Blackwood Special Schools Outdoor Education Centre Inc.

CAMPFIRE EXPERIENCES

THIS ACTIVITY CANNOT BE CONDUCTED ON DAYS of TOTAL FIRE BAN
or
DURING DAYS of EXTREME FIRE CONDITIONS

Campfire Locations
- The Tent Shelter Accommodation Site Outdoor / Indoor Campfire
- The School Accommodation Site Outdoor Campfire
- The Residence Accommodation Site Outdoor Campfire

Bush Cooking Descriptions
- The Campfires are by Blackwood Special Schools Outdoor Education Centre Inc. for use of visiting students & staff.
- THE FULL RESPONSIBILITY FOR SUPERVISION OF THESE ACTIVITIES BELONGS TO:
  - THE GROUP LEADER; and
  - VISITING STAFF
- It is the Group Leaders decision as to whether the act of lighting the fire is to be completed by the students as part of the overall Campfire Experience.
- Group Leaders are responsible for extinguishing the fire at the end of the activity:-
  - The fire will NOT be classified as extinguished until the Group Leaders can safely place their hands into the coals and hold the coals.

Age Suitability
- All ages.

Staff Ratio
(Remember Blackwood Special Schools Outdoor Education Centre Inc. Staff cannot be considered as part of your Staff : Student Ratio at any stage during your Blackwood Experience.)
- 1:8 - leaders/teachers/adults to campers (a minimum of 2 Visiting Staff must supervise Campfires)

Group Leaders Experience
- Must have previous experience in supervising groups in outdoor recreation activities.
- Must have previous experience in supervising groups in Campfire Environments.

Student Participant Experience
- Ability & Willingness to safely move about a Campfire Site.
- Awareness of others and safety guidelines relating to the Campfire Experience.
Blackwood Special Schools Outdoor Education Centre Inc. Responsibilities

- To ensure the selected Bush Cooking Site is appropriate for the age, ability & experience of the visiting students.
- Take responsibility for the technical and related safety of participants engaged in the activity.
- Confirming Weather conditions with Group Leaders prior to preparing for the Campfire Experience.
- Briefing participants about the nature and purpose of the activity, about potential hazards and appropriate safety procedures and instructions to be followed.

Group Leaders Responsibilities

- **GROUP LEADERS ARE FULLY RESPONSIBLE FOR PROVIDING ALL CAMPFIRE INGREDIENTS**
- The Group Leader will be responsible for the supervision and behaviour of campers on the activity, at all times and for first aid.
- Assessing first aid requirements, identifying campers at risk e.g. asthma and appointing the first aider.
- Informing other Visiting Staff of their roles in the behaviour, supervision and instruction of campers.
- Monitoring the welfare and fitness of Campers and other Visiting Staff.
- Checking the suitability of clothing and equipment carried by Campers and other Visiting Staff.
- Undertaking a head count prior to, during and after the Campfire Experience.
- Implementing sun safe strategies for all Campers & Visiting Staff.
- Recording all incidents – including near misses – on the Incident Notification Form and / or patient Care Report and advising the Blackwood Special Schools Outdoor Education Centre inc. Staff and their School Principals.

Visiting Staff Responsibilities

- To carry out tasks as directed by the Group Leader and / or Blackwood Special Schools Outdoor Education Centre Inc. Staff.
- These may include – but are not limited to:
  - Monitoring the welfare and fitness of campers;
  - Assisting the Group Leader and Blackwood Special Schools Outdoor Education Centre Inc. Staff;
  - First aid responsibility;
  - The supervision and behaviour of campers;
  - Adhering to the safety rules.

Participant Responsibilities

- Adhering to the safety rules and directions of:
  - Blackwood Special Schools Outdoor Education Centre Inc. Staff
  - Group Leader
  - Visiting Staff

Safety Equipment, Inventory & Clothing Requirements

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<tr>
<th></th>
<th>Group Leader</th>
<th>Visiting Staff</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Aid Kit</td>
<td></td>
<td>Sunscreen</td>
<td>Hats</td>
</tr>
<tr>
<td>All Medical Details</td>
<td></td>
<td>Ingredients</td>
<td>Appropriate Clothing</td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td>Water</td>
<td>Water</td>
</tr>
<tr>
<td>Appropriate Clothing</td>
<td></td>
<td>Appropriate Clothing</td>
<td>Solid Footwear</td>
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</tbody>
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First Aid Requirements

- The Group Leader MUST carry a first aid kit at all times.
- There MUST be a qualified first aider within the visiting staff - not necessarily the Group Leader.
- Insect repellent and stingoes is a good idea.

Safety Briefing & Emergency Response

- DO NOT run around the Campfire Site
- DO NOT run when collecting wood & sticks for your Campfire Experience
- DO NOT step over the Campfire
- The Campfire Experience is a slow Activity that requires patience and persistence
- Demonstrate to the students how to light a match
- If students are lighting the fire they are only given one match per student to light the fire
  - Once the fire is alight the unused matches are collected from the students
- Group Leaders are responsible for extinguishing the fire
  - The fire will NOT be classified as extinguished until the students can safely place their hands into the coals and hold the coals
- Group Leaders are responsible for cleaning all the Campfire Equipment at the end of the Experience
- IF THERE IS AN EMERGENCY SITUATION EVERYONE MUST STOP AND FOLLOW THE DIRECTIONS OF BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc. STAFF / GROUP LEADER / EMERGENCY SERVICES

Activity Notes

- Anyone Leading a campfire Experience through Blackwood Special Schools Outdoor Education Centre Inc MUST BE:-
  - Familiar with the Campfire Experience
  - Familiar with the Campfire Safety Briefing
  - Familiar with Emergency & Risk Management Plans
  - Currently 1st Aid Level 2 Qualified
- Everyone MUST BE checked to ensure they have appropriate gear for the Campfire Experience
- Constantly check the health and wellbeing of all members of the group throughout the walk

Environmental Considerations

- Groups MUST implement Minimal Impact throughout the Campfire Experience
- These include but are not limited to:-
  - Don’t burn or bury rubbish
  - If you carried it in, you carry it out
  - Don’t feed or leave food for the animals
  - Leave the Campfire Site better than you found it
  - Keep fires small and don’t destroy the bush when collecting fire wood
  - Be absolutely sure the fire is out before leaving your campsite