



Teacher-Led Activity Sessions

PGL Campaspe Downs

Guidance Notes

The following notes are to help you run adventure activity sessions in a safe and enjoyable way.

They will tell you the aims of the activities, the safety rules to enforce and explain how to develop the activity should you wish to and if time permits.

Support

Please read the notes before your session so that you are well prepared. If you are unclear on any point please ask your Groupie or any of the PGL instructors.

PGL staff are here to ensure you have the best experience possible. They also have a very strong focus on making sure the camp experience is a safe one, so they may on occasion, ask you to adjust your session in order to ensure the wellbeing of all involved.

Clothing and Footwear

Please consider the weather and the different environments you are in whilst organising the clothing and footwear for your group – fully enclosed shoes, appropriate pants etc.

Welfare

Please ensure your group members have water bottles and hats/sunscreen with them.

When sending children to use the toilets during sessions we would suggest they go in groups of three.

Timings

Each activity session will run for 1.5 hours. We will show you where they will start and finish. Changeover will be at the area designated by your Groupie. Please try and keep track of the time, even if you delegate the responsibility to your group members. If you are late, it will impact on your mealtimes and other activities.

Contingencies and Incident Reporting

Any likely contingencies will be communicated to you by a member of the PGL team (e.g. thunderstorms, severe rain, flooding, snow etc.). In the event of an emergency, please follow the Emergency Management Plan on the back of each activity form or seek assistance from Reception.

Please report and complete an accident form for all incidents, even if minor. This helps us to continually improve our safety standards on all our activity bases

Base Checks

PGL completes monthly checks of all activity bases, however, for added safety, we advise that you complete a check for each activity base before running the session. This is a simple process that can be completed once you have arrived at the base.

The base check should run as follows:

- Visually look around the base for fallen debris, sticks or protruding objects
- Visually inspect each element, if there is obvious damage or an apparent hazard, please do not use the element and report it to any PGL instructor
- Check for general hazards in the area

