

OVERNIGHT PROGRAMME ROLES AND EXPECTATIONS

Whenua Iti Outdoors (WIO) programmes are designed to be a challenging, fun and rewarding experiences for students and for the adults supporting the group. The success of the programme is dependent on WIO staff and supporting adults from the school working together as a cohesive team.

“Supporting Adults” include any adult supporting the programme on behalf of the School, this can include teachers, parents, or other supporters of the school.

During the programme, support is required from adults accompanying the group to allow downtime for WIO tutors. A camp day is a long work day for WIO tutors; to manage this WIO have a fatigue management plan, which forms part of our Safety Management Plan (SMP). WIO tutors will need to be 'off duty' for 10 hours overnight to comply with WIO safety regulations. This typically means a supporting adult from the school will need to take over group management on completion of WIO activities (Typically between 5-6pm). In case of emergency after this time, a WIO staff member will be contactable.

WIO RESPONSIBILITIES:

WIO is responsible for:

- › **Managing programme logistics and the planned WIO activities**
- › **The safety management of WIO activities**
- › **Supplying food and menus** (if a WIO catered programme)

WIO can provide evening and overnight supervision if requested during the booking process. An extra charge will be applied if WIO provides this service.

TEACHER IN CHARGE RESPONSIBILITIES:

The Teacher in Charge (TIC) of the school group in addition to the supporting adult responsibilities (refer overleaf) is responsible for:

- › **Assuming FULL PASTORAL CARE when WIO tutors are off-duty.** This includes overnight supervision (unless otherwise agreed during booking process) and during agreed off-duty times. WIO off-duty times will be agreed at the beginning of each day of the programme.
- › **Reading site specific hazard information.** For camps based at WIO site or the Marahau Outdoor Education Centre (MOEC), the TIC is required to read and sign the WIO or MOEC site hazard checklist. The checklist will be supplied by the WIO lead tutor on day 1 of programme. For all other camping locations, please refer to the site-specific hazard register.

SUPPORTING ADULT RESPONSIBILITIES:

The key role for an accompanying adult is to support the WIO tutor(s) and help facilitate the group through the camp. A brief outline of duties for a supporting adult is supplied below. Please liaise with the WIO lead tutor on day 1 to co-ordinate duties and clarify expectations.

Supporting Adult Responsibilities:

- › **Building positive relationships with students and having fun!**
- › **Monitoring and enforcement of student behaviour**
- › **Co-ordinating the preparation and cooking of meals** (refer food duties below)
- › **Overseeing camp duties**

Supporting Adult Food Duties:

- › Oversee the organisation of the camp kitchen
- › Prepare or assist students to prepare meals
- › Follow the menu and meal plan provided (if WIO catered programme)
- › Ensure the next meal ingredients and equipment is ready for students ahead of scheduled meal times
- › Re-stock items such as breakfast cereals, hot and cold drinks
- › If necessary inform the WIO lead tutor of items that may need re-stocking (if WIO catered programme)
- › Be aware of students with special dietary requirements and ensure they access food allocated for them
- › Supervise students during meal preparation and clean up
- › Ensure left over food is either disposed of or put away as appropriate to maintain food hygiene standards
- › Ensure WIO tutors are also catered for (if needed) and given time to eat
- › Support students to ensure camp kitchen is kept tidy and clean

Please remind students that school rules apply.

- › Students are expected to uphold the spirit of the school and participate in a positive frame of mind. Continued poor behaviour and use of unacceptable language will not be tolerated
- › In discussion with the school, students may be removed from the camp and sent back to school if they are unable to participate positively

During the programme WIO encourages teachers and any supporting adults to openly talk to our staff to ensure this experience is the best it can be for all involved.

Ngā manaakitanga

With best wishes,

The team at Whenua Iti Outdoors

Experiential Learning Inspiring Positive Change