



Safety Guidelines and Risk Management

Workshop: Peer Teaching

Location: Various Host Schools

Workshop Content

- Public speaking skills
- Interactive marine games and activities
- Presenting to junior grades at host school

Program Brief

The health of our coastal environment is intertwined with our everyday choices we make at home and school. These sessions are designed to teach ambassadors three interactive and educational activities they can use to educate their school peers. They will focus on Victoria's local marine life, connecting our home lives with our bays through stormwater drains and waterways and general ways to look after our oceans. They will gain not only the skills but the confidence to teach.

Safety Brief

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

- Stay in the classroom or area designated by the host school for recess time
- Store bags away from the main areas they are working in

Manageable Risks

Slips, trips and falls

Students will be asked to always walk around the school buildings and grounds safely. Students must have appropriate footwear, no sandals or thongs.

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.

Traffic control

This is only an issue at arrival and departure and ambassadors will be under the supervision of their responsible adult.

Lost Child

Each group of ambassadors will be accompanied by a responsible adult at all time.

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.

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.

Emergency details

- There is good emergency vehicle access to all locations during the program.
- Mobile phone coverage is reliable at all program locations.