



Activity Procedures

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Roles and Responsibilities:

- Sunnystones staff always demonstrate and assist in the supervision of specialised activities with all school groups as well as for private groups (if arrangements are made prior to the groups arrival at the campsite). When Sunnystones staff lead or instruct an activity they will take the responsibility of managing the technical skills and related safety of the campers.
- However, the group leader (supervising teacher) is responsible for supervising campers and their behaviour at all times. This includes when at an activity, to and from the activity, for those campers awaiting their turn and for first aid in all other instances.
- Prior to the commencement of any activity, instructors must be notified and able to identify any participants with medical conditions that may place themselves or others at risk during the activity, as well as identifying who is responsible for first aid prior to the activity. (This is noted in all activity procedures).
- All accidents, injuries and incidents (near misses) are to be recorded in the Sunnystones Illness and Injury Register (located in the office).
- The group leader is responsible for identifying safety issues associated with an off-site excursion (not staffed by Sunnystones) and taking the necessary precautions.
- Sunnystones activity leaders have full knowledge of the Adventure Activity Standards for the particular activity undertaken. They also have full knowledge of our Safeguarding Children Policy and Code of Conduct.

Emergency Procedures:

- In the event of an emergency during activities, Sunnystones staff will be responsible for coordination of the appropriate response (e.g., directing and/or assisting the group to the evacuation point in the car park). They will also contact and direct any ambulances or medical assistance when required.
- All Sunnystones staff have level 2 First Aid qualifications and can assist in emergency First Aid if required. They will also have a mobile phone and First Aid kit on them at all times.



Archery:

Location:

On-site down the bottom of the main hill. Located in the paddock at the base of the dam wall. Participants fire towards archery targets made from hay bales with the dam wall behind it. The dam wall is at least 15m high with the activity in its own secluded area. Red flags and ropes are placed around the area to limit access by non-participants.

Description:

This is considered a specialised activity as poor supervision, inappropriate behaviour or lack of instructor skill or experience may harm participants.

The aim of the activity is to provide participants with a new recreation experience, develop psychomotor skills, increase self-confidence and understand the fundamental skills and safety issues associated with archery.

At the conclusion of the activity participants should be able to:

- Identify the parts of a bow, arrow and string
- Know the correct stance for loading and releasing an arrow
- Competently load and release an arrow
- Safely participate and understand the safety issues associated with the activity.

Age Suitability:

Dependent on one's ability and strength to draw a bowstring. Generally suggested for upper primary school. Younger children should be closely supervised.

Ratio:

1:12 One leader per 12 participants. Max group size is 15 with two leaders.

Experience:

Instructor Experience:

Instructors must be an adult who has Level 1 coaching qualifications from the Archery Association of Australia, or an adult who has Level 1 coaching qualifications from Field Archery Australia, or a demonstrated ability to undertake the activity.

Demonstrated ability includes previous experience instructing and supervising small groups in recreation activities (Archery) and training by Sunnystones staff on the technical, safety and supervisory components of archery. This training occurs prior to the activity and if the group leader is then deemed competent then they can instruct the activity.



If Sunnystones staff are not satisfied with their level of competence, then they will be required to observe and assist/instruct the activity until satisfied of their competence by the leader.

Assisting Leader (from the group) Experience:

Assisting leaders must have had previous experience instructing and supervising small groups in recreational activities, as well as experience in behaviour management. Previous experience in archery is desirable but not essential.

Participant Experience:

No previous experience in the activity is required.

Instructor Responsibility:

Instructor responsibility relates to the responsibility of Sunnystones staff. If Sunnystones staff instruct the activity, then they will take responsibility for the technical and related safety of participants immediately engaged in the activity.

If the instructor is from the group, then they will be responsible for the roles outlines in this instructor responsibility section as well as those in the assisting leader responsibility section.

Overall, the instructor is responsible for:

- Pre-inspection, set-up and monitoring of equipment
- Locking equipment away after use
- Establishing a firing line
- Participants are seated safely behind those firing
- Participants wear appropriate clothing
- Bows and arrows are transported to and from the activity by Camp Sunnystones staff
- Bows strung to their correct string length
- Bows de-strung during transport
- Arrows are not collected until all have been fired and bows are safely placed to the side as directed by the instructor/leader
- Ensure the activity is clear of pedestrians and tripping hazards
- There are no cracked or broken arrows, frayed bow strings or cracked bows that are used
- Briefing participants about the nature and purpose of the activity, about potential hazards and appropriate safety procedures
- Arranging or confirming First Aid needs and identifying campers at risk (e.g., asthma)
- Recording near miss incidents in the injury/near miss register and advising Sunnystones owners
- Adhering to the Sunnystones sun safety policy
- Instructors unfamiliar with archery must contact Sunnystones staff to arrange training prior to the activity.



Assisting Leader(s) Responsibility:

If Sunnystones staff are instructing the activity, the assisting leader from the group will be responsible for the behaviour and supervision of campers to and from the activity, for those awaiting their turn, for disciplining participants as directed by the instructor and for following the directions of the instructor.

The assisting group leader will also be responsible for:

- Informing the instructor of medical conditions of participants which may arise during the activity
- If the group provides their own instructor, then the assisting leader will be responsible for the supervision and behaviour of the participants as directed by the instructor.

Participant Responsibility:

Campers are responsible for adhering to the directions of the instructor and assisting leaders.

Safety Equipment and Inventory:

- x4 targets on hay bales
- x12 arrows
- x4 bows
- x1 rope and flags to denote firing line and pedestrian safety barrier around the area (~20m)

Participant Equipment and Appropriate Clothing:

- Sun hat
- Long sleeve shirt (if possible)
- Solid footwear
- Have long hair tied back
- Securing or removing any loose apparel (such as jewellery and other ornaments that may cause injury to themselves or other participants).

First Aid Requirements:

The activity occurs within visual distance of the main campsite buildings. A first aid kit and trained first aider should be in the vicinity of the activity.

Safety Briefing and Activity Notes:

See instructor responsibility and archery activity notes (not included in this Sunnystones accreditation template for campsites). These notes include introductory warm-up activities; progressive and sequential skill development; instruction in the correct method of loading and firing arrows; withdrawing arrows from the target or the ground to prevent eye injury; signals to students to commence shooting, cease shooting and retrieve arrows; and general activity safety.



Survival Game:

Location:

Is off site and located in the private bushland 400 metres north of the main hall.

Description:

The group is divided into 4 teams: Herbivores, Carnivores, Humans and Germs. It is suitable for groups of 20 to 60 and is a massively fun game with a passive but strong environmental message.

The objective of the game is for each participant to play the role of a specific animal and to survive, while competing against natural predators. A full description of the game can be found in our Activity Guide.

Age Suitability:

Year 2 (7–8-years) upwards.

Ratio:

1:10 is the required ratio

Experience:

Instructor Experience:

The camp leaders taking the activity will always have had previous experience with the game.

Assisting Leader Experience:

Assisting leaders/staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/parents have prior experience with the participants.

Participant Experience:

No previous experience is required.

Instructor Responsibility:

The instructor's responsibility is to make the participants aware of the apparent risks involved so they can be acknowledged and prevented, to provide the safest possible environment for the activity.

Assisting Leader(s) Responsibility:

Are responsible for the group behaviour, getting to and from the course. They are also required to move around the assigned area and supervise the participants.



Participant Responsibility:

To follow the instructions of the leader.

Safety Equipment and Inventory:

First Aid kits, ice packs, and Student medication for those with pre-existing medical issues

Participant Equipment and Appropriate Clothing:

- Water bottle
- Closed toe shoes and socks
- No singlet tops
- Long pants
- Hat

First Aid Requirements:

A kit is always carried, as well as ice packs and drinking water. A level 2 First Aid certificate is required by the leader.

Safety Briefing:

The participants are briefed on the boundaries of the playing area and are provided with whistles for emergency situations. They are instructed on the correct situations in which to blow a whistle including when they feel they are outside the designated playing area and cannot hear/see other people. It is important that they stand still until they are found.

The participants are also instructed that if they fall over and do not feel they can get up unaided then they must not move until a trained First Aid person assesses them. Instructors ensure that the group understands when a whistle needs to be blown as well as what an emergency is.

Participants are given a strict no running policy to lower the risk of tripping injuries.

If participants require assistance of a non-emergency whether that be physical or psychological, they are instructed to go to the dedicated home base area.

To end survival game, participants are advised that the horn will be pressed three times to signal that the game has finished.

Activity Notes:

This is a low-risk activity and has very basic equipment such as key tags and coloured lanyards. However, there is still the risk that participants may fall over and hit themselves on a rock or stick. There is also the risk that they can be bitten by ants, snakes or assaulted by kangaroos.

Environmental Considerations:

The participants are instructed to use the tracks as much as possible and not to climb any trees. They are also told to not damage any plants or interfere with any of the wildlife they may come across.



Geocaching:

Location:

Is off site and located in the private bushland 400 metres north of the main hall.

Description:

The group is divided into groups of three to five. Each group is issued with a whistle, a box of caches, and a GPS unit. For younger groups a laminated card with instructions can be obtained.

Groups are to use the GPS to find as many of the 20 hidden caches within the confined area as possible. Within the allotted activity time. On finding a cache they are allowed to exchange one item at a time to add to the value of their box ensuring they swap it with one of their own. Depending on when the game is played the group may be going for a higher score or a lower score, but the instructor will advise on the day.

On completion of the game an air horn will be blown, and participants will meet back at the designated starting area to count out their points.

Age Suitability:

Year 3 upwards (Ages 8-9 +)

Ratio:

1:10 is the required ratio.

Experience:

Instructor Experience:

The camp leaders taking the activity will always have had previous experience with the game.

Assisting Leader Experience:

Assisting leaders/staff members are required to have little to no experience, in the camp activities; though it is obvious that staff/parents have prior experience with the children.

Participant Experience:

No previous experience required.

Instructor Responsibility:

The instructor's responsibility is to make the participants aware of the apparent risks involved so they can be acknowledged and prevented, to provide the safest possible environment for the activity.



Assisting Leaders Responsibility:

Are responsible for the group behaviour, getting to and from the course. They are also required to move around the assigned area and supervise the participants.

Participant Responsibility:

To follow the instructions of the leader.

Safety Equipment and Inventory:

- First Aid kits
- Ice packs
- Student medication for those with pre-existing medical issues
- GPS unit
- Geo cache box
- Whistle

Participant Equipment and Appropriate Clothing:

- Water bottle
- Closed toe shoes and socks
- No singlet tops
- Long pants
- Hat

Safety Briefing:

The participants are briefed on the boundaries of the playing area and are provided with whistles for emergency situations. They are instructed on the correct situations in which to blow a whistle including when they feel they are outside the designated playing area and cannot hear/see other people. It is important that they stand still until they are found.

The participants are also instructed that if they fall over and do not feel they can get up unaided then they must not move until a trained First Aid person assesses them. Instructors ensure that the group understands when a whistle needs to be blown as well as what an emergency is.

Students must always stay in their allocated groups. Students are briefed on the use of the GPS units and how to return to “home base” if, and when they need to. The instructor will clearly define the “home base” area and ensure a leader is there at all times with a First Aid kit. The instructor will spend time both at the “home” area as well as playing area to ensure the smooth running of the game. Students are briefed about the safety procedures prior to the game commencing.

Participants are given a strict no running policy to lower the risk of tripping injuries.



If participants require assistance of a non-emergency whether that be physical or psychological, they are instructed to go to the dedicated home base area.

To end survival game, participants are advised that the horn will be pressed three times to make them aware that the game has finished.

Activity Notes:

This is a low-risk activity which uses GPS units to navigate around the playing area which is bounded by a fence, walking track and creek (with orange flags around some of these areas to ensure students don't accidentally pass through).

However, there is a risk of participants falling over and hitting themselves on a rock or stick, as well as the potential to be bitten by ants.

Environmental Considerations:

The participants are instructed to use the tracks as much as possible and not to climb any trees. They are also told to not damage any plants or interfere with any of the wildlife they may come across.



Bushwalking:

(Walk-in & Environmental Walk):

Location:

The walk-in and environment walk are conducted through various parts of the Long Forest Nature Conservation Reserve. Tracks are not too far from roads or the Sunnystones campground, and phone services for emergency purposes can always be acquired.

The main tracks followed for the walk in are the Long Point Track and Comaidai Track before reaching Camp Sunnystones.

The main track followed for the environmental walk is the Happy Valley Trail.

Description:

Bush walks with school groups are always conducted with the guidance of an experienced leader provided by Sunnystones.

The Long Forest Conservation Reserve is a particularly safe area for bushwalking and is assessed as having a low-risk potential for falling, injury, hypothermia, hyperthermia or becoming lost.

The aims and objectives of the bushwalk is primarily recreational, though through a short historical briefing of the area including some geographical, flora and fauna aspects, bush survival techniques, it does have educational aims and outcomes. Minimal impact practices are highly encouraged amongst the participants, particularly when it comes to the disposal of rubbish.

Age Suitability:

A low level of fitness is required for the walk in and is generally suited to Primary school ages and above. The environmental walk is a bit more challenging and is generally recommended for upper primary school and above.

Ratio:

The required ratio of instructors and leaders to participants before the activity can proceed is 1:10. The ratio may vary and depend on the group leader, the environmental conditions, age and experience of participants.

Experience:

Instructor Experience:

The leaders at Sunnystones have different backgrounds and experience levels that make up a rather varied skills base. All have experience in taking the walks as well as other related fields such as adventure tourism majoring in bushwalking and navigation. They are all qualified with a level 2 First Aid.



Assisting Leader Experience:

Assisting leaders/staff members are required to have little to no experience, in the camp activities; though it is obvious that staff/parents have prior experience with the children.

Assisting leaders are divided up amongst the participants to help facilitate the leader's instructions. An assistant leader is always positioned at the rear of the group.

Participant Experience:

No previous experience required.

Instructor Responsibility:

The instructor's responsibility is to make the participants aware of the apparent risks involved so they can be acknowledged and prevented, to provide the safest possible environment for the activity. They are also required to inform the participants of park regulations and guidelines.

Assisting Leaders Responsibility:

Assistant leaders/staff members are required to place themselves throughout the group and one is designated to follow last with everyone else dispersed throughout the group.

All communication within the group is done verbally as the groups are never allowed to become separate from one another. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions.

Participant Responsibility:

The responsibility of the participants is to follow the instructions of the group leader.

Safety Equipment and Inventory:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit. Students/leaders carry their own snacks and drinks. Mobile phones are taken on all walks, and vehicles are on standby in the event of an emergency.

Participant Equipment and Appropriate Clothing:

Summer:

- Hat
- Sunscreen
- T-Shirt (not singlets)
- Closed toe shoes

Winter:

- Warm gear
- Wet weather gear
- Jacket
- Runners

First Aid Requirements:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit.



A current Level 2 First Aid certificate is the minimum requirement to take participants on the bushwalks.

First Aid kits contain:

- Tweezers
- Gauze
- Band aids
- Antiseptic cream
- Bite cream
- Scissors
- Rubber gloves
- Compression & Triangular bandages

Safety Briefing:

The instructor briefs all participants on the general safety aspects of bush walking in this area including supervision, behaviour and personal safety. Minimal impact aspects are also covered in the briefing.

We also have a brief talk on the area, and we highlight that it is a Nature Conservation Reserve, and that a high level of respect is required during the walk to the camp. Short talks on selected environmental aspects are made along the way.

Activity Notes:

This is a low-risk activity and has no equipment however there is always a risk of the participants falling over on the tracks or being bitten by ants on the walk.

Environment Considerations:

On arrival, participants are educated on minimal impact practices etc. and public land manager regulations where applicable.

When the groups stop for morning tea in the bush, we ensure that all rubbish is collected and taken with them to be disposed of correctly (walk-in).

The group is educated on sustainability practices as well as respecting the environment and local flora and fauna (environmental walk).



Low Ropes:

Location:

The Low Ropes Course is located at the south side of the camp.

Description:

Experienced leaders provided by the campsite always supervise school groups on the ropes course.

The aims and objectives of the ropes course are to help develop individual skills, such as balance, encouragement and support of group members. Being in small groups helps them to work as part of an effective team.

The course is a linked elements rope course. The elements are as follows:

- Element 1: Inclined pole – not more than 80cm above the ground
 - Task: Walk up the pole
- Element 2: Two tightly strung parallel wires between tree and pole – 3040cm above the ground
 - Task: Balancing on the 2 wires walk to the end
- Element 3: Wooden bridge with gaps – made between post and tree 60-70cm above the ground
 - Task: Walk across the bridge gaps
- Element 4: Tightly strung wire with overhead rope both strung between 2 trees- 90cm above the ground
 - Task: Walk across the wire while using the rope to balance
- Element 5: Crossover: 2 ropes strung between 2 trees crossed over to make an X – 60-90cm above the ground
 - Task: To start at one end and cross to the other rope
- Element 6: Postman's Walk. A wire strung tightly between a tree and 2 posts to make a right angle. The rope is attached to the first tree and used to balance – 30-40cm above the ground
 - Task: Walk on the wire using the rope for balance
- Element 7: Tightrope. A single wire strung tightly between 2 posts – 30-40cm above the ground
 - Task: Challenge yourself to walk as far as possible on the wire
- Element 8: Kitten crawl. Two parallel ropes strung between a pole and a tree 100cm above the ground
 - Task: Crawl/slide along the ropes
- Element 9: See-saw. A pole set up as a see saw – 40cm above the ground
 - Task: Walk up the pole and then down



Age Suitability:

Prep students (5-6 years and up), the activity is adapted to suit the age and ability of the participants.

Ratio:

The required ratio of instructors and leaders to participants before the activity can proceed is:

- Prep – Grade 3 – 1:6
- Grade 4 and above – 1:10

Experience:

Instructor Experience:

The camp leader taking this activity will always have had previous experience with the low ropes course. Level 2 First Aid is compulsory.

Assisting Leader Experience:

Assisting leaders/staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/parents have prior experience with the children. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions.

Participant Experience:

No previous experience required.

Instructor Responsibility:

The instructor's responsibility is to make the participants aware of the apparent risks involved so they can be acknowledged and prevented, to provide the safest possible environment for the activity.

Assisting Leader Responsibility:

The assisting leader is responsible for ensuring the group is listening to instructions (behaviour management) as well as enforcing and highlighting the importance of spotting throughout the session.

Assisting leaders should ensure the group is behaving appropriately.

Participant Responsibility:

Participants should ensure they are following instructions given by leaders, with extra emphasis on spotting their group members throughout the course.



Safety Equipment and Inventory:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit.

Participant Equipment and Appropriate Clothing:

- Hat
- Sunscreen
- T-shirts
- Closed toe shoes
- Waterproof jacket
- Wet weather clothes for colder climate

First Aid Requirements:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit. A current level 2 First Aid certificate is the minimum requirement to take the participants out.

First Aid kits contain:

- Tweezers
- Gauze
- Band aids
- Antiseptic cream
- Bite cream
- Scissors
- Rubber gloves
- Compression & Triangular bandages

Safety Briefing:

The instructor briefs all participants on the general safety aspects of the course including supervision, behaviour and personal safety. Also included is how to run the course correctly and safely.

After sorting the group into smaller groups of 3 we ask if anyone has been on a similar course. We ask them why they think they are in groups of 3, we then together enforce that the groups are necessary for the safety of every individual and that while one is completing the course the other two-team members are spotting.

Spotting:

Spotting is the primary safety system for initiative activities and low ropes courses. It requires an individual to actively protect a participant, who may be off the ground only a few centimetres, often knee high. The main role of a spotter is to protect the head and upper body area of a participant should a fall occur.

The term catching is often used in both the teaching and doing of spotting. But while spotters usually need to be in position to catch their member it is very difficult to literally catch a falling body, even from a small height.

Spotters and participants must understand that spotting means to support and protect the upper body and head in case of a fall (sometimes referred to as breaking a fall).



Teaching spotting is perhaps one of the most difficult tasks for any pre-ropes course experience, not because of the complex motor skill requirements, but because potential spotters do not recognize their importance until, they have to support a falling body.

The most important aspect to teach is the correct body position that is one foot forward in front of the other, in a balanced stance and the arms raised to protect the participant. This is demonstrated and practiced by the group.

Activity Notes:

This is a medium risk activity with only fixed basic equipment. Any technical aspects are highlighted in the safety briefing.

Environmental Considerations:

On arrival participants are educated on minimal impact practices etc.



Hut Building:

Location:

Located off site in private bushland north of the main hall.

Description:

This is a specialised activity and is only undertaken with camp staff. Each team get a section of the bush in which they are to use the dead tree branch limbs to create a hut. Whilst the teams are building their huts Sunnystones staff are cooking damper and Billy tea for morning/afternoon tea on a small fire.

Age Suitability:

Suitable for all age groups.

Ratio:

The required ratio of instructors and leaders to participants before the activity can proceed is 1:10. Staff members are assigned to supervise the group.

Experience:

Instructor Experience:

The camp leader taking this activity will always have had previous experience with the area and the building of the huts. Level 2 First Aid is compulsory.

Assisting Leader Experience:

Assisting leaders/staff members are required to have little to no experience, in the camp activities; though it is obvious that staff members/parents have prior experience with the children. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions.

Participant Experience:

No previous experience required.

Instructor Responsibility:

The instructor's responsibility is to make the participants aware of the apparent risks involved so they can be acknowledged and prevented, to provide the safest possible environment for the activity.

Assisting Leader's Responsibility:

Assistant leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader.



Participant Responsibility:

The responsibility of the participants is to follow the instructions of the group leader.

Safety Equipment and Inventory:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit. The damper and Billy tea gear is also brought to the area including water bottles to put out the fire.

Participant Equipment and Appropriate Clothing:

- Hat
- Sunscreen
- T-shirts
- Closed toe shoes
- Waterproof jacket
- Warm gear in colder climates

First Aid Requirements:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit. A current level 2 First Aid certificate is the minimum requirement to take the participants out.

First Aid kits contain:

- Tweezers
- Gauze
- Band aids
- Antiseptic cream
- Bite cream
- Scissors
- Rubber gloves
- Compression & Triangular bandages

Safety Briefing:

The instructor briefs all participants on the general safety aspects of the activity including supervision, behaviour and personal safety. Before the main group is broken into groups (ranging from groups of 5-10 depending on the group), a short briefing on the safety aspects of hut building is given.

It includes the safe handling of sticks and rocks and reminder of the dangers of throwing things. Teamwork is enforced for a positive and successful completion. It is stressed that no one is to be inside the hut whilst it is being built.

Each group is assigned a different area not far from each other and the main area ensuring they are within eyesight at all times. Staff members disperse with the groups and aid in the supervision of the building of the hut and make sure that the process is kept safe and sensible.

During the activity afternoon tea is made by the fire. Playing with fire is prohibited and is only reserved for camp leaders or staff.

At the end of this activity the huts need to be dismantled, this is also done in a very controlled and organised way.



Activity Notes:

This is a low-risk activity, however, with all outdoor activities there is the risk of falling over and students being bitten by ants. There is also a risk of a child being harmed by the fire due to inappropriate behaviour.

Environmental Considerations:

On arrival, participants are educated on minimal impact practices. The hut building is completed in an area that is mostly Bull Mallee trees which drop their small limbs regularly, so only dead materials are used for the activity.

The participants are instructed to not take any living material from the trees and surrounding plants and not to remove any of the rocks fixed in the ground. They are also instructed not to interfere with the wildlife.



Canoeing:

Location:

Canoeing is located at the bottom of the hill to the southeast of the camp building. The canoeing lake area is approximately 200m from the building and can be accessed from all sides. Most of the lake is quite shallow with the deepest point being approximately 6ft when full.

All edges of the lake are gently sloped so that all areas of the lake provide manageable exit points. Participants are never more than 20m from any bank at any one time. The location of the lake provides sheltered environment for flat calm water surface conditions.

Description:

This is a specialised activity only undertaken with Camp Sunnystones staff as the specialist activity leader. There are six double Canadian style canoes and three kayak style one person canoes provided with paddles and buoyancy vests.

Canoeing is carried out in still, flat, and calm water. Instruction is given for paddling forward, draw strokes for turning, emergency stopping and how to evacuate in a capsized situation.

Age Suitability:

Grade 2 is a minimum (7-8 years)

Ratio:

Camp Sunnystones will provide the specialist activity leader. And schools are to provide at least one assisting leader.

Ratios are:

- 1:10 – One specialist activity leader
- 2:16 – One specialist activity leader and one assisting leader

These ratios are based on the nature and location of the lake (ease of access to the shore, sheltered, calm body of water, no water flow or current, full view of the water surface, staff familiarity with the lake, proximity to support/communications).

Experience:

Instructor Experience:

In accordance with Victorian AAS and DEECD safety guidelines for education outdoors the activity requires:

- Flat water guide (level 1) standard or Outdoor Education/Recreation or Physical Education degree with specialist Canoeing Certification/equivalency: OR



- Canoeing experience, through formal Outdoor Education training, with detailed knowledge of current canoeing safety procedures.

Canoe activity leaders will possess current First Aid and CPR certification. The camp leader taking this activity will always have had previous experience with the activity.

Assisting leader Experience:

Assisting leaders/staff members may have little to no experience, in the camp activities: though it is expected that staff members/parents have prior experience with the children. Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions. It is helpful if the assistant leader is a competent swimmer.

Participant Experience:

No previous experience required, but we like to ascertain the swimming capabilities of the participants.

Instructor Responsibility:

The instructor's responsibility is to make the participants aware of the apparent risks involved so they can be acknowledged and prevented, to provide the safest possible environment for the activity. The instructor will also respond to any rescue situation.

Assisting Leader Responsibility:

Assisting leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader.

The assisting leader is also responsible for medical forms and relevant medication. Please inform the leader of relevant medical issues (e.g., anaphylaxis, asthma, heart conditions, etc.).

Participant Responsibility:

The responsibility of the participants is to follow the instructions of the group leader.

Safety Equipment and Inventory:

- Camp Sunnystones will provide PFD's (personal flotation device – lifejacket)
- Paddles
- Canoes
- Throw rope
- First aid kit
- With the schools also required to carry their own First aid kit

Participant Equipment and Appropriate Clothing:

- Hat
- Sunscreen
- Clothes that can get wet
- Bathers (if desired)
- Old runners
- Waterproof jacket



First Aid Requirements:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit. A current level 2 First Aid certificate is the minimum requirement to take the participants out.

First Aid kits contain:

- Tweezers
- Gauze
- Band aids
- Antiseptic cream
- Bite cream
- Scissors
- Rubber gloves
- Compression & Triangular bandages

Safety Briefing:

*Mainly specific to activity leader

Pre-Activity:

- Ensure you have activity kit (whistle, knife, throw rope)
- First Aid kit located in canoe shed
- Check equipment for any faults or irregularities (PFD's, canoes and paddles)
- Check the water for any environmental changes that may be hazardous
- Meet participants and assisting leader
- Ensure all participants are wearing appropriate clothing (sunscreen, hat, closed toe shoes, pants that can get wet, warm top)
- Make sure you have an accurate head count of all participants and walk group to canoe shed
- Identify any weak/non swimmers

Briefing:

- Introduce PFD's:
 - Briefly explain the difference between a PFD and a Lifejacket. Discuss their purpose and the need for it to be worn at all times on the water.
 - Demonstrate and supervise the correct fitting of PFD's
- Introduce the paddle:
 - Explain the different parts of the paddle (T-grip, shaft, blade)
 - Demonstrate correct handling of the paddle, particularly safe T-grip control
 - Explain the importance of retaining a hold of the T-grip at all times
 - Introduce forward stroke, reverse stroke, steering techniques, emergency stop
 - Ensure blade is not used as a shovel
- Introduce the canoe:
 - Briefly outline the canoe and its parts to both educate and improve communication on the water.



- Demonstrate safe entry and exit from the canoe – hands free, paddles in canoe, one person at a time, low centre of gravity, and moving along the spine of the canoe to take their seat, encourage use of hands on the inside gunnel

During Activity:

- Lifting of canoes:
 - It is recommended that 6 participants are used per canoe
 - Slide off racks, lower to ground, flip to correct orientation, lift and carry to water, keep backs straight and bend at the knees
 - Establish clear boundaries in the launching phase – have participants raft up
 - You should be the last on the water
- Whilst rafted up:
 - Briefly discuss the benefits of rafting up
 - Introduce whistle as emergency contingent
 - If blown – stop, listen for instruction to either raft up or paddle to nearest shore and wait
- Discuss participant capsizing response:
 - Stay calm
 - Check yourself and buddy
 - Grab canoe and locate paddle if you can
 - Await instruction from activity leader

From here your session should be flexible and relevant to your participants age and experience and could include:

- Relevant paddling techniques
- Rafting up
- Balancing games
- Races
- Ball games etc.

End of Activity:

- Return to the exit point ensuring you have all participants
- Clean canoes with sponges provided and return to racks (actively manage and ensure the same lifting principles stated above are applied)
- Return all paddles and PFDs to their racks
- Check all equipment as it is being returned – note/remove any faulty equipment
- Ensure you leave adequate time to conduct a quick de-brief. This can focus on skill development, communication, teamwork, water safety etc. Keep brief, fun and celebrate the successes of individuals and the group
- Participants may be allowed to return to the main building under the supervision of the assisting leader



Emergency Contingent:

The lake is only 200m from the main building and can be accessed by car (preferably 4WD) and therefore communication and support are both accessible and reliable. The assisting leader is responsible for First Aid and will assume primary First Aid responsibilities. However, the activity instructor may assume First Aid or emergency response in accordance with standard of care and Good Samaritan laws in an emergency.

Activity Notes:

This is a medium risk activity and participants are instructed not only in the safe use but also in the care and maintenance of the equipment. As we have only a small number of participants on the water at any one time the risks are reduced. We are able to get to any student in a short amount of time.

Environmental Considerations:

On arrival, participants are educated on minimal impact practices.



Bouldering Wall:

Location:

Conducted onsite, 50m north of the main building on the northern side of the beach volleyball court. The wall has been built to promote the atmosphere of being outdoors as distinct from a rock-climbing centre, whilst still being close enough to the camp site to have regular group rotational activities.

Description:

Led by an activity instructor, the bouldering wall is a challenging activity that will see students attempt to move across the wall from one side to the other. They do this by grabbing onto the “rocks” on the wall for grip and using their upper and lower body strength to try not to touch the ground.

Age Suitability:

Suitable for 8 years and up.

Ratio:

1:12 (one leader to 12 participants).

Experience:

Instructor Experience:

The minimum requirement is previous experience in leading outdoor adventure activities with school groups. Prior experience in bouldering walls and /or rock climbing is preferable however instructors without previous experience can be briefed on activity safety and supervision, including “spotting techniques”.

Assisting Leader Experience:

An assisting leader can safely conduct this activity provided with the following activity notes. They will have experience with the children and an ability to manage behaviour.

Participant Experience:

No experience required.

Instructor Responsibility:

Overall, the instructor is responsible for:

- Ensuring First Aid needs are met
- Inspecting the equipment for damage and serviceability before and after the activity
- Inspecting the equipment and surrounds for hazards



- Adequately briefing participants and leaders on bouldering wall safety and correct 'spotting' techniques
- Briefing the assisting leader on their role and responsibilities
- Informing Camp Sunnystones staff of equipment or hazard problems
- Identifying participants with medical conditions which may arise during the activity
- Ensuring the safety of all participants involved in the activity

Assisting Leader Responsibility:

Assisting leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader.

When running the activity without Sunnystones staff, the assisting leader takes on the relevant instructor responsibility that applies to them.

Participant Responsibility:

The responsibility of the participants is to follow the instructions of the group leader.

First Aid Requirements:

The activity is situated in close proximity to the camp; however, a First Aid kit and trained first aider should be available for the activity.

Safety Briefing:

The instructor briefs all participants on the general safety aspects of the course including supervision, behaviour and personal safety. Also included is how to run the course correctly and safely. Climbers are not permitted to climb to the top of the wall.

Spotting:

Spotting is the primary safety system for the bouldering wall. It requires an individual to actively protect a participant, who may be off the ground (often knee high). The main role of a spotter is to protect the head and upper body area of the participant should a fall occur.

The term catching is often used in both the teaching and doing of spotting. But while spotters usually need to be in position to catch their member, it is very difficult to literally catch a falling body, even from just a small height. Spotters and participants must understand that spotting means to support and protect the upper body and head in case of a fall (sometimes referred to as breaking the fall).

Teaching spotting is one of the most difficult tasks for any bouldering wall experience, not because of the complex motor skill requirements, but because potential spotters do not recognise their importance until, they have to support a falling body. The most important aspect to teach is the correct body position that is one foot forward (in front of the other) in a balanced stance and the arms raised to protect the participant. This is demonstrated and practiced by the group.



Raft Building:

Location/Site Access:

Raft building occurs in the paddock at the bottom of the hill next to the canoeing lake area. Rafts are built on the flat expanse of grass before being tested in the water.

The lake area is approximately 200m from the building and can be accessed from all sides. Most of the lake is quite shallow with the deepest point being approximately 6ft when full.

All edges of the lake are gently sloped so that all areas of the lake provide manageable exit points. Participants are never more than 20m from any bank at any one time. The location of the lake provides sheltered environment for flat calm water surface conditions.

Description:

This is a specialised activity only undertaken with camp staff. There is a selection of equipment to build rafts with including: red barrels, rope, and timber posts. The students are required to wear buoyancy vests when on the water.

The activity is carried out in still water and is very basic in nature. Instruction is given for basic raft design including knot tying and weight distribution.

Age Suitability:

Grade 3 is the minimum for raft building (8-9 years)

Ratio:

Camp Sunnystones will provide the specialist activity leader. And schools are to provide at least one assisting leader.

Ratios are:

- 1:10 – One specialist activity leader
- 2:16 – One specialist activity leader and one assisting leader

These ratios are based on the nature and location of the lake (ease of access to the shore, sheltered, calm body of water, no water flow or current, full view of the water surface, staff familiarity with the lake, proximity to support/communications).

Experience:

Instructor Experience:

The camp leader taking this activity will always have had previous experience with the activity. All instructors have their First Aid qualifications.



Assisting Leader Experience:

Assisting leaders/staff members may have little to no experience, in the camp activities: though it is expected that staff members/parents have prior experience with the children.

Assistant leaders are divided up amongst the participants to help facilitate the leader's instructions. It is helpful if the assistant leader is a competent swimmer.

Participant Experience:

No previous experience required, but we like to ascertain the swimming capabilities of the participants.

Instructor Responsibility:

The instructor's responsibility is to make the participants aware of the apparent risks involved so they can be acknowledged and prevented, to provide the safest possible environment for the activity. The instructor will also respond to any rescue situation.

Assisting Leader Responsibility:

Assisting leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader.

The assisting leader is also responsible for medical forms and relevant medication. Please inform the leader of relevant medical issues (e.g., anaphylaxis, asthma, heart conditions, etc.).

Participant Responsibility:

The responsibility of the participants is to follow the instructions of the group leader.

Safety Briefing:

The instructor briefs all participants on general safety aspects of the activity including supervision, behaviour and personal safety. Anticipating the event of a raft capsizing, all members of the group are taught to exit the raft safely in case of sinking/tipping.

All members are to use buoyancy vests when getting ready to go on the water.

It is important to note that this is a small dam and that participants should remain a healthy distance from the edge of the bank when constructing their rafts.

First Aid Requirements:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit.

A current level 2 First Aid certificate is the minimum requirement to take the participants out.



First Aid kits contain:

- Tweezers
- Gauze
- Band aids
- Antiseptic cream
- Bite cream
- Scissors
- Rubber gloves
- Compression & Triangular bandages

Activity Notes:

This is a medium risk activity and participants are instructed not only in the safe use but also in the care and maintenance of equipment. As we have only one participant on the water at any one time the risks are reduced. We are able to get to any student in a short amount of time.



Bush Cooking:

Location:

At the BBQ area near the car park or at the campfire located down the hill in the paddock area.

Description:

Bush cooking is an activity designed to teach participants about cooking in the wilderness. It develops psychomotor skills, inspires creativity, teaches basic cooking skills, and is a great opportunity for participants to bond around the campfire.

This activity is undertaken with camp staff activity leaders. The fire is set by camp staff in the designated campfire pit; camp staff also extinguishes the fire. The area is well cleared. This activity is not run during fire season. The campfire in the BBQ area is located 20m from the main hall near the water tank. This area is located close to water taps, fire hose and first aid kits. For putting out the fire down the hill, water bottles are taken to extinguish the fire and first aid kits are carried.

Age Suitability:

Suitable for all ages.

Ratio:

1:10 is the required ratio

Experience:

Instructor Experience:

The camp leaders will always have had previous experience with running the activity as well as having an awareness of general fire safety. Level 2 First Aid is compulsory.

Assisting Leader Experience:

Assisting leaders/staff members are required to have little to no experience in the camp activities; though it is obvious that staff members/parents have prior experience with the participants. An awareness of general fire safety is also desirable.

Participant Experience:

No experience required, though an understanding of fire safety is helpful.

Instructor Responsibility:

The instructor's responsibility is to make the participants aware of the apparent risks associated with bush cooking (including fire safety), so they can be acknowledged and prevented, to provide the safest possible environment for the activity.



Assisting Leader Responsibility:

Assistant leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader. Also, to monitor the fire for participant safety.

Participant Responsibility:

To follow the instructions of the leaders.

Safety Equipment and Inventory:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit.

Equipment for camp leaders/staff:

- Water (to extinguish the fire)
- Large tongs
- Rubbish bags and bin

Participant Equipment and Appropriate Clothing:

- Closed toe shoes
- Warm clothing
- Hat
- Water bottle
- Sunscreen

First Aid Requirements:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit.

A current level 2 First Aid certificate is the minimum requirement to take the participants out.

First Aid kits contain:

- Tweezers
- Gauze
- Band aids
- Antiseptic cream
- Bite cream
- Scissors
- Rubber gloves
- Compression & Triangular bandages

Safety Briefing:

The instructor briefs all participants on the general safety aspects including supervision, behaviour and personal safety.

The fire is lit by Sunnystones staff and in a short briefing it is stressed that no one is to add any more wood to the fire or throw any other objects into the fire. The children are supervised by



their school staff ensuring that the students remain a respectable distance away. In case of an emergency, water is readily available to be able to extinguish the fire.

Activity Notes:

This is a low-risk activity, however, with all outdoor activities there is the risk of falling over and students being bitten by ants. There is also a risk of a child being harmed by the fire due to inappropriate behaviour.

Environmental Considerations:

The main materials used are fruit, chocolate, marshmallows, and foil. We ensure that all students put their rubbish in the bins before moving onto the next session. Finally, that we put out the fires before leaving the area.



Bush Art:

Location:

Dining hall in the main building. As well as going outside in close proximity to the building.

Description:

Bush art is an activity run by camp staff that utilises the natural environment to create an artwork. Students are walked around the camp building with staff to find bush items they can use to add to their design.

They are instructed that these items need to be something that has already fallen off a plant and isn't something they are pulling off or that is still living. Students harness their creativity and create a piece via gluing on their bush items or drawing. We encourage them to make a piece that reminds them of camp.

Age Suitability:

Suitable for all ages (generally recommended for primary schools)

Ratio:

1:10 is the required ratio

Experience:

Instructor Experience:

Instructors aren't required to have experience in art, just basic knowledge of group sessions and basic instructions on how bush art sessions are run.

Assisting Leader Experience:

Assisting leaders/staff members are required to have little to no experience in the camp activities; though it is obvious that staff/parents have prior experience with the children.

Participant Experience:

No previous experience required.

Instructor Responsibility:

Instructors need to notify the participants of any risk involved and ensure that they understand the importance of respecting the environment, and not pulling off any living parts of plants, or rocks.

Assisting Leader Responsibility:

Assistant leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader



Participant Responsibility:

To follow the instructions of the leaders.

Safety Equipment and Inventory:

- First Aid kit
- Art and craft supplies

Participant equipment

- Regular clothing that participants don't mind getting dirty
- Closed toe shoes
- Warm clothing
- Hat
- Water bottle
- Sunscreen

First Aid Requirements:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit.

A current level 2 First Aid certificate is the minimum requirement to take the participants out.

First Aid kits contain:

- Tweezers
- Gauze
- Band aids
- Antiseptic cream
- Bite cream
- Scissors
- Rubber gloves
- Compression & Triangular bandages

Safety Briefing:

Participants are utilising natural resources from the outdoors. We instruct participants to be careful what they chose and how they retrieve it. As they are interacting with dead or living things that could have potential to harm. Utilising only dead or fallen resources and moving them gently so as to not disturb any living things that could harm participants.

Activity Notes:

This is a low-risk activity, with the only risk factors being the potential for students to trip and fall outside whilst collecting their items or getting glue on their hands from sticking it to the page.

Environmental Considerations:

The students are briefed on the importance of respecting the environment and it is ensured that they understand that only dead plants that are no longer connected to anything living are to be used, and rocks are to be left where they are.



Camp Games and Initiatives:

Location:

Weather dependent and could be in the main hall, verandah, grass area, olive grove, near small pond at the rear of main hall, around the dream weaver activity.

Description:

Camp games and initiatives are run as two separate activities but can overlap in similar areas/games so for this purpose will be grouped together. Both activities are run by an experienced instructor and include a range of activities. The purpose of these activities is to foster and develop team work as well as create a fun environment to develop their cognitive skills, motor skills, and communication skills.

Students are put into groups (this number varies depending on overall group size) and must work together for the activity, most activities provide a competition element between the other groups for an extra challenge.

Age Suitability:

Suitable for all ages.

Ratio:

1:10 is the required ratio.

Experience:

Instructor Experience:

Instructors aren't required to have experience, just basic knowledge of group sessions and the rules of each game/initiative. We have a games/initiatives handbook for instructors to refer to.

Assisting Leader Experience:

Assisting leaders/staff members are required to have little to no experience in the camp games/initiatives; though it is obvious that staff/parents have prior experience with the children.

Participant Experience:

No previous experience required.

Instructor Responsibility:

Instructors need to notify the participants of any risk involved in each specific game/initiative as well as explaining the activities in a comprehensive manner.



Assisting Leader Responsibility:

Assistant leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader.

Participant Responsibility:

To follow instructions properly.

Safety Equipment and Inventory:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit. Any other equipment that may be needed to conduct the activity.

Participant equipment

- Closed toe shoes
- Warm clothing
- Hat
- Water bottle
- Sunscreen

First Aid Requirements:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit. A current level 2 First Aid certificate is the minimum requirement to take the participants out.

First Aid kits contain:

- Tweezers
- Gauze
- Band aids
- Antiseptic cream
- Bite cream
- Scissors
- Rubber gloves
- Compression & Triangular bandages

Safety Briefing:

All games/initiatives have specific rules and guidelines to ensure the safety of participants. These nuances are outlined in the games/initiative's handbook. It is important that students are attentive during the instructions as safety is always emphasised.

Activity Notes:

These are low-risk activities. Like other outside activities the main risk are the potential of tripping and falling as well as the possibility of being bitten by ants. Students are supervised throughout all of the activities/initiatives to ensure proper behaviour is being displayed so unnecessary injuries are not caused.



Environmental Considerations:

We ensure that we abide by minimal impact principles and the rules/guidelines have been designed accordingly. The materials we use are either disposable or reusable for other purposes.

We will ensure that participants play these games/initiatives with respect to the environment to ensure that minimal impact is always sustained.



Dreamweaver:

Location:

Located near the bouldering wall (conducted onsite 50m north of the main building) utilising a couple of trees.

Description:

Dreamweaver is run by an experienced camp instructor and involves a short interweaving ropes course. The ropes are made into a spiderweb fashion and linked to posts or trees in a star shape.

There are four different ropes courses that cross over one another with the objective for students to follow their designed rope from the starting post and around the course until they make it back to the beginning. They are given a wristlet with a carabiner on the end to hook themselves onto the rope and figure out how to weave their way over, under and through the course.

Age Suitability:

Suitable for all ages.

Ratio:

1:10 is the required ratio.

Experience:

Instructor Experience:

Instructors need to have previous experience with running the activity.

Assisting Leader Experience:

Assisting leaders/staff members are required to have little to no experience in the activity; though it is obvious that staff/parents have prior experience with the children.

Participant Experience:

No previous experience is required.

Instructor Responsibility:

The instructor's responsibility is to make the participants aware of the apparent risks associated with the activity, so they can be acknowledged and prevented, to provide the safest possible environment for the activity.

Assisting Leader Responsibility:

Assistant leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader.



Participant Responsibility:

To follow instructions given by leaders.

Safety Equipment and Inventory:

- First Aid kit
- Wristlets (with carabiners on the end)

Participant equipment

- Closed toe shoes
- Warm clothing
- Hat
- Water bottle
- Sunscreen

First Aid Requirements:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit. A current level 2 First Aid certificate is the minimum requirement to take the participants out.

First Aid kits contain:

- Tweezers
- Gauze
- Band aids
- Antiseptic cream
- Bite cream
- Scissors
- Rubber gloves
- Compression & Triangular bandages

Safety Briefing:

Participants are instructed to weave through ropes safely and to be mindful of other participants. It is also a rocky area, so participants are made aware of the risks as well.

There is a risk of participants being caught in between the ropes, but they can be easily moved to get them out of any situations.

Activity Notes:

Dreamweaver is a low-risk activity. Like other outside activities the main risk are the potential of tripping and falling as well as the possibility of being bitten by ants.

Environmental Considerations:

Participants are told to be mindful and not move too fast as sometimes the ground can become slippery from wet weather.



Tent Set Up:

Location:

Lawn area approx. 15m from the front of the building. Flat rectangular lawn area where tents will be set up.

Description:

When camping out some schools opt to run camp set up as a rotational activity. This is a great team building activity as students work together to put together a tent for students to sleep in that night. The activity is run by a camp instructor who will lead them through the set up and lend a hand where required.

Age Suitability:

Grade 3 (8-9 years) and above.

Ratio:

1:10 is the required ratio.

Experience:

Instructor Experience:

Instructors are required to have experience with tent set up, specifically the camp tents.

Assisting Leader Experience:

Assisting leaders/staff members are required to have little to no experience in the activity; though it is obvious that staff/parents have prior experience with the children.

Participant Experience:

No experience required.

Instructor Responsibility:

Instructors are responsible for providing clear instructions for setting up the tents to ensure they are properly set up and able to be slept in comfortably.

The instructor's responsibility is to make the participants aware of the apparent risks associated with the activity, so they can be acknowledged and prevented, to provide the safest possible environment for the activity.

Assisting Leader Responsibility:

Assistant leaders are responsible for group behaviour, things like getting to and from the activity and facilitating instructions given by the group leader.



Participant Responsibility:

To follow instructions given by the leaders.

Safety Equipment and Inventory:

- Tents
- Sleeping mats
- Mallets
- Dustpans
- Tent pegs
- Buckets
- Rubbish bags

Participant Equipment:

- Hat
- Sunscreen
- T-shirts
- Closed toe shoes
- Waterproof jacket
- Warm gear in colder climates

First Aid Requirements:

The schools are always required to carry a First Aid kit and the leader also carries a campsite First Aid kit. A current level 2 First Aid certificate is the minimum requirement to take the participants out.

First Aid kits contain:

- | | | |
|-------------|--------------------|---------------------|
| • Tweezers | • Antiseptic cream | • Rubber gloves |
| • Gauze | • Bite cream | • Compression & |
| • Band aids | • Scissors | Triangular bandages |

Safety Briefing:

Tent set up is broken up into step-by-step procedures to simplify the process. There are sharp fixings like tent pegs and bludgeoning actions performed with rubber mallets so safe construction is well explained and demonstrated.

It is important for participants to work as a team and communicate, in order to set up a tent properly for a weatherproof night's sleep.

It is important for both instructors and teachers to individually approach groups to assist them in the process. Alleviating frustration and giving direct clear instructions.



Activity Notes:

Tent building is a low-risk activity provided that students listen to instructions well, and that installations are done in a safe manner and correctly. Any misuse of equipment could potentially lead to injuries therefore instructions must be clear, and a watchful eye must help ensure safety.

Environmental Considerations:

There are not any major environmental concerns. Rubbish within tents must be disposed of properly to prevent it affecting the local environment. To prevent damage to the grass area students are only hammering in pegs specifically for tent fixing. Any harsh treatment of the grass area is prohibited.

