Blackwood Special Schools Outdoor Education Centre Inc.

ENVIRONMENTAL ACTIVITIES

Environmental Activity Locations

- The Imagination Trail
- The Orienteering Hill
- The Wombat State Forest
- The Lerderderg State Forest

Environmental Activity Descriptions

- This is an activity where students are offered an opportunity to develop a greater understanding and awareness of the Environment.
- It is an Activity that challenges the students to look closer as the Bush Environment around them.

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.)

- 1:10 - leaders/teachers/adults to campers (a minimum of 2 Visiting Staff must be on any Environmental Activity)

Blackwood Special Schools Outdoor Education Centre Inc. Staff Experience

- Blackwood Special Schools Outdoor Education Centre Inc. Staff have previous experience in preparing, implementing, leading and reviewing Environmental Activities.
- They are confident of their own experience & ability to safely implement Environmental Activities.
- Blackwood Special Schools Outdoor Education Centre Inc. Staff have experience in Environmental Activities.
- Blackwood Special Schools Outdoor Education Centre Inc. Staff are aware of the intricacies involved in implementing the Environmental Activities including, but not limited to:
  - Equipment required
  - Students causing problems during the activity
  - Risk Management & Emergency Procedures
  - All other Logistical requirements for the Environmental Activities.

Group Leaders Experience

- Must have previous experience in supervising groups in outdoor recreation activities.

Student Participant Experience

- Ability & Willingness to safely be involved in Environmental Activities.
- Awareness of others and safety guidelines relating to the Environmental Activities.
Blackwood Special Schools Outdoor Education Centre Inc. Responsibilities

- To ensure the Activity is appropriate for the age, ability & experience of the visiting students.
- To safely & confidently implement the Environmental Activities.
- Take responsibility for the technical and related safety of participants engaged in the activity.
- Confirming Weather conditions with Group Leaders prior to preparing the Environmental Activities.
- 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

- 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.
- 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.
- Assuming all Blackwood Special Schools Outdoor Education Centre Inc. Staff Responsibilities – as listed above – if leading the Activity without Blackwood Special Schools Outdoor Education Centre Inc. Staff support.

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; and
  - 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

<table>
<thead>
<tr>
<th>Blackwood Staff</th>
<th>Group Leader</th>
<th>Visiting Staff</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Equipment</td>
<td>1st Aid Kit</td>
<td>Sunscreen</td>
<td>Hats</td>
</tr>
<tr>
<td>Instructions</td>
<td>All Medical Details</td>
<td>Snacks</td>
<td>Appropriate Clothing</td>
</tr>
<tr>
<td>Wet Weather Coats</td>
<td>Water</td>
<td>Water</td>
<td>Water</td>
</tr>
<tr>
<td>Safety Briefing</td>
<td>Appropriate Clothing</td>
<td>Appropriate Clothing</td>
<td>Solid Footwear</td>
</tr>
</tbody>
</table>

- Everyone should wear solid footwear at all times eg. sandshoes/runners
  - Thongs, Sandals & Gumboots are NOT appropriate
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

- Environmental Activities are slow Activities and that require patience and persistence
- DO NOT run
- DO NOT disturb others who are engaged in the Activity
- 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 the Environmental Activities through Blackwood Special Schools Outdoor Education Centre Inc MUST BE:-
  - Familiar with the Environmental Activities
  - Familiar with the Environmental Activity 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 Environmental Activities
- Constantly check the health and wellbeing of all members of the group

Environmental Considerations

- Groups MUST implement Minimal Impact Practices throughout every Environmental Activity
- These include but are not limited to:-
  - Pack to minimise rubbish
  - Don’t burn or bury rubbish
  - If you carried it in, you carry it out
  - Don’t feed or leave food for the animals
  - Don’t wash in the streams or lakes
  - Leave campsites & visited sites better than you found them
  - Keep fires small
  - Be absolutely sure the fire is out before leaving your campsite
  - Always walk on the tracks and established paths
- Keep the noise to a minimum