

TŌKU ARA GENERAL POLICY FOR ALL OUTDOOR ACTIVITIES

All practicable steps are taken to ensure the safety of staff and students and to help Outdoor weekends function well.

Environment

1. All Tōku Ara Outdoor Pursuits instructors will use only approved venues listed on Hazard Identification forms.
2. If environmental, staff, student, and/or gear limitation factors warrant a change of venue or cancellation of the programme the Lead OP must make this decision in the field and use another approved venue. This will be communicated to the Director as soon as possible.
3. All landowners will be contacted a minimum of 48 hours in advance before using sites required for outdoor activities. This will be done by the Lead Outdoor Pursuits Instructor after consultation with the OP team.
4. Environmental ethic will be adhered to in all outdoor activities conducted.
5. During emergencies the Tōku Ara Emergency Response Plan should be followed.

People

6. Tōku Ara OP staff will have full responsibility for leadership of the group and have knowledge of their location and activities during supervision.
7. Roll calls will be done several (4 or more) times per day. This will be carried out more frequently when changing location.
8. Rules and codes of behaviour, as set out by Whangamata Area School and Wharekawa Adventure Education Trust will be always adhered to.
9. All activities must have an adequate briefing covering the minimum goals, group management (physical boundaries, Lead OP).
10. Staff will be familiar with laws while operating vehicles, tyre changing and passenger safety while transporting students.
11. In any rescue situation the safety of students will always take priority over equipment.
12. All swimming will be directly supervised by a staff person. The staff person must ensure the site is safe before swimming commences.
13. While cooking there should be direct supervision.

Equipment

14. A first aid kit will be readily available on any activity being run.
15. A form of communication must be carried when away from Tōku Ara areas. (A backup option and/or second form of communication must also be considered).
16. Students must be wearing, and checked to be wearing clothing appropriate to the activity being run.

17. All incidents, accidents and breakages must be reported on the Thinksafe app immediately.
18. Intended route plans and contact list must be left with the Operational Director or Director. It will include group members and possible campsites.