

## 5. QUALIFICATIONS AND FIRST AID

5.1 The teacher in-charge must ensure that all activity leaders are prepared by qualification and/or experience to conduct the activity as detailed in the activity-specific mandatory procedures (Part 3). Qualification requirements vary according to activity type.

5.2 Activity leaders are categorised as either:

- Leaders who require demonstrated and documented experience, or
- Leaders who require formal qualifications.

5.2.1 Activities requiring activity leaders with **demonstrated and documented experience** are:

- base camping
- bouldering
- bushwalking (in areas not requiring advanced navigational skills and/or in areas where there are no potentially hazardous environmental factors) (Part 3, p 30)
- cross-country ski day trips – resort based cycle touring
- horizontal caving
- mountain biking
- orienteering
- sail boarding
- shore fishing
- snow sports – resort based
- surf activities
- top rope climbing on climbing walls

5.2.2 Activities requiring activity leaders with **formal qualifications** are:

- abseiling
- bushwalking (in areas requiring advanced navigational skills and/or in areas where there may be potentially hazardous environmental factors)
- canoeing/kayaking, flat water
- canoeing/kayaking, white water
- canyoning
- caving
- cross-country skiing, day trips, resort based
- cross-country skiing, day trips, non resort-based
- cross-country skiing, overnight
- high ropes courses
- horse trekking
- ocean sailing
- rock climbing
- sailing, dinghies and catamarans
- scuba diving, introductory
- scuba diving, non-qualified

- scuba diving, qualified
- sea kayaking
- snorkelling, beginners
- snorkelling, qualified
- swimming
- top rope climbing
- waterskiing
- white water rafting

5.2.3 Details of the requirements for each activity noted in 5.2.1 and 5.2.2 are set out in the activity-specific mandatory procedures (Part 3).

- 5.3 The teacher in-charge must ensure that at least one accompanying adult, not a student, has a recognised current first aid certificate.
- 5.4 The minimum acceptable first aid qualification is Senior or Advanced First Aid. Wilderness or Remote Areas First Aid is highly recommended for category C and D excursions and for activities classified as other than low risk.
- 5.5 The teacher in-charge must ensure that a suitable first aid kit is readily accessible on all outdoor adventure activities. The design and composition of the kit must be informed by the risk assessment of the activity.
- 5.6 Australian Standard AS 2675-1983 specifies what a general-purpose kit should contain. Kits meeting Australian Standards can be obtained from accredited organisations such as the Australian Red Cross, St John Ambulance Australia and the Wilderness Medicine Institute.
- 5.7 The teacher in-charge must ensure that for student-only outdoor adventure activities (for example, the Duke of Edinburgh Award) students have the capabilities, including first aid training, and the ability to use an appropriate communication device to successfully undertake the activity (refer to Section 10 - Safety and Operating Procedures).
- 5.8 Documented evidence of qualifications and/or experience of activity leaders and first aid officers must be sighted by the principal and copies must be kept on file at the school.

## 6. LOCAL KNOWLEDGE

- 6.1 For activities requiring knowledge of the local area, the teacher in-charge must source information from two or more of the following:
- a reconnaissance trip to the venue
  - reputable publications and websites
  - recreational practitioners
  - landowners
  - stakeholders (including the traditional owners)

- service providers
- clubs
- National Parks office.

#### 6.2 Inquiries should be made about:

- availability of drinking water
- revegetation areas
- endangered species
- changes to entry and exit points
- areas of significance to local Aboriginal people
- recent rockslides
- recent restrictions such as camping and fire restrictions
- new tracks or roads and new locked gates
- wild dog and wild pig activity
- pest control measures
- blackberry spraying
- hazard reduction work
- temporary deviations to tracks or roads
- discrepancies between venue and the topographical map depicting it.

## 7. TYPES OF OUTDOOR ADVENTURE ACTIVITIES

#### 7.1 The following activities are not appropriate for outdoor adventure activities organised by schools or colleges and are **banned** from being undertaken:

- moving black water rafting
- bungee jumping
- cave diving using scuba
- gliding
- hang-gliding
- ice climbing
- jet skiing
- luge
- ocean rock fishing – from rocks subject to ocean swells
- open water sail boarding
- skydiving
- snow tobogganing
- use of other than purpose-designed craft on moving water or white water (for example, inner tubes).

#### 7.2 Some activities are considered **low risk and are not subject to the mandatory procedures**. Low-risk activities not subject to mandatory procedures include:

- Canberra Yacht Club sailing
- aqua bikes on Lake Burley Griffin
- paddleboats on Lake Burley Griffin
- trips to local parks
- cycle touring on bicycle paths in Canberra

- visits to local pools
- simple day walks within urban areas and Canberra parks
- bouldering on Canberra urban walls
- commercial equestrian activities in Canberra
- Orienteering day activities.

7.2.1 It is not necessary to submit an Application for Approval of Outdoor Adventure Activities to Executive Officer PE and Sport for activities in this category.

7.2.2 However, the teacher in-charge is required to:

- collect current medical information forms and permission notes
- provide group preparation and guidelines to students and their parents
- obtain approval for the activity from the principal of the school

7.3 The activities listed below are considered **low risk but are still subject to mandatory procedures**:

- mountain biking – on suburban tracks or to locations such as Mount Majura, Sparrow Hill, Mount Stromlo
- canoeing/kayaking on Lake Burley Griffin, Lake Ginninderra or Lake Tuggeranong (lesson or day excursion)
- rock climbing/climbing walls at schools, Australian Defence Force Academy (ADFA), commercially operated climbing walls.

7.3.1 For these activities the **teacher in-charge** is required to:

- Adhere to the relevant Mandatory Procedures (Part 3)
- Obtain the approval of the principal.

7.3.2 It is not necessary to submit an Application for Approval of Outdoor Adventure Activities to the Executive Officer PE and Sport.

7.4 The Department sanctions a wide range of outdoor adventure activities. All activities not listed in section 7.3 are subject to mandatory procedures and must submit an Application for Approval of an Outdoor Adventure Activities to Executive Officer PE and Sport. Details of the relevant requirements for each activity are set out in the activity-specific mandatory procedures (Part 3).

7.5 The activity-specific mandatory procedures cover a range of activities pursued by schools in the ACT. Additional guidelines and revisions will be issued from time to time, either on request or because new developments are recognised. Schools wishing to conduct activities that are not listed in this policy and are not included in the list of banned activities (see 7.1 of this policy) must contact their school's director giving full details of the proposed activity. Written approval must be obtained before proceeding with the unlisted activity.

### 1.3 CYCLE TOURING

These procedures apply to cycle touring on **public roads** as an **Outdoor Adventure Activity**.

When cycling is an **elective or regular club activity** using, for example, cycle paths, the *Physical education and sport policy* should be consulted.

#### Activity Leader

The leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in cycle touring **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
  - SROCYT005A Guide on-road cycle tours **OR**
  - SROCYT006A Guide overnight and extended cycle tours, as determined by duration of tour, **OR**
  - NOLRS cluster of competencies required in cycling (registration is recommended) **OR**
3. demonstrated and documented experience in this activity (for example, a logbook) including:
  - local knowledge of the area to be covered
  - expertise in the use of map and compass
  - appropriate bushcraft abilities such as fire lighting in adverse weather
  - experience in supervising students in this environment
  - sound knowledge of search and rescue and emergency procedures
  - knowledge of bicycle set-up and maintenance.

The leader must also:

- be an experienced bicycle rider
- have an appropriate level of fitness.

The leader should have recent experience in supervising students in this environment as a leader or co-leader of a cycle excursion.

#### First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate.
- A comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

#### Group Preparation

- For cycling on public roads, students should be instructed in basic road rules, road safety, and formation riding.
- For extended tours, training must include fitness activities, distance riding and cycling on uneven surfaces and steep grades.
- Instruction should be given in essential bicycle maintenance.

#### Supervision

- 1:10 (Beginners)
- 1:12 (Experienced)

#### Venue

- The leader should have thorough, recent knowledge of the route to be taken.
- Exposure to heavy traffic should be minimised.
- The route should be divided up to allow frequent rest stops.

### **Clothing/Personal Items**

- Clothing should be brightly coloured, suit weather conditions and strike a balance between ventilation and protection.
- Closed footwear must be worn.

### **Equipment**

- A bicycle helmet that meets Standards Australia to AS/NZS 2063 – 1996 must be worn.
- Bicycles must be checked for suitability and roadworthiness.
- Bicycle repair kits and pumps must be carried.
- Minimal loads are advisable, preferably carried in panniers.
- Each participant should carry water, energy food and UV sunscreen SPF 30+.
- The leader should select rescue equipment appropriate for the area – for example, bivvy bag, lightweight tent, fly/tarpaulin, groundsheet, roll mat.
- Additional tools and repair items should also be taken.

### **Safety Points**

- Extended touring on major highways must be avoided.
- Where heavy traffic is likely to be encountered, a vehicle should follow the group displaying a sign to warn other road users of the cycling party.
- The group should use the buddy system, with front- and tail-enders.
- Participants and parents should be informed of the route to be followed, preferably by means of sketch maps and details of accommodation or camp site if applicable.
- No night riding is to be undertaken. Leaders should plan to be off the road before dark, and the next day's travel should only commence in full daylight.
- A careful check should be kept on any asthma sufferers (especially in cold and/or dusty conditions).
- Speed should be carefully monitored on steep downhill grades.
- Loads should be packed for balance.

### **Care of Environment**

- Participants must remain on formed roads and established cycling tracks. There must be no riding on walking trails
- Fires should be in existing fireplaces where possible and kept to a minimal size. They must be completely extinguished, with no traces left on departure.
- No fires must be lit in times of total fire ban.
- Stoves should be used in preference to open fires
- Respect flora, fauna and areas of cultural significance.
- Keep noise to a minimum and minimise impact on other groups.
- Care must be taken when camping close to water supplies. Attempt to camp at least 30 metres away where possible.
- Drainage channels should not be dug around tents.
- Leave no trace of your camp.
- Abide by the relevant/current impact codes for the area and the activity, especially for toileting, cleaning/washing, and the removal of all wastes (food and human).

## 1.4 MOUNTAIN BIKING

These procedures refer to mountain biking on **public roads** and **fire trails** as an **Outdoor Adventure Activity**, not as an **elective or regular club activity** using, for example, cycle paths (for this activity refer to the *Physical education and sport policy*)

### Activity Leader

The activity leader must possess:

1. AQF Certificate III or IV in Outdoor Recreation with specialisation in mountain biking **OR**
2. AQF Outdoor Recreation Industry Training Package competencies:
  - SROMBK Guide off-road cycle tours **OR**
3. NOLRS cluster of competencies required in cycling (registration is recommended) **OR**
4. demonstrated and documented experience in this activity (for example, a logbook) including:
  - local knowledge of the area to be covered
  - proficiency in the use of map and compass
  - appropriate bushcraft abilities such as fire lighting in adverse weather
  - experience in supervising students in this environment
  - sound knowledge of search and rescue and emergency procedures
  - knowledge of bicycle set-up and maintenance
  - experience in supervising students in this environment as a leader or co-leader of a mountain bike excursion.

The leader must also:

- be an experienced mountain biker
- have an appropriate level of fitness.
- have local knowledge of the area to be covered

### First Aid

- At least one accompanying adult, not a student, must hold a current first aid certificate.
- A comprehensive first aid kit appropriate to the activity must be carried.
- For remote settings, it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.

### Group Preparation

- For cycling on public roads, students must be instructed in basic road rules, road safety and formation riding.
- For extended tours, training should include fitness activities, distance riding and cycling on uneven surfaces and steep grades.
- A practice session is to be conducted before the excursion.
- Instruction should be given in essential bicycle maintenance and appropriate riding skills for the terrain.

### Supervision

- 1:10 for riding on fire trails and easy and single track
- 1:8 for intermediate to advanced single track or difficult terrain.

### Venue

- The leader should have thorough, recent knowledge of the route to be taken.
- The route should be subdivided to allow frequent rest stops.
- In planning camping trips, the leader should not rely on mountain huts being available. All groups must be self contained.
- Extended touring on major highways must be avoided.

- Clothing/Personal Items**
- Clothing should be brightly coloured, suit weather conditions and strike a balance between ventilation and protection.
  - Enclosed footwear must be worn.
  - The wearing of gloves is recommended.
- Equipment**
- A bicycle helmet that meets Standards Australia to AS/NZS 2063 – 1996 must be worn.
  - Bicycles must be checked for suitability and roadworthiness.
  - Minimal loads are advisable – preferably carried in backpacks.
  - Bicycle repair kits and pumps must be carried.
  - Each participant must carry a spare tube.
  - Each participant should carry water, energy food and UV sunscreen SPF 30+.
  - The leader must carry basic rescue equipment – chain breaker, spare gear cable, bivvy bag, torch, tubes, puncture repair kit.
- Communications Equipment**
- Either a satellite phone or a mobile phone must be carried.
  - Where a mobile phone is carried adequate phone coverage must be available and known prior to departure.
  - A PLB (Personal Locator Beacon) must be carried to remote locations and should be used **only** in an extreme emergency.
- Safety Points**
- Where heavy traffic is likely to be encountered, a vehicle should follow the group displaying a sign to warn other road users of the cycling party.
  - The buddy system applies.
  - Participants and parents should be informed of the route to be followed, preferably by means of sketch maps and details of accommodation or camp site if applicable.
  - No night riding is to be undertaken. Special care should be taken at dawn and dusk.
  - A careful check should be kept on any asthma sufferers, especially in cold and/or dusty conditions.
  - Speed should be carefully monitored on steep downhill grades.
- Care of Environment**
- Participants must remain on roads, vehicle tracks or designated mountain biking tracks. There must be no riding on walking tracks.
  - Fires should be in existing fireplaces where possible and kept to a minimal size. They must be completely extinguished, with no traces left on departure.
  - No fires must be lit in times of total fire ban.
  - Stoves should be used in preference to open fires whenever possible
  - Respect flora, fauna and areas of cultural significance.
  - Keep noise to a minimum and minimise impact on other groups.
  - Care must be taken when camping close to water supplies.
  - Attempt to camp at least 30 metres away from a water supply where possible.
  - Drainage channels should not be dug around tents.
  - Leave no trace of your camp.
  - Abide by the relevant/current impact codes for the area and the activity, especially for toileting, cleaning/washing, and the removal of all wastes (food and human).