and documented experience (for example, a logbook) and have appropriate knowledge of fishing
- a thorough knowledge of the local area to be visited and of local regulations.

The leader or other accompanying adult must hold a current Bronze Medallion or higher award.

First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be available on site.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area First aid certificate.

Group Preparation

- Each participant must be able to:
 - swim at least 200 metres
 - float and tread water for five continuous minutes fully clothed.
- Each student should have:
 - an understanding of fishing ethics, etiquette and bag/size limits
 - an understanding of the life cycle and habitat of the species being sought and of the best techniques for catching them
 - knowledge of correct, practical and safe use of equipment.
- Students should be aware of potential hazards including hypothermia and heat exhaustion.
- A fishing licence for the group is required for NSW waters, both fresh water and salt water.

Supervision

- 1:10 maximum
- Visual contact must be maintained at all times.

Venue

- Where a bushwalk is necessary to reach the fishing spot, the relevant procedures for bushwalking must be followed (see section XX 'Bushwalking – Day Walks').
- The leader must choose the venue with due regard to participants' safety and weather conditions.
- The leader must have knowledge of access to emergency services.
- The leader must obtain permission to access private land where necessary.

Clothing/Personal Items

- Each student must wear:
 - appropriate footwear
 - clothing appropriate to the conditions
 - sun-protective clothing including hat and UV sunscreen SPF 30+, where appropriate.
- Each student must bring spare dry clothing, where appropriate.

Equipment

- Fishing tackle should be secured while moving from place to place.

Safety Points

- Carefully observe the weather and leave the area if conditions deteriorate.
- Swimming must not take place in the immediate vicinity of fishing.
- Extreme care must be taken with knives and other sharp equipment.
- While catch and release is encouraged, students are not to be permitted to 'kiss' fish before releasing.
- A buddy system must be maintained at all times.
- Knowledge of hypothermia prevention and management is essential.

Care of Environment

- No refuse is to be put into water.
- The impact on the environment must be minimised as far as possible.

5.16 WATERSKIING

These procedures apply to the towing of persons on waterskis, kneeboards, wake boards, tubes and 'biscuits'. Waterskiing is usually undertaken in specified areas and controlled by a local authority. On rivers and lakes, a designated waterski area (from which other recreational activities are excluded) is normally provided. Designated access lanes are usually provided for waterskiing from beaches in estuaries and on the open sea.

Activity Leader

The activity leader must:

1. possess a Level 1 Coach Certificate **OR**
2. be an experienced waterskier, familiar with the area to be used.

The leader must know the regulations appropriate to the venue and to the activity.

Support Staff

- There must be a minimum of two people in the boat. The first is the driver and the second is the observer. The driver must not be the observer. The observer must be instructed on their duties before taking up the position of observer by the activity leader.
- The driver of the boat must hold an appropriate powerboat licence.
- The boat observer must be an adult familiar with the necessary signals.
- At least one of them must hold a current Bronze Medallion or higher award.

First Aid

- In the boat – At least one accompanying adult, not a student, must hold a current first aid certificate, and a comprehensive first aid kit appropriate to the activity must be carried.
- On the shore – A second first aid kit should be available.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

Group Preparation

- The leader must know:
 - the swimming ability of each student
 - the extent of waterskiing experience of each student.
- Each participant must be able to:
 - swim 200 metres wearing waterski clothes and a personal flotation device (PFD) type 2 or 3
 - float and tread water for five continuous minutes in waterski clothes.
- Signals from skier to observer must be taught prior to the activity.
- Students must be briefed clearly on the correct fitting of personal flotation devices (PFDs).
- Planning must include provision for easy retrieval of students from the water into the boat. Students must be briefed, with demonstration, on the retrieval system before skiing.
- Prior to commencement of the activity, all group members must be instructed on how to recognise and treat hypothermia, sunstroke and dehydration.

Supervision

- In the boat: There must be at least two accompanying adults in the boat, as indicated above. The leader must be in the boat.
- In the water – Not more than one student is to be towed at any one time.
- On the shore – 1:20.
- If students are swimming while not skiing, the ratios and procedures for swimming (see section on 'Swimming') must be followed.

Venue

- The ski venue must be suited to the students' ability level – for example, wave height, wind, current, etc. The leader must be aware of weather forecasts and, where relevant, the times and heights of local tides.
- Waterskiing must be permissible in the area.
- Potential hazards such as snags, logs and currents must be assessed before commencing the activity.
- If more than one boat is used, each boat must be allocated a specific area in which to operate.

Clothing/Personal Items

- Wetsuits should be worn and, where possible, be brightly coloured.
- Skiers must wear approved PFDs.
- A change of dry, warm clothing (where appropriate).
- Each participant must wear appropriate sun-protective clothing and bring UV sunscreen SPF 30+.
- Loose jewellery, rings and watches must not be worn.

Equipment

- Boats used or hired for waterskiing must:
 - have third party insurance with extension to cover waterskiing
 - comply with the relevant survey requirements of the state or territory where the skiing takes place
 - carry appropriate safety equipment to comply with the requirements of the relevant licensing authority.
 - carry enough PFDs for all passengers.
- Ropes and handles must float and should be brightly coloured.

Safety Points

- Skiers must not be 'dropped off' in shallow water.
- Skiers and all passengers in the boat must wear a PFD.
- Participants should apply UV sunscreen SPF 30+ at regular intervals.

Care of Environment

- Use only appropriate entry and exit points.
- No refuse to be put into the water.
- Rubbish must not be left behind.