

Geocaching Activity Plan

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1 OUTCOMES

- To promote and develop teamwork.
- Work as a team to solve clues and find 'hidden treasure'
- To give participants the opportunity to complete an activity which may be both physically and mentally challenging;
- To develop problem solving strategies for completing various tasks.
- Follow explicit verbal, pictorial and written instructions on how to operate a simple Garmin GPS – i.e. get from coordinate to coordinate, move from menu to menu, plot journey

2 ACTIVITY

2.1 OUTLINE

A geocaching session is held around the property. At any time the students may be 100m – 1 km from the campsite. A session can run from 1 ½ - 3 hours in length. Each session will include these elements and follow a similar outline:

- Students operate in groups of at least three for the activity.
- The aim of the activity is to get as many points by finding each geocache point and completing the tasks.
- Students will be instructed on how to correctly use the GPS including:
 - How to enter a waypoint
 - How to find a waypoint
 - How to follow the GPS directional path to a way point
- The game format and the different items and point to be collected will be explained
- Safety points will be highlighted, including rules and what to do in an emergency.
- Safety gear distributed
- Students will engage in finding a practice cache (located nearby) and find all the items required.
- Students will then gather back together to refresh knowledge, ask questions and receive their first cache (this is also located fairly close)
- Once students have found each cache they will return to the starting point to collect their points and receive their next location.
- At the end of the session, points will be tallied up 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 is 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 including the following:

- Clothes that are flexible and easy to move in.
- Shorts must come to between the knee and hip so the leg is covered when a harness is on.
- Enclosed shoes.
- Clothing suitable for the weather conditions (e.g. hats for sunny days & thermals 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. All activities are within 800 metres of the main campsite buildings or the office in even of communications failure.

2.4 FIRST AID

All Camp Coolamatong activity staff hold a current CPR and First Aid Qualification. 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
- 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 to the location of this activity, each student group will carry their own snake bite kits, including bandages, and are trained how to use them in the case of a snake bite emergency.

3 PEOPLE

3.1 ACTIVITY INSTRUCTOR

All Coolamatong activity staff hold a current First Aid qualification, CPR certification and Working with Children's 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.

Maximum 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 DEECD 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 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.

It is also required that the school staff members will read this document and familiarize 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 course is situated on the Camp Coolamatong property on the Banksia Peninsula. It encompasses the whole of the property on either the Fame or Lake Campsites. Each geocaching point is accessible by tracks suitable for vehicles in the instance of an emergency. Students are given a map and GPS handset for navigation. Some of the locations do require students to cross a dirt road or walk along it for no more than 150 meters.

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 sessions being cancelled or the activity modified in accordance with Coolamatong's Adverse Weather Policy.

5 RISKS

5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with canoeing 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 are required to give Coolamatong staff details of any allergies and anaphylaxis.	Satisfactory	Major	Unlikely	Medium	Ongoing review required
	School staff need to carry epi-pens on all activities with those students and be trained how to administer them					
	School staff liaise with Coolamatong kitchen staff at every meal for students with allergies					
	School staff give students morning and afternoon tea to ensure students with allergies are getting the right meals					
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 fully enclosed shoes at all times around the campsite.					
Bites & Stings: snakes	Students must wear fully enclosed 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 bush 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
	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 Extreme Weather Policy in dealing with managing, modifying and cancelling activities due to extreme weather.					

Falls & Trip Hazards	Students must wear closed toed shoes at all time 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 alternative paths is sought					
	Bi-yearly Camp site 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 Coolamatong Extreme Weather Policy dealing with managing, modifying and cancelling activities due to extreme weather					
Lost Student/s	Students are asked to 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.					
	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	Technique coaching is given 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 the Coolamatong Extreme Weather 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 Activity Instructors must carry a mobile phone with available reception to call on. They must also carry a first aid kit and will all hold a current Level 2 First Aid Qualification.

In the event of an emergency the Coolamatong Program Manager should be notified immediately. To avoid confusion they will then call 000 if need be and will coordinate the handling of the emergency. The procedure for handling an emergency is as follows:

1. VERIFY	Verify the Report	Confirm with other campers, campsite staff, emergency services or other reliable people the accuracy of the information about the emergency
2. NOTIFY	Notify Camp Staff & Emergency Services	By the quickest means possible notify: <ul style="list-style-type: none"> • Camp Coolamatong staff; and they will contact the Emergency Services
3. ASSESS	Assess the danger posed	Observe what is happening to determine: <ul style="list-style-type: none"> • Has the danger passed; • Is the danger increasing or decreasing; • How many casualties there are • What are their injuries (if any)
4. ACT	Take action based on assessment	<ul style="list-style-type: none"> • Move people away from the danger • Collect camper medical forms and medication • Apply first aid if needed • Sound the fire alarm (located in Pantry) if campers need to be assembled