



Secondary School Programs

EXPLORE AND LEARN TO YOUR FULL POTENTIAL

East Coast Kayaking has been delivering innovative Outdoor Education programs to Victorian Schools since 1997. Our kayaking based programs are designed in partnership with school staff to ensure a positive experience for your students. Our convenient location on Sandringham's waterfront offers protected paddling and a range of activities that compliment your student's sea kayaking experience. We also operate from a variety of locations around Victoria's magnificent coastline for part, full and multi-day programs.

RISK MANAGEMENT

East Coast Kayaking aligns all activities in accordance with Australian Canoeing, Department of Education Victoria, Transport Safety Victoria guidelines and Australian Activity Standards. We are a licensed tour operator with Parks Victoria.

Our **Operating Guidelines** and **Risk Management Procedures** are based on those of the **Department of Education Victoria**.

LEARN, DEVELOP AND EXCEL

Delivering innovative Outdoor Education programs to Victorian Schools.

We can help assist you with your school programs, such as:

- Outdoor activities on the open water
- Physical education classes
- End-of-year breakup programs
- Providing combined activities, such as sit-on-top kayaking, windsurfing, raft-building and boating

SCHOOL SEA KAYAKING PROGRAMS

Our Training Centre at 37 Jetty Road is conveniently located on right on the beach at Sandringham, adjacent to the sheltered waters of Sandringham Harbour on Port Phillip Bay. We can be contacted on **03 9597 0549** or info@eastcoastkayaking.com.

We can also operate from your school camp or a range of locations across Victoria. Perfect for day trips and extended journeys, sea kayaking is a great way to develop student confidence and leadership. We focus on group co-operation and the natural environments we explore. Some of the magnificent locations we use include:

- Yarra River
- Port Phillip Bay
- Westernport
- Gippsland Lakes
- Nooramunga Marine Park
- Whitsunday Islands
- Overseas



Sit-on-top Programs

Enjoy a fun introduction to kayaking with our user-friendly sit-on-top kayaks. We can blend a range of Adventure Based Learning initiatives with kayaking ensuring your students are challenged and having a good time!

These sessions are designed to fit into class lesson time and can be tailored to provide 1-2 or more hours of activity and can be a one-off experience or a series of sessions building on skills: an ideal addition to your existing Physical Education or Outdoor Education program, providing a focus on Marine Safety.

Sit on top programs are suitable for secondary students of all ages.

Day Journeys

Half and full-day journeys provide more time on the water, to explore, have fun and maybe integrate other project outcomes. We journey down the Yarra, exploring the history and land use of our major urban waterway, or paddle on Port Phillip Bay.

Contact us on **03 9597 0549** or info@eastcoastkayaking.com to discuss the possibilities.

Multi-Day Excursions

Our multi-day journeys provide the opportunity for students to develop team and leadership skills in a natural environment. We can also assist with integrating outcomes with other curriculum areas.

Westernport, Gippsland Lakes and Nooramunga Coastal Park provide wonderful opportunities to explore by kayak for 2-5 day excursions. We can advise on camping gear and catering.

We can also provide programs further afield and are experienced in running 7-10 day expeditions in the Whitsundays and in Alaska. These are much more committing journeys so we provide a training programme and extensive pre-expedition support.

Contact us on **03 9597 0549** or info@eastcoastkayaking.com.

Complimentary Activities

We can also arrange delivery of the following activities in conjunction with your kayaking program:

- Stand Up Paddle boarding (SUP)
- Wind surfing
- Raft Building
- Orienteering
- Coastal Walks
- Environmental Interpretation

TEACHER BASIC SKILLS TRAINING - PROFESSIONAL DEVELOPMENT

As part of our commitment to enhancing school programs all partner school staff are invited to attend a complimentary **Sea Starter Course** (value to \$300 - two day course).

Australian Canoeing Award Scheme (ACAS) **Basic Skills Certificate** can be added for an additional \$35 (included certificate and registration with AC)



STUDENT BRIEFING

On all overnight trips we offer a complimentary briefing for your students at school. Our staff can brief students on gear requirements, tides, weather and camp-craft prior to their excursion.

School briefings on various aspects of kayaking activities are available on our **eastcoastkayaking** YouTube Channel.



Kayaking Environment

East Coast Kayaking's Guidelines for our kayaking activities are based on:

- Victorian Department of Education Guidelines
- Australian Activity Standards
- Maritime Safety Victoria requirements
- Australian Canoeing safety recommendations

DEFINITIONS

The Victorian Department of Education categorises Victorian waters based on definitions by Maritime Safety Victoria as:

Coastal offshore - all waters greater than two nautical miles from the coast. Heading offshore is a serious undertaking and operators must ensure they are properly prepared. Additional safety equipment ensures that operators have a means of raising the alarm in the event of an emergency. This equipment will provide an increased level of safety for all vessels heading offshore.

Coastal inshore - all waters along the Victorian coast within two nautical miles (aside from Inland waters and enclosed waters).

Enclosed waters - bays, inlets, estuaries and waterways that open to the sea (specific waterways and port waters listed on the **Maritime Safety** website (link below) - see maps below for examples).

Inland waters - rivers, lakes and waterways that do not open to the sea (aside from port waters).





Link: Maritime Safety – Definitions of Waterways

<http://transportsafety.vic.gov.au/maritime-safety/ports-and-waterways/waterway-rules/definitions-of-waterways>

The Victorian Department of Education groups Inland Waters and Enclosed waters as **Inland waters** and Coastal Offshore and inshore waters as **Open waters**, for the purposes of supervision ratios. Our programs typically take place on inland waters and enclosed water.

WATER ENVIRONMENT

Water environments encountered kayaking are subject to a wide range of environmental conditions, which are considered when planning and conducting kayaking activities.

Kayaking activities may be affected by conditions such as:

- Size and turbidity of the body of water
- The strength of tides and currents
- The presence and power of waves
- The temperature of the water

LOCATION OF ACTIVITY

A specific assessment of suitability of the location is made prior to each trip. Location selection is based on first hand knowledge of supervising staff. Where this is impractical, planning and supervising staff will be thoroughly familiar with the general characteristics and conditions found in similar locations, and have consulted with people who can supply recent and first-hand knowledge of the locations being considered.

When assessing the suitability of a location, consideration is made of the:

- Potential to support educational objectives
- Level of access to the resources, services and facilities - including campsites, water, walking trails, toilets, shelter from extreme weather, or interpretive information
- Level of access to communications and external assistance, in the event of an emergency, or extreme weather conditions. The more effectively remote the location is, then the more self-contained and self-reliant the group must be
- Potential exposure to environmental hazards and difficulties
- Activity ability and fitness of students.

Contact with relevant authorities will be made in order to access up-to-date management information and to determine any access and permit requirements. These may include: Parks Victoria, Emergency Services and relevant government departments.

COMMUNICATION

East Coast Kayaking's communication strategy enables instructors to receive weather forecasts and warnings, communicate with the school, and engage support in the case of an incident or emergency.

- Communication equipment is chosen based on current communication technology.
- A communication strategy is in operation for the group during the program and to enable communication with outside parties including the school and emergency services.



Instructors are aware of the limitations of the communication strategy (ie. level of mobile phone coverage, VHF radio and satellite phone coverage in a activity location).

WEATHER

The weather forecast for the activity location is monitored in the days leading up to the program and on the day the program commences. If the program extends overnight, the weather is monitored and assessed throughout the program and based on that information (daily weather forecasts and **Warnings**) staff are prepared to cancel, modify or relocate the activity at any time.

Weather information is accessed directly from the **Bureau of Meteorology** website: particularly **marine forecasts** and **MetEye** (see Links below).

Weather warning telephone services are also accessible by mobile phone while on program (call costs apply from mobiles):

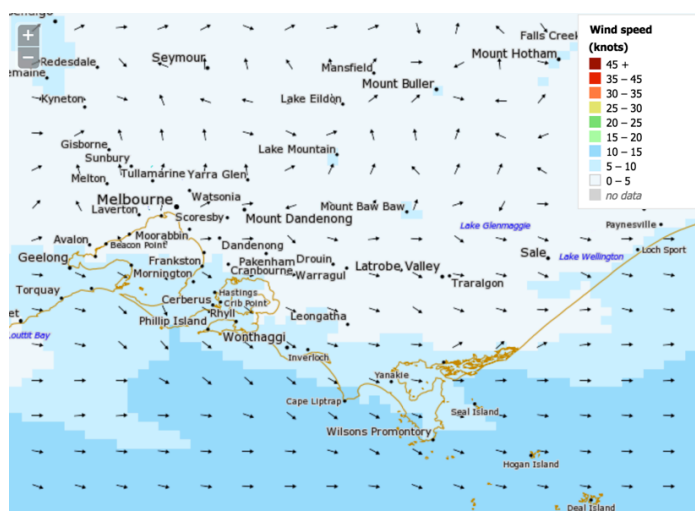
Coastal, Land Weather and Flood Warnings: 1300 659 217
Full State Telephone Weather Service: 1900 955 363
Coastal Waters Telephone Service: 1900 969 930

Links:

Vic Weather and Warnings (BOM) <http://www.bom.gov.au/vic/>

Vic Marine Forecasts (BOM) <http://www.bom.gov.au/marine/index.shtml#vic>

MetEye (BOM) http://www.bom.gov.au/australia/meteye/?loc=VIC_MW005



Example of MetEye wind forecast, Bureau of Meteorology

TRANSPORTATION

The transportation of groups to and from activity locations must be carefully considered. Bus transport to and from activities is *usually the responsibility of the school, but can be included as part of a multi-day package.*

Vehicles used to transport students comply with VicRoads registration requirements:

- Drivers will comply with all licensing requirements.
- Equipment carried inside vehicles is securely stowed.
- Students are supervised by a minimum of one adult, in addition to the bus driver, during travel.



Drivers of vehicles with up to and including 12 seats (including the driver) will have a current drivers license.

Drivers of vehicles with 13 or more seats (including the driver) have a current license appropriate for the vehicle and will:

- Undertake a daily vehicle safety check
- Hold a current driver's certificate. See: Application for Accreditation to Drive a Private Bus at Taxi Services Commission - Bus Drivers
- Complete the driver log book, see: National driving hours regulations
- Comply with the National driving hours regulations

In circumstances where a staff member drives a vehicle transporting students, the program allows for adequate rest prior and breaks consistent with the national driving hours regulations.



Sea Kayaking Safety Guidelines for School Programs

East Coast Kayaking has been providing kayaking activities for schools since 1997. We provide a safe adventure-based platform for education outdoors to achieve educational outcomes.

East Coast Kayaking aligns all activities in accordance with Australian Canoeing, Department of Education Victoria, Maritime Safety Victoria guidelines and Australian Activity Standards.

SKILLS AND BRIEFING

Students' prior experience, skills and knowledge are assessed at the start of the activity.

Instructional staff brief the group at the start of each session. For overnight programs an in-school briefing can be arranged to ensure proper preparation and to review students' and school's gear lists.

Briefings include:

- Journey Overview / Navigation
- Communication & Group Management
- Weather
- Clothing
- Strokes
- Capsize drill
- Packing a kayak (overnight expeditions)
- Sample briefings are available on our Youtube Channel to assist in the school's planning process - for day programs, packing for overnight journeys and food preparation.

EQUIPMENT

Kayaks

Craft are matched to the activity undertaken - sea kayaks or sit-on-top kayaks. All craft have sufficient permanent upthrust to prevent sinking if capsized. Sea kayaks have sealed bulkheads fore and aft to create buoyant compartments.

Kayaks have sufficient structural strength sufficient to withstand the intended use and to minimise the likelihood of entrapment. Cockpits are clear of attachments and smooth on the edges to enable a quick and safe exit.

All craft have permanent hand loops/ toggles at stern and bow of sufficient strength for use in rescues and boat retrievals. Sea Kayaks have deck-lines and tow-point attachments fitted.

Repair methods and equipment vary according to the construction materials of the craft. Repair tape is carried and used for temporary repairs, as long as the structural integrity of the craft is maintained, with permanent repairs effected as soon as possible.



Paddles

Paddles are buoyant and in good working order, suitable for the activity and the correct length for the paddler.

Personal Floatation Devices (PFD)

All staff and students will wear a securely fitted Australian Standard Type 2 or high-visibility Type 3 personal flotation device which complies with Maritime Safety Victoria regulations on all waters. Participants will be briefed as to correct fit of their PFD prior to commencing the activity.

Spray decks

Spray decks are fitted with release tapes. All students and staff are briefed at the start of the activity how to exit their craft in the event of a capsize.

Helmets

Helmets specifically designed for water activities are worn when participating in a kayaking activity on moving water or where the activity involves entry or exit through the surf zone. Otherwise, helmets may be provided after consideration of:

- Participants' kayaking experience and skill
- The risk of participants sustaining a head injury due to the nature of the activities being undertaken during the session.

First Aid Kits

First aid kits appropriate to the location and level of staff training are carried in a waterproof bag.

Rescue Equipment

Rescue equipment suitable for the location of trip and category of water conditions is readily accessible. Staff are proficient in its use.

CLOTHING

Clothing is the individual's primary protection against extreme and variable weather conditions. Clothing lists are provided that are appropriate for the activity, the environment and the season. For overnight touring a complete change of clothing should be available and carried in waterproof containers.

Participants must wear footwear suitable both for in the craft and for use in the event of a capsize or a walkout.

Participants should be SunSmart and protect against sunburn - wear a hat, and use broad-spectrum, water-resistant sunscreen (at least SPF 30+) on all exposed parts of the body, applied according to the manufacturer's recommendations.

Participants must dress in a manner that will not hinder flotation, eg. clothing should not be bulky; no heavy boots. The PFD will be worn on top of all other clothing.

Glasses should be secured to avoid loss.



Link: Clothing that we use and recommend
<http://eastcoastkayaking.com.au/kayak-clothing/>

COMMUNICATIONS

Instructional staff carry Telstra mobile phones as well as VHF Marine Radio where appropriate. A Float Plan is prepared for each activity that includes contact details for local emergency and rescue services. A Satellite phone is available for remote programs in areas where there is no cell coverage.

A system of communication signals is utilised on water for simple communications within the group - paddle signals and whistle blasts.

IDENTIFICATION

Staff and students are easily identifiable on East Coast Kayaking activities, through use of uniform set of kayaks, PFDs and where appropriate, paddling jackets.

Staff are introduced at the start of the activity.

TOURING

All touring parties carry with them appropriate safety and rescue equipment including:

- Towing systems - 15m tow line and contact tow
- Rescue knife
- Repair kit
- Spare paddle

Touring parties have a full Float plan that includes contingency plans and strategies for dealing with delays. This plan is left with the school contact person.

Instructional staff are knowledgeable about the changeable nature of the weather and water environment they will be visiting and aware of the amount of time that may be required. To determine whether students may participate in touring, we consider:

- The physical fitness and skill level of each member of the group
- Unpredictable delays such as capsizes and craft repair
- Time for rest periods
- Forecast and seasonal weather conditions including tides and current, wind and waves.

When planning sea touring, the instructor takes into account the cumulative effects of tidal influence, winds and sea breezes, potential hazards and distance from shore. Sound judgment about weather conditions, high winds and lightning will be exercised if open crossings are planned.

All expedition parties will carry with them the appropriate safety and rescue equipment. First aid equipment and extra clothes are also carried.

All essential dry equipment (food, clothing, sleeping gear, stoves, camping equipment, toilet gear, first aid kit, communication equipment, matches and repair kits) is evenly distributed amongst the craft and carefully stored.



Staff and Supervision

Staff and supervision levels for East Coast Kayaking activities are based on guidelines provided by Victorian Department of Education and Training, Australian Canoeing and the Australian Activity Standards.

STAFF

East Coast Kayaking Sea kayak instructors leading an activity will have one of the following:

- An Australian Canoeing Sea Instructor or Sea Guide qualification appropriate for the level of activity being undertaken
- Equivalent documented training and experience from another training provider or education institution
- Equivalent documented experience in lieu of certification/accreditation.

Equivalent training and/or experience for sea kayaking includes staff having experience and knowledge of:

- Sea kayak instruction
- Rescue techniques
- Location of other possible boat traffic, particularly shipping lanes
- Coastal navigation techniques including using coastal charts and marine navigation markers
- Use of tide charts and knowledge of local tidal conditions
- Boating regulations
- Local surf zones, rips and currents including surf types and patterns if surf is likely to be encountered (we normally avoid launching and landing in surf).

The designated assistant to the instructor will:

- Have experience in the activity at the level being offered to students
- Be able to assume a supervisory role during the activity
- Have the ability to participate competently in emergency response procedures
- Have conferred with the instructor on the safety requirements of this role.
- Note: Water conditions can alter quite suddenly. The experienced staff member will have visited the area previously, and taken a familiarisation trip or conferred with others who have recent experience and know the area well.

SUPERVISION

Supervision is the critical factor in managing risk in the outdoors.

A minimum of two staff members are present for each activity (one East Coast Kayaking instructor and one school staff member). School programs take place on **Inland waters** and **Enclosed waters** (defined collectively as Inland waters by DET Guidelines) and surf entry and exits are avoided.

For more information on waterway classification, including maps of areas we most commonly operate in (see Kayak Environment).



Students will usually be in double kayaks. The following table shows the minimum staff-to-student ratios, based on Department of Education guidelines for Inland Waters:

up to 12 Students : 2 Staff
13 to 18 Students : 3 Staff
19 to 24 Students : 4 Staff

An Activity Plan is in place for kayaking activities per location, detailing:

- Nature and aims of the activity
- Access points
- Emergency response (see also Risk Management)
- Relevant local authorities and contacts
- Contingencies according to different weather conditions - staff are prepared to change or cancel activities in response to unfavourable weather forecasts and weather warnings.



School Sea Kayaking Risk Management

This list identifies risks likely to be inherent in any water sports activity (sea kayaking, surf ski, kayaking, canoeing, SUP). A program-specific risk management plan is completed as part of the Activity Plan and takes into account the specific conditions and participants of the program.

Risks	Controls
Wind strength and direction	<p>Weather conditions are reviewed prior to the activity, and for multiday activities, in the days leading up to the departure. Assessment of students' ability to cope with difficult wind conditions are considered.</p> <p>The activity is tailored to account for forecast wind conditions.</p> <p>Access points on the shoreline are identified as alternate launch / landing sites - local knowledge of the area.</p> <p>Wind strength and direction is constantly monitored.</p>
Capsize and entanglement	<p>Students take part in a capsize briefing on land, specific to the craft used.</p> <p>Instructors closely supervision of craft in the event of capsize. Instructors maintain suitable distance between craft so as to be available in the event of capsize.</p> <p>Rescue craft readily available at all times (Instructor craft)</p>
Exposure to cold temperatures and wind	<p>Students are briefed as to appropriate clothing to wear for the activity</p> <p>Students' condition is under observation for the duration of the activity.</p> <p>Consideration is given to the appropriateness of water temperature and potential impact of the ambient temperature on the activity.</p>
Exposure to sun and marine environment	<p>Pre-activity information is provided to schools as to appropriate clothing.</p> <p>Students are briefed as to appropriate clothing to wear for the activity – hats, sunscreen and footwear are a requirement</p>
Submerged objects, rocks and sandbars	<p>Recent experience at the location and/or information from others with recent experience at the location.</p> <p>Monitor for hazards prior to student activity. (The surrounding environment will provide some indication of the likelihood of objects being encountered as will recent weather patterns.)</p> <p>Understanding of recent local water and wind conditions.</p> <p>Communication signals will be established – paddle signals and whistle</p>
Access points in the activity location(s)	<p>Access points on the shoreline are identified as alternate launch / landing sites.</p>
Other water users	<p>Students are briefed as to hazards present in the vicinity of the activity, behaviour near boating access channels and giving way to other craft</p> <p>Communication signals will be established – paddle signals and whistle</p>