



Activity Operating Standards (SUMMARY)

Kinglake West Adventure Camp understands the value of documenting and adhering to standards in relation to our facilities and the operation of activities. These standards are NOT statutory standards imposed by law but are implemented by Kinglake West Adventure Camp to help ensure :

- understanding and clear expectations of sponsoring organizations, parents etc
- the safety of participants and staff
- a sound basis for insurance coverage for all

This summary document gives a brief overview of the more detailed standards the camp activities are based on¹.

All permanent and casual staff at the camp operate to these standards at **each and every** occasion an activity is delivered.

Our activity operating standards for adventure activities are informed by the Adventure Activity Standards developed by the **Outdoor Recreation Centre Inc**, endorsed by Victoria's Outdoor Recreation and Tourism Sectors and supported by Victorian State Government. Standards in relation to non-adventure based activities (e.g. performing and other arts activities, problem solving, discussions, learning) borrow from industry leading texts and the experience of our staff.

The KWAC activity operating standards cover five main areas :

1. Physical/Environmental Safety
2. Emotional Safety
3. Outcomes for Individuals
4. Outcomes for Teams
5. Outcomes for Organizations

¹ "Facilities Operating Procedures" and "Emergency Response Procedures" are documented separately. Where travel/logistics are a requirement of an activity, the "Travel/Logistics" section of the "Facilities Operating Procedures" will apply.



1. Physical/Environmental Safety

Notwithstanding additional variables which our instructors may become aware of, the following is a list of elements which our detailed standard operating procedures cover :

- ensure the activity is appropriate for the skills and experience of the intended participants (e.g. height, weight, maturity, current disposition);
- ensure the intended activity is appropriate given the known, expected and forecasted weather conditions;
- ensure that staff/leaders are appropriately trained and/or experienced to facilitate the activity;
- ensure adequate staff/leader to participant ratios;
- check the safe and properly functioning and adjusted of equipment;
- provide reasonable food and safe shelter (if relevant to the activity);
- provide reasonable guidance, instruction and direction to participants; and
- depending on the activity, have an adequate knowledge of the area in which it is to take
- place and be able to provide reasonable first aid, emergency backup and rescue.

The list of activities where standard operating procedures have been developed is extensive and includes for example :

- **Challenge ropes course – water.** A fun activity where participants cross a shallow creek on a variety of log, cable and rope elements.
- **Challenge ropes course – low.** A series of cable and rope elements which are generally less than one meter above the ground. Participants are briefed on the correct fitting and adjustment of helmets and how to operate as three person teams. Low ropes forms part of a sequenced skills development as a precursor to moving to high ropes.
- **Challenge ropes course – high.** A series of cable and rope elements similar to the low ropes elements but positioned 8 meters above the ground. Participants build upon low ropes skills by learning the correct fitting, and usage of seat harnesses, caribeeners and clip-in/clip-out safety system.
- **Flying Fox.** To exit the high ropes course participants take a traditional flying fox which is a continuation of the clip-in/clip-out safety system.
- **Leap of Faith.** Participants are fitted with a full body harness for this activity by KWAC staff. The participant climbs an eleven meter pole with safety ropes double fixed to the harness, they will then leap from the top of the pole to grasp



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a trapeze bar. Whether successful or not at reaching the trapeze bar the participant is then safely belayed back to ground.

- **Prouty's Landing.** A team will use a rope swing to leave a launch point on the ground across to another point on the ground which is defined by a wooden platform (or landing).
- **Mohawk Walk.** A series of low cables and ropes which the group must traverse as a cohesive team.
- **Spiders Web.** A "puzzle" in which all team members must pass from one side of the (very large) spiders web to reach the other side. Gaps in the web must only be used once each and often team members need to be lifted by other team members.
- **Force Field.** A field based activity which assigns various roles to team members and provides a limited set of equipment. The team must retrieve an item from the center of a defined area without entering the area at all.

2. Emotional Safety

Notwithstanding additional variables which our instructors may become aware of, the following is a list of elements which our detailed standard operating procedures cover :

- During all briefings, highlight the "Challenge by Choice" philosophy of Kinglake West Adventure Camp
- Use examples during the briefing specific to the upcoming activity which demonstrate how some group or individual behaviors can be detrimental or empowering for the activity
- During the briefing, place a responsibility on the group for self-regulation
- Make it absolutely clear to the group that Kinglake West Adventure Camp staff are approachable in the group forum or in-confidence to discuss any issues of emotional safety as they relate to the activity²

3. Outcomes for Individuals

At Kinglake West Adventure Camp we deliver ALL activities within a common framework of Safety, Measures and Outcomes.

- Before activities begin (but after briefing), we ask all participants to consider (and write down or rate) a goal they might like to personally

² Note that emotional safety experiences are specifically raised as part of the individual and team outcomes debrief process



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make progress on that is relevant to the days activities. Group leaders have the option to also measure a common individual goal.

- A structured de-briefing of each activity invites insights and observations that individuals experienced as a result of the activity. Whether verbalized or not in the group forum individuals are encouraged to reflect on their physical and emotional experience.
- At the close of the days activities we ask participants to revisit their goals, our backup staff collate final results and these datapoints (in aggregate) form an element of the de-brief of the day overall.

4. Outcomes for Teams³

Similarly to Outcomes for Individuals, KWAC staff will facilitate establishing the groups views of how functional their team is before and after the days activities.

- Before activities begin (but after briefing), we ask all participants to consider (write down and/or rate) a goal they might like to see their team to make progress on as a result of the days activities . Group leaders have the option to also measure a common team goal (e.g. generally how functional the team is, listening and communication).
- A structured de-briefing of each activity invites insights and observations that individuals observed about the team dynamics.

5. Outcomes for Organizations

Establishing the organizational expectations of KWAC clients is an integral part of the camp booking and preparation process. Activity programming consulting and collaboration establishes the real goals the client seeks to achieve and how the programming contributes to achieving those goals. Prior to the commencement of the camp and activities group leaders and the KWAC programming director will discuss and agree what measures will be observed and how they will be used.

³ These processes are implemented at the discretion of the group leader and is largely dependant on whether the group does function as a team.