



Safety Guidelines and Risk Management

Workshop: Coastal Workshop for Bayside and Dandenong Schools

Location: Ricketts Point Life Saving Club and Marine Sanctuary

Workshop Content:

- Indigenous connection to country
- The unique marine life of Victoria
- Sand Sort Activity
- Value of Marine National Parks and Sanctuaries
- The impacts of Climate Change

Program Brief:

Ambassadors will spend part of the session learning about the rich, cultural history of how the coast has been managed and how we influence it now. Students will also participate in a rockpool session exploring our unique marine life and how climate change influences our environment. The program will also include afternoon tea and certificates.

Safety Brief

All students will be given safety messages at the start of the program. The main points can include:

- Stay with your group unless directed otherwise.
- Wear suitable shoes and weather appropriate clothing.
- Be sun smart where necessary (it is up to the school to provide sunscreen)
- Walk safely along the rocks and don't run inside.
- When exploring the rock pools, keep all 10 fingers visible.
- Don't touch anything unless advised safe to do so
- Put bags along the edges of the room inside club to avoid trips.

Manageable Risks

Slips, trips and falls

Part of the session is conducted on the beach or very sandy soil so the risk of injury from a fall is low. On the rocks however the risk is managed by leaders implementing a walking only policy. Leaders will teach with a style that does not ask participants to "come over quickly" but rather "slowly walk towards me". In the classroom, students are asked to place bags away from the main areas.

Bites and Stings

The main risk involved is from the blue ringed octopus. While they are living in the rock pool environment they are rarely encountered. Their habitat is dark places and thus students are warned not to place their hands where they cannot see what they are touching.

Sunsmart

It is expected that school staff will advise wearing sunscreen and hats as per school policy. Sunscreen will be available to reapply.

Hydration and Breaks

Students should bring water bottle and stay hydrated throughout the day. Students will be able to access their school bag at all times.

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

School staff should notify DRI of any medical issues which may be relevant to a student's/teacher's participation in the activity. School staff will be responsible for the participant's management with the support of DRI staff if required, in accordance with school policy.

Inappropriate behaviour

DRI staff in conjunction with school staff will be responsible for the appropriate behaviour of all participants. DRI staff upholds the right to stop the activity if inappropriate behaviour is posing a risk to the group, individual or staff. Behaviour 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.

First Aid

School staff will have primary responsibility for ensuring they have a first aid kit available for their students. DRI staff will support when needed. DRI will always have at least one staff member with first aid qualifications.

Threats posed by members of the public

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. School staff will facilitate toileting as per school policy.

Fire or extreme weather

In the event of a 'Code Red' fire warning for the region, the excursion will be cancelled.

Drowning

Students will not enter the water at any stage or under any circumstances during the program. If there is a perceived risk of this, students will be excluded from the activity. The Ricketts Point environment is very shallow with the risk of supervised drowning very low. The sessions are conducted around low tide.

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 and compliant with both the current Victorian Child Safe Standards and new Child Safety Standards from July 2022.
- 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 Manager is responsible for ensuring that staff are suitably trained for all activities.
- The Education Manager 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 or the Education Manager who will then discuss 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 Manager.

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 by school staff. An alternate evacuation meeting point is the car park to the South of the centre.

Emergency details

- There is good emergency vehicle access to all locations during the program.
- Mobile phone coverage is reliable with land line available at the centre.
- Sandringham Hospital has an emergency department and is 7 minutes away.