PROCEDURES FOR PLANNING OFF CAMPUS ACTIVITIES
Contents

Change History .......................................................................................................................... 3

1. Scope ................................................................................................................................. 4
2. Purpose ............................................................................................................................... 4
3. Planning requirements for all off campus activities ......................................................... 5
   3.1. Education Program Planning .................................................................................. 5
   3.2. Responsibility .......................................................................................................... 6
   3.3. Levels of activity ....................................................................................................... 7
   3.4. Approval processes and consent ............................................................................. 7
   3.5. Risk management ..................................................................................................... 8
   3.6. Communication ........................................................................................................ 9
   3.7. Supervision ............................................................................................................... 9
   3.8. Venues ..................................................................................................................... 10
   3.9. Equipment ............................................................................................................... 11
   3.10. First aid ................................................................................................................ 11
   3.11. Incident/Accident Reporting .................................................................................. 11
   3.12. Legal Issues .......................................................................................................... 11
   3.13. Leader qualifications and experience ................................................................... 12
   3.14. External Providers ................................................................................................. 12
   3.15. Insurance Cover for On and Off Campus Activities ............................................. 14
4. Specific Requirements – Excursions ................................................................................. 14
   4.1. Excursions .............................................................................................................. 14
   4.2. Minor Excursions .................................................................................................... 14
   4.3. Major Excursions ................................................................................................... 16
5. Specific requirements – recreation activities .................................................................. 20
   5.1. Boating and Sailing ............................................................................................... 20
   5.2. Cycle Touring ......................................................................................................... 22
   5.3. Fishing .................................................................................................................... 25
   5.4. Four Wheel Driving ............................................................................................... 27
   5.5. Horse Riding .......................................................................................................... 29
   5.6. Orienteering .......................................................................................................... 31
   5.7. Small Wheel Sports ............................................................................................... 33
5.8. Surfing.................................................................................................................. 34
5.9. Swimming.............................................................................................................. 38
5.10. Walkathons......................................................................................................... 40

6. Specific Requirements – Adventure Activities......................................................... 41
   6.1. Bushwalking....................................................................................................... 42
   6.2. Camping.............................................................................................................. 46
   6.3. Canoeing and Kayaking...................................................................................... 49
   6.4. Caving................................................................................................................ 58
   6.5. Diving (Scuba) and Snorkelling....................................................................... 62
   6.6. Mountain Biking............................................................................................... 67
   6.7. Rafting................................................................................................................. 69
   6.8. Rock Climbing – Artificial Structures.............................................................. 74
   6.9. Rock Climbing – Natural Surfaces .................................................................. 76
   6.10. Rope Courses.................................................................................................. 79
   6.11. Snow Activities.............................................................................................. 81

7. Useful links and resources ..................................................................................... 84
8. Associated Documents and Materials..................................................................... 85
9. Appendices .............................................................................................................. 86

Change History

* Note these procedures are reviewed and updated annually in term 4 of each school year. Please refer to the online copy of this document at all times.

<table>
<thead>
<tr>
<th>Date</th>
<th>Change</th>
<th>Date</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2014</td>
<td>2.1 Education Program Planning</td>
<td>July 2014</td>
<td>3.1 Excursions</td>
</tr>
<tr>
<td></td>
<td>3.3.3 Major Excursions</td>
<td></td>
<td>4.8.9 Surfing Ratios &amp; 4.9.8 Swimming Ratios</td>
</tr>
<tr>
<td></td>
<td>5.1.8 Bushwalking</td>
<td></td>
<td>5.1 Bushwalking</td>
</tr>
<tr>
<td></td>
<td>5.3.6 Canoeing and Kayaking</td>
<td></td>
<td>5.1.3 National Park Approval,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5.1.8 Ratios</td>
</tr>
<tr>
<td>July 2014</td>
<td>1 Purpose</td>
<td>October</td>
<td>2.1 Banned activities</td>
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<td></td>
<td></td>
<td>2014</td>
<td>2.15 External providers</td>
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1. Scope

These procedures apply to all State Schools. They apply to activities conducted by Department of Education (DoE) staff in schools offering pre-Kindergarten to Year 12, DoE volunteers and external providers of programs. Child and Family Centres (CFC's) conducting Launching into Learning programs are also included. All staff must be aware of these Procedures. They must be referred to in the first instance and adhered to when planning all off campus activities.

These procedures are not intended to cover DoE arranged work placements as defined in the Workplace Learning Guidelines 2012. (Staff login required) Staff should refer to those guidelines when planning work placements although information in these procedures may assist in that planning process.

2. Purpose

These procedures are designed as a best practice guide that includes requirements that apply to all off campus activities and more specific procedures for particular off campus activities. Off campus activities are an important part of the learning experiences of all students from pre-Kindergarten to Year 12. They can be offered in a diverse range of ways and in a wide variety of locations. Safe and purposeful activities are a shared responsibility for people who work directly with students. This includes principals, teachers, and support staff, people with special expertise such as adventure activity leaders, as well as parents and members of the community involved as volunteers in off campus activities.

Schools must determine at the outset whether or not the proposed activity is a DoE/school activity or not. A flowchart (Staff login required) has been designed to assist with this process. A useful list to assist in this determination appears as Appendix 1 in Chapter 9 of these procedures.
It is essential that risk analysis is an integral part of the delivery of off campus activities in each school or college. Using the principles of risk management, (Staff login required) information in the procedures may be varied in light of experience and particular conditions, unless the details are stated as mandatory.

If a requirement is mandatory the word must will be used. If the words should or recommended are used Principals have discretion, however are advised to document why an alternative choice was made. It is the responsibility of the principal to sign off operational arrangements, including any variations, for off campus activities and they must ensure that there is a specific risk management plan in place. It is important that principals understand that they have a non-delegable duty of care to students.

Any variations in non-mandatory requirements, e.g. staff/student ratios, should be documented in the risk management plan for each activity. This should be done in consultation with the staff involved in the programs or activities, and, where appropriate, volunteers and/or contracted service providers.

It is important that people in schools consult other relevant resources on the DoE’s intranet. Additional advice can be obtained from the Tasmanian Adventure Activity Standards administered by Department of Premier and Cabinet, Communities, Sport and Recreation (See Section 7 – Useful links and resources, and National Activity bodies in the relevant discipline.) N.B. The Tasmanian Standards, developed in 2009, have no been updated pending the introduction of new national Australian Adventure Activity Standards. Other states and territories may also have useful advice. Should uncertainties or concerns remain about a proposed activity Learning Services and/or Legal Services should be contacted for further assistance.

3. Planning requirements for all off campus activities

3.1. Education Program Planning

Successful and purposeful off campus education activities require careful development and organisation. While school contexts differ, all off campus activities should be:

• an integral part of the overall education program for students
• adjusted in scope and demand to relative capabilities of the students involved
• based around a supportive environment that provides for the differing needs and aspirations of students
• adequately resourced to ensure safety and enhance positive outcomes
• part of an inclusive program to enhance the learning outcomes of all students.

When developing specific programs teachers must take into account:

• the age, physical and psychological capabilities of the students and their previous experience
• the minimum age recommendations for particular activities as set out in these procedures
• the preparation required for students to be adequately instructed in the proper use of equipment and safety requirements
• the development of particular skills among the students needed to engage safely and successfully in the activity
• the relevant special requirements such as Aboriginal sites, UV protection, behavioural expectations and the minimal impact code for environments
\begin{itemize}
\item the provision of equity afforded by the activity for all students including those with disabilities, and specific equipment and venue considerations
\item experience and/or maturity in established classes and continuous programs such as Outdoor Education classes
\item the condition of the equipment and the details of the program to ensure activities are safe and minimise potential risks
\item the choice of venue is suitable, safe and risks are minimised.
\end{itemize}

3.1.1 Unsuitable Activities

The DoE and its teachers owe a duty of care to all students to protect them against the risk of injury which is foreseeable. Activity programs must be designed to ensure that the maximum level of supervision and safety is provided. The DoE has deemed a number of activities unsuitable where this cannot be guaranteed.

Currently the following activities must not be undertaken:

- Bungee jumping
- Canyoning
- Caving – for primary and secondary students*
- Hang Gliding
- Parachuting or skydiving
- Shooting and any use of firearms (including paintball)
- Flying ultra-light aircraft
- Quad bike riding
- Flyboarding (air or water)

A review of unsuitable activities is carried out as circumstances warrant.

* Caving

- Caving in commercial, guided caves is allowed.
- Specific written approval for caving activities for senior secondary students (see Caving 6.4.3) must be sought from the Deputy Secretary Learning. An Application for Caving Activity form can be found at Appendix II in Section 9 of these procedures.

3.2. Responsibility

Responsibility for the development and implementation of high quality off campus education activities is shared across four levels. It is essential that the requirements set out in the procedures for particular activities are met and where necessary reference made to other relevant resources identified for particular activities.

- The Principal has overall responsibility and is accountable for all off campus education programs and for individual activities that make up the program. For class excursions the
principal must appoint a registered teacher as Teacher in Charge who has the authority to make decisions that will be supported and implemented by all other excursion and/or activity staff.

- The **Teacher in charge** of a particular off campus activity has the overall responsibility for decisions made during the course of the activity, guided by the requirements set out in the procedures and other relevant advice on the DoE's intranet. Advice from an activity qualified guide or instructor may require this person to modify plans and actions in response to prevailing conditions on site.

- The **Teachers involved** are responsible for the organising, implementing and supervising particular activities. This may also involve seeking advice from activity qualified guides and instructors.

- The **Support People** are responsible for assisting the teachers in looking after the wellbeing and supervision of the students on an activity or for a group of students to whom they have been assigned.

A head count must be completed and **recorded** before, at relevant times during and at the completion of the activity to ensure that no student is missing. An attendance list must be used. This is a **mandatory requirement** of every off campus activity. These lists must be returned to the school office for filing with all other excursion documents.

### 3.3. Levels of activity

There are many levels of off campus educational activity. These include:

- local excursions of relatively short duration
- everyday sports and recreation activities
- low risk outdoor activities which require little specialist experience or skill
- major excursions to distant places and/or for extended periods of time, including overnight
- high risk outdoor activities of short or longer duration which require specialised skills
- high risk adventure activities of short or longer duration which require demanding specialised skills.

The level of risk and nature of the off campus activities determines their precise requirements as well as their suitability for particular students and ages of students. N.B. All aquatic activities, overnight excursions and Adventure Activities (Section 6) are classified as Major Excursions.

### 3.4. Approval processes and consent

The process of approval for off campus activities is designed to ensure their value and safety. A number of actions are essential:

- all off campus activities must have the approval of the principal
- parents and carers should be given as much notice and information of each activity as possible
- all the approval requirements of the DoE regarding parental consent must be met
• approval should also be obtained from relevant regulatory bodies and third parties such as land managers, e.g. Parks and Wildlife Services

• activities should be safe and must have risk management processes in place.

For some specific activities the detailed approval requirements set out later in these procedures must also be followed.

Principals should refer to and comply with the DoE policy on Registration to Work with Vulnerable People (RWVP) to ensure that all adults, including parents, carers and volunteers, taking part in off campus educational experiences have a current RWVP in accordance with this policy. N.B. This process can take up to six weeks to complete. Application Forms and Registration Checks can be accessed here - http://www.justice.tas.gov.au/working_with_children

Written consent must be sought and received from parents or carers for their student or students participating in all off campus activities. A Minor Excursions Consent form (Staff login required) is acceptable to cover low risk local activities and excursions for one year. Informed consent is essential for outdoor and adventure activities, even if they are an integral part of an established outdoor education course. Details must be communicated to parents and carers who must sign and return the relevant consent forms. Students who are approved by Centrelink or recognised by the school as independent students must sign their own consent form.

In special cases where a small group of three or four students is accompanied to a local activity by a teacher-aide, parent or volunteer, written agreement must be obtained from each student’s parents or carers and kept on record. Risk management plans must be completed.

In exceptional circumstances, consent for minor excursions only, may be obtained verbally by phone with approval from the Principal. In these cases, information including date, time, who was contacted, their relationship to the student, identity verification details, details of the excursion, their response and who made the call must be recorded. The Verbal Consent form (Staff login required) must be used. Permission sent by text is not permissible in any circumstance due to the inability to validate the identity of the sender.

3.5. Risk management

Appropriate risk management plans and processes must be documented and in place for all off campus activities. The nature of the management processes required is determined by the nature of the particular activities in which students are engaged.

Risk management planning is a collaborative process. This requires communication with those involved in the school as well as people in relevant external agencies and the DoE. In general terms the risk management processes should encompass:

• establishing the context including potential hazards
• identifying the risks to students, teachers, parents and other adults involved
• analysing the risks including actions to minimise them
• evaluating the risks to determine the viability of the activity for the participants; to prevent any foreseeable difficulties or avoidable dangers.
• treating the risks to prevent any foreseeable difficulties or avoidable dangers
• communicating to parents and obtaining written consent monitoring during the activity and
reviewing after.

A risk management plan **must** be completed for all off campus education activities and signed off by the principal. There are overseas and generic templates here - [DoE intranet](#) (Staff login required) It is highly desirable for schools to develop a standardised risk management process.

The risk management plan will enable the determination of whether the activity is a minor or major excursion. If it involves any inherent risk it is a **Major Excursion** (see 4.3 below) and the [Major Excursion Consent and Medical Information Form](#) (Staff login required) must be completed. If it is a water-based activity the [Consent Form for Aquatic Activity](#) (Staff login required) must also be completed. If there is no signed consent form obtained the student must not undertake the activity. Verbal consent is not acceptable for major excursions.

Off campus education activities should be monitored as they are taking place and should be reviewed after they have been completed. This requires detailed communication with those involved and in some cases consultation with others who have particular insights and skills relevant to the activity. Using the principles of risk management, actions in school procedures may be varied in light of experience and particular conditions, unless the details are stated as mandatory.

In outdoor environments it is highly desirable to ensure students are protected from undue exposure to the weather. This may involve the application of adequate sun block and the use of hats and available shaded spaces as well as ensuring that students have appropriate clothing including raincoats.

### 3.6. Communication

It is essential that communication processes are established between the school and the teachers on off campus education activities. This requires that:

- the principal, or a person nominated by the principal, is available at all times for advice and help
- relevant telephone numbers, including a dedicated emergency number, are known to those involved
- appropriate devices are available where students are in environments that are outside ordinary telephone communication.

In the event of an emergency the principal must be contacted. The principal should then coordinate the response and inform the relevant contact person in Learning Services for additional advice and support. The DoE has [Critical Incident and Emergency Procedures](#) (Staff login required) that must be followed in case of an emergency or critical incident.

There are a number of means for communication in outdoor and remote environments. These include hand-held radios, mobile phones, satellite phones, Personal Locator Beacons (PLB) and Emergency Position Indicating Radio Beacons (EPIRBs). Search and rescue personnel often have to put their own lives at risk when they respond to an EPIRB or PLB signal – it is essential to understand that an EPIRB or PLB must only be activated in a serious emergency situation.

### 3.7. Supervision

The principal must ensure students are adequately supervised on all off campus education activities, with many requirements to be met beforehand:

- an assessment of the capabilities and needs of the students involved, including their physical and emotional maturity
• consideration of the gender balance among students and its implications for staffing

• an evaluation of the skills, knowledge and experience of all the staff involved and their capacity to manage emergency situation

• provision of sufficient staff to meet the specified staff/student ratios for particular activities

  adherence to the maximum number of students specified for particular activities.

A class will usually require two adults, one of whom must be a teacher. Where there are male and female students on an overnight activity, there must be at least one male and one female teacher/leader accompanying them. For single gender groups, at least one teacher/leader must be of the same gender.

In certain instances it may be appropriate for senior students to assist in activities. They must not be given any supervision responsibilities. For outdoor adventure activities a student assistant must be over 18 years of age and hold a current qualification pertinent to instruction or rescue in the activity and comply with the DoE requirements regarding the Registration to Work with Vulnerable People (RWVP). Such involvement is voluntary and must be approved by the principal.

If parents wish to collect their child from an excursion, prior notice should be given. The supervising teacher must have a list of these students and tick them off when they are collected. If parents and/or relatives arrive to collect children without prior notice and are not known to the teacher, proof of identity should be requested.

Names and a head count of all participants must be checked and **recorded** at the beginning and at the end of any activity. Regular head counts should also be carried out during activities. These lists must be returned to the school office for filing with all other excursion documents.

### 3.8. Venues

Careful assessment is required to determine the suitability of venues for particular activities. In most cases this involves a prior visit or at least prior knowledge of the venue. Issues that need to be considered include:

• the onset of inclement weather

• environmental sensitivities such as access, delicate flora and fauna

• potential danger or risk factors

• relevant Land Management regulations ✅ Access in case of an emergency.

Where necessary, permission to use particular venues should be sought from the relevant authorities.


Many streams and rivers in Tasmania are infested with Giardia. It is advisable that water for drinking should be boiled or treated with purification tablets.
3.9. Equipment

Students must have equipment, clothing and footwear that is suitable for the level of activity being undertaken.

All outdoor equipment must be regularly inspected and well maintained.

The equipment must conform to the relevant standards stipulated in these procedures and other relevant requirements. Relevant emergency and first aid equipment must be carried on all off campus education activities.

Transport to venues for activities must comply with relevant transport authority requirements.

In cases where other specialised equipment is required, the leader should determine the precise details including any equipment required to cover potential emergencies.

3.10. First aid

The recommended minimum requirement is for at least one adult present on the activity to have a current Provide first aid certificate (HLTAID003). A basic knowledge of first aid and the ability to use it may be sufficient if in close proximity to a school or medical support. On all off campus education activities an appropriately resourced first aid kit must be carried.

For students with special medical conditions their medications should be carried by the teacher in charge and administered as prescribed. It is important to consult parents and carers immediately prior to an off campus activity to ascertain whether there has been any recent changes in medication conditions or treatment. In the case of a student susceptible to an anaphylactic reaction, one adult present must be capable of administering an ‘Epipen’ antidote.

Students carrying their own ‘over the counter’ medications and first aid supplies must communicate use of these to staff.

It is essential that processes between the school and the teachers on an off campus activity be in place for responding to emergencies that might arise due to injury. This is a key part of the risk management plan required for all off campus education activities.

As part of a teacher’s duty of care they are obliged to attempt to assist students who are injured or sick within the range of their experience and/or first aid training.

3.11. Incident/Accident Reporting

In the event of accident or injury it is mandatory that the DoE WHS Incident/Accident Reporting Form (Staff login required) be completed giving details of what has occurred. This should be done by the teacher in charge and signed off by the principal. This should be done for all instances irrespective of how minor or severe they might be.

If there is an incident that requires a WHS Incident/Accident Reporting Form to be completed all the excursion records must be kept until 7 years after the student leaves school or turns 25.

3.12. Legal Issues

Legal issues for schools are set out in the document entitled Legal Issues Handbook (Staff login required) which is available on the DoE intranet site. The Outdoor and Off Campus Activities and Transporting Students sections are particularly relevant. (pp 12-16) This is an internal document for
employees of the DoE to use. It must not be reproduced or distributed or published outside the DoE without the express permission of the Legal Services Unit.

Assistance with legal issues can be obtained directly from the Legal Services Unit. In the case of concerns or uncertainties it is preferable to seek advice before acting in order to avoid any unnecessary complications or difficulties. Advice is also available from the General Manager, or a person nominated by the General Manager, of each school’s respective Learning Services.

In the unlikely event of a major incident or an emergency the principal must be contacted immediately. The principal should then contact the General Manager of the respective Learning Services, or a person nominated by the General Manager, for advice and support. As a result of their discussions, only the General Manager and/or the principal should provide information to parents and carers, and where appropriate respond to inquiries from the media. Further details are set out in the Critical Incident and Emergency Procedures. (Staff login required)

For legal reasons, and in accordance with DoE policy, the following must be documented and kept on record: information provided to parents (must enable them to make an “informed consent”), consent forms for major excursions (plus the Consent Form for Aquatic Activities), staffing of off campus activities (including volunteers and RWVP checks), venue/s details, transport (including booking details), leader qualifications, attendance lists (with head counts recorded) and all risk management plans. (Staff login required) For a summary list of the TAHO (Tasmanian Archive and Heritage Office) Disposal Schedule for Functional Records of Government Schools and Colleges.

3.13. Leader qualifications and experience
Leadership experience and current qualifications are important in all off campus education activities. While leadership requirements reflect the particular activity or activities involved, the following must be adhered to during the development and implementation processes:

- all off campus activities must be accompanied by a registered teacher, or a person agreed to by the principal and the parents or carers of the students concerned
- the teachers involved must be approved by the principal
- the teachers involved have the delegated authority to make decisions that must be implemented by all other support people engaged with the activity
- the specific qualifications as set out in the procedures for particular activities must be current
- the appointment of expert sports, outdoor and adventure leaders as well as volunteers and other support people must be approved by the principal.

Principals should refer to the DoE requirements regarding current Registration to Work with Vulnerable People (RWVP) in their approval process for staff and volunteers – Ph 6165 6285 or email, wwp@education.tas.gov.au Where outside school expertise is contracted the DoE procedures should be followed. Where necessary and appropriate, professional learning may need to be provided for leaders, teachers and support staff.

3.14. External Providers
An external provider/contractor is a business/individual paid by the school/educational site to provide a service, venue and/or expertise appropriate to a particular activity for example abseiling, rock climbing, rafting and horse riding. It also includes activities that involve students going to camps such as Gumleaves or Camp Clayton which have adventure activities on site.
Generally, external providers/contractors will have their own consent forms which parent’s sign that may include indemnities/waivers purporting to exclude or limit their liability. If parents have any questions about such forms they are to be directed to the organisation to discuss.

DoE/school staff cannot sign indemnities, disclaimers or other documents which absolve the external provider from liability for their own negligent acts or omissions.

Schools will need to pass on information from external providers/contractors to parents so that parents can make their own informed decision about whether to consent to their child’s participation before signing and returning the Major Excursion Consent and Medical Information Form.

If the signed Major Excursion Consent and Medical Information Form is not returned the student must not participate in the activity. Verbal or text consent is not sufficient. For further clarification regarding specific circumstances please contact Legal Services at legal.services@education.tas.gov.au

Principals must undertake due diligence and complete risk management plans regardless of the fact that parents may have signed waivers.

The suitability of an external provider/contractor may be determined from the verbal or written information they provide related to:

- recent experience (including maintained log books)
- current qualifications of staff, accreditation and any other relevant training, including RWVP
- a risk management plan relevant to the activity
- appropriate insurance including public liability, minimum $10 million (see 3.15 below).

Where an external provider/contractor is engaged the respective responsibilities of staff need to be clearly established with the manager of the venue/external provider.

Schools engaging external operators for activities/tours to be conducted on Crown land managed by Parks and Wildlife Service (PWS), Forestry Tasmania (FT) or the Wellington Park Management Trust (WPMT) must ensure the commercial operator holds a Business Licence issued by the Crown to conduct activities/tours on reserved land. A commercial operator can include an external provider who is receiving money from schools to provide a service and/or expertise in relation to an off campus activity.

N.B. An operator’s public liability and indemnity insurances may not be valid if they do not hold a current Business Licence issued by the Crown.

Any staff, including volunteers involved in activities with students need to have current Registration to Work with Vulnerable People (RWVP);

- any queries regarding RWVP requirements should be directed to 6165 6285 or wwp@education.tas.gov.au
- external providers/contractors must have sufficient and current public liability insurance covering their legal liability and provide the school with access to a copy of the certificate
- external providers/contractors must have a current risk management plan and provide the school with access to a copy
an external provider/contractor does not include venues that schools visit such as food outlets, museums, wildlife parks, parks. Contact Legal Services if unsure.

### 3.15. Insurance Cover for On and Off Campus Activities

External providers must have sufficient and current public liability insurance covering their legal liability. External providers need to provide proof of their valid insurance cover, usually in the form of a ‘Certificate of Currency’. The minimum public liability insurance requirement for cover by external providers is $10 million.

### 4. Specific Requirements – Excursions

Particular off campus education activities may have specific requirements determined by the nature of the activity. These requirements are set out below. The [Legal Issues Handbook](#) (Staff login required) also contains important information. [Frequently Asked Questions are here.](#) (Staff login required)

#### 4.1. Excursions

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<thead>
<tr>
<th>Activity</th>
<th>Ratios</th>
<th>Qualifications</th>
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<tr>
<td>Minor Excursions</td>
<td>A class would usually require two adults, one of which must be a teacher. For other groups refer to the guidelines below.*</td>
<td>For class excursions the leader must be a qualified teacher. One adult must be competent in administering first aid.</td>
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<tr>
<td>Major Excursions</td>
<td>In most situations a minimum of one adult to every fifteen students.* Wherever possible the ratio of teachers to adult volunteers should be at least two to one. Overnight activities with mixed gender groups must have at least one male and one female teacher/leader.</td>
<td>The leader must be experienced as required by the qualification outlined under the specific activity guidelines or have access to appropriately qualified personnel.</td>
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*Decisions regarding teacher/student ratio must take into account factors such as the age of the students, their maturity and location of the excursion, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken. Principals may implement enhanced measures to cater for the safety of students.

#### 4.2. Minor Excursions

Minor excursions are defined as ‘working outside the classroom’. They include visits on foot or by vehicular transport to places of educational value within the local community that last for less than one day. If in doubt as to whether it is a minor or major excursion it is recommended that it is classified as a major excursion.
4.2.1. **Scope**

- visits to parks, including parklands adjacent to schools
- visits to local museums, art galleries and historical sites
- visits to environment centres
- sports days (excluding aquatic activities)
- other places of educational value within the local community
- transport may be by walking or bus travel

4.2.2. **Safety**

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

4.2.3. **Approval**

Blanket permission from each student’s parents or carers must be received in writing for each school year. If permission has not been given by parent/guardian on the enrolment or validation form then a [Minor Excursion Consent Form](#) (Staff Login required) must be completed. Students who are approved by Centrelink or recognised by the school as independent students must sign their own consent form.

Parents and carers should be given an adequate description of the activity and what is involved and provided with the opportunity to exclude their child from the activity. They must provide written notice and the reasons for withdrawal.

Schools must use the [Minor Excursion Approval checklist](#) (Staff login required) and should develop an internal administrative process to deal with minor excursions including a process that ensures recording details of:

- the itinerary
- student names, including records of attendance and head counts during the activity
- staff names, including volunteers and RWVP checks
- transport details
- costs
- safety and risk management:
  - contact numbers and contact persons
  - methods of communication to parents
  - risk management plans

4.2.4. **Supervision**

A copy of the student names and staff members/volunteers must be lodged at the school office and a copy given to the principal, or a person nominated by the principal.
Supervising adults must be instructed as to their duties and roles by the teacher in charge.

Students should be in the care of a supervising adult at all times. Younger students must never be allowed to work unsupervised.

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

4.2.5. **Qualifications/Experience**

The teacher/leader in charge must have experience in managing groups in off campus environments.

The teacher/leader in charge must have detailed knowledge of the area and the potential hazards in the area. In most cases this involves a prior visit or at least prior knowledge of the venue.

At least one adult involved must have the relevant activity qualifications if the students are working in bush and/or aquatic settings.

At least one adult must be competent in administering basic first aid.

4.2.6. **Equipment**

Teachers and leaders must ensure students have appropriate clothing, footwear and equipment required for the activity, as well as adequate food, water and sun protection.

An appropriate first aid kit must be available.

An appropriate means of communication with the school is required.

4.2.7. **Venues**

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

4.2.8. **Ratios**

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity; which is no greater than a normal class size with two adults, one of which should be a teacher.

4.2.9. **Regulations**

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

4.3. **Major Excursions**

Major excursions are defined as overnight and/or residential excursions, any aquatic activities, any recreation activities with inherent risk and all adventure activities.
4.3.1. **Scope**

- overnight and residential excursions which are not inherently dangerous such as camps for Art or Music
- any aquatic activity
- excursions or recreation activities that have an inherent risk factor
- all adventure activities listed in Section 6 below
- Interstate excursions
- International excursions

4.3.2. **Approval**

Written consent for the activity including information of medical conditions, requirements and details of any medication must be obtained from each student’s parents or carers and recorded using the DoE’s Major Excursion Consent and Medical Information Form. (Staff login required) For any excursion involving aquatic activities the Consent Form for Aquatic Activity (Staff login required) is mandatory and if there is no signed consent form obtained the student must not undertake the activity. Students who are approved by Centrelink or recognised by the school as independent students must sign their own consent form.

In the event the activity is an ongoing part of school curriculum, for example a Health and Physical Education/Outdoor Education course/Swimming and Water Safety Programs etc. which involves swimming and other off campus and aquatic activities, both a Major Excursion Consent and Medical Information Form and Consent Form for Aquatic Activity must be signed by parents or guardians. They may be signed annually, however it is preferable that these are done each term. These consent forms must provide all details of the activities that students will undertake during these programs. The details of these programs must be attached to the consent form for parents to keep.

Schools must also inform parents at least the week before the off campus activity and provide details of the date, location and any special requirements. In these communications schools must have an alert that parents/guardians must notify schools if there is any change to information previously provided, for example medical or emergency contact information.

In the event that an off campus activity is an additional activity, for example a swimming carnival or end of year picnic to the beach, a further Major Excursion Consent and Medical Information Form and Consent Form for Aquatic Activity must be signed by parents/guardians. If the off campus event does not involve an aquatic activity only the Major Excursion Consent and Medical Information Form needs to be completed, signed and returned.

Parents and carers should be given full information about the activity or activities including a description of:

- the educational objectives
- nature of the activities and location
- dates and times and duration of activities
- travel and accommodation arrangements
- costs (if applicable)
For Bass Strait Islands and interstate travel that require students to fly or travel by boat, please refer to the Travelling with School Groups and Students Policy (Staff login required) as an Application for School Group Travel Warrant (Staff login required) must be completed.

For information on Billeting, click here (Staff login required)

For international excursions schools must adhere to the DoE Overseas Travel Checklist – School Group Travel Requirements and the Overseas Travel - School Group Policy (Staff login required)

Schools must use the Major Excursion Approval checklist (Staff login required) and should develop an internal administrative process to deal with major excursions including a process that ensures recording details of:

- the itinerary
- student names
- appropriate parent or carer consents
- medical details and requirements
- staff names
- transport details
- costs
- safety and risk management
- contact numbers and contact persons.

The principal should ensure that all relevant DoE forms are completed and signed.

The principal, or a person nominated by the principal, should be contactable at all times after hours by means of a designated emergency telephone number.

For insurance purposes, a record of the volunteers accompanying the excursion must be kept.

4.3.3. Supervision

A copy of the student names and their home contact telephone numbers and that of staff members must be lodged at the School Office and a copy given to the principal, or a person nominated by the principal.

Staff and volunteers on the excursion should have a copy of the student names and their home contact telephone numbers. The Transport and supervision consent form (Staff login required) must be used if students are travelling in staff or private vehicles and/or will be supervised by parents only.

Teachers involved in the excursion as well as the principal and the School Office should have a copy of any medical issues or requirements for particular students.

Supervising adults must be instructed, by the teacher in charge, as to their duties and roles, including the grouping of students for supervisory and activity purposes.

Staff involved should be in a position, with relevant telephone numbers, to contact Police in the unlikely event of an incident that requires their assistance.
Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

4.3.4. Qualifications/Experience

The teacher in charge must have experience in managing groups in off campus environments.

The teacher in charge must have detailed knowledge of the area and the potential hazards in the places to be visited.

At least one teacher involved must have current, relevant activity qualifications if the students are working in bush and/or aquatic settings or engaged in adventure activities.

It is desirable for teachers, in addition to the teacher in charge, and volunteer adults to have previous experience of working with student on major excursions.

4.3.5. Equipment

Teachers and leaders must ensure students have appropriate clothing, footwear and equipment required for the excursion, taking into account the duration of the excursion and the nature of the place or places visited.

Adequate water and sun protection should be provided each day.

A comprehensive first aid kit must be carried at all times.

An appropriate means of communication must be carried at all times as a point of contact to the school and as an emergency contact point.

4.3.6. Venues

A visit to the venue is required to determine potential hazards, vehicular access, environmental issues, risk features and communication issues.

Land Managers and Agency Managers should be contacted as is appropriate for the particular venue(s).

Access to emergency services should be established for each place to be visited.

4.3.7. Ratios

The ratio of adults to students will vary according to the venue, age of students, program and other conditions such as the weather, duration of the excursion and the nature of the activities involved.

In most situations there should be a minimum of one adult to every fifteen students.

Wherever possible the ratio of teachers to adult volunteers should be two to one.

In some environments and for lengthy excursions the ratio of adults to students will need to be lower than fifteen students to one adult.
4.3.8. Regulations

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

5. Specific requirements – recreation activities

Particular off campus education activities may have specific requirements determined by the nature of the activity. These requirements, set out in summary form, follow. For many of these activities further information is available on the DoE’s intranet.

- Boating and sailing
- Cycle touring
- Fishing
- Four wheel driving
- Horse riding
- Orienteering
- Small wheel sports
- Surfing
- Swimming
- Walkathons

5.1. Boating and Sailing

The following advice refers to recreational boating and sailing as distinct from kayaking and canoeing.

5.1.1. Scope

- dinghy and catamaran sailing
- wind surfing
- keel boats and multi-hull vessels

5.1.2. Safety

It is essential that all equipment is regularly maintained and in full working order.

All participants must wear a Lifejacket meeting Australian Standard AS 4758 Specification for Level 100 or 50 (previously PFD type 1 or 2) at all times. Level 100 lifejackets must be worn on sheltered and open waters. Level 50 lifejackets must be worn on smooth waters. Click here for a map showing areas. Dinghy, catamaran sailing and wind surfing will generally take place on smooth waters.
All participants need warm gear preferably with an outer shell that is windproof and waterproof. Sun block for protection against the sun and drinking water sufficient for each participant is required.

Students must be competent swimmers to participate in wind surfing activities. All students should be able to swim a minimum of 50 metres.

Caution is advised in going further than 100 metres from the shore when windsurfing and dinghy sailing with beginners.

Dinghies and catamarans should have a strong towing ring of approximately 38mm diameter and an attached tow line of approximately five metres.

A power rescue boat or boats should be available and be fast enough to allow quick responses and have sufficient power to tow sailing boats in adverse conditions. Power rescue boats must comply with Marine and Safety Tasmania (MAST) requirements for safety equipment and registration for motor boats and must carry a first aid kit. Careful assessment of weather conditions including forecast conditions is required, with particular attention to the wind.

5.1.3. Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

5.1.4. Consent

A signed Consent form for Aquatic Activity (Staff login required) is mandatory and if there is no signed consent form obtained the student must not undertake the activity.

N.B. Excursions on vessels that have a Certificate of Survey, e.g. RV Penghana (at Woodbridge Marine Studies Centre), Lady Nelson, Peppermint Bay II, MR-1 (Mona Ferry), Maria Island Ferry and Bruny Island Ferry do not require a Consent Form for Aquatic Activity.

5.1.5. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

5.1.6. Qualifications/Experience

At least one teacher or adult in the group must have a current Perform basic water rescues qualification. (SISCAQU002)

At least one teacher or adult in the group must have a current Provide first aid qualification (HLTAID003)

It is highly recommended that leaders have a current Australian Sailing Instructor qualification appropriate for:

- dinghy and catamaran sailing
- wind surfing or
• keel boats and multi-hull vessels or be able to demonstrate equivalent competencies in the appropriate area.

5.1.7. Venue

Advice on venues can be obtained from Marine and Safety Tasmania (MAST), Australian Sailing and from local Boating and Sailing Clubs.

5.1.8. Regulations

Minimal impact requirements should be met and the procedures implemented.

Local area restrictions and permissions must be observed.

Activities must comply with MAST regulations.

5.1.9. Ratios

The required staff to student ratios are as follows.

• Dinghy and catamaran sailing
  □ No more than six boats should be supervised by one rescue boat unless in a very sheltered, confined bay or lake.
  □ The number of boats must be governed by the number of qualified leaders, the characteristics of the location and the number of rescue boats available.

• Wind surfing
  □ No more than five boards per leader unless in a very sheltered, confined bay or lake.
  □ In confined water, a kayak or a spare sailboard and paddle may be used as a rescue craft, provided the supervisor is proficient in their use.

• Keel boats and multi-hull vessels
  □ There must be a minimum of two competent sailors (leader plus assistant) on board.
  □ For overnight sailing, the number of crew should not exceed three more than the number of berths.

• Other craft
  □ Any vessel for charter or hire will have numbers of passengers determined by their Certificate of Survey.

Lower student to teacher ratios may be required according to, for example, venue, skill, age of participants, time of year, program, weather and qualifications of the leaders.

5.2. Cycle Touring

5.2.1. Scope

• Cycle touring
• BMX riding
5.2.2. Safety

Safety and consideration for others and the environment are of the utmost importance and an ecossensitive attitude should be adopted.

BMX riding in public places and on roads and footpaths pose dangers associated with colliding with cars and pedestrians.

Specific requirements include:

- an Australian standards approved helmet must be worn by all cyclists at all times
- for BMX riding leg and arm protective gear must be worn in addition to a helmet
- a first aid kit must be carried by at least one adult in the group, preferably at the rear of the group
- communication processes should be established before the ride starts, with consideration given to the use of phones and/or UHF radios
- good route signposting is desirable as it alerts motorists and others to the fact that a bicycle tour is underway
- sun protection should be worn – sunscreen and clothing

It is preferable for an adult with an appropriate first aid qualification and bicycle maintenance expertise to ride at the rear of the group.

5.2.3. Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, described at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

5.2.4. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

5.2.5. Equipment

Bicycles must be inspected for safety by an experienced bicycle mechanic immediately before the activity, and any fault rectified before the ride starts. Bicycles should have suitable gears and be light and strong. Tyres must be specifically suited for the terrain.

Participants should wear safety vests or have safety flags fitted to their bicycles. Each participant should carry a basic tool kit containing spanners/allen keys, a puncture repair kit, a spare inner tube and a pump. At the very least these items should be carried by a bike or support vehicle in close contact with the riders.

Clothing and equipment lists should be provided. Clothing should be appropriate for the venue and conditions. Gloves and enclosed footwear are recommended.

Cycle touring should preferably be undertaken with the aid of a support vehicle travelling along behind the group. On longer tours where food and camping equipment are required each cyclist’s luggage
should be carried on a stout rack in pannier bags – backpacks are not recommended. Water should be carried by each cyclist or available at regular intervals from a support vehicle.

5.2.6. **Qualifications/Experience**

Leaders should have AQF Certificate 3 (Assistant Leader) or 4 (Leader) with relevant specialisations in cycling, or equivalent. All cycling activities must be led by a qualified leader or a competent adult leader with proven experience in leading groups in the conditions and terrain expected. The leader must be skilled in navigation and emergency procedures. At least one leader must hold a current Provide first aid qualification (HLTAID003).

Additional supervising adults must have the experience and skill necessary to provide assistance to the leader. At least one adult in the group should have proven expertise in routine bicycle maintenance.

5.2.7. **Venues**

Roads with heavy traffic should be avoided completely.

Leaders must have full details of the planned route and its suitability in terms of:

- age and experience of riders
- nature of route in terms of surface, gradient, forward and rear visibility (sightlines)
- potential traffic hazards
- prevailing weather conditions
- support vehicle
- communications
- Tasmania Police should be contacted for general advice

5.2.8. **Ratios**

Ratios of leaders to riders may vary according to the route planned, experience and weather. A minimum of two adults should accompany each group.

Cycle touring involves, for the most part, long sections of on-road travel and, as such, is not suitable for riders under 12 years old.

When touring, supervision ratios must be between:

- one leader to five riders (maximum 10 riders) for Years 7 to 8 or heavy traffic and/or ambiguous route signs
- one adult to eight riders (maximum of 16 riders) for Years 9 and above, light or no traffic and/or well defined and signposted route

Commercial operators may vary the ratios where the route to be followed is short with a lead cyclist and follow up vehicle. Similarly, when using a defined track, e.g. bike track from Hobart to Glenorchy, a higher ratio (more dependents per supervisor) might be appropriate.
5.2.9. Regulations

In the case of off-road sections, permission will be needed for parks, reserves and private property. Off-road cycling (mountain biking) is allowed in some National Parks but not in the Tasmanian Wilderness World Heritage Area.

Schools planning Bikeathon activities must notify the Tasmania Police and the relevant Local Council.

5.3. Fishing

5.3.1. Scope

Fishing as an activity is recommended for upper primary, secondary and senior secondary students. Fishing can take place from rocks, jetties, on rivers or in the sea.

5.3.2. Safety

As a general principle, students should be in view of the supervising adults at all times, necessitating a lower ratio of adults to students in some venues.

If an adult, other than a teacher, is engaged for instruction, a teacher must be present to take overall responsibility.

Students should have an understanding of:

- fishing ethics and the life cycles of fish species being fished and techniques best suited for catching the fish
- practical, safe and correct use of equipment, e.g. removing hooks, landing fish
- individual and group responsibilities, e.g. behaviour, litter and fish cleaning, health and hygiene
- potential hazards in the area being fished

Risks must be identified and strategies developed to minimise them, including keeping up to date with weather forecasts.

No swimming should be allowed unless specifically planned. (See section 5.9) Planning should include:

- delineation of roles and responsibilities of the adults
- an emergency evacuation plan including communication procedures ways to minimise the groups impact on the environment.

Leaders must ensure anglers have adequate sun protection. A first aid kit must be available along with emergency equipment such as:

- throwing lines
- flotation devices spare clothing.

It is recommended that safety glasses be used – it is mandatory for fly fishing. It is also recommended that barbless hooks be used for all fishing.

Lifejackets meeting Australian Standard Specification for Level 100 or 50 (AS4758) (previously PFD type 1 or 2) must be worn by anglers fishing in rivers beside deep or fast flowing water.
No person should use waders unless they are wearing a flotation device capable of supporting the person. People who use waders should have undergone a self-rescue training program. If waders are worn they should be firmly belted around the waist. Waders should not be used in a boat.

5.3.3. Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, described at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

5.3.4. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

5.3.5. Equipment

Leaders must ensure anglers have clothing, footwear and equipment appropriate to the activity as well as adequate food and water.

Appropriate emergency communication equipment (mobile phone, satellite phone, UHF radio, PLB, EPIRB etc) should be available in remote locations.

Consider seeking the support and attendance of Fishcare Tasmania who may be able to provide fishing rods and other equipment in addition to fishing expertise. Fishcare Tasmania are also able to provide the latest recreational sea fishing guide book, fish measuring rulers, fish handling cloths, educational stickers and fish dehookers.

Support vehicles using 4 wheel drive tracks should comply with 4 Wheel Drive Standards. (See Department of Primary Industries, Parks, Water and Environment website)

5.3.6. Qualifications/Experience

Leaders/teachers should have Leadership and Management skills and experience necessary for them to work safely in remote areas such as those covered in the competencies included in the AQF Outdoor Recreation Certificate 3 (Assistant Leaders) or 4 (Leader) with specialisations in fishing.

One adult must have a current Perform basic water rescue qualification (SISCAQU002), a current CPR qualification (HLTAID001) and knowledge of water safety.

One adult must have knowledge of and ability to perform first aid – a current Provide first aid qualification (HLTAID003) is strongly recommended.

Leaders must have knowledge and experience of:

- the type of fishing being undertaken, e.g. rock, river, sea
- potential hazards
- knowledge of the area visited.

5.3.7. Venues

When choosing a venue the leader must:
• contact land managers regarding access and fishing restrictions
• visit the areas to assess potential hazards
• establish access to emergency services
• ensure anglers conform with licensing requirements

Inland Fisheries Service provide advice on inland venues, including advice on waters reserved for exclusive use by disabled persons and for the tuition of young people. In addition the Service is happy to provide officers to visit schools.

Fishcare Tasmania provide advice on Marine fisheries sites around the state; provide support with fishing clinics; and can provide officers to visit schools and speak on sustainable fishing and rules and regulations applying to sea fisheries in Tasmania.

5.3.8. Ratios

There may be local restrictions on the number of people who can fish in some areas, e.g. jetties, wharves, streams, local landowners.

It is recommended that a minimum of two adults supervise when fishing in non-urban areas.

For young people, the maximum size of land-based groups must not exceed 25 anglers, with a recommended ratio of at least one leader to ten students. However, this ratio may vary according to:

• venue
• weather
• time of year
• experience and age of group program being undertaken.

Young anglers (up to and including Year 7) should work in small supervised groups.

Fishcare Tasmania are able to provide advice on the appropriate number for the venue and fishing expectation, i.e. numbers of fish likely to be caught.

5.3.9. Regulations

A current angling License is required to fish at any inland water in Tasmania (apart from a registered private fishery or in specified bream waters) during the open season that applies to that water, unless you are under 14 years of age.

Information on fishing rules for marine waters is in the Recreational Sea Fishing Guide and for inland waters - The Tasmanian Anglers Code. These are also available from Service Tasmania or tackle shops. Fish measuring rulers are also available to assist with fish size limit compliance.

5.4. Four Wheel Driving

5.4.1. Scope

Four wheel driving is vehicle touring using a road registered four-wheel drive vehicle over unsealed, difficult or remote roads or tracks.
5.4.2. Safety

In pre-trip planning consideration should be given to:

- environmental elements including weather, access, track conditions and technical difficulty
  specialist equipment required, e.g. camping, first aid kit, navigation, food
- communications
- emergency procedures including meeting points and times, inter-vehicle communications, communication with emergency services, access and egress points Before departing included in the pre-departure briefing should be:
  - vehicle checks
  - specialist equipment checks
  - check no one is under the influence of drugs or alcohol
  - explanation of minimal impact standards
  - designation of ‘tail end Charlie’ and discussion of his or her role

Any personal medication required should be checked and a process established for its distribution. A comprehensive first aid kit must be carried.

Communications equipment, both between vehicles and to emergency services, must be carried as well as navigation equipment such as GPS.

5.4.3. Equipment

The equipment requirement will vary according to the nature of the program, the environment and the distances covered.

Minimum vehicle requirements for most trips would be:

- vehicle mechanically sound, fully serviced and road worthy, and suitable for the terrain to be covered
- map, details of route to be followed, and navigation aids
- sufficient fuel, oil, water and food, including emergency provision
- at least one spare tyre (correctly inflated) and tyre gauge
- fire extinguisher for each vehicle
- recovery point fitted front and rear

At least one vehicle carries recovery gear such as:

- snatch strap (dynamic recovery strap)
- two, rated bow shackles (minimum of 2 tonnes rated)
- one axe or hand saw (bow or pruning)
- one shovel
- spare parts appropriate for location and duration of planned trip
• tool kit suitable for the vehicle and the planned trip, with appropriate manual.
A current vehicle registration certificate must be carried at all times.

Drivers must hold a current drivers licence for the vehicle they are driving.

5.4.4. Approval
No specific requirements beyond, 3. Planning requirements for all off campus activities, described at
the beginning of these procedures, and those determined by the school's or college's risk management
plan for the off campus activity.

5.4.5. Supervision
Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

5.4.6. Qualifications/Experience
AQF Outdoor Recreation Certificate 3 or 4 with relevant specialisations in leadership management
and four wheel driving or able to demonstrate equivalent competencies in those areas including:

• suitable driving and vehicle recovery skills
• risk assessment and emergency management skills
• navigation and ability to use appropriate communication skills Leadership, management and interpersonal skills.
The leader and all drivers must have a relevant and current licence.
At least one staff member must have knowledge of and ability to perform first aid.

5.4.7. Venues
For all information on Crown land venues, usage and environmental issues go to the Parks and
Wildlife or Wellington Park Management Trust websites.

5.4.8. Ratios
For the safety of the group and protection of the environment, the maximum recommended group
size is 10 vehicles, with a maximum of 30 participants. Any group larger than 10 vehicles should split
into two groups.

5.4.9. Regulations
A vehicle Parks Pass is required for all National Parks. Check details of four-wheel driving in National
Parks here. A permit is required in the Wellington Park.

5.5. Horse Riding
5.5.1. Scope
- Horse riding -
Trekking

5.5.2. Safety

While on beaches riders should remain within the intertidal zone on the hardened sand.

Horse riding

Programs should be planned to suit the ability of the participants and the horses. Initial assessment of student experience should be undertaken. Programs should provide for progressive and sequential skill development.

Trekking

Trekking is recommended for upper primary, secondary and senior secondary students. Programs should be planned to suit the ability of the students. All trail-riding activities should be preceded by instruction on:

- riding techniques
- safety procedures, including crossing roads and letting vehicles pass individual and group responsibilities.

5.5.3. Approval

No specific requirements beyond the 3.3. Planning requirements for all off campus activities described at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

5.5.4. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

5.5.5. Equipment

Students should have suitable clothing with protection from cold, sun, wind and rain as required. Food and water should be carried.

Trail groups should have some form of communication between groups, e.g. mobile phone and/or UHF radios and PLB’s or EPIRB’s are recommended in remote locations.

5.5.6. Qualifications/Experience

All horse riding must be conducted by an appropriately qualified leader or instructor. Leaders or instructors should have an Equestrian Federation of Australia Level 1 Coach qualification, or equivalent.

At least one adult must hold a current Provide first aid qualification (HLTAID003). For trekking in remote locations, a Remote area first aid qualification (HLTAID005) is recommended.

Venues
Horse riding

Establishments may be an accredited riding school which provides horses, equipment and qualified instruction, or a horse hire service which provides horse and equipment only.

The area used for riding should be completely fenced and participant should not ride on the roadside or other traffic areas.

Trekking

See the Parks and Wildlife website for individual areas and detailed advice on trekking.

The leader should be thoroughly familiar with the location. Consideration should be given to:

- weather conditions
- standard and suitability of equipment
- condition of the horses
- access to emergency services
- traffic and road conditions
- environmental concerns such as the spread of Phytophthora
- where trails are not available the size of the party should be minimised and the group spread out to lessen the impact on the vegetation.

5.5.8. Ratios

See the Australian Horse Industry Code of Practice. For horse riding – at least two supervising adults must always be present. 5.5.9. Regulations

Horses must only be taken into National Parks and Conservation Areas if conditions outlined by Parks and Wildlife are met. Check areas here. Horse riding in World Heritage Areas is limited to the Central Plateau and two small areas in the Cradle Mountain/Lake St Clair National Park. Some areas require permits e.g. Wellington Park and have limited numbers. Horse riding in the Hobart Water catchment areas, including Lake Fenton and around the Derwent Drinking Water Catchment area is not allowed.

5.6. Orienteering

5.6.1. Scope

Orienteering activities range from local courses in school grounds and adjacent parks to challenging courses in bush/wilderness environments.

5.6.2. Safety

Runners must be instructed to wear appropriate clothing for the prevailing weather. In bush settings this should include protective clothing covering for arms and legs as well as feet. Hats and sunscreen should be used to protect against the sun.

When bush orienteering, each independent runner or group of runners should carry a map in a plastic bag, an emergency whistle, and an orienteering compass. Students should know the emergency return whistle signal.
Students should be briefed on potential hazards and avoiding them, e.g. snakes.

Leaders must have knowledge of and have made an assessment of dangerous areas such as cliffs, deep streams, and busy road crossings.

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 in the procedures to follow when lost, and should know the procedures staff will follow when students are overdue. Students should be instructed to assist others who are ‘lost’ or injured, even if this means abandoning their competition plan.

Activities should be planned to finish well before dark – there should be a set finishing time when all students must return to the assembly area.

5.6.3. Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, described at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

5.6.4. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

5.6.5. Equipment

Drinking water should be available.

The instructor must have an appropriate first aid kit available.

5.6.6. Qualifications/Experience

In the absence of current established and recognised training qualification, leader/teachers should be able to demonstrate competencies at least to the standards contained in the AQF Outdoor Recreation Certificate 3 (Assistant Leader) or 4 (Leader) with relevant specialisations in leadership and management.

Leaders must have experience in the terrain to be covered; together with skills in elementary navigation and bushcraft, and experience in supervising students in this environment.

One adult present must have knowledge of and ability to perform first aid procedures. Possession of a current Provide first aid qualification (HLTAID003) is recommended.

For bush orienteering the leader must be an experienced and competent orienteer.

5.6.7. Venues

The venue should be appropriate to the age of the runners, their level of skill and their experience.

The area should be covered by an orienteering map – distinct contours on the map are helpful. The leader should reconnoitre the area to update the map if necessary. Possession of a map does not
entitle entry to a property – prior permission needs to be obtained. Out of bounds areas must be explained to runners.

The most suitable bushland will have open forest, a network of tracks and clear boundaries.

In park/urban areas the area used should not cover major traffic routes. Runners should be briefed on any road crossings and other potential dangers.

There must be easy access in the case of an emergency.

5.6.8. Ratios

The number of adults to runners should reflect:

- the nature of the area, e.g. school, parkland, unfamiliar bushland
- the level of skill of the runners
- the nature of the activity, e.g. group training run, recreational session, individual competition event
- in bush settings away from urban environments there must be at least one adult/leader to every 16 runners, and one other adult present
- less experienced runners should travel in pairs or groups
- for local orienteering courses, e.g. in school grounds, ratios and qualifications of leaders may be varied to suit the age of students, location and program.

5.6.9. Regulations

No specific requirements beyond, 3. Planning requirements for all off campus activities, described at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

5.7. Small Wheel Sports

5.7.1. Scope

- Rollerblading
- Skateboarding

5.7.2. Safety

Emphasis should be placed on safe skating and the development of an ethic of helping each other, sharing, and taking turns. Road Rules (Skating and Cycling Rules) and the Skates Code of Conduct (DIER) should be adhered to.

Spectators should stay well away (greater than five metres) from ramps due to flying skateboards.

5.7.3. Approval

No specific requirements beyond the 3. 3. Planning requirements for all off campus activities described at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.
5.7.4. **Supervision**

Names and a head count of all participants must be checked and **recorded** at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

5.7.5. **Equipment**

Helmets, elbow and knee pads must be worn.

5.7.6. **Qualifications/Experience**

The teacher in charge must have:

- experience in group management skills out of doors
- detailed knowledge of the area being used and the hazards in the area
- knowledge of and ability to perform first aid.

5.7.7. **Venues**

Blading or skating in public places and on roads and footpaths pose dangers associated with colliding with cars or pedestrians, or falling onto concrete or gravel.

Contact Local Councils for details about non-Skating/Blading venues.

The use of all small wheel vehicles (except BMX bike) is restricted on the road and skaters should abide by local signage.

5.7.8. **Ratios**

There are no generally prescribed ratios. The ratio of students to teachers/adults will vary according to the venue, age of the students, the program, and the weather, but in most situations away from school there should be at least one adult to every fifteen students.

Some Local Council facilities may have staffing requirements for hirers that may need to be negotiated.

5.7.9. **Regulations**

No specific requirements beyond, 3. Planning requirements for all off campus activities, described at the beginning of these procedures, and those determined by the school's or college's risk management plan for the off campus activity.

5.8. **Surfing**

The advice that follows covers a range of surfing activities and needs to be read in conjunction with the requirements set out below in 5.9 - Swimming.

5.8.1. **Scope**

Surfing activities include:

- surf swimming
• bodyboard/boogie board
• surfboard paddling
• stand up paddle boarding (SUP)
• surfboard/kneeboard riding
• wave ski/rescue board

5.8.2. Safety

In addition to qualified leaders/instructors, there must always be an adult observer on the shore. All students must be able to swim 200m in the conditions where the activity will take place.

It is desirable that secondary and college students will be studying for or have gained Perform basic water rescues (SISCAQU002), Participate in an aquatic rescue operation (PUASAR013A) and/or Apply surf awareness and rescue skills (PUASAR012C) Students will need prior training in:

• the recognition of rips and currents
• water types and breaks
• surf rescue
• how to buddy up
• recognition of signals from the beach and directives from the leader

Surf etiquette and rules.

Surfers should surf in pairs using the ‘buddy system’ at all times.

5.8.3. Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, described at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

5.8.4. Consent

A signed Consent form for Aquatic Activity (Staff login required) is mandatory and if there is no signed consent form obtained the student must not undertake the activity.

5.8.5. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

5.8.6. Venues

Leaders must assess the conditions and potential dangers before entering the water.

Leaders must:

• be familiar with the venue and potential hazards
• constantly monitor conditions as they can change rapidly
• ensure that the venue/surf conditions are matched to surfers’ levels of ability and experience
  □ Beginner – spilling waves, white water/small unbroken, beach breaks only
  □ Intermediate – spilling waves, unbroken, beach breaks only
  □ Advanced – spilling/plunging waves, beach/other.
Assessment of the suitability of the venue should ensure:
• the swimming and shore area is clearly defined
• potential hazards including logs, snags and current are assessed
• the depth and temperature of the waves is checked as suitable for the students’ levels of skill and experience
• the area has a clear view for supervising adults
• when swimming from a beach, the activity area does not exceed 200m along the shore.

5.8.7. Qualifications/Experience
The minimum rescue and teaching qualifications must be current and are as follows:
Beach swimming – flat water – Perform basic water rescue (SISCAQU002) and perform CPR (HLTAID001), both current.
Body surfing, Surfing and Bodyboarding – low to moderate surf – Participate in an aquatic rescue operation qualification (PUASAR013A), Apply surf awareness and self-rescue skills qualification (PUASAR012C) both current, and a recognised coaching qualification from Surfing Australia or equivalent, i.e. Level 1 (Soft boards and beginners only), Level 2 (hard boards, intermediate surfing beyond the surf zone).
Stand Up Paddle Boarding (SUP) – As above plus the appropriate SUP coaching qualification from Surfing Australia – Flat Water, Open Water or Surf.
Surf paddling – minimum of White Water or Sea Instructor Level 2 plus experience in surf paddling or equivalent.

5.8.8. Equipment
Wet suits are recommended and hoods and ear plugs as appropriate. If necessary, participants may be required to wear a coloured singlet or swim cap as an identifier.
No fibreglass or hardboards should be used for beginner sessions – soft boards must be used instead as they are the industry standard.
Stand Up Paddle Boarders must have a leg rope attachment to the board and must wear a lifejacket meeting Australian Standard AS 4758 Specification for Level 100 or 50.
Surfboard riders must have a leg rope attachment to the board.
Wave skiers must have a paddle attachment to the board.
Bodyboard riders must have a wrist or leg strap attachment to the board and correctly fitted swim fins with a fin-saver or another approved fin securing device.
A megaphone or air horn or whistle is required to enable the leader and observers to communicate with those in the water.

Flags or witches hats are required on the beach to mark the surf area.

Emergency equipment – surfboard, rescue board, rescue tube, bodyboard or swim fins – must be available to the leader and observers and used according to the rescuers choice and availability.

A sleeping bag or thermo-blanket and first aid kit must also be available. A resuscitation mask and a resuscitation unit (e.g. Air Viva) is recommended for locations remote from a surf life-saving club or school.

A vehicle must be available for emergency use.

5.8.9. Ratios

The required minimum staff to student ratios are as follows:

- Surf swimming/bodysurfing - 1 teacher to 6 students for beginners* and 1 teacher to 8 students for intermediate* and advanced*.
- Surfboard paddling - 1 leader to 8 students for beginners and 1 leader to 10 students for intermediate and advanced.
- Surfboard/kneeboard riding - 1 leader to 8 students for beginners and 1 leader to 10 students for intermediate and advanced.
- Stand Up Paddle Boarding - 1 leader to 8 students for beginners and 1 leader to 10 students for intermediate and advanced.
- Wave ski/rescue board - 1 leader to 8 students for beginners and 1 leader to 10 students for intermediate and advanced.
- Bodyboard/Boogie board - 1 leader to 8 students for beginners all wearing fins and 1 leader to 10 students for intermediate and advanced.

*Beginner – no previous experience in the activity
*Intermediate – some or limited experience in the activity
*Advanced – competent and confident in the activity

If these activities take place in a location manned and patrolled by Surf Life Saving Australia these ratios can vary according to the advice of the Patrol Captain.

5.8.10. Regulations

No specific requirements beyond, 3. Planning requirements for all off campus activities, described at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.
5.9. Swimming

The following advice refers to swimming in a pool or open water. The generic requirements for off campus education activities must be enacted. In addition there a number of specific issues that require attention.

5.9.1. Scope

There is a wide range of swimming activities, each of which afford different levels of activity.

Pool

- School pool with water no deeper than 0.9 metre – infant water awareness, infant activity lessons, swimming instruction Years 3–6.
- School pool with water deeper than 0.9 metre – recreational activities K–12, swimming instruction K–2, Years 6–12, Years 3–5 annual swimming and water safety program.
- Public pool with life guards on duty – recreational activity, swimming lessons K–12, swimming instruction K–12, Years 3–5 annual swimming and water safety program.
- Public or private pool without life guards on duty – recreational activity, swimming lessons K–12, swimming instruction K–12, Years 3–5 annual swimming and water safety program.

Open water

- Open flat water such as river, lake or dam – open water swimming lessons K–12.
- Beach flat water – recreational swimming K–12.
- Beach low surf conditions – surf swimming activity Years 7–12.

5.9.2. Safety

In addition to qualified instructors, there must be adequate supervision for students in the water as well as for students on shore or beside the pool to ensure that they can be observed at all times.

For any surf related swimming refer to Surfing (5.8 above) in these procedures.

5.9.3. Consent

Swimming is an activity with an inherent risk and a Major Excursion Consent and Medical Information Form (Staff login required) must be completed.

A signed Consent form for Aquatic Activity (Staff login required) is also mandatory and if there is no signed consent form obtained the student must not undertake the activity.

Students who are approved by Centrelink or recognised by the school as independent students must sign their own consent form.

5.9.4. Supervision

Pool lifeguards can only be used for supervision and counted in supervision ratios if they do not have general lifeguard duties at the venue at that time and their sole responsibility at that time is to the students in the program. Prior arrangements must be made, in writing, with pool management.

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts must also be carried out during the aquatic excursion. These lists must be returned to the school office for filing with all other excursion documents.
5.9.5. Qualifications/Experience

N.B. For all aquatic swimming activities ‘teacher’ includes an AUSTSWIM qualified teacher.

For the Swimming and Water Safety Program the minimum rescue and teaching qualifications must be current and are as follows:

- School pool with water no deeper than 0.9 metre – At least one teacher to have Perform CPR (HLTAID001) and have attended the annual Swimming and Water Safety Professional Learning day.

- School pool with water deeper than 0.9 metre – At least one teacher to have Perform CPR and a Perform basic water rescues qualification (SISCAQU002) and have attended the annual Swimming and Water Safety Professional Learning day.

- Public pool with life guards on duty – At least one teacher to have Perform CPR and have attended the annual Swimming and Water Safety Professional Learning day.

- Public or private pool without life guards on duty – At least one teacher to have Perform CPR and Perform basic water rescues qualifications and have attended the annual Swimming and Water Safety Professional Learning day.

For Excursions the minimum rescue and teaching qualifications are as follows:

- School pool with water no deeper than 0.9 metre – At least one teacher to have Perform CPR (HLTAID001)

- School pool with water deeper than 0.9 metre – At least one teacher to have Perform CPR and a Perform basic water rescues qualification. (SISCAQU002)

- Public pool with life guards on duty – At least one teacher to have Perform CPR.*

- Public or private pool without life guards on duty – At least one teacher to have Perform CPR and a Perform basic water rescues qualification.*

- Open flat water such as river, lake or dam – At least one teacher to have Perform CPR and a Perform basic water rescues qualification.*

- Beach swimming flat water – One teacher to have Perform basic water rescue (SISCAQU002) and perform CPR (HLTAID001) both current.*

- Beach, low to moderate surf conditions – see Surfing 5.8.7 above

* N.B. If a suitably qualified lifeguard is contracted this requirement is waived.

Information on how to gain these qualifications can be obtained from Red Cross, St John’s, RLSS-A, SLS-A and Surfing Australia. See ‘section 7 – Useful Links and resources’ below for further details.

5.9.6. Equipment

No specific requirements beyond, 3. Planning requirements for all off campus activities, described at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.
5.9.7. **Venues**

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

5.9.8. **Ratios**

**N.B.** For all aquatic swimming activities ‘teacher’ includes an AUSTSWIM qualified teacher

The required *minimum* staff to student ratios are as follows:

- School pool with water no deeper than 0.9 metre - **1 teacher to 15 students.**
- School pool with water deeper than 0.9 metre - **1 teacher to 15 students.** The ratio for the Swimming and Water Safety Program is determined by the Program Coordinator.
- Public pool with life guards on duty - **1 teacher to 15 students.** The ratio for the Swimming and Water Safety Program is determined by the Program Coordinator.**
- Public or private pool without life guards on duty - **1 teacher to 15 students.** The ratio for the Swimming and Water Safety Program is determined by the Program Coordinator.
- Open flat water such as river, lake or dam - **1 teacher to 15 students** but student numbers may be reduced according to context.
- Beach flat water - **1 teacher to 15 students.**
- Beach low to moderate surf conditions - **1 teacher to 6 students** for beginners and **1 teacher to 8 students** for intermediate or advanced. (see 4.8 Surfing, for more details)

**N.B.** Pool/Surf Life Saving lifeguards can only be used for supervision and counted in supervision ratios if they do not have general lifeguard duties at the venue at that time and their sole responsibility at that time is to the students in the program. Prior arrangements must be made, in writing, with pool management.

5.9.9. **Regulations**

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

5.10. **Walkathons**

5.10.1. **Safety**

Walkathons should not be conducted on major highways or on narrow roads or where footpaths are not wide enough to enable two adults to walk abreast. Wherever possible walkathons should be conducted on reserves, bush trails or tracks where vehicular traffic is not permitted. Where public roads are to be used, notification of the time, route and special safety provisions should be published in the local press where possible.
Adult supervisors walking with the students should be provided with frequent checkpoints to ensure that walkers do not wander off the marked route, venture onto a roadway, misbehave or become otherwise disorganised.

Organisers should ensure students wear suitable shoes and brightly coloured clothing.

An adult with knowledge of First aid and the ability to administer it should be available. An emergency vehicle should be provided.

5.10.2. Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school's or college's risk management plan for the off campus activity.

5.10.3. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

5.10.4. Qualifications/Experience

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school's or college's risk management plan for the off campus activity.

5.10.5. Equipment

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school's or college's risk management plan for the off campus activity.

5.10.6. Venues

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school's or college's risk management plan for the off campus activity. 5.10.7. Ratios

A minimum of two adults, one of which must be a teacher, for every 25 students is recommended.

5.10.8. Regulations

The Road Safety Section of the Department of State Growth and Local Police should be contacted during the process for planning a walkathon. Officers from these organisations will provide assistance in planning the route as well as coordinating the staffing of road crossings and the provision of signs.

6. Specific Requirements – Adventure Activities

Particular off campus education activities may have specific requirements determined by the nature of the activity. These requirements, set out in summary form, follow. For many of these activities further information is available on the DoE's intranet.
6. Bushwalking

6.1. Scope

- Low level day walks
- Day walks in remote area or at higher altitudes
- Overnight and multi-day walks
- Winter bushwalking

6.1.2. Safety

All students must be briefed about the nature of the activity, safety issues and procedures, and the standards of behaviour required.

Fires should only be lit in approved areas using existing fire places. Wherever possible, fuel stoves should be used instead of lighting fires even if an existing fireplace is available.

Hand held Global Positioning Systems (GPS) are a powerful and useful navigation tool. In remote areas or in the mountains a Personal Locator Beacon (PLB) must be carried and should be considered for all other walks.

Winter bushwalking is strenuous, requiring a high level of fitness for all participants. Participants on winter bushwalks should be experienced in walking and pack carrying.

Areas that receive high usage during the summer months may be prone to water-borne gastrointestinal infections including Giardia – drinking water should be boiled or treated with water purification filters or tablets.

6.1.3. Approval

Other than obtaining the approval of the relevant land manager (usually the Parks and Wildlife Service), there are no specific requirements beyond, 3. Planning requirements for all off campus
activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

Park Entry fee exemption can be obtained by completing a National Parks Educational Exemption Application/Approval Form where applicable.

Group activities in national parks and on reserved lands may require the approval of the Parks and Wildlife Service (PWS). PWS approval may be subject to agreed compliance with various regulations or procedures, such as group size recommendations, particularly in sensitive areas (see 5.1.8).

Variations to the recommended group sizes for reserved land (see 5.1.8) may be considered on a case-by-case basis; contact the PWS at an early stage of planning.

6.1.4. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts must also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

6.1.5. Venues

The selection of venues must take into account potential dangers and hazards such as river crossings, exposed areas, slippery rocks, and road and telecommunication access. Note must also be taken of weather forecast and bushfire alerts.

Leaders should be familiar with the regulations or licensing requirements that cover any public land which they intend to use.

Wherever necessary, permission should be sought from the relevant land owner or management agency.

Overnight and winter bushwalking leaders should take into account the availability of camp sites as well as advice from local Park Rangers and land managers.

N.B. The Overland Track walk - Cradle Mountain to Lake St Clair should only be undertaken between 1 June and 30 September if the leaders are very experienced. Regardless of the time of year, the Overland Track Administrator must be contacted to register on 03 6165 4254 or overlandtrackadministrator@parks.tas.gov.au (see also Winter Bushwalking below).

6.1.6. Qualifications/Experience

Day walks (not remote or high altitude) – registered leader with National Outdoor Leaders Scheme with appropriate specialisations from the SIS10 Sport, Fitness and Recreation Training Package, or experience in the terrain to be covered including elementary navigation skills and bushcraft as well as experience in supervising students in bush environments.

Overnight and multi-day walks (including day walks in remote or higher altitudes) registered leader with National Outdoor Leader Registration Scheme with appropriate specialisations from the SIS10 Sport, Fitness and Recreation Training Package, or experience in the terrain to be covered including:

* proven experience in lightweight camping with particular attention to safety, sanitation, water quality, food hygiene and cooking
• proficiency in the use of map and compass,
• sound knowledge of search, rescue and emergency procedures.
Assisting adults should also be experienced and competent bushwalkers.

**Winter bushwalking** – in addition to the Leader Qualifications outlined for Overnight and Multi-day Walks, leaders must:

• have extensive experience in winter bushwalking in all weather and different terrains
• have a current Remote area first aid qualification (HLTAID005) and at least two highly experienced leaders must be present.

### 6.1.7. Equipment

Leaders must ensure that all students have appropriate clothing, footwear and equipment, adequate food and water, and sunscreen.

Equipment and clothing lists must be provided and used to check each student is adequately equipped.

Clothing for winter bushwalking should be of an exceptionally high standard. Appropriate woollen or synthetic thermal clothing must be carried if bushwalking is taking place in cold conditions or in the mountains. A warm hat and waterproof jacket with hood must be carried all participants (leaders, teachers, volunteers and students).

### 6.1.8. Ratios and group sizes

Group sizes recommended below are based on PWS track classification recommendations and standard licence conditions for commercial operators.

**Day walks (not remote or high altitude)**

Maximum recommended group size is **24 including a minimum of 3 teachers/leaders.**, i.e. a ratio of up to seven students to one teacher/leader.

☐ Larger groups should be split into smaller groups, with a maximum number per group of 13 people, including at least two teachers/leaders per group, but there is no restriction on the number of groups for low altitude day walks.

**Day walks (alpine or longer duration)**

• Maximum recommended group size is **13 including a minimum of 2 teachers/leaders**
• Only one such group is appropriate **Overnight and multi-day walks**

• In non-remote or low altitude settings, maximum recommended group size is 24 including a minimum of 3 teachers/leaders, i.e. a ratio of seven students to one teacher/leader.

• In remote or alpine settings, maximum group size is **13 with the ratio a maximum of five students to one teacher/leader.**

• On national parks and other reserved land the maximum group size is 13 with the ratio a maximum of five students to one teacher/leader.
The maximum group size for overnight and multi-day bushwalking on major tracks (e.g., Overland track, Walls of Jerusalem, South Coast, Frenchman’s Cap and Freycinet Circuit) is 13, including a minimum of two teachers/leaders.

- In more remote and challenging or sensitive terrain, group sizes of eight or less (four in the most sensitive cases) is encouraged. On National Parks and reserved land this is likely to be a requirement.

- For walks in winter at least two highly experienced teachers/leaders must be present.

- The DoE requirements regarding gender must be met, i.e. overnight activities with mixed gender groups must have at least one male and one female teacher/leader.

**Winter bushwalking**

☐ At least two highly experienced leaders must be present.

The student numbers above may need to be reduced in light of the venue, weather, experience and age group, and the program being undertaken.

6.1.9 **Regulations**

Schools engaging external operators for activities/tours to be conducted on land managed by Parks and Wildlife Service (PWS), Forestry Tasmania (FT) and the Wellington Park Management Trust (WPM) **must** ensure the commercial operator holds a Business Licence issued by the Crown to conduct activities/tours on reserved land. A commercial operator can include an external provider who is receiving money from schools to provide a service and/or expertise in relation to an off campus activity.

N.B. An operator’s public liability and indemnity insurances may not be valid if they do not hold a current Business Licence issued by the Crown.

To maintain and conserve environments the following conventions and regulations should be observed:

- No standing vegetation, dead or alive, should be cut for any purpose.
- Parties should remain on formed roads and tracks.
- Only established campsites should be used.
- No drainage ditches should be dug around tents.
- Trips should generally be planned so that hut use is not required, but huts may be used if parties are small or in an emergency.
- Check details on biosecurity issues, (e.g. Phytophthora infections) in areas to be visited and comply with any hygiene requirements,
- Employ minimal impact bushwalking and camping protocols and procedures, observing the basic principles of ‘Leave no Trace’
- Be aware of and comply with Fuel Stove Only Areas, and minimise the use of campfires generally.

- Follow the Before You Walk – Essential Bushwalking Guide
6.2. Camping

6.2.1. Scope

- Residential and base camps
- Lightweight overnight camping
- Extended multi-day camping
- Snow camping

6.2.2. Safety

The program must be appropriate to the camp site and the expertise of staff involved.

A comprehensive first aid kit should be available appropriate to the activity, size of party, and duration of the camp.

All students must be briefed on:

- the nature of the activity or activities
- the purpose of the camp
- camp rules and behaviour standards
- procedures relating to tents, sanitation, and food and emergency procedures.

Prevailing and forecast weather conditions should be carefully assessed.

Equipment for snow camping must be well maintained and of high quality to withstand the worst conditions.

6.2.3. Approval

The approval requirements for group activities in national parks and other reserved land are described in Section 5.1.3. The only other specific requirements are, 3. Planning requirements for all off campus activities, described at the beginning of these procedures, and those determined by the school's or college's risk management plan for the off campus activity.

6.2.4. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts must also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

6.2.5. Equipment

All equipment on a student by student basis must be checked for suitability before departure. Parents should be provided with an equipment list including details on:

- sleeping gear, including sleeping bags and/or pillows, blankets and sheets
• eating utensils  
• footwear for wet weather  
• walking or sporting activities  

   clothing protective against wind, cold, rain, sun and heat  
   personal items such as towel, toothbrush etc.  
• any other camping equipment as required.

### 6.2.6 Venues

The selection of site depends on the aims of the camp, age of the group, time of year, facilities available, transport requirements, and cost. In all cases the leader must reconnoitre the area taking into account potential hazards, facilities and services. Restrictions on lightweight camping apply in National Parks and other Crown/Private lands – permission must be sought. The availability of huts should not be assumed and alternative accommodation in the form of tents should be carried.

Fires should be lit in approved areas only, fuel stoves should be used whenever possible and always in ‘fuel stove only areas’.

Selection of lightweight camping sites must take into account:

• drainage, shelter, and access
• fire danger and danger from trees
• proximity of water
• location of emergency facilities
• food preparation, sanitation and shelter.

### 6.2.7 Qualifications/Experience

At least one adult must have a current Provide First aid qualification (HLTAID003). The leader must be either a teacher with experience in supervising students in camping environments and conducting school camps; or an adult who has similar relevant experience where no teacher is available with these qualifications. Additional supervising adults must have the experience and skill necessary to provide assistance to the leader.

### 6.2.8 Ratios and group size

There is no mandatory requirement except for groups camping in some National Parks. Check with the local Park rangers for details. See p50 below. The draft Australian Adventure Activity Standards for camping recommend maximum group sizes of 22, including two adults.

Ratios will vary according to the particular circumstances and may need to be reduced in response to, venue, skill, experience and age of participants, time of year, program, weather and qualifications of the leaders. Most camp operators have maximum numbers and ratios of leaders to students.

A minimum of two adults must accompany each group and students must be appropriately supervised at all times, particularly during free time. For young groups the recommended staff/child ratio is at least one to ten.
The DoE requirements regarding gender must be met, i.e. overnight activities with mixed gender groups must have at least one male and one female teacher/leader.

6.2.9 Regulations

In general the following protocols should be observed:
• no standing vegetation, dead or alive, should be cut for any purpose
• parties should remain on formed roads and tracks
• only established campsites should be used
• no drainage ditches should be dug around tents
• huts should only be used in an emergency
• soaps and detergents should not be used or allowed to run into waterways

6.3. Canoeing and Kayaking

Leaders must have the relevant qualification, outlined below, and be familiar with these guidelines and implement the relevant sections in the groups they lead. The information that follows below is a summary and is not a substitute for being familiar with the Australian Canoeing Safety Guidelines Jan 2015.

6.3.1. Scope

• Flat water canoeing or kayaking
• White water canoeing or kayaking
• Sea water kayaking

6.3.2. Safety

An appropriate first aid kit must be carried at all times.

Before commencing the trip, it is the leader’s minimum responsibility to ensure to the best of his or her ability that:

• each party member has the knowledge, ability, skill and equipment to participate safely
• a risk analysis of the area is conducted prior to the activity to determine whether the area is suitable for the number of boats and skills of participants
• likely hazards are well researched
• group experience/capabilities (where possible) are confirmed
• the Australian Canoeing Safety Guidelines are adhered to
• a full briefing of participants is clearly carried out and understood
• environmental conditions (i.e. river levels, weather reports, weather forecast) are checked
  all group equipment is stored correctly
• a head count before departure and throughout trip is confirmed
• there is an alert for the physical and psychological condition of the group
• the pace of the group is controlled
• the group is rested if and when necessary
• participants do not get into situations beyond their capabilities
• responsibility is designated to other leaders
• a headcount is confirmed after the trip
• appropriate persons are notified of safe completion  All equipment is checked upon return.

Pre-activity preparation should include:

• briefing students about the program, using equipment, emergency procedures and safety signals
• establishing the roles of assisting adults
• students should be able to swim confidently under a canoe or kayak wearing canoe clothing and
  a level 50 or 50S Lifejacket and surface on the other side
• younger students – that is upper primary – should be restricted to fixed locations with enclosed
  flat water
• students should not be introduced to white water until they have developed adequate skills on
  flat water
• day and multi-day trips should not exceed 10km per day
• all participants must have canoe clothing and a level 50/50S Lifejacket or equivalent

6.3.3. Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the
beginning of these procedures, and those determined by the school’s or college’s risk management
plan for the off campus activity.

6.3.4. Consent

A signed Consent form for Aquatic Activity (Staff login required) is mandatory and if there is no
signed consent form obtained the student must not undertake the activity.
6.3.5, Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts must also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

6.3.6, Qualifications/Experience

The following qualifications are set out in the Australian Canoeing Award Scheme.

Canoe/Kayak Lifeguard

This qualification is a supervisory award for an enclosed area only.

Holders of the Canoe/Kayak Lifeguard award are qualified to manage a paddling activity in canoes or kayaks (closed or sit-on-top) in controlled situations, performing rescues as required, where the group does not leave the immediate launch area. Controlled situations include:

• an area where no environmental forces (waves, wind or current) are acting to separate or move the group significantly

• still water (insignificant tide or river flow)

• the ability to see all participants at once one lifeguard per six boats.

Flat Water Guide or Instructor

• Holders of the Flat Water Guide and Instructor Award are qualified to operate on inland waters such as open lakes and rivers (but not on white water or at sea) in controlled conditions for inland kayaking and canoeing which include:

  • sheltered and calm waters

  • minimal wind

  • ease of access to shore minimal flow of water.

Flat Water Guide or Instructor: Moving Water Endorsement

Holders of the Flat Water Guide or Instructor: Moving Water Endorsement are qualified to lead groups of paddlers up to Grade 1 water that could be clearly moving and have hazards such as strainers and a degree of risk, but must be less than that of Grade 2 water.

White-water Guide or Instructor (Co-requisite: White-water Rescue Level 2)

Holders of the White-water Guide Award are qualified to lead up to Grade 2 white-water trips.

Holders of the White-water Instructor Award are qualified to instruct and facilitate the development of white-water paddling skills and knowledge up to Grade 2 water and guide groups on up to Grade 3 water.
Sea Leader

Holders of the Sea Leader Award are qualified to operate with participants who hold Sea Skills in sea kayaks in conditions that are:

- below “fresh” (17 knots) conditions
- distances of up to 4 nautical miles from the nearest shore
- surf to one metre
- Sea leaders may also lead less experienced paddlers in conditions that include:
  - wind conditions below 15 knots (forecast or observed)
  - crossings of less than 1 nautical mile
  - surf to 0.5 metre
  - not rounding a significant headland.
Sea Guide

Holders of the Sea Guide Award are qualified to lead groups of novices on activity and expedition based programs in sea kayaks at sea and can operate in conditions that are:

- below “strong wind warnings” conditions (forecast or observed of greater than 25 knots)
- crossings of less than 10 nautical miles Surf to 1 metre.

Operations may also be conducted in conditions that exceed the above where a documented hazard identification and risk management process has been undertaken to ensure the participants’ skills and equipment are appropriate to the environment.

Sea Instructor

Holders of the Sea Instructor Award are qualified to train individuals and groups from novices to instructors on activity and expedition based programs in sea kayaks at sea defined as outside of estuaries, bays or other sheltering reefs or islands in moderate conditions:

- Below “strong wind warnings” conditions (forecast or observed of greater than 25 knots)
- Assessed in minimum winds of 11 – 16 knots (18 – 23 knots conditions suggested)
- Areas of exposed coastline that is simple, not involving overfalls, tidal races, difficult landings or open crossings may be included
- Crossings of less than 10 nautical miles Breaking (overtopping) waves (sea) up to 1 m Surf to 1 m.

Operations may also be conducted in conditions that exceed the above where a documented hazard identification and risk management process has been undertaken to ensure the participants’ skills and equipment are appropriate to the environment.

6.3.7. Equipment

Kayaks and canoes and associated accessories used in all activities shall be of a type that is suitable for the nature and duration of the activity, the conditions expected during the activity, and the skill levels of all participants.

Kayak paddlers are to wear spray decks on white water and the sea.

All paddlers must have:

- appropriate clothing for the duration of the trip
- a Lifejacket meeting Australian Standard Specification for Level 50 (AS 4758) (previously Type 2)
  - a helmet designed for kayaking
  - suitable footwear.

The trip leader must have easy access to:

- a spare (breakdown) paddle
- a marine (pea-less) whistle
- throw bag
• the basic equipment required to facilitate a Z-Drag rescue i.e. prussic loops and three Karabiners
• an appropriate knife or cutting device
• an appropriate length of rope for rescue
  basic repair kit (minimum - roll of duct tape)
The sea trip leader should carry the required sea kayaking equipment as outlined by MAST appropriate for the activity and area of operation, such as:
• maps and/or marine charts
• compasses and GPS receivers
• a marine (pea-less) whistle
• a mobile and/or satellite phone
• a signalling mirror, torch, strobe light
• marine VHF radio (operators should hold the Australian Waters Qualification - MARC019)
• flares (red, smoke, parachute)
• a UHF radio
• V-sheet
• Chemical light stick (or electronic equivalent, e.g. strobe light)
• EPIRB (Note: MAST operates an EPIRB hiring service for all boating recreation activities)

N.B. marine 27 MHz radio are no longer recommended 6.3.8.

Venues
• Venues vary according to the purpose of the activities, the type of equipment/craft being used, the weather forecast, the level of experience of the students and the qualifications of the leader.
• The leader must trial the trip before leading a student group.
• Any canoeing on the sea (excluding sea kayaks), including surfing must be at a fixed location within 100m of the shore.
• Open water paddling on lakes and estuaries, excluding the use of sea kayaks, should be restricted to within 100m of the shore.
• There are restrictions for many venues and access points. In some cases access has been withdrawn due to overuse.
• Leaders should be familiar with regulation and licensing.
• Where necessary, permission should be sought from the relevant Land owner or management agency.
• Leave No Wake - A Guide to Minimal Impact Sea Kayaking in Tasmania (Department of Primary Industries, Parks, Water and Environment website) practices should be used.
6.3.9. Ratios

Ratios will vary according to, for example, type of craft, venue, skill, age of participants, time of year, program, weather and qualifications of the leaders. The Australian Canoeing - Safety Guidelines Appendix C, have been used as a reference.

Ratios for flat water/inland kayaking or canoeing

In adverse weather, the conditions on a large body of inland water can approach those found at sea. Water temperatures, even in summer, may be much lower than equivalent sea temperatures. Control of a group can be rapidly lost as conditions deteriorate, and capsizes occur. Under such conditions, as at sea, it can be difficult to keep the group together unless they are able to respond skilfully and effectively to instructions.

The acceptable ratio of leader/guide to participants for conducting group kayaking or canoeing activities on inland water is one to six, or one to eight in double canoes or kayaks.

Supervision should be increased towards a ratio of one to four under the following conditions:

- participants have special needs, including behavioural, physical or mental disability
- participants are primarily younger children
- weather conditions are poor (existing or forecast), with white horses, wind and/or cold water
- any planned trip is along a committing shoreline with few safe egress points
- the area is remote from observation or rescue
- the body of water is subject to unpredictable winds, common in mountainous areas.

Supervision should be relaxed towards a ratio of one to twelve under the following conditions:

- all participants are 17 years of age or older
- all participants are competent, both individually and as a group, to deal with likely problems, which may be encountered
- good weather forecast with light/favourable winds, flat and warm water which present little risk to participants
- area is in a non-remote where assistance from other groups or craft might be available □ planned trip will stay close to an easily accessible shoreline.

Ratios for white water kayaking or canoeing on moving rivers up to Grade 3 (International River Grading System)

Communication problems caused by water noise, helmets covering ears, and a shortage of safe, ‘assembly points’, will always make the management of a large group extremely difficult. The value of a qualified assistant (to bring up the rear, or pre-shoot a rapid, or deal with individual problems) cannot be over-emphasised when paddling on moving water.

The acceptable ratio for conducting group kayaking or canoeing activities in moving water up to, and including, Grade 3 is one to four.

Supervision should be increased under the following conditions:
• participants have special needs, including behavioural, physical or mental disability
• participants are primarily younger children
• the river being paddled is in flood
• the water temperature is cold and may affect participant’s capabilities
• the river is in a remote area
• the river is known to have few large breakouts
• the river has continuous sections of technical water
  
  the river has frequent 'pinning' hazards (rocks, trees, etc.)
  egress is required above more hazardous sections.

On Grade 2 water, the ratio may be relaxed to one to six in the following circumstances:

• two or more instructors are with the total group
• the white water is in short sections rather than being continuous
• appropriate group management is applied so that only one participant is at the crux point of the rapid at any time.

Ratios for Sea Kayaking

The effect (not always obvious) of winds and currents on novice paddling groups at apparently benign looking beaches can be dramatic. Local knowledge, and experience in this type of environment is vital for leaders. Control of a group at sea can be rapidly lost as conditions deteriorate, and capsizes occur. Under such conditions, it can be impossible to keep the group together unless they are able to respond skilfully and effectively to instructions. Some tidal estuaries, whilst sheltered at times, at other times can present severe open sea hazards.

The acceptable ratio of leader/guides to participants for conducting group kayaking activities at sea is one to six, or one to eight if using double kayaks.

Supervision should be increased towards a ratio of one to two considering the following conditions or variables:

• participants have special needs, including behavioural, physical or mental disability
• participants are primarily children
• foreseeable conditions are poor, including swell, breaking waves, spring tides and/or wind (especially if against tide)
• the water temperature is cold and may affect participants’ capabilities
  a trip is being undertaken which:

  □ is along a committing shoreline
  □ is remote from observation
  □ involves unavoidable tide races or over falls

• access or egress will involve surf greater than 1 metre.
Supervision may be relaxed towards a ratio of one to ten under the following conditions:

- all participants are 17 or older
- all participants are competent, both individually and as a group, to deal with likely problems, which may be encountered
- all participants can reliably and consistently perform an 'eskimo roll'
- good weather forecast for a stable sea state with no spring tides or tidal stream
- water temperatures are war54-55m and present little risk to participants
- the location/route is in not remote and assistance from other groups or craft is available
- the location/route is always close to an easily accessible shoreline
the leader holds a higher qualification than required for the activity.

6.3.10. Regulations

MAST has regulations for the equipment requirements for the use of canoes and kayaks. Minimal impact principles and practices should be observed at all times.

Useful Links

- Australian Canoe Safety Guidelines
- Tasmanian Adventure Activity Standards - Kayaking
- Australian Bureau of Meteorology – Weather Words
- Marine and Safety Tasmania

6.4. Caving

For all information on ratios, qualifications and equipment when taking students caving refer to the Tasmanian Adventure Activity Standards (Department of Premier and Cabinet). N.B. The Tasmanian Standards, developed in 2009, haven’t been updated pending the introduction of new national Australian Adventure Activity Standards. Until the new standards are released, leaders must be familiar with this document and implement the relevant sections in the groups they lead. The information that follows below is a summary and is not a substitute for being familiar with the Tasmanian Adventure Activity Standards - Caving.

6.4.1. Scope

Horizontal caving involves crawling through narrow openings, fording streams and climbing up and down short rock faces.

Vertical caving involves the use of ropes or ladders to ascend or descend vertical drops known as ‘pitches’.

Commercially operated guided tours of caves are not included in these procedures for caving.

6.4.2. Safety

Cave selection is the most important consideration when developing an activity plan which means taking into account:

- educational purposes of the activity
- leader/guide to participant ratio
- group size
- group skill/experience level, including age, fitness, medical issues, individual’s size and maturity
- cave type – horizontal, single pitch, multi-pitch
- cave environment – wet, dry and issues of minimal impact
• access and remoteness of the cave system
• forecast rainfall in catchment areas as well as current weather conditions and river levels
• land manager’s requirements including registration and group numbers
  equipment requirements and vehicle support suitability and availability of cave maps.

The trip leader must be familiar with the cave being visited. The trip leader must fully brief guides and assistants about the program, the participants, safety procedures and the emergency plan.

The methods and particular communication calls to be used must be made plain to all participants. River flow and dynamics must be known and communicated to all participants.

The nature of the activity, underground hazards, inherent risks, emergency plan – including hypothermia, group conduct and communication requirements must be communicated to all participants.

An emergency plan must be established, with emergency access and escape routes identified. Emergency contact details for key organisations (land manager and police) must be identified together with how they are best contacted.

Specific emergency communications equipment must be carried by the group, such as a PLB or EPIRB.

An emergency ‘trigger’ time for the non-participating contact to inform emergency services must be established.

Site specific hazards need to be documented and prevention measures established as part of risk assessment and management.

A comprehensive First aid kit must be carried.

6.4.3 Approval

Before any caving activity is undertaken, an Application for Caving Activity (see Appendix II in Section 8) needs to be completed and sent to the Deputy Secretary, Learning, Trudy Pearce for approval. Risk Management Plans also need to be completed and signed off by the Principal.

6.4.4 Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

6.4.5 Qualifications/Experience

AQF Outdoor Recreation Certificate 3 SIS30413 (Guide) or Certificate 4 SIS40313 (Instructor) with specialisation in the appropriate caving qualifications is recommended.

At least one leader must have a current Provide First aid qualification (HLTAID003).

Leaders should also have knowledge of the following:
Australian Speleological Federation codes of conduct and ethics
• caving knowledge well in excess of that of the participants
• Tasmanian caves and cave systems and their management
• current search and rescue procedures
• thorough knowledge of the safe use and care of equipment involved in the activity

experience in outdoor activity programs in a number of different localities and caving expeditions that reflect the needs and abilities of participants

• competency in route-finding and navigating underground, including the ability to follow a cave map.

All persons acting as guides should be able to provide support and assistance to the trip leader, and manage any incident or emergency according to the emergency plan should the leader become injured or incapacitated.

6.4.6. Equipment

The following equipment should be available during any caving trip:

• an adequate First aid kit
• two watches
• a pocket knife
• a notebook and pencil
• an appropriate thermal wrapping such as a thermal blanket or bivvy bay (essential in wet caves)
• a repair kit for lights.

The following additional equipment is required for any vertical caving trip:

• all ropes must be appropriate for caving (synthetic static kernmantle style with a manufactured breaking strain of at least 20kN)
• an appropriate rescue system including spare ‘emergency’ rope
• ascending and descending equipment arranged in such a way that the direction of travel can be quickly reversed
• two points of attachment when ascending or transferring on ropes
• appropriate steel wire caving ladders and attachment in conjunction with belay lines
rescue equipment including spare rope, ascenders and pulleys.

The following should be available on the surface:

- spare clothing for individual cavers
- additional group emergency equipment such as sleeping bags and emergency communication equipment
- a vehicle for use in case of emergency

The following is required for all participants:

- UIAA or equivalent caving helmets must be used
- in vertical caves UIAA or equivalent harnesses must be used
- each participant must independently carry a reliable primary and secondary light source appropriate for a cave, preferably helmet mounted and hands free
- spare globes and batteries must be carried according to the leader’s experience and knowledge of the group and condition
- clothing should be overalls with woollen or thermal tops and bottoms
- footwear should have substantial thread and be appropriate for cave conditions
- in cold or wet caves, spare dry clothing such as a thermal top and warm beanie should be carried in a waterproof bag
- water and emergency food should be carried
- participants must carry personal medication and the trip leader and guide(s) must understand why and how they are to be used.

6.4.7 Venues

Caves are among the most fragile ecosystems in nature, and damage caused to habitat, cave formations or sediments may never repair; particular caution should be exercised in the choice of cave visited.

Permission and updated access information must be obtained from the controlling authority or landowner where appropriate before entering any cave or cave system.

Toileting must be away from any cave entrance or drainage features.

6.4.8 Ratios

Ratios will vary according to, for example, venue, skill, age of participants, fitness of participants, time of year, program, weather and qualifications of the leaders, as well as complexity of the activity.

Regardless of these factors the following should apply:

- there should always be at least two individuals with the competency to lead the group on any caving activity
• the leader/guide to dependent ratio must never exceed one to six

for horizontal caving the maximum size of the party must be 12 people and the ratio should be at least one adult for every five dependent cavers. A party must contain at least four members (two of whom should be competent to lead the group as stated above)

• any group of more than 12 participants must be split, and only one group should be in any one cave at any time ratios for vertical caves will be dependent on the cave environment, but should not exceed that for horizontal caving.

6.4.9 Regulations

Minimal impact principles and practices should be observed at all times.

6.5. Diving (Scuba) and Snorkelling

6.5.1 Scope

Snorkelling  Scuba

6.5.2 Safety

Participants should have a current medical certificate (diving medical to Australian Standard AS4005.1) indicating that they are fit to undertake snorkelling/Scuba.

Open water snorkelling/Scuba participants must be able to swim 200m and tread water/float for 10 minutes.

The instructor must:

• check off a list of names or do a head count as the swimmers enter and leave the water
• know the location of nearest phone and doctor
• have transport available in the event of an emergency
• instruct students in the ‘buddy system’
• carry out pre-dive checks and check of all divers on completion of the dive
• set limits on group movement – particularly depth
• complete logs after each dive
• involve all members of the group in pre-dive plan and post-dive debrief
• be prepared to cancel the dive if necessary
• ensure appropriate emergency procedures are clearly understood by all supervising staff
In the case of snorkelling, students must be trained in the following before being permitted to venture beyond a depth of 1.5m:

- Practical: ditching weight belt, clearing flooded snorkel, equalising ears, snorkelling with flooded mask or no mask, entry and exit methods and rescue techniques.

  Theory: buoyancy control, dangers of separation from the group, hyperventilation, hypothermia, squeeze, dangerous marine animals.

- Attitude: students must be trained in the responsibilities and attitudes necessary to undertake snorkel diving.

For snorkelling in open water an adult observer must be present.

In the case of Scuba diving:

- Dive tables must be used when planning any subsequent dive within 12 hours.

  Night dives (or snorkels) should be strictly under instructor supervision with at least one instructor to four divers under instruction.

- Each diver should have a light source plus spare.

For recreational ocean snorkel diving and Scuba, one of the supervising staff must remain out of the water kitted with snorkelling equipment and maintaining constant watch over the dive location.

The location of the nearest oxygen source must be known.

No spear guns, hand spears or slings are allowed.

For Introductory or Entry Diving Course, the depth of the dives must not exceed 12 metres. For full Open Water training, dives must not exceed 18 metres.

6.5.3. Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

6.5.4. Consent

A signed Consent form for Aquatic Activity (Staff login required) is mandatory and if there is no signed consent form obtained the student must not undertake the activity.

6.5.5. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts must also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

6.5.6. Equipment

Individual equipment for snorkelling:

- wet/dry suit including hood, boots and gloves (recommended)  
  weight belt (if wet suit used)
• with a quick release buckle.

Group equipment for snorkelling:

- a first aid kit appropriate to snorkelling activities
- a diver’s flag (International Code Flag ‘A’)
- adequate safety devices such as float, life buoys and safety boat are required For Scuba (in addition to the above for snorkelling):
  - air cylinder to Standards Association of Australia (AS 1777 – 2005 (R2016)) specifications with current test stamp
  - single hose regulator fitting with submersible pressure and depth gauges, and an Octopus Second Stage
  - buoyancy compensator with scuba feed inflation device
  - diver’s knife (optional)
  - a watch/bottom timer per instructor
- for boat diving additional equipment is required
  - highly visible float with mermaid line
- descent/ascent line – incorporating a safety stop facility
- notebook and pen (optional)
- decompression tables or alternate means of calculating decompression obligations
- datum marker such as GPS or suitably weighted line plus float
- fully charged spare Scuba kit.

6.5.7. Qualifications/Experience

Snorkelling:

- Minimum qualification for sheltered water – National Coaching Accreditation Scheme (NCAS) Level 1 (Ocean Snorkel Coach), or equivalent.

Scuba:

- Minimum qualifications – National Coaching Accreditation Scheme (NCAS) Level 2 (Scuba Instructor), or equivalent.

Scuba – qualified divers:

- At least a Dive Supervisor qualification.
- Support Staff (Assistants) must be at least 18 years of age and must hold at least an approved entry level scuba qualification.
- The instructor must hold approved accreditation if teaching Advanced, Specialty or Master Diver courses.
- Where commercial power craft (less than 12m in length) is required to accompany divers, the vessel must be in survey and skippered by an adult holding a Coxswain Grade 1 Near Coastal (NC) qualification as a minimum. For vessels over 12m in length a Master <24 Near Coastal (NC) qualification must be held.

6.5.8. Venues

Instructors must have an emergency plan in place for any venue. The instructor in charge must have first-hand knowledge of the dive site.

The site must be marked with a diver’s flag displayed in recognisable fashion which is the International Code Flag ‘A’.

Sites should also have:

- safe entry and exit points with minimal water movement
- no obvious dangers such as boat traffic or fishermen
- a current less than 0.5 knot
- stable weather and water conditions
- minimum visibility of 3 metres under water.
Diving into caves or shipwrecks which prevent direct access to the surface, or in conditions of restricted visibility or at night, require participants to hold the relevant certificates or to be training for them.

Divers are not to collect any natural objects or relics while on their dive unless a license has been obtained for marine studies from Parks and Wildlife Service – objects taken for this purpose must be returned after examination.

Divers should be briefed on nature conservation issues and the need to protect marine environments – the briefing should also include information on dangerous marine life.

6.5.9 Ratios

Ratios will vary according to, for example, venue, skill, age of participants, time of year, program, weather and qualifications of the leaders. The required staff to student ratios are as follows:

Snorkel diving – for students under instruction

- Pool – one instructor to twelve participants.
- Open sheltered water – one instructor to eight participants.
- For locations other than a pool there must be two adults present one of whom is the teacher responsible for the activity.

Recreational ocean snorkel diving for qualified divers

- 12 qualified snorkel-divers per supervising coach or Divemaster in the water at any one time

There must be at least one other support staff who must be over 18 years of age.

Scuba diving – diving students under instruction

Pool

- one instructor and one assistant to ten student divers
- one instructor and two assistants to twelve students.

Open water

- one instructor to six student divers plus an observer
- one instructor and one assistant to eight student divers (maximum of two assistants)
- the maximum instructor-participants ratios should only be used toward the latter stages of training and when water conditions (current, visibility, temperature, waves and wind) are favourable.

Recreational Scuba diving for qualified divers

- No more than eight qualified divers per Dive Supervisor must be in the water at any one time.
- There must be at least one other support staff member on shore. 6.5.10.

Regulations

Minimal impact principles and practices should be observed at all times.
6.6. Mountain Biking

6.6.1. Safety

In addition to the requirements for cycle touring:

- Mountain biking usually incorporates some degree of bicycle manoeuvring through obstacles such as fallen trees or narrowly spaced trees, creeks, mud, rocks etc. Safety and consideration for others and the environment are of utmost importance. An eco-sensitive attitude and minimal impact approach should be adopted.
- Bikes must be regularly maintained and in full working order.
- All participants should be aware of procedures in case of an accident.
- A ‘buddy system’ where participants are paired together should be used wherever possible. Participants should be informed of the route to be followed, preferably with a ‘google’ map.
- No night riding is to be undertaken.
- Speed should be carefully monitored on downhill slopes.
- Sun protection should be worn – sunscreen and clothing.

6.6.2. Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

6.6.3. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts must also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

6.6.4. Qualifications/Experience

AQF Certificate 3 (Assistant Leaders) and 4 (Leader) with relevant specialisations, or equivalent.

All cycling activities must be led by a qualified leader or a competent adult leader with proven experience in leading groups in the conditions and terrain expected on the planned route.

One leader must hold a current Provide first aid qualification (HLTAID003).

6.6.5. Equipment

In addition to cycle touring:

- Clothing should be brightly coloured, suit the weather conditions and strike a balance between ventilation and protection.
- Gloves and enclosed footwear should be worn.
• Each participant should carry water and energy food as well as a spare inner tube.
• Tyres must be suited to the terrain.
Mountain biking may be undertaken with the aid of a support vehicle able to travel on rough terrain.

6.6.6. Venues

In addition to the requirements for cycle touring, information on trails/tracks and restricted areas should be obtained from National Parks and/or Forestry Tasmania, and/or from the Wellington Park Management Trust.

6.6.7. Ratios

Supervision varies according to conditions and duration of the trip.
Remote trails, rugged terrain and/or long trips one leader to five riders (maximum of 10 riders).
Urban trail, easy terrain and/or short trip one leader to seven riders (maximum of 14 riders).

Mountain biking involves rugged travel off road and as such is not suitable for students under 12 years of age.
It is recommended that a minimum of two adults should accompany each group.

6.6.8. Regulations

Minimal impact principles and practices should be observed at all times.

6.7. Rafting

The term ‘rafting’ refers to the use of inflatable multi-chambered boats (rafts). It does not include the use of inflatable mattresses, home-made rafts, inner tubes or small plastic inflatable boats (duckies).

For all information on ratios, qualifications and equipment when taking students rafting refer to the Tasmanian Adventure Activity Standards (Department of Economic Development, Tourism and the Arts). **N.B.** The Tasmanian Standards, developed in 2009, haven’t been updated pending the introduction of new national Australian Adventure Activity Standards.

Leaders must be familiar with this document and implement the relevant sections in the groups they lead. The information that follows below is a summary and is not a substitute for being familiar with the Tasmanian Adventure Activity Standards for Rafting.

6.7.1. Scope

• Flat water rafting
• White water rafting

6.7.2. Safety

River selection is the most important consideration when developing an activity plan, which means taking into account:
• educational purposes of the activity
• leader/guide to participant ratio
  group size
• group skill/experience level, including the ability of participants to paddle the grade of river
• type and size of boats river characteristics – length, grade, technical difficulty and surrounding environment access and remoteness and need to camp overnight
• age of group
• suitability of current weather and forecast conditions
• vehicle support
• suitability and availability of map

The trip leader must be familiar with the specific river section being visited. Site specific hazards need to be documented and prevention measures established a part of risk assessment and management.

Participants’ swimming ability and medical conditions and associated treatment, including how these may affect performance, need to be documented.

An emergency plan needs to be established with emergency access and escape routes identified.

The trip leader must fully brief guides and assistants about the program, the participants, safety procedures and the emergency plan.

The methods and particular communication calls to be used on the river must be made plain to all participants.

River flow and dynamics must be known and communicated to all participants.

A comprehensive first aid kit must be carried. Trips with more than 20 participants and guides should carry two first aid kits.

### 6.7.3 Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

### 6.7.4 Consent

A signed [Consent form for Aquatic Activity](#) (Staff login required) is mandatory and if there is no signed consent form obtained the student must not undertake the activity.

### 6.7.5 Supervision

Names and a head count of all participants must be checked and **recorded** at the beginning and at the end of the excursion. Regular head counts must also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.
6.7.6. Qualifications/Experience

Trip leaders and/or guides should have either an award of the Australian Board of Canoe Education Award Scheme or equivalent, including one of:

- a Basic River Guide

If a group is led from a kayak, the kayaker must also be:

- Qualified as a Level 2 or 3 Instructor (White Water), or
- Qualified with the AQF Outdoor Recreation Certificate 4, or
- Confident of having satisfied a process of skill acquisition, at least equivalent to that described by the relevant Outdoor Recreation Training Package units.

Assistant guides/assisting leaders should have relevant rafting experience and group management skills, equivalent to the AQF Outdoor Recreation Certificate 3 with specialisations in rafting.

At least one of the leaders/assistant leaders/guides must hold a current Provide first aid qualification (HLTAID003) however, it is recommended that every trip leader and assistant leader/guide should hold a current Provide first aid qualification (HLTAID003).

6.7.7. Equipment

Rafts must be in serviceable condition and constructed in accordance with International Standards ISO 6185 – 1982, Ship building and Marine structures.

Inflatable boats – boats made of reinforced elastomers or plastomers or Australian Standard AS 2677 – 1983, Inflatable Boats.

Rafts must carry a bailer system, spare paddles, an inflation pump, a bow and stern line, a throw bag or rescue line, and a repair kit.

Spare clothing and emergency equipment must be carried in waterproof containers attached to the raft.

Participants must have:

- appropriate clothing for the duration of the trip
- a Lifejacket meeting Australian Standard Specification for Level 50/50S (AS 4758) (previously PFD Type 2/3)
- a helmet designed for river rafting or kayaking
- a paddle with a specifically designed ‘T’ grip made of a material that will not shatter or crack leaving sharp edges suitable footwear.

The trip leader must have easy access to:

- a spare (breakdown) paddle
• a whistle
• throw bag
• the basic equipment required to facilitate a Z-Drag rescue i.e. prussic loops and three Karabiners a flip line or tape
• an appropriate knife or cutting device
• an appropriate length of rope for rescue
• basic repair kit (minimum - roll of duct tape)
The trip leader should carry the following communication and navigation equipment as appropriate for the activity and area of operation:

- maps and/or marine charts
- compasses and GPS receivers
- a marine (pea-less) whistle
- a mobile and/or satellite phone
- a signalling mirror, torch, strobe light
- marine VHF radio (operators should hold the Australian Waters Qualification - MARC019)
- flares (red, smoke, parachute)
- a UHF radio
- V-sheet
- chemical light stick (or electronic equivalent)
- PLB/EPIRB (Note: Service Tasmania operates a PLB/EPIRB hiring service for all outdoor recreation activities)

**N.B.** marine 27 MHz radios are no longer recommended

### 6.7.8. Venues

Many venues and access points for rafting have access restrictions – contact Hydro Tasmania, Parks and Forestry for information.

The choice of venues and locations depends on the weather and water conditions including water levels.

Selection of venue is influenced by the degree of difficulty and potential hazards – that is, basic river conditions and white-water conditions.

**N.B.** Rivers with rapids classified at grade 4 and above must not be used for any school groups. The Brady’s Lake Slalom Course is not to be used by school rafting groups.

### 6.7.9. Ratios

Ratios will vary according to, for example, venue, skill, age of participants, time of year, program, weather and qualifications of the leaders.

There should be a minimum of one trip leader and one assistant guide/leader on every trip.

A raft may only be ‘self-guided’ on Grade 1, 2 and 3 rapids. A self-guided raft requires at least the same supervision level as that of a guided raft.

The minimum ratios are:

- 1 to 15 participants – one trip leader and one assistant guide/leader
- 16 to 22 participants – one trip leader and two assistant guide/leaders
- 23 to 30 participants – one trip leader and three assistant guide/leaders. Regulations

Minimal impact principles and practices should be observed at all times.

6.8. Rock Climbing – Artificial Structures

Rock climbing and abseiling on artificial climbing structures

6.8.1. Scope

- Climbing on artificial climbing structures and walls
- Lead climbing on artificial climbing structures and walls

6.8.2. Safety

An equipment log or other suitable practice must be utilised to ensure climbing equipment is fit for purpose.

The facility must comply with local statutory building requirements, including inspection recertification – a certified engineering certification should be provided. Artificial climbing structures such as walls, gyms, outside facilities and equipment must be checked each day.

All participants should be given a thorough briefing on safe usage of equipment and fittings, and be able to demonstrate the necessary level of skill to belay and climb independently. Where participant competence cannot be reasonably assured then direct staff supervision must be maintained.

6.8.3. Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

6.8.4. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

6.8.5. Qualifications/Experience

Climbing on artificial climbing structures and walls – Tasmanian Climbing Instructors Association (TCIA) Indoor Climbing Guide.


Alternative qualifications include National Competencies for climbing on artificial surfaces including the following units of competency:

- SISOCLA201A Demonstrate top rope climbing skills on artificial surfaces
• SISOCLA302A Apply top rope climbing skills on artificial surfaces
• SISOCLA303A Establish belays for climbing on artificial surfaces
• SISOCLA304A Guide top rope climbing activities on artificial surfaces
• SISOVTR301A Perform vertical rescues

Registration is essential with the TCIA after accreditation of the above units.

6.8.6. Equipment

Climbing equipment

All gear such as ropes, harnesses, helmets and belay devices should meet UIAA standards.

Locking karabiners should be used for all connections when belaying and abseiling and the rope must be effectively secured to the harness when climbing or when used as a safety rope/belay. Karabiners used as lead climbing protection or at the end of quick draws may be single opening action.

Ropes for use on Artificial Climbing Structures should be certified by the manufacturer as suitable for single rope belays. For lead climbing, ropes should again be certified for this purpose (e.g. EN 892).

Appropriate footwear should be worn. Emergency equipment including a First aid kit, and suitable rescue equipment must be readily available.

Artificial climbing structures (walls, gyms, outside facilities)

Artificial climbing structures including ground and top anchors should be tested in accordance with European Standards (EN) 12572: 202 Artificial Climbing Structures – protection points, stability requirements and test methods or equivalent.

Attachments to top anchors must be clearly distinct from any other building fittings and must be designed such that they cannot be inadvertently wrongly threaded or attached.

Floor coverings in impact zones (climbing gyms) for potential falls of over two metres must be in accordance with Australian Standards AS/NZS 4422:1996 Playground Surfacing.

The floor surfacing in bouldering areas may be of foam or similar padding but must have uniform surface with no gaps.

6.8.7. Venues

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

6.8.8. Ratios

Ratios will vary according to, for example, venue, skill, age of participants, time of year, program, weather and qualifications of the leaders. The supervision ratios will depend on a number of variables including layout of the facility, internal visibility, equipment, and the age, experience and fitness of the students. The number of participants will therefore reflect the judgment of the instructor/manager as to how many can be supervised at any one time. Spectators should be restricted to safe areas where they will not either distract or interfere with the activity, and where they are themselves safe.
6.8.9 Regulations

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

6.9. Rock Climbing – Natural Surfaces

Rock climbing and abseiling on natural climbing surfaces – outdoors 6.9.1.

Scope

• Bouldering
• Top rope climbing
• Single pitch guided climbing experience
• Multi pitch guided climbing experience
• Abseiling

6.9.2. Safety

Bouldering

The instructor should be familiar with the area to be used and delineate this area carefully for students.

The rock should be judged to be sound and without risk of rock fall.

Landings should be level and obstacle free.

Abseiling, top rope climbing, single pitch and multi-pitch climbing

Venues should have:
• stable rock
• easy and safe access to the top and bottom of the cliff for abseiling, top roping and single pitch guided experiences

Multi pitch venues should have:
• access and egress that is suitable for the skills of the group
• an area where observation may occur without risk of injury, if required Effective communication over the whole area being used.

Leaders should have first-hand knowledge of the area to be used and its suitability to the program and the group. When planning activities the leader should seek to minimise the group’s impact on the environment.

The risks associated with climbing in remote areas needs to be very carefully considered. Climbing in remote areas is generally not recommended.

6.9.3. Planning
Pre-activity preparation

Communication procedures should be established at the cliff site.
Roles and responsibilities of leaders must be clearly delineated.
When necessary, planning should include updated weather and fire information, and tide/sea conditions when coastal climbing.

Bouldering

Competent and effective spotting should be used for low level bouldering.
Students must be given training prior to climbing.
Bouldering above 2m (height above the ground) by students is not recommended. Students should be aware of the climbing, safety and etiquette codes for each area. **Top rope**

climbing/abseiling

These activities are recommended for secondary and senior secondary students only.
Students must be given appropriate training prior to climbing.
Students must not carry out any belaying until they have received instruction and have demonstrated competency using the belay system.
Prior to climbing all participants must be made aware of safe access routes to the top and bottom of the crag.
Programs including these activities should involve progressive and sequential skill development.
Abseiling – students (except on multi-pitch climbs) must be belayed on a rope which is independent from the abseil rope.

**Single Pitch Guided Climbing Experience**

Single pitch climbing is restricted to suitably experienced students only. The student should operate as a second. The guided single pitch experience should be delivered as part of an appropriate sequential program.
The climb should have suitable access and egress. The climb should not be longer than one rope length. Effective verbal and visual communication between guide and students should be maintained throughout the experience.
Leading or solo climbing by students is not recommended.

**Multi Pitch Guided Climbing Experience**

Multi pitch climbing is restricted to experienced students. The student should operate as a second. The guided multi pitch experience should be delivered as part of an appropriate sequential program.
Leading or solo climbing by students is not recommended.
An appropriate program should include the development of skills and knowledge of emergency procedures.

6.9.4 Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.
6.9.5. Supervision

Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts must also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

6.9.6. Qualifications/Experience

Assisting leader/adults should have relevant climbing experience and group management skills necessary to provide assistance to the leader.

Leaders must also have a current Provide first aid qualification (HLTAID003) or equivalent.

**Bouldering** – TCIA Top Rope Instructor, Single Pitch Guide or Multi Pitch Guide.

**Top rope climbing** – TCIA Top Rope Instructor, Single Pitch Guide or Multi Pitch Guide,

**Abseiling** – TCIA Basic Abseiling Instructor, Top Rope/Abseil Instructor, Single Pitch Guide or Multi Pitch Guide

**Single Pitch Guided Climbing Experience** - TCIA Single Pitch Guide or Multi Pitch Guide

**Multi Pitch Guided Climbing Experience** - TCIA Multi Pitch Guide

6.9.7. Equipment

All gear such as ropes, harnesses, belay devices should meet UIAA standard or CE standard.

Locking karabiners should be used for all connections when belaying and abseiling and the rope must also be secured to the harness when climbing or when used as a safety-rope/belay.

Helmets must be worn while climbers are actively involved in abseiling, belaying, top-roping or who near any cliff.

Emergency equipment including a first aid kit, communication equipment, an additional rope and relevant ascender/descender equipment must be readily available. Appropriate footwear must be worn.

6.9.8. Venues

Many venues for bouldering and rock climbing have access restrictions: for example, in the case of White Water Wall in the Freycinet National Park only two climbing groups are allowed at a time with a maximum of twelve persons including two guides. Only one group is allowed to camp at the site at any one time. If planning an activity on kunanyi/Mt Wellington the Wellington Park Management Trust should be contacted.

Leaders should familiarise themselves with the regulations or licensing requirements that cover any public land which they may use.

Wherever necessary, permission should be sought from the relevant land owner or management agency.

6.9.9. Ratios

Ratios will vary according to, for example, venue, skill, age of participants, time of year, program, weather and qualifications of the leaders.

There must be a minimum of two leaders/adults present for all outside climbing activities with a ratio not exceeding one to ten.
**Bouldering** – normally a maximum of 10 climbers per instructor.

**Top rope climbing/abseiling** – normally a maximum of 10 climbers per instructor.

With experienced climbers in suitable locations the ratio for climbing, using bottom belays and a backup belayer, might be increased to twelve to one, using four ropes.

While single bottom belayers are to be used, they must be adequately trained and no more than three ropes should be used (six to one).

When using top belays, a back-up belayer should be used and the ratio kept to six to one.

**Single Pitch and Multi Pitch Guided Climbing Experiences**

The student to guide ratios will be at the discretion of the guide but normally the ratio should not exceed two participants to each qualified leader on the cliff face.

In remote locations, where access to emergency services is difficult and may take longer than two hours to reach, there should be a minimum of two leaders/guides.

6.9.10. **Regulations**

Minimal impact principles and practices should be observed at all times.

6.10. **Rope Courses**

6.10.1. **Safety**

In planning activities teachers should ensure the program includes:

- a progression of skills training and experience and that the activities match the age of students
  - warm up activities
- appropriate lead-up activities such as trust and group cooperation
- clear instruction (and training if necessary) about each element, and safe procedures (including dangers in shaking ropes or bouncing on elements)
- training in ‘spotting’, including practice, with groups of three working on any one activity
- training in belaying, including methods of attachment to the belay system
- students should belay other students only after proper instruction and under supervision.

Most ropes courses are designed for secondary/senior secondary/adult groups – special modifications are required for younger students.

6.10.2. **Approval**

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.
6.10.3. **Supervision**

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

Names and a head count of all participants must be checked and **recorded** at the beginning and at the end of the excursion. Regular head counts must also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

6.10.4. **Qualifications/Experience**

AQF Outdoor Recreation Certificate 3 (Assistant leader) or 4 (Leader) with specialisations in rope course units, or equivalent.

The leader must have:

- experience in the use of the ropes course
- experience and sound knowledge of recognised safety systems used in ropes course activities
- ability to effect a rescue from any activity on the ropes course.

One adult present must have knowledge of and ability to perform first aid procedures — possession of a current Provide first aid qualification (HLTAID003) is strongly recommended.

6.10.5. **Equipment**

Participants should wear long trousers, solid footwear, and safety helmet (CE or UIAA standard) on all high rope courses.

For high elements, locking karabiners should be used for all connections when belaying and abseiling and the rope must be tied to the harness when climbing or when used as a safety rope/belay (CE or UIAA standard).

All jewellery, including rings, long earrings, watches and objects in pockets should be removed.

Glasses should be secured with straps.

An appropriate first aid kit must be carried at all times.

Equipment for rescue, such as a ladder, rope slings and karabiners, should be placed nearby for rescue purposes on high elements.

6.10.6. **Venues**

Before using any venue the leader must check that:

- the course is regularly maintained and has been checked prior to use — a record of maintenance should be available
- potential danger spots and hazards have been identified
- the equipment is suitable for the age and ability of participants
  - all elements of the course are visible to the supervisor.
6.10.7. **Ratios**

Ratios will vary according to, for example, venue, skill, age of participants, time of year, program, weather and qualifications of the leaders.

The maximum number of participants per leader for low elements is twelve to one, with five to one for high elements. A minimum of two supervisors is required for high ropes course activities.

Due to the risks associated with rope course activities, the expert supervising staff needs to be in a position to survey the whole activity.

Flying foxes can be dangerous and inexpert use can result in serious injury. On no account must a flying fox be operated as an unsupervised activity or without a safety harness – long hair should be tied back to avoid risk of catching in the flying fox trolley.

6.10.8. **Regulations**

Minimal impact principles and practices should be observed at all times.

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6.11. **Snow Activities**

6.11.1. **Scope**

- Downhill skiing
- Snowboarding
- Cross country skiing
- Wilderness or remote area skiing

6.11.2. **Safety**

Visits away from established resorts require a very high level of preparation and planning, and supervision needs to be of the highest standard.

Planning in these circumstances must include search procedures in the case of a lost student, extra warm clothing, facilities for providing a hot drink, mat, sleeping bag for treatment of hypothermia.

Students should have a well-defined program of activities that ensure they are constantly supervised.

Students must be made aware of the boundaries within which they must stay.

Students should be instructed in how to recognise hypothermia. Young children are very susceptible to cold and teachers should therefore keep a close eye on their physical condition.

Students must be briefed on the area to be visited and instructed on safety requirements and familiarised with emergency procedures appropriate to the activities as well as separation procedures. Nominated meeting points with scheduled times and a buddy system should be used as appropriate.

Cross country skiing is suitable for Year 9 to 12 students.

A comprehensive First aid kit must be carried for all activities.
6.11.3 Approval

No specific requirements beyond, 3. Planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the school’s or college’s risk management plan for the off campus activity.

6.11.4 Supervision

Names and a head count of all participants must be checked and **recorded** at the beginning and at the end of the excursion. Regular head counts must also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

6.11.5 Qualifications/Experience

**Day visits**

The leader must be experienced and competent in snow conditions and be knowledgeable about the area visited.

At least one adult must have knowledge of and ability to perform first aid – possession of a current Provide first aid qualification (HLTAID003) is strongly recommended.

**Downhill skiing and snowboarding**

Usually takes place at a recognised ski resort and instruction is undertaken only by those accredited in alpine ski and/or snowboard instruction and licensed to teach at that resort.

APSI (Australian Professional Snowsport Instructors) Ski and/or Snowboard Level 1 or AQF Outdoor Recreation Certificate 3 (Assistant leader) or 4 (Leader) with specialisations in skiing and/or snowboarding.

Possession of a current Provide first aid qualification (HLTAID003) by the teacher in charge or an assisting adult is strongly recommended.

**Wilderness or remote area/cross country skiing**

APSI (Australian Professional Snow Sports Instructors) Nordic Level 2 or AQF Outdoor Recreation Certificate 3 (Assistant leader) or 4 (Leader) with specialisations in skiing.

Current Provide first aid in a remote location (SISOOPS305A) or Provide first aid in remote situations (HLTAID005).

Leaders must be highly competent cross country skiers capable of teaching less able participants. Leaders must have:

- A sound knowledge of hypothermia and its treatments
- The knowledge and ability to effect basic repairs to ski gear
- Prior experience at ski-touring and snow camping in all weathers and over various terrains
- Prior experience in leading ski-touring overnight
- Proficiency in navigation skills (use of map and compass).

6.11.6 Equipment
Day visits
Students should have warm clothing (not cotton) including woollen hat, gloves and adequate
waterproofs, a change of clothing, sunglasses or similar eye protection, and appropriate footwear.

Downhill skiing and snowboarding
Hired equipment – boots, skis and stocks should be professionally fitted and bindings adjusted for easy
release.
Appropriate clothing lists must be issued. Snow goggles or sunglasses, whistle and UV block out must
be worn. Helmets must be used in areas with exposed rocks and trees.
Snow boarders should be briefed on local procedures for tows.
A leash must be used at all times so that ‘runaway’ snowboards cannot occur.

Cross country skiing
Individuals should have clothing in layers (wool/fibre pile/thermals) together with a high quality outer
shell.
Individuals should have spare mittens/ski gloves and warm layers.
Individuals should have a whistle, day pack, food and water.
Groups should have spare clothing, map and compass, sufficient food, sleeping bag, mat and bivvy bag.
Groups should have a spare ski tip, bindings, screws, basket, pliers, screwdriver and wire.
Groups should have effective communication equipment and an EPIRB.
Wilderness and remote area skiing
All of the above plus lightweight camping gear and snow shovel.

6.1.7. Venues

Downhill skiing and snowboarding
Recognised commercial resorts are recommended.

Wilderness or remote area skiing
Many venues have access restrictions: wherever necessary, permission should be sought from the
relevant land owner or management agency.
Venues must be suitable for the skills, experience and preparation of the group.
Route selection must consider time available, prevailing and forecast weather conditions, snow
conditions and escape routes/bad weather alternatives.
Huts to be visited may be full and alternative accommodation must be planned.

6.1.8. Ratios
Ratios will vary according to, for example, venue, skill, age of participants, time of year, program,
weather and qualifications of the leaders.

Day visits
There must be a minimum of one adult to every five students for kindergarten to lower primary, one
to ten for older students.
**Downhill skiing and resort area**
At least two group leader/adults must be present.
Individual group sizes must not be greater than 14.
Day activity – one leader to ten students.
Overnight activity – one leader to eight students unless in a lodge or hut.
The accompanying teacher and/or support staff should be readily available to assist while students are under professional instruction.

**Wilderness or remote area skiing**
At least two leaders must be present and all must be highly skilled and experienced
Individual group sizes must not be greater than 12.
The leader should adjust this according to the skills of the party, the nature of the terrain, the weather and the quality of the equipment being used.

6.11.9. *Regulations*
Minimal impact principles and practices should be observed at all times.

7. *Useful links and resources*
Where appropriate and necessary other Tasmanian Government agencies may need to be consulted for advice on sites and their management, land access, acceptable procedures and behaviours, health issues and preventive strategies, and other regulations.

Particularly relevant are:

- Parks and Wildlife Service Tasmania
- Fishcare Tasmania
- Communities, Sport and Recreation – Adventure Activities Standards

N.B. The Tasmanian Standards, developed in 2009, haven’t been updated pending the introduction of new national Australian Adventure Activity Standards

- Canoe Tasmania

It is the responsibility of leaders and/or teachers in charge to be familiar with relevant advice and materials, produced by other Tasmanian Government departments as well as National Agencies. This includes activity procedures and qualification requirements. The following rescue, first aid and CPR qualifications must be re-validated every 12 months in order to remain current.

**Qualifications for Aquatic Environments:**

- Remote contexts
Apply advanced resuscitation techniques HLTAID007

Dynamic contexts

- Provide first aid HLTAID003
- Participate in aquatic rescue PUASAR013A
- Apply surf awareness and self-rescue skills PUASAR012C

Controlled contexts

- Provide first aid HLTAID003
- Perform basic water rescues SISCAQU002
- Perform CPR HLTAID001

Excursions:

- Provide first aid HLTAID003

Remote Location Excursions:

- Provide first aid in a remote location SISOOPS305A
- Provide first aid in remote situations for Off HLTAID005 Planning Requirements

Campus Activities:

- Manage risk PUAPOL016A
- Provide basic emergency life support HLTAID002

8. Associated Documents and Materials

The following documents are available from www.education.tas.gov.au

- Minor Excursions Consent Form [Staff Access Only]
- Major Excursion Consent and Medical Information Form [Staff Access Only]
- Consent Form for Aquatic Activity [Staff Access Only]
- Workplace Learning Guidelines [Staff Access Only]
- Incident or Accident Reporting Form [Staff Access Only]
- Legal Issues Handbook [Staff Access Only]
- Risk Management [Staff Access Only]
- Sample Risk Management Plan Generic Risks for Excursions [Staff Access Only]
- Special Events - Potential Risks and Treatment Strategies [Staff Access Only]
- Critical Incident and Emergency Procedures [Staff Access Only]
- Application for School Group Travel Warrant [Staff Access Only]
- Application for Caving Activity [see Appendix II below]
9. Appendices

Appendix 1

DoE/School Activities

Definitions

DoE includes all Tasmanian Government schools and senior secondary schools, Child and Family Care Centres, all DoE staff and DoE volunteers.

Analysis of whether or not the activity is a DoE activity

It is important that schools determine from the outset whether or not an activity is a DoE activity or not. If the activity is a DoE activity all DoE policies and procedures such as these procedures, working with vulnerable people registrations policy etc. must be complied with as schools have a non-delegable duty of care for students in their care.

How do I determine if the activity is a DoE Activity?

A way of determining this is to consider, “in whose care is the child/student?” It is a DoE activity when either of the following occur:

- The activity is controlled and organised by DoE/school staff (school play, school athletics carnival, overnight school camps/interstate and international school trips, etc.) and/or
- The activity occurs during school hours and is supervised by DoE/school staff (and may also include external providers, school volunteers or parent help under supervision of DoE staff). This includes transport to and from the activity. School Sports Association events are included.

It is not a DoE activity when either of the following occur:

- The activity is controlled and organised by an external organisation/provider/independent sporting club and occurs only outside school hours even when schools co-ordinate teams and provide uniforms (e.g. after school training and weekend soccer organised by a soccer association, after school or weekend netball) and/or
- Parents pay subscriptions through an association which may cover insurance in the event a child is injured on the field (for example after school training and weekend soccer organised by a soccer association).

In some cases it may not be clear whether the activity is or is not a DoE activity. In these cases it is important to contact Legal Services at legal.services@education.tas.gov.au for assistance.

When the activity is not a DoE activity and occurs OUT of school hours

If a non-DoE activity occurs out of school hours, parental consent is not required and must not be sought by the school. Schools must not purport to take any control etc. over the activity but can pass on the organising body’s information etc. to parents. This is because if a child/student is injured during the activity due to the negligence of the organisation or person conducting the activity and the school has given the impression that is has some involvement or control over the activity which in fact it doesn’t, it may create an expectation in parents’ minds that it is a school activity. This may result in legal proceedings being instituted against DoE at first instance.
• An example of a non-DoE organised activity is an activity provided by a private company such as abseiling that parents take their children to on weekends but fliers have been forwarded to parents from the school. It is important in this situation that schools make it clear to parents the activity is not a DoE activity – they are just sending the information home and parents need to make their own enquiries of the provider when deciding to allow their child to participate.

• An example template that can be used for non-DoE activities provided by an external organisation/provider/independent sporting club etc. is found at Appendix III. Please note this has been drafted for a basketball competition but can be adapted to the particular activity as required. Assistance can be obtained from Legal Services in adapting the form to school requirements.

When the activity is not a DoE activity and occurs DURING school hours

If a non-DoE organised activity occurs during school hours it is critical that schools have all the information about the activity as this will be used as part of a principal's due diligence in risk assessing the activity. This is because even for non-DoE organised activities that occur within school hours a principal has a non-delegable duty of care to ensure children/students are safe and accounted for. Principals must provide all the information about the activity to parents who then give informed consent as to whether or not their child participates.

An example of an activity that is both a DoE activity and a non-DoE activity is the All Schools Cross Country conducted by Athletics Tasmania at Symmons Plains which occurs during the school day. In this situation schools are responsible for ensuring that parents are aware that their child is participating in a non-DoE activity during the race itself and have specifically consented to their child’s attendance at the event. Outside the race, students are participating in a DoE activity as they are supervised by teachers or other parents approved by the school.

Responsibility for student transport and supervision in a non-DoE activity that occurs during school hours

Student transport is the responsibility of schools. In regional areas schools may combine together to transport students on buses hired by schools. Alternatively, parents/volunteers with a current driver’s license and current Working with Vulnerable People registration, may transport students. Schools must ensure that specific parental consent for such transport has been given using the Transport and Supervision Consent form (Staff login required). Schools are also responsible for supervising students throughout the entire day. Schools may use volunteers to provide this supervision but must seek specific parental consent if this occurs. Both consents can be given on the Transport and Supervision Consent form (Staff login required).

Contact Legal Services for assistance if required.

Responsibility for medical needs in a non-DoE activity that occur during school hours

Schools are responsible for ensuring that students with particular needs such as medical needs are planned for and addressed during the day; for example, students with asthma may need their medications with them during the race. Planning for these students is the responsibility of the school.
Application for Caving Activity

Name of College:  
Teacher/s in charge of activity:  
Location of Activity:  
Alternative Location of Activity:  

External Provider/Contractor:

Name of Company:  
Name of Leader:  
Qualifications/date:  

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<th>Staff names</th>
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Registration for Working with Vulnerable People - schools must ensure that all persons to be employed have current registration and record their number for filing with excursion forms.

Insurance Certificate of Currency (min. $10 Million): copy must be attached

Company’s Risk Management Plan: copy must be attached.

Copy of parent indemnity/waiver form must be attached.

DoE/School as Provider:
Registration for Working with Vulnerable People - all non-teachers, leaders and volunteers must have their registration number recorded by the office.

Parks and Wildlife Service permission received – copy attached

**Regardless of the provider, a copy of the Schools Risk Management Plan for this activity must be signed by the Principal and attached.**

Signed: …………………………………………………. Signed: ………………………………………………….

Name: …………………………………………………. Name: ………………………………………………….
  Teacher in charge Principal

Email: …………………………@education.tas.gov.au Date: ………………………………………

Activity Approved: Yes  No

Signed: …………………………………………………. Date: ………………………………………
  Trudy Pearce
  Deputy Secretary, Learning

This form and attachments must be emailed to Learning Services Southern Region – learning.services.s@education.tas.gov.au at least four (4) weeks prior to the proposed date of the activity for approval by Trudy Pearce Deputy Secretary, Learning.

**Appendix III**
Dear Parent/Guardian,

Your child has expressed an interest in participating in the Basketball Tasmania 2018 High School Regional Tournament. The tournament is on the weekend of the 27th and 28th of October. Please see attached entry form which sets out the event conditions. [print and attach the information from - http://www.sportingpulse.com/get_file.cgi?id=3234269]

The Tournament is run by Basketball Tasmania and is not a Department of Education event. It is a matter for parents as to whether or not your child participates. Schools will however co-ordinate teams and team entry to the Tournament.

The school will provide a team uniform to your child. This must be returned washed to the school within the first week after the Tournament [OR] The school is not providing a uniform - [Please state what the team is to wear].

The tournament will be played at the [fill in location/s of Tournament]. Teams must supply two score table officials for each game in which they participate. Teams must also supply a referee for each team they send to the Tournament. Teams also require a coach. If any parent wishes to nominate for any of these positions please contact [name school contact person].

Teams play an average of 5 games over the weekend so students must ensure they have access to food and drink replenishments.

The cost for each student to participate in the Tournament is $30 (if your child is registered as a player with Basketball Tasmania or $40 if they are not – see below for details). This includes the team entry fee and the cost of the umpire. The school will cover the remainder of the team entry fee.

Please note the insurance information on the attached entry form. Please provide your payment with your Expression of Interest Form (see below) and return it so that your child will be covered under the BTAS standard insurance.

Students must return the Expression of Interest Form below signed by their parent/guardian together with full payment by [insert date] or they may not be able to participate in the Tournament.

If you have any questions about the Tournament or would like to volunteer for any of the positions identified above please contact me here at [name of school].

Yours Sincerely

XXXXXXXXX                             XXXXXXXXXXXXXXXXXXX
Basketball Coordinator                Principal

Basketball Tasmania 2018 High School Regional Tournament Expression of Interest Form
My son/daughter, …………………………………………………………….. has expressed an interest in participating in the Basketball Tasmania 2018 High School Regional Tournament.

☐ I confirm my child IS registered with Basketball Tasmania, please find attached my payment of $30

Registration number ………………………………………

☐ I confirm my child IS NOT registered with Basketball Tasmania and enclose payment of $40 including $10 for Basketball Tasmania’s standard insurance for the Tournament.

I understand that the supervision of my child during the tournament is my responsibility.

Student Name: ___________________________________ Tutor Group: ____________________

Parent Signature: _________________________________ Date: _________________________

Authorised by: Jenny Burgess
Position of authorising person: Deputy Secretary, Support and Development
Date authorised: November 2017
Developed by: Curriculum Services
Date of last review: November 2017
This document replaces: N/A

Effective December 2017