



Department of
Education

PADDLING ACTIVITIES

EFFECTIVE: 1 JANUARY 2019

VERSION: 1.0 FINAL

PADDLING ACTIVITIES

This document contains specific requirements related to paddling activities and must be read in conjunction with the *Outdoor Education Activities Procedures* and *General Requirements for all Outdoor Education Activities* (Appendix A of *Outdoor Education Activities Procedures*).

BACKGROUND

Schools conduct a range of paddling activities in a variety of contexts. The activities include basic level skill development on closed water, through to advanced paddling skills on open waters, or white water rafting on moving waters up to and including Grade 2. The skill development programs often culminate with day excursions or extended expeditions.

The information in this section contains guidelines for rafting, canoeing, kayaking and sea kayaking activities, but may also inform teachers who use surf skis and other paddling craft (e.g. inflatable craft) as part of their teaching and learning programs.

Refer to *Surfboard Riding and Surf Activities* supporting document for the qualifications and supervision requirements that apply, if paddle craft are being used in surf.

Any person propelling a recreational canoe, kayak, surf ski, inflatable or similar craft by paddle must comply with *Department of Transport* marine laws.

Guidance

Definition of terms:

- *Canoeing – single blade paddling of water craft (typically open craft) in flat, white or sea water environments.*
- *Kayaking – double blade paddling of water craft (typically closed craft) in flat, white or sea water environments.*
- *Sea kayaking – usually double blade paddling of water craft (open or closed) in flat or sea water environments.*
- *Rafting – single blade paddling usually in an open craft.*
- *Closed water – a controlled water environment (still or slow moving) or sheltered water with a low swell (e.g. swimming pool, sheltered coastal area or river, dam, waterhole or inland water).*
- *Open water – an uncontrolled water environment that may be fast flowing or turbulent (white water) such as surf beach, tidal coastal water, flowing river or waterway.*
- *Fixed location – within 100m of a safe landing point for canoes and kayaks, within 200m for sea kayaks and surf skis.*
- *Non fixed location – more than 100m of a safe landing point for canoes and kayaks, more than 200m (but not greater than 5km) for sea kayaks.*

ENVIRONMENT

The suitability of the location is determined after considering each student's capacity, skills and experience, the planned activities, and the supervision required.

White water rafting is not permitted. The Department of Education defines white water rafting as any rafting activity that is undertaken for recreational purposes, with no perceived educational benefit on rapids Grade or Class 3 or above.

Paddling activities must not be conducted in strong tidal areas, on a lee-shore where there is no safe exit point (e.g. where there is wind blowing on-shore in rocky areas), where a river is in flood, on rapids Grade or Class 3 or above, or in known estuarine crocodile habitats.

If paddling in ocean and estuarine environments, checks should be made with regard to shark sightings or alerts in the area of use. The activity may need to be postponed, modified or another location sought. If a shark alert is current for the area then the Department's employee in charge can check current shark sightings using the [Beachsafe Smartphone App](#), [Shark Patrol App](#) or the [Department of Fisheries](#). Refer also, to the [SLSWA Twitter feed](#) of surf locations and shark sightings.

The activity must be cancelled immediately if a shark warning alert is sounded or becomes current.

Sea kayaking must not be conducted beyond 5km of a safe landing point.

Weather conditions need to be assessed and monitored in the days leading up to the activity, on the day of the activity and throughout the activity, to determine conditions. The supervisory team may need to modify, relocate or cancel the activity at any time. Check the [Bureau of Meteorology](#) for up to date conditions and weather warnings.

Guidance

Where practical, the Department employee in charge should have first-hand knowledge of the location. Other sources of information may include the:

- venue manager;
- local ranger or land manager;
- experienced paddlers with knowledge of the location;
- paddling clubs;
- books, guides, articles;
- a professional lifeguard;
- other schools that have conducted similar activities in that location;
- an external provider; and/or
- Outdoors WA.

Selected areas may be defined by the use of on shore marker buoys, flags, natural features or other nominated craft.

For more information regarding weather:

- [Bureau of Meteorology](#)
- [Weatherzone](#)
- [Sea Breeze](#)
- [Swellnet](#)

CAPACITY OF STUDENTS

Prior to commencing any paddling activity, the Department employee in charge must confirm that each student has the capacity and required swimming and water safety skills to participate safely.

Students who come from cultural backgrounds where there may have been limited exposure to water-based activities.

Students in Year 6 and Year 7 may undertake paddling activities if the Department employee in charge deems that each student has the physical capacity, skills and/or support to enable them to capably control the craft at the proposed location (see Guidance section below).

The Department employee in charge determines whether the students will need to develop additional skills to safely participate in all activities, particularly if an expedition is proposed. Qualifications and supervision requirements for the relevant activities apply.

Students with a physical disability may participate in paddling activities provided adequate safety and control measures are implemented. Specific consideration is given to:

- the type and level of disability;
- on-water supervision levels;
- suitable flotation devices, if required;
- curriculum adjustments so that the student can access the curriculum activity on the same basis as their peers;
- availability and suitability of the craft; and
- on-shore assistance and supervision.

Where spray decks are used, students should have specific practice and/or be experienced in their use, and demonstrate proficiency in capsize and exit drills.

Guidance

The Department's Swimming and Water Safety Continuum, Safety Survival Sequence within the Swimming Instructors Handbook and Guidelines and Royal Life Saving Swim and Survive Instructor Assessment Guide are useful resources for gauging students' swimming and water safety skills. They are only indicative of students' skills at the time of assessment and their use does not guarantee students' safety, nor reduce teachers' duty of care responsibilities.

Closed water

Before paddling on closed water within 100m of a safe landing point, students should be able to swim 100 metres without the use of a lifejacket.

Where the distance travelled from a closed water, fixed location is between 101m to 2km of a safe landing point (e.g.. for students who have been formally assessed as being competent in basic paddling skills and are developing additional techniques and/or increasing their repertoire of skills as part of a WA Outdoor Education ATAR course), students should be able to:

- *swim 100 metres without the aid of a life jacket;*
- *keep their craft within 50 metres of the instructor at all times;*
- *swim under a craft with an approved Level 100, 50, or 50s life jacket and surface on the other side;*
- *use and check equipment appropriately;*
- *select attire that is appropriate to various conditions;*
- *move their craft as required (e.g. basic craft manoeuvres such as pivoting, performing lateral, forwards and backwards movements, turning, carrying out support, bracing and emergency stops);*
- *perform basic paddling strokes;*
- *empty a craft;*
- *perform a self-rescue; and*
- *conduct a deep water-assisted rescue.*

Open waters

Before paddling on open waters, students should also be able to:

- *swim 100 metres fully clothed and then support themselves in water for a minimum of fifteen (15) minutes without the aid of an approved lifejacket;*
- *swim 200 metres in less than seven (7) minutes;*
- *swim under a paddle craft with an approved Level 100, 50 or 50s lifejacket and surface on the other side;*
- *perform basic paddling strokes including support bracing;*
- *perform basic manoeuvres, including emergency stops;*
- *conduct capsize and broadside drills and procedures;*

- empty a craft;
- conduct buddy gear checks; and
- carry out self, T or X rescues and other relevant safety practices.

STUDENT HEALTH CARE

Refer to the General Requirements for all Outdoor Education Activities (Appendix A of Outdoor Education Activities Procedures) for further guidance.

ACTIVITIES

Activities conducted in aquatic environments generally require a high degree of risk analysis and management.

The full range of activities to be conducted as part of the paddling program should be assessed before making final decisions about the activities and areas to be used.

Work boundaries and procedures must be clearly defined prior to launching, to prevent craft becoming dispersed.

Rafting

Recreational white water rafting is not permitted.

There must be a strong educational benefit for including rafting activities (e.g. building rafts) in a teaching and learning program. Rafting activities may be deemed appropriate for some Year 11 and Year 12 Outdoor Education students. Each student must demonstrate their proficiency in the grade of water in which the rafting activity will be undertaken. Students must also be proficient in a range of paddling activities, navigating and rescues in white waters in other craft as part of the sequential learning program.

It is strongly recommended that rafting only take place in up to Grade 2 water.

Paddling

Where the distance travelled from a closed water, fixed location is greater than 100m of a safe landing point, the following parameters must be adhered to:

- all activities are conducted on Grade 1 sections of rivers not affected by current or wind;
- there must be no more than twelve (12) craft for one instructor; and
- the group must stay within 2km of a safe landing point.

Activities should follow the natural coastline.

If a crossing is greater than 2km (e.g. paddling from island to island), a safety or support craft must be present.

Sea kayaking

Sea kayaking must not be conducted beyond 5km of a safe landing point.

If specific aspects of an extended coastal voyage (e.g. a sea trek) need to be clarified, Marine Safety, should be contacted.

Guidance

The Department employee in charge should determine the additional skills required by students to safely participate in all activities that may be undertaken during the paddling program, particularly when on an expedition. Refer to the relevant activities for additional information, qualifications and supervision requirements that apply.

Time available and distances to be travelled are based on the slowest or least competent member of the group. Time should be allowed for portaging, lining, rest and refreshment stops and mishaps.

Hazards, including trees, logs, rocks, rapids and other navigational hazards should be viewed and assessed before running them.

There should be only one craft on a rapid at any one time.

EQUIPMENT

All equipment must be checked to confirm that it is appropriate to the activity, safe and in working order.

Emergency equipment (including rescue and communication equipment) should be correctly waterproofed wherever possible and stored/stowed in, or tied securely to, the craft. For information on safety, equipment rules and responsibilities contact Marine Safety, Department of Transport.

Appropriate first aid equipment must be readily accessible. The first aid kit must include items that are appropriate for the activity, environment or location, size and needs of the group, and duration of the activity.

All participants must wear a life jacket at all times when on or near water. Life jackets approved for general use must bear the relevant Standard or stamp (currently AS 4758 or ISO 12402) Level 50s or higher; as follows:

- when paddling within protected waters or within 400m of the shore in unprotected waters: Level 50 or higher must be worn; and
- when paddling over 400m from shore in unprotected waters: Level 100 or higher must be worn.

For further information about lifejackets, refer to the Department of Transport, Marine Safety.

Whistles must be attached to lifejackets.

Inflatable lifejackets must be maintained and serviced regularly in accordance with the manufacturer's advice.

Hard shell helmets must be worn while paddling in water where there may be safety hazards (e.g. rapids, tea-tree sections and surf).

Where a safety or support power boat is required to accompany paddlers, the craft must comply with Marine Safety, Department of Transport or the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* requirements, which ever are appropriate.

All boats, recreational canoes or paddle craft, kayaks, surf skis, inflatables, windsurfers or kitesurfers must carry a compliant Personal Locator Beacon (PLB) or Emergency Position Indicating Radio Beacon (EPIRB) if proceeding more than two nautical miles from the mainland shore or more than 400 metres from an island located more than two nautical miles from the mainland shore. A PLB should be attached to the person on the craft in case they become separated from the vessel.

For extended offshore voyages, consider travelling with another paddle craft or support craft and logging on and off with the local volunteer marine rescue group.

Guidance

It is recommended that the Department employee in charge takes or delegates responsibility for the group's first aid kit and communication devices.

For extended offshore voyages, consider travelling with another paddle craft or support craft and logging on and off with the local volunteer marine rescue group.

Sea kayaking (ocean paddling activities)

The **lead supervisor's kayak** must carry:

- safety equipment recommended by the Department of Transport;
- relevant communication devices (e.g. an in-date registered EPIRB or PLB when operating more than 2km offshore, on extended or remote coastal tours, or if it is anticipated that the marine transceiver could be ineffective);
- a marine radio or transceiver that is functional in the area of the activity for trips beyond 5km offshore;
- an in-date inshore distress flare kit;
- two red parachute rockets, two red hand-held flares, and two orange smoke flares; and
- a first aid kit.

All **other sea kayaks** must carry:

- two red hand-held flares;
- a bailer or pump (not applicable for sit-on kayaks);
- one bilge pump for each group of six kayaks (if not self-draining - not applicable for sit-on kayaks);
- spray decks (to be worn in conditions where waves or surf may be encountered (not applicable for sit-on kayaks);
- a whistle for each participant;
- appropriate paddles for the craft;
- 15 metres of 7mm diameter buoyant, brightly coloured rope that can be attached to the kayak; and
- a supply of fresh water; the amount to be determined by the Department employee in charge.

Guidance

All craft should be of:

- *a suitable design and construction for the environmental conditions; and appropriate for the students' age, capacity and experience; and*
- *a design such that: emptying, using the correct technique, does not create an undue physical problem; and the crew and gear are supported when the craft is full of water.*

Handholds should be securely fitted to the bow and stern of canoes and kayaks in such a way that a full hand cannot be inserted through the loop.

Paddle length should be appropriate to the size of the students.

Closed footwear should be worn where hazards are known or suspected.

Information about safety equipment, rules and regulations can be accessed through the Department of Transport (Marine Safety).

All open water paddling - non fixed locations

For all other open water paddling the Departments employee in charge should confirm that the group carries the following items:

- a repair kit;
- spare paddle;
- throw bag;
- tow rope;

- first aid equipment;
- spare dry clothing;
- high energy food;
- rescue kit for moving water; and
- emergency communications equipment.

The rescue kit should include:

- a throw bag containing 15 metres of floating non-absorbent static rope that is 8-10 millimetres in diameter;
- two carabineers;
- two prusiks;
- a tape sling;
- 50cm of 25mm breathing tube - as a minimum;
- a life-saving ring or inflatable lifejacket;
- a sharp knife; and
- a rescue saw, if in white water.

All emergency gear should be stowed in, or tied securely to, the craft.

THE SUPERVISORY TEAM

Refer to the General Requirements for all Outdoor Education Activities (Appendix A of Outdoor Education Activities Procedures) for further guidance.

EXTERNAL PROVIDERS

Refer to the General Requirements for all Outdoor Education Activities (Appendix A of Outdoor Education Activities Procedures) for further guidance.

MINIMUM QUALIFICATIONS AND COMPETENCIES

The Department employee in charge must confirm that the supervisory team members possess skills in paddling, and have the appropriate experience, knowledge and skills to identify and manage potential risks at any stage during paddling activities.

Refer to *General Requirements for all Outdoor Education Activities* (Appendix A of *Outdoor Education Activities Procedures*) for mandated:

- first aid and CPR accreditation requirements; and
- components of qualifications and competencies.

Recommended minimum qualifications and/or formal training accreditations:

Different levels of supervision are required for canoeing, kayaking and sea kayaking activities in open and closed water locations; for activities conducted from fixed locations.

The supervisory team must:

- be able to effect a rescue at the location;
- have documented evidence of current and relevant paddling instructional qualifications or nationally recognised competencies (e.g. the Australian Qualifications Framework, Outdoor Recreation Industry Training Package competencies) gained from an education institution or nationally recognised training provider, or equivalent;
- have documented evidence of paddling experience; and
- have a current lifesaving qualification and experience in performing swift water rescues that is appropriate for paddling activities at the proposed location. Possession of a swift water rescue qualification, without paddling experience is not sufficient.

At least one member of the supervisory team must hold a current, activity-specific qualification and/or have attained current, activity-specific competencies through a recognised tertiary institution or Registered Training Organisation (RTO); including:

- a *Certificate III* (or higher) in Outdoor Recreation, with specialisation in relevant units; or
- a relevant *Australian Canoeing Instructor* or *Guide* qualification appropriate for the level of the activity being undertaken, the location and environmental conditions; or
- an activity-specific, relevant, nationally agreed set of competencies registered through the National Outdoor Leader Registration Scheme (NOLRS); or
- an equivalent qualification, as recognised by the Director General; and
- extensive, recently logged experience in conducting the specific activity.

Paddling

At least one member of the supervisory team must hold the following:

Location/Activity		Must have at least <u>ONE</u> skill based qualification:	<u>AND</u> a first aid and rescue qualification (where relevant):
CLOSED WATER	<i>fixed locations within 100 metres of a safe landing point</i>	<ul style="list-style-type: none"> • Australian Canoeing <i>Flat Water Guide</i> (or higher) award • attainment of SISOCNE201A: <i>Demonstrate simple canoeing skills</i> unit of competency (where a Department teacher is teaching a group basic level canoeing or kayaking skills in a closed water environment) 	<ul style="list-style-type: none"> • RLSSA <i>Bronze Medallion</i> • SLSSA <i>Bronze Medallion</i> • RLSSA <i>School Teacher Aquatic Rescue Training (START)</i> certificate • Surf Life Saving WA (SLSWA) <i>Community Surf Rescue</i> certificate
	<i>non-fixed location (e.g.. a canoeing trip)</i>	<ul style="list-style-type: none"> • Australian Canoeing <i>Flat Water Guide</i> (or higher) award 	
OPEN WATER	<i>up to Grade 1 - basic level canoeing or kayaking</i>	<ul style="list-style-type: none"> • Australian Canoeing <i>Flat Water Guide</i> (or higher) award 	<ul style="list-style-type: none"> • RLSSA <i>Bronze Medallion</i> • SLSSA <i>Bronze Medallion</i> • RLSSA <i>School Teacher Aquatic Rescue Training (START)</i> certificate
	<i>up to and including Grade 2 - moderate level canoeing or kayaking</i>	<ul style="list-style-type: none"> • Australian Canoeing <i>White Water Guide</i> (or higher) award • Australian Canoeing <i>Flat Water Guide</i> award with <i>Moving Water Endorsement</i> (or higher) award • Australian Canoeing <i>White Water Rescue 1</i> (or higher) award 	<ul style="list-style-type: none"> • RLSSA <i>Bronze Medallion</i> • SLSSA <i>Bronze Medallion</i> • RLSSA <i>School Teacher Aquatic Rescue Training (START)</i> certificate • <i>Swift Water Rescue</i> (or higher) award (comprising 3 units of competency)

Sea kayaking

There must be at least two experienced supervisors at all times. One of these supervisors must be a qualified supervisor who leads the activity; the other experienced (or qualified) supervisor assists.

At least one member of the supervisory team must hold at least ONE of the following:

Location/Activity		Qualification
QUALIFIED SUPERVISOR	<i>within 1km of a safe landing point</i>	<ul style="list-style-type: none"> an Australian Canoeing <i>Sea Instructor or Sea Guide</i> award and have recent logged experience and skills in the type of craft used at the location an equivalent qualification, as recognised by the Director General.
	<i>within 1 and 5km of a safe landing point</i>	<ul style="list-style-type: none"> Australian Canoeing <i>Sea Instructor</i> award an equivalent qualification, as recognised by the Director General.
ASSISTANT SUPERVISOR	<i>within 1km of a safe landing point</i>	<ul style="list-style-type: none"> an Australian Canoeing <i>Sea Guide or Sea Proficiency</i> award with recent logged experience and demonstrated skill in the type of craft used at the location an equivalent qualification, as recognised by the Director General.
	<i>within 1 and 5km of a safe landing point</i>	<ul style="list-style-type: none"> Australian Canoeing <i>Sea Instructor or Sea Proficiency</i> award with recent logged experience and demonstrated skills in the type of craft used at the location an equivalent qualification, as recognised by the Director General.

Safety or support craft

The supervisor in control of the safety or support power craft must hold a Recreational Skipper's Ticket and have demonstrated skills in handling the craft being used. As a minimum, they must also hold a current:

- Yachting Australia National Power Boat Handling certificate; or
- Yachting Australia Safety Boat Handling certificate; or
- a relevant commercial ticket.

The Department employee in charge must be satisfied that the supervisor operating a safety or support craft has recent logged experience in providing relevant support and effecting a rescue for the activity and location.

Guidance

For current information about recreation industry training, refer to the [Commonwealth Department of Education and Training](#).

Skills and experience

The Department employee in charge must confirm that the supervisory team:

- has experience in the activity at the level being offered to students;
- has at least one member with relevant qualifications;
- has at least one member with a current CPR qualification; and

- understands the emergency responses and supervision responsibilities.

All members of the supervisory team must have recent and (preferably) logged experience in similar paddling activities, demonstrated paddling skills in the type of craft being used at the location, and have knowledge about:

- paddling techniques;
- canoe or kayak instruction;
- specific local weather patterns;
- emergency response procedures;
- land and/or marine weather forecasts for the duration of the activity;
- rescue techniques; and
- group management.

As water conditions can alter suddenly, members of the supervisory team conducting sea kayaking activities should also have experience and knowledge of:

- sea kayak instruction;
- rescue techniques;
- the location of other possible boat traffic, particularly shipping lanes;
- coastal navigation techniques, including using coastal charts and marine navigation markers;
- use of tide charts and knowledge of local tide conditions;
- boating regulations; and
- local surf zones, rips and current, including surf types and patterns if surf is likely to be encountered.

MINIMUM LEVELS OF SUPERVISION

The level of risk in aquatic environments is dynamic and must be constantly monitored.

The appropriate number of supervisors directly monitoring students in the water must be maintained at all times.

Different levels of supervision are required for canoeing, kayaking and sea kayaking activities conducted in open and closed water environments, in fixed locations, and/or further than 100 metres from a safe landing point.

Group sizes and supervision levels are determined after considering the:

- purpose of the activity;
- age, capacity, experience and skills of each student;
- qualifications, capacity and experience of the supervisor(s);
- types of activities to be undertaken;
- students' medical conditions or disabilities; and
- nature of the environment.

Greater supervision must be provided for beginners, primary aged or less able students.

Students not directly involved in paddling activities must be supervised separately.

For extended offshore voyages, consider travelling with another paddle craft or support craft and logging on and off with the local volunteer marine rescue group.

The level of supervision, maximum numbers of students and craft type varies depending on the distance from a safe landing point.

Rafting

- Rafts must only be self-guided on rapids of Grades 1 and 2.
- The Department employee in charge is responsible for the decision to self-guide a river section.
- If self-guided, each student must be deemed competent to the level considered reasonable for the river section by the Department employee in charge.

The following teacher to student requirements are a minimum and form part of the risk assessment the nominated Department employee must consider.

Paddling

Supervision requirements for paddling:

Paddling Locations		Number of qualified supervisors to students	Number of assistant supervisors to students	Total number of craft (excluding instructor)
CLOSED WATER	Fixed location <100m	1:22	1:22	12
	Non-fixed location e.g. canoeing trip	1:16	1:16 (>16 students, both supervisors must be qualified)	12
OPEN WATER	Fixed location (up to and including Grade 2)	1:16	1:22	10
	Non-fixed location e.g. canoeing trip	1:16	1:5	12

For information about grades of river difficulty, refer to the [International River Grading System](#)).

Sea kayaking

Supervision requirements for sea kayaking:

Location/Craft type		Number of assistant supervisors to students	Number of qualified supervisors to students	Maximum number of students in a group
Fixed location <200m	Single or double	1:16	1:18	18
Fixed location (200m-1km)	Single craft	1:6	1:6 (>6 students, both supervisors must be	16

			qualified)	
	Double craft	1:8	1:8 (>8 students, both supervisors must be qualified)	16
Non-fixed location (1-5km)	Single or mixed craft	1:3	1:3 (>3 students, both supervisors must be qualified)	12
	Double craft	1:4	1:4 (>4 students, both supervisors must be qualified)	16

SUPERVISION STRATEGIES

Supervision strategies must:

- confirm that the safety and well-being of students is maintained at all times;
- reflect risks associated with proximity to water;
- address circumstances when students are not in clear view of the supervisors; and
- include students who are not actively participating in the activity.

The appropriate number of supervisors directly monitoring students in the water must be maintained at all times.

All participants must conduct appropriate safety checks prior to commencing the activity, and at critical times throughout.

Direct communication must be maintained with students at all times.

Larger groups may need to be separated into pods of smaller sizes; each pod with the appropriate supervisory requirements, safety, first aid and communication equipment.

Canoes and kayaks should travel in pods with a maximum spread of 50 metres on rivers, or 100 metres on the sea.

Supervisors are to monitor student continuously for signs of fatigue or exhaustion.

Procedures are established to confirm all students remain in close proximity to supervisors.

Guidance

For paddling trips, a lead craft is designated whose occupant/s are aware of the planned route and can direct the group to scheduled stops.

A tail craft is also designated.

Buddy practices are established so that students can monitor and check the safety and wellbeing of their partner or buddy canoe. See Swimming and Water-based activities.

Safety or support craft

A safety or support craft must accompany sea kayaks travelling beyond 2kms off shore. The craft must comply with Marine Safety, Department of Transport requirements.

A safety tether lanyard must be worn by the safety or support powerboat driver at all times.

Supervisors must exercise particular caution when students are entering, boarding and/or snorkelling near the propellers of a vessel. A propeller guard is recommended.

Propeller aware strategies must be used whenever a person is in the water.

IDENTIFICATION OF PARTICIPANTS

Refer to the General Requirements for all Outdoor Education Activities (Appendix A of Outdoor Education Activities Procedures) for further guidance.

COMMUNICATION STRATEGY

Refer to the General Requirements for all Outdoor Education Activities (Appendix A of Outdoor Education Activities Procedures) for further guidance.

RISK MANAGEMENT PLAN

Refer to the General Requirements for all Outdoor Education Activities (Appendix A of Outdoor Education Activities Procedures) for further guidance.

EMERGENCY RESPONSE PLAN

Refer to the General Requirements for all Outdoor Education Activities (Appendix A of Outdoor Education Activities Procedures) for further guidance.

BRIEFING STUDENTS AND SUPERVISORS

All participants are briefed about:

- the educational purpose and the cooperative nature of the activity;
- activity itinerary;
- required skills appropriate to the activity;
- participants' roles and responsibilities, including standards of acceptable behaviour and activity rules;
- role and location of supervisors;
- system for identifying students and supervisors;
- food and water requirements;
- procedures that will be followed if members of the party are overdue, or become lost or separated from the group;
- potential hazards and safety procedures appropriate to the activity and venue;
- buddy practices and lost buddy procedures;
- areas demarcated and identified specifically for student groups;
- conditions associated with hypothermia, sunburn and dehydration;
- communication strategies that will be used throughout the activity, including a signal to gain the attention of the whole group; and a signal to be used if assistance is required;
- "righting" drill procedures, including the importance of staying with the craft;
- emergency and evacuation procedures, signals and location of emergency equipment;

- appropriate clothing for the activity and weather conditions, including thermal and sun protection;
- minimal impact principles for that location (see Leave No Trace principles);
- aspects of the environment and expected weather conditions;
- how to identify currents, tides, reefs and other potential hazards of the venue, including safe entry and exit points; and
- route to be followed including pre-determined stops and/or meeting points along the way (if applicable).

Special information sessions must be arranged for students who were absent from preparatory briefings.

Guidance

Changing environmental conditions encountered during the paddling activities may necessitate the need to brief students while in transit.

Sea and surf kayak activities require a rigorous emergency response plan which gives consideration to the:

- *size, age and previous activity experience of participants;*
- *skills and experience of the supervising staff; and*
- *prevailing and forecast weather conditions;*
- *availability of a safety or support craft (power boat) and/or emergency vehicle) in the event of an emergency; and*
- *the nature of the location.*

INFORMED CONSENT

Refer to the General Requirements for all Outdoor Education Activities (Appendix A of Outdoor Education Activities Procedures) for further guidance.