



**30<sup>th</sup>**  
ANNIVERSARY



RESEARCH



EDUCATION



LEADERSHIP

## Safety guidelines and risk management for:

### Custom programs

**Location:** Dolphin Research Institute centre and surrounds. Western Port Marina, Hastings,

### The program educational content:

- Provide positive role models through the delivery of an exciting and memorable marine education experience.
- Engage the students about the incredible marine environment around Port Phillip Bay
- A clear understanding of positive and negative impacts we can have on marine habitats.
- The unique marine life of Victoria
- How human impacts effect marine ecosystems
- What can we do to make a positive impact on the environment?

### Program brief

Students will start the day in our theatre participating in a common introduction about the significance and wonder of Victoria's marine life. They will then split into two groups (depending on group size) and participate in hands on activities that focus on Victoria's living marine treasures.

Victoria's living marine treasures – this session uses video images, still pictures and real bones to tell the stories of Victoria's coast. This is a classroom based, indoor session.

Human Impact- this topic is explored through a range of activities that include interactive games outside on the grassy area at the back of the centre and walking through the local reserve, Warringine Park, a mangrove and saltmarsh habitat.

The program concludes indoors with positive messages on the impact we can have on the ecosystem and that it's everyone's responsibility.

## **Safety Brief**

When entering the classroom students are asked to walk to their seats to avoid trips, slips and falls. If school bags are present they will be asked to place them at the front of the room to avoid leg entanglement. However, these are usually left outside the theatre. For outside activities, students are reminded to wear weather appropriate clothing including sunscreen and hats (although schools are the final authority on mandates). They are advised where to run or not. In Warrington, there is a staff member at the front and back of the group and students are advised to remain on the path and be aware that snakes live in the park. All students should be wearing suitable footwear (closed toed).

### **Manageable risks:**

***Slips, trips and falls*** –Students will be asked to walk at all times (except for the game on the grass). The risk of falling when entering the classroom is low however due to the raised theatre style seating does pose some real but manageable risks. Students will be reminded of this and monitored as they enter the room to find a seat. In Warrington, the path is well marked and flat.

***Traffic control Traffic control*** – School staff will be responsible for the management of traffic at all times. DRI staff will support when instructed to do so by school staff.

***Significant medical issues***- Schools staff will notify DRI of any medical issues which maybe relevant to a student's/teacher's participation in the activity prior to the day. School staff will be responsible for the participant's management with the support of DRI staff in accordance with school policy.

***Inappropriate behavior*** – DRI staff in conjunction with school staff will be responsible for the appropriate behavior of all participants. DRI staff upholds the right to stop the activity if inappropriate behavior is posing a risk to the group, individual or staff. Behavior of a racist, sexual, abusive or violent nature towards staff or students will not be tolerated and may result in removal of the student or cancellation of the activity.

***Threats posed by members of the public***– In the event other groups/public are using the site every effort will be made to move to a nearby location. If members of the public or other groups impose, abuse or interrupt the session DRI staff will divert to another location and take action (call police) where necessary. A prior site assessment by DRI staff will locate any potential risk, alcohol, drug abuse, antisocial behavior, dangerous animals (dogs, horses) etc to prevent any risk. School staff will facilitate toileting as per school policy. In the event risks are perceived to be unmanageable police maybe called.

***Fire*** – In the event of a 'Code Red' fire warning for the region DRI staff will contact school staff before the event to discuss risks. School policy may dictate this.

### **Risk assessment:**

A site assessment will be conducted prior to the group's arrival. The classroom floor will be managed for any tripping hazards. The public's use of the outside program space will be monitored /assessed.

## **Child Safety**

The staff at Dolphin Research Institute (DRI) provide a range of educational activities for primary and secondary school students. We are committed to providing a safe environment for all students during these activities. To ensure the safety of students attending our activities DRI maintains the following.

- DRI is committed to child safety.
- We support and respect all children, as well as their teachers and volunteers.
- We are committed to the safety and participation of all children.
- Our Student Ambassador program is designed to provide a range of activities that promote participation and empowerment of the student ambassadors.
- The Education Director is responsible for ensuring that staff are suitably trained for all activities.
- The Education Director is responsible for establishing clear expectations and appropriate behaviour for all DRI staff when working with students.
- If DRI staff have any concerns about a student they will raise the matter with the class teacher.
- DRI staff brief students and teachers/volunteers about the possible dangers and hazards of the activity they are undertaking.
- DRI staff are always accompanied by teachers or adults from the school designated with the responsibility of looking after the students.
- DRI staff do not work alone with individual students.
- All DRI staff working with students have either a current VIT registration or a current Working with Children Check. Copies of these documents are held by DRI's Education Director.

## **Emergency procedure**

In the event of an emergency the school will coordinate any first aid or evacuation response with the support of Dolphin Research Institute program staff. It is the responsibility of the school to provide all medical equipment, documentation and staff training in accordance with school policy.

In the event of fire or building evacuation all students will be escorted to the main car park north of the centre, and a head check completed. An alternate evacuation meeting point is the car park to the South of the centre.

## **Emergency details**

- There is excellent emergency vehicle access to all locations during the program.
- Mobile phone coverage is reliable with land line available
- There is a doctor's surgery in Hastings (5mins) drive from the program location.
- Frankston Hospital is approximately 20mins drive from the program site.

## **Covid Guidelines (subject to change)**

Current capacity limits for indoor gatherings and density limits/social distancing will be adhered to and as advised by the host school. Masks for anyone over 12 where applicable

Equipment will be cleaned between groups or hands will be sanitised before use where sharing equipment is unavoidable.

Names and contact details for attendees will be kept and when using an indoor venue, QR codes will be mandatory