

RULES, REGULATIONS and RECOMMENDATIONS

DEEP COVE OUTDOOR EDUCATION TRUST

REGULATIONS

Approval from the DEEP COVE OUTDOOR EDUCATION TRUST for school parties to make field trips to Deep Cove and use the hostel is subject to the following regulations.

1 Any school group may use the hostel at Deep Cove but a preference will be given to schools from Southland/Otago. The preferred age group is from Form 1 and above (Year 7), but schools that do not meet this criteria will be given consideration if there is space available.

2. SCHOOL PARTIES

(a) At least one adult teacher or adult in the group must have attended a Deep Cove Familiarisation Course and hold a Familiarisation Certificate.

(1. Needs consideration, present system of little or no value)

(b) Adults accompanying school groups to Deep Cove should read both the Bushcraft and Outdoor First Aid books by the NZ. Mountain Safety Council. These are available at most book stores and your local school library should have copies.

3 For all school parties, the adult pupil ratio must be not less than one adult to each six pupils for classes up to Form 2 (Year 8) and 1 adult to eight pupils for classes Form 3 (year 9) and over.

4 All school parties must supply their own first aid kit suitable for the activities undertaken in Deep Cove. Large groups may require more than one kit. There is good advice in the Mountain Safety Council book – Outdoor First Aid.

5 All school parties must be prepared to cancel their trip if the conditions in the Deep Cove area are not considered safe for school groups. i.e snow and ice on the Wilmot Pass road would make the trip to Deep Cove dangerous. The recommendation of the transport operator's staff is final.

6 Party Leaders must check to see that all students have appropriate equipment. – (See Recommendations sect1. below)

7 On arrival at Deep Cove Hostel the class should assemble to allow the Hostel Manager to give specific instructions relating to the group's stay at the hostel.

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(B) RULES

The following rules must be observed by all school parties while at Deep Cove.

1 RATIO

The adult/pupil ratio must be maintained at all times, i.e when away from the hostel, during free time as well as during organised activities. (See 3 above – Regulations)

2. FISHING

Fishing from the main wharf is prohibited. Children must be accompanied by the appropriate number of adults and be wearing life jackets at all times, when fishing from the shoreline, wharves or hostel dinghies. It is recommended that children use barbless hooks at all times to save both themselves and people next to them problems with hook extraction.

3. BOATING

Boating is allowed in the hostel fishing dinghies within the designated area. The designated area is an imaginary line between Brasell Point and the Main Wharf. The dinghies must be operated within the rules laid down the by the Deep Cove Outdoor Education Trust.

Copies of the rules are available at the hostel. If these conditions are not adhered to, the use of the dinghies will be withdrawn. The hostel Managers decision on this will be final.

Maximum boat numbers will be set by the Hostel Manager. (2. Perhaps we should clearly set these numbers.)

4 BATHING

Under no circumstances is bathing permitted in Doubtful Sound.

5 CONTROL

The teacher in charge of the party must know where all children are at all times.

6 NATIONAL PARK

It is an offence under the National Parks Act 1980 to remove, damage or disturb any plant, animal, or natural feature.

7. ALCOHOL POLICY

The alcohol policy:

Policy on consumption of alcohol by adults attending a school children's camp while staying at the Deep Cove Hostel.

Rationale:

The policy is based on the Trust's philosophy "To provide a safe environment away from home where children are treated with dignity and respect and can interact with the adults in a family type situation"

Purpose:

To ensure that safety and welfare of the children is paramount at all times.

Guidelines:

1. The consumption of alcohol by adults attending school camps at Deep Cove is not permitted.

2 School Boards of Trustees and the Principals are to ensure that parents and teachers are fully aware of this policy and will endeavour to support it.

3 The Boards of Trustees are responsible for the welfare and safety of their students who attend Deep Cove. The Hostel Manager is responsible for the buildings and plant.

4 It is not the responsibility of the Hostel Manager to enforce this policy.

5 The Deep Cove hostel is basically a camp for school children and there is always a real concern for their welfare and safety and we as adults must be aware of our responsibilities to them at all times.

6 Problems and or concerns reported to the Trust by people associated with school camps at Deep Cove will be referred to the Boards of Trustees of the school concerned.

8 SAFETY

(a) Survival kits must be carried by each party member on all trips away from the hostel. (Survival kits are available at the hostel for use by all parties)

(b) Life jackets must be worn by both adults and children when activity is being carried out on, or near the waters of Doubtful Sound. Life jackets are not required on Real Journey's vessels.

Where applicable steps to be taken to ensure that these are properly adjusted and suitable for the wearers size and body shape.

9 PARTY LEADERS REPORTS

These reports must be completed and replies sent to the Chairman Deep Cove Outdoor Education Trust. PO Box. 886. Invercargill. Keep one copy for your school records.

10 DUTIES

The day to day operation of the hostel is supervised by the Hostel Manager. At times he may request that duties be carried out by the group using the hostel. The party Leader is to ensure that duties are carried out to the satisfaction of the Hostel Manager. A copy of the hostel duties are displayed in the computer/radio room.

11 BEHAVIOUR

The Hostel Manager, Deep Cove Outdoor Education Trust staff and transport operators have been asked to report to the School Boards of Trustees any instances of bad behaviour.

Damage to the hostel, buses, boats and associated equipment will be charged out at appropriate rates to the schools responsible. Serious instances of misconduct would result in the school's stay at Deep Cove being terminated.

12 HOSTEL CLEANING

The daily cleaning of the hostel is the responsibility of the school group. Cleaning duties are posted in the hostel and before the school leaves the Party Leader must have the hostel cleaned to the Hostel Managers satisfaction.

13 FIRE DRILL

On arrival at the Hostel Manager will give fire drill instructions to the group. As always in the event of fire it is people before property. The hostel is equipped with a sprinkler system and regulation fire equipment. The adults should make themselves aware of the location of this equipment.

14 FOOTWEAR

Slippers or some other suitable indoor footwear must be worn inside the hostel and kept in the drying room when not in use.

15 RUNNING

Running in the hostel is prohibited.

16 LIBRARY

There is a good library at the hostel. The library key is available from the Hostel Manager. Please ensure the books are returned and the library cupboard is kept tidy on the last day. **(3. Discussion on resources available)**

17 RESCUE DINGHY

When children are using the hostel dinghy or fishing from the shore there must be a dinghy left at Deep Cove for emergency missions.

DEEP COVE OUTDOOR EDUCATION TRUST

(C) RECOMMENDATIONS

1 Individuals to carry. (4. Some emphasis needs to be done on this point)

An individual pack (Available at the hostel)

CLOTHING

A parka or other waterproof jacket is essential. Some nylon and quilted nylon jackets are only shower proof and are not suitable.

Normal clothing should be worn and if this includes shorts then a pair of long trousers or over trousers should be carried in the pack. Footwear to be either boots, stout shoes or gym boots.

Jandals and gumboots are not acceptable for outdoor use at Deep Cove. More than one set of footwear should be taken in order that pupils may have dry footwear to put on at the hostel. Spare clothing carried in the pack must include:

Long trousers or over trousers

A jersey

Hat or balaclava

Mitts or gloves of some kind

THE ABOVE ITEMS SHOULD BE KEPT IN A WATERPROOF PLASTIC BAG.

Pupils should be encouraged to take as much woollen/Polyprop clothing as possible as these provide the best insulation and protection in Fiordland conditions.

There is a good supply of parkas available in children's and adult sizes at the hostel.

2. CHECK LEADERS PACKS

Should contain

Light polythene sheets to act as a ground sheet or cover.

Light rope 60' by 7/8th" nylon

Matches and firelighters

Billy and cups (5. Can't see this happening – for discussion)

Bushcraft Manual

School to provide:

First Aid Kit

Suitable energy drinks eg. Jelly crystals or instant drink containing sugar or glucose.

Food: Biscuits, chocolate, scroggin etc.

3 FIRST AID

Each party must have their own first aid kit. A recommended emergency kit is:

1 First Aid manual

1 Roll of 2" plaster

1. Bottle Paracetamol

1. Pair scissors

1 Pair tweezers

2 Rolls bandages

1 Tube Antiseptic ointment

1. Triangular bandage

1 Cotton wool

6 Sterile Pads

6 Safety pins

1 Tube sun screen

1. Pack assorted Band Aid plasters.

4 Most school parties will find it a definite advantage to include two or three more adults than required for the adult/pupil ratio in order that one or two, in turn, may remain at the hostel to assist with the preparation of meals, or in the advent of sickness etc.

RADIOS:

All parties leaving the hostel on walks must carry at least on portable radio.

These are available in the computer/radio room. These not provide coverage in all areas as they operate on VHS frequencies which are “line of sight”. Moving the operator position may assist in getting coverage. Messages may also be received and relayed by the operators of vessels in the area. If the party intends or is likely to split up more than one radio will be required.

5 INTERNET

The hostel can also be contacted via the internet. A small charge applies for this service which can be arranged through the Hostel Manager. To avoid confusion schools should arrange a Hotmail or similar web mail address prior to leaving for the hostel. - Radio communications are no longer maintained.

6 FISHING LINES

Pupils must take their own lines for fishing from the shore line. 25 to 30 meters is a satisfactory length. Some longer lines are useful for adults to use from the dinghies.

7 All fishing related activities must be carried out either on the water or in the fishing shed.

**FISH ARE NOT TO BE CLEANED IN THE
HOSTEL ALL CLEANING TO BE DONE IN FISHING SHED OR
BEACH**