

Geocaching Activity Plan

CONTENTS

1	Outcomes.....	2
2	Activity.....	2
2.1	Outline	2
2.2	Equipment	3
2.3	Communication	3
2.4	First Aid	3
3	People.....	3
3.1	Activity Instructor	3
3.2	School Staff Member Requirements	3
3.3	Students	4
4	Environment.....	4
4.1	Location	4
4.2	Weather	4
5	Risks.....	5
5.1	Risk Assessment Matrix	5
5.2	Emergency Management	7

1 OUTCOMES

- To promote and develop teamwork
- Work as a team to solve clues and either earn points (extended version) or find 'hidden treasure' (basic version)
- To give participants the opportunity to complete an activity that may be both physically and mentally challenging
- To develop problem solving strategies for completing various tasks
- Follow explicit verbal, visual and written instructions on how to operate a garmin GPS – i.e. navigating the menu. entering coordinates or selecting preset way points,

2 ACTIVITY

2.1 OUTLINE

Geocaching can be run at both of Coolamatong's campsites. Lake Camp is set up for a basic and extended version of Geocaching. Farm Camp has only the basic version only.

The basic version involves participants navigating through the menu of the GPS device to select preset waypoints. They then follow the inbuilt compass to find numbered markers located in close proximity to the main buildings of the campsite they are at. The information they find gives clues to locating and unlocking a treasure box that contains a prize for the team. Participants work in teams of 2-4, depending on the group size.

The extended version involves participants navigating through the menu of the GPS device to enter waypoint coordinates and then follow the inbuilt compass to the location. Participants will then stamp the punch marker on their score card, collect the required sample of flora located at the destination and mark on their map where they think this waypoint is located. Participants work in small groups of 3-4 and earn points for having the correct punch marker, flora sample and map location for the waypoint they went to. The team with the most points at the end of the session wins.

At any given time, participants should not have to walk outside of the boundaries of Coolamatong's property. In small groups, participants may be 30m – 300m from Farm Camp / Lake Camp Dining Hall.

Session times are as follows: basic version = 1-1.5 hours, extended version = 1.5- 2.5 hours

Each session will include these elements and follow a similar outline:

- Students operate in small groups for the activity, according to which version they are undertaking.
- The aim of the activity is explained (as outlined above).
- Students will be briefed on how their position on the earth is calculated via the prime meridian line.
- Students will be instructed on how to correctly use the GPS, which may include how to:
 - o enter waypoint coordinates or select a waypoint
 - o follow the GPS directional path to a way point
- The game format and the different information/items to be collected will be explained
- Safety points will be highlighted, including rules, safety procedures and what to do in an emergency.
- Safety gear is distributed (extended version Lake Camp) plus activity equipment
- Participants will engage in finding a practice cache (located nearby) and find all the items required (time permitting)
- Participants will gather back together to refresh knowledge, ask questions and receive their first cache.
- Once participants have found each cache they will return to the starting point (picnic tables) to receive their next location.

- At the end of the session, points will be tallied (extended version) and equipment returned.

2.2 EQUIPMENT

All Camp Coolamatong instructors are familiar with the activity specific and safety equipment required for each activity. Each session the instructor will ensure:

- All equipment is set up, in working order and safe to use
- All first aid equipment is in working order and taken on the activity
- All communications are in working order, is ample for use in an emergency and is taken on the activity
- All participants, including school staff, have appropriate footwear and clothing
- All participants have been checked that they know how to appropriately use their safety equipment.

Instructor's Kit: Each instructor will also carry the following safety equipment:

- Whistle
- Mobile phone
- First Aid Kit

Participant Clothing: This will vary depending on the weather but needs to include the following:

- Clothes that are flexible and easy to move in
- Enclosed shoes
- Clothing suitable for the weather conditions (e.g. hats for sunny days & jackets/jumpers for the cold)
- Any glasses or sunglasses should be secured
- Valuable or sentimental jewellery should be removed

2.3 COMMUNICATION

Camp Coolamatong staff carry mobile phone communications with them on every activity and there is coverage throughout the campsite property. This activity is held within 300 metres of the main campsite buildings or the office in event of communications failure.

2.4 FIRST AID

Camp Coolamatong instructors all hold current certification in *HLTAID009 Provide Cardiopulmonary Resuscitation* and *HLTAID011 Provide First Aid* as a minimum. They will carry a First Aid Kit with them on all activities. The school staff members, if they are appropriately qualified, will be the first port of call for administering first aid. Camp Coolamatong instructors will administer first aid when:

- It is an emergency situation, or
- The school staff member is not trained and it cannot wait until the school's designated first aider can be found.

In addition to this, because of the location of the extended version of this activity, each student group will carry their own snake bite kits, including bandages. They will be briefed on how to use them in the case of a snake bite emergency.

3 PEOPLE

3.1 ACTIVITY INSTRUCTOR

All Camp Coolamatong instructors hold industry recognised First Aid and CPR qualifications (see 2.4) and have a current Working with Children Check (WWCC).

There must be a minimum of two staff at a Geocaching session. One instructor will be provided by Camp Coolamatong, who will have experience delivering the Geocaching activity. The second staff member will need to be provided by the school. The school staff member will be required to assist students who are struggling. Ideally, group sizes will be capped at 30.

3.2 SCHOOL STAFF MEMBER REQUIREMENTS

Camp Coolamatong provides instructors who are trained in the delivery of each activity. They are able to facilitate a session in safe manner and instruct the students on the technical knowledge and skills they require to participate in the activity.

It is Camp Coolamatong and DET policy that students must always have a school staff member present, whether this be a registered teacher or another approved school representative. The school staff member is responsible for student behavior, group management and the overall welfare of their students. Each activity cannot commence if they are not present.

Due to the remoteness of the extended version this activity, with small student groups going off into the bush by themselves, school staff may be required to locate a group who is taking a long time in returning, find a group who has given up on the activity or accompany a group that is struggling.

School staff members are encouraged to read this document and familiarise themselves with the activity and their responsibilities.

3.3 STUDENTS

School staff are responsible for getting informed consent from parents/guardians for all students who come on camp. It is also the responsibility of the school to inform Camp Coolamatong of any medical conditions or issues that will impact on the students participating in the activity

4 ENVIRONMENT

4.1 LOCATION

The geocaching courses are situated on the Camp Coolamatong property on the Banksia Peninsula. The extended version encompasses the whole of the Lake Camp property. The basic versions at each site are restricted to inside the free time boundaries. Each geocaching point is accessible by tracks suitable for vehicles in the instance of an emergency. Students are given a GPS device for navigation.

4.2 WEATHER

Each session is assessed by the Program Manager prior to commencing with participant skills, weather conditions and outcomes being taken into consideration. During the session, the Coolamatong leader may also use their discretion to modify or finish a session early based on conditions changing. Strong winds, wet and cold conditions and extreme temperatures may result in a session being cancelled or the activity modified in accordance with **Coolamatong's Adverse Environmental Conditions Policy**.

5 RISKS

5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with Geocaching and the existing controls that are in place to manage these risks. This risk assessment matrix is not all encompassing. There may still be risks associated with being in the outdoors doing adventure activities that have not been documented.

Risk Description	Existing Controls	Rating				Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk					Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
Anaphylaxis	At start of week briefing, teachers provide details of participants' allergies and anaphylaxis	Satisfactory	Major	Unlikely	Medium	Ongoing review required
	School staff need to carry epipens on all activities with anaphylactic students and be trained how to administer them					
	School staff liaise with Coolamatong kitchen staff at start of camp regarding students with allergies					
	School staff hand out morning & afternoon tea to so students with allergies are given correct food.					
Bites/Stings: Insects (mosquitoes, ants, bees, wasps, scorpions)	Students are instructed to apply insect repellent before every activity session.	Satisfactory	Insignificant	Likely	Medium	Ongoing review required
	Students must wear closed toe shoes at all times around the campsite.					
Bites & Stings: snakes	Students must wear closed toe shoes at all times around the campsite.	Satisfactory	Major	Possible	High	Constant review required
	During orientation and before any activity that uses the bush students are briefed as to what to do if they see a snake.					
	When walking through the bush there should be a Coolamatong leader at the front.					
	When walking through the bush, groups must stick to the defined and clear tracks					
	Students are not allowed in the scrub in groups of less than three.					
Cold Exposure	Students are briefed on what is appropriate clothing to wear according to weather	Satisfactory	Minor	Likely	Medium	Ongoing review required
	Students who show signs of being cold can return to camp for a <u>warm</u> shower and dry clothes					
	If multiple students are cold, leaders have the option to terminate session early to ensure that students get warm and dry.					
	Adherence to the Coolamatong Adverse Environmental Conditions Policy in dealing with					

	managing, modifying and cancelling activities due to extreme weather.					
Falls & Trip Hazards	Students must wear closed toed shoes at all times when outside	Satisfactory	Insignificant - Minor	Likely	Medium	Ongoing review required
	Students are briefed on appropriate footwear for each activity					
	Debris is removed from all paths as seen. If object is not removable by hand then an alternate path is sought					
	Bi-yearly campsite hazard checks identify trip hazards to be addressed by maintenance work					
Heat Exposure: - dehydration - heat stroke - hyperthermia - sunburn	Students must bring water bottles to all activities. Spares are available for those who don't have one.	Satisfactory	Insignificant - Minor	Possible	Medium	Ongoing review required
	During hot weather (term 1 & 4) extra water is taken out to refill water bottles.					
	All students must wear hats, sunscreen and appropriate sun smart clothing (term 1 & 4)					
	Adherence to the Adverse Environmental Conditions Policy dealing with managing, modifying and cancelling activities due to extreme weather					
Lost Student/s	Students must stay with their group at all times.	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
	When travelling between activities there should always be a Coolamatong leader at the front and a school staff member at the back.					
	Start of week briefing advises school staff that they need to provide group management and student supervision for all activities					
	Start of week briefing advises school staff that they need to manage students' whereabouts during the free time periods of the week.					
	EXTENDED VERSION: Students are instructed how to find their way back to camp using the 'home' waypoint on their GPS					
	Students are required to come back to camp between each cache point. School staff to check on groups that are taking too long a time.					
	Each Cache point has a clue to advise the starting direction and key landmarks for challenging locations.					
	Periodic check of location of all markers, make note of any reported loss of markers					
Sprains and Strains	Hazards identified and highlighted during each of the activities.	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required

	School staff should be aware of any existing injuries and are asked (during the start of week briefing) to notify Coolamatong leaders if these affect a student involvement with an activity.					
Injury due to lightning strike	Adherence to Adverse Environmental Conditions Policy dealing with managing, modifying and cancelling activities due to extreme weather	Satisfactory	Major - Severe	Rare	Medium	Ongoing review required
Drowning	Students are instructed that all water is out of bounds, and they are not to go near the water	Satisfactory	Severe	Rare	Medium	Ongoing review required
	The school staff will regularly patrol the jetty and water area that two of the checkpoints are near					
Traffic Accident	Walking between activities is done via tracks. If a road is needed to be used students are asked to walk to one side facing on-coming traffic and in single file	Satisfactory	Major - Severe	Rare	Medium	Ongoing review required
	Students are instructed not to walk along the road during their activity					

5.2 EMERGENCY MANAGEMENT

It is a requirement that all Coolamatong Instructors carry a mobile phone with available reception to make calls. They must also carry a first aid kit. All Coolamatong Instructors have, as a minimum, current certification in *HLTAID009 Provide Cardiopulmonary Resuscitation* and *HLTAID0011 Provide First Aid*.

In the event of a medical emergency, the Coolamatong instructor or School Staff member at the site of the emergency should call 000 if needed and will begin coordinating the handling of the emergency. The most senior member of Coolamatong staff should be notified as soon as practicable, and they will step in to manage the situation as required.

Refer to Camp Coolamatong's Emergency Management Plan for further details about procedures and incident protocol in an emergency.