

Please be aware that if your students are snorkelling:

1. Students must pass a swimming competency test prior to your fieldwork. Please see advice below.
2. There is a minimum charge for snorkelling by the snorkelling provider, Land's Edge, of \$1100 (based on a charge of \$55 per student for 20 students).

The following information is relevant for snorkelling and non-snorkelling fieldwork preparation.

Step 1. Prior to your excursion - Please ensure the following:

1. Check that your booking date includes a booking with the snorkelling provider Land's Edge.
2. Review the NSW Department of Education's Excursion Policy: [Excursions](#)
3. Book your buses or use public transport. The venue is accessible via buses from Wynyard or by ferry to Mosman Bay and connecting bus to Taronga Zoo with a 15 minute walk from there. If you hire a bus, the bus drop off address is 14 Chowder Bay Rd, Mosman (the bus turning circle near the Drift cafe).
4. The meeting place is Clifton Gardens Reserve below the Sydney Institute of Marine Science.
5. Read and familiarise yourself with Observatory Hill EEC's cancellation policy on our website: [Rules and policies - Observatory Hill Environmental Education Centre](#)
6. Check all the confirmation details sent by Observatory Hill EEC. You will be sent a link from OHEEC which includes a risk assessment, student worksheet, worksheet with teachers' answers, information booklet, run sheet and link to a comprehensive student support Google site.
7. Confirm arrangement with your Principal, particularly re snorkelling approval and area (ie in **netted enclosure or un netted area**).
8. Inform OHEEC of students numbers not snorkelling. There will be some alternative activities provided.
9. Organise a suitable date **ASAP** for students to demonstrate students' swimming competency (see below).
10. Review the Department of Education's Covid-19 health guidelines (if applicable).

Step 2. Risk Assessment:

1. View the Risk Assessment Advice (on the confirmation link) for your excursion to complete your excursion.
2. Minimum snorkelling instructor / student ratios per snorkelling session will be maintained.
3. In the event of forecasted heavy rain and thunderstorms (including immediately prior to your excursion which may affect water quality), please contact the Centre to discuss alternative options.

Step 3. Student Preparation for snorkelling:

1. Complete the **Swimming Competency Assessment** form on page 6 and keep a record. For snorkel swimming in open water, **which describes both the netted and non netted areas of Chowder Bay, students must be able to swim 200 metres in any stroke and tread water for 10 mins without fins**. The supervising teacher must arrange this prior to the snorkel excursion and the **assessing teacher** must have a minimum water supervision qualification of **Perform basic water rescue**. The swimming assessment could ideally be done during the school swimming carnival if appropriate and / or with the support of the PD/H/PE staff. Many school staff will have a current **Perform basic water rescue** or **Bronze medallion**. Please complete the swimming assessment form (below) and keep a signed record on file.
2. For more information read the [School Sport Unit: Swimming](#)

Step 4. Parent/Carer Communication:

A note to parents/carers should include the following:

The full details of the location, supervision to be provided, activities to be undertaken, degree of difficulty, the contact system, cost and intended departure and return times. The permission note must contain a clause authorising medical aid if it is considered necessary by the supervising teacher. The note should also include a section where the parent advises the school of any illness or medical condition that the student suffers from, or any medication the student is currently taking (including asthma sprays, etc.).

In addition, practical advice could include:

1. Students need to be dressed in appropriate clothes for outdoor activities including hats, sunscreen, strong closed-in shoes and a small backpack to carry their own belongings.
2. Students must bring their morning tea and lunch.
3. Students are required to bring a minimum of 750ml - 1L of water to their excursion.
4. Students need to be dressed in appropriate clothes for snorkel activities including: -
Appropriate swim attire worn underneath clothes.
 - Shoes (that can get wet) /sandals/thongs
 - A towel
 - Dry change of clothes (t-shirt and shorts, socks, dry shoes)
 - A spare bag for wet clothes

All snorkelling equipment is provided by Land's Edge, is included in the cost and includes: -

- Wetsuits
- Fins
- Snorkel
- Snorkel Mask

Step 5. One week before your excursion:

1. Use the link provided to access pre visit resources, and the student worksheet, to ensure students are familiar with the fieldwork content. Please bring a copy of the worksheet for each student on the day.
2. In the event of forecasted heavy rain and thunderstorms (including immediately prior to your excursion, which may affect water quality), please contact the Centre to discuss alternative options.
3. Re-confirm student numbers (snorkelling and non snorkelling) with Observatory Hill EEC one week prior to attending. Please note Land's Edge has a minimum charge of \$1,100 including GST.
4. Email the names, mobile numbers and email addresses of visiting teachers who are expected to attend the excursion. This will ensure we can contact teachers early in the morning in case of extreme weather.
5. Please advise Land's Edge (PH: 02 4234 3278) and Observatory Hill EEC (Ph: 92477321 or email observhill-e.school@det.nsw.edu.au) of any students with special medical needs.
6. Preparation of the alert list and distribution of student medication is the responsibility of the teacher. The alert list must be collated from information on medical consent forms prior to departure.

Step 6. On the day of your excursion:

1. Ensure all students have a student worksheet, pen, and preferably a clipboard.
2. If arriving by bus, ensure the bus driver is aware of the location of the drop off and pick up point at the Bus bay, Sydney Institute of Marine Science, 14 Chowder Bay Rd, Mosman.
3. Teachers are to bring First Aid Kits including Epipens and ASCIA Action Plans for all students with Anaphylaxis and Asthma. EEC teachers also carry basic first aid equipment.
4. Ensure students have appropriate weather protection clothing and gear. Students are to be instructed to use adequate sun protection, e.g. an SPF50+, broad spectrum, water resistant sunscreen reapplied regularly.

5. Appropriate bathroom and food breaks will be provided (students and teachers must bring their own food).
6. If snorkelling, and dependent on student numbers, at any time, half the class will be snorkelling with Land's Edge, and half conducting fieldwork with OHEEC. This is to ensure minimum snorkelling instructor / student ratios per snorkelling session are maintained.
7. Meeting place is Clifton Gardens Reserve, picnic shelters, Chowder Bay.

Roles & Responsibilities of Visiting Teachers:

1. All visiting teachers are aware that they are responsible for the supervision and management of students during the fieldwork.
2. Visiting teachers may snorkel with their students. Please negotiate this with OHEEC prior to the day.
3. Actively engage in activities on the day and support Observatory Hill EEC Teacher instructions.
4. Supervise/monitor students' behaviour during activities.
4. Assist Observatory Hill EEC teachers with running activities/engage in team teaching.

Step 7. Additional excursion information:

1. Start and finish times: Unless otherwise arranged, the fieldwork excursion starts at **9.30am** and concludes at **2.30pm**. Please try to arrive on time.
2. Extreme or wet weather: As per the risk assessment, the weather on the day may result in the excursion being modified, postponed or cancelled. This includes days of excessive heat, high winds, extreme or excessive rain, storms, lightning, dust storms and high sea swells. If you are unsure, please call Glen Halliday (0400 230 699) on the morning of the program.
3. Bathroom facilities: There are public bathrooms (and change facilities) at Clifton Gardens Reserve, Chowder Bay.
4. All Observatory Hill EEC staff hold current Perform Basic Water Rescue, First Aid, CPR and Anaphylaxis Certificates as per the DoE requirements.
5. All instructors leading the snorkelling program are qualified snorkel instructors.
6. Any business or individual engaged by Observatory Hill EEC for a specific teaching purpose has supplied a copy of their risk assessment, insurance details, Covid-19 Safety Plan and WWCC check documents to the Centre as per DoE requirements.

Snorkel Excursion – Teacher Organisation/Checklist

Task	Date Completed
Buses booked to the correct venue or public transport and Opal cards organised.	
Booking is confirmed with EEC, including Land's Edge Booking.	
Risk assessment/s completed.	
Swimming Competency Course Completed, signed and recorded.	
Note home to parents/carers sent and received.	
Student numbers snorkelling and not snorkelling re-confirmed with EEC one week prior.	
Any special medical information sent to EEC.	
Attending teacher details provided to EEC.	
On the day students/teachers are adequately dressed <u>for outdoor learning</u> and have a <u>worksheet</u> .	

Swimming Competency Assessment

School:..... Teacher in charge of Excursion:.....

Class:.....Date:..... Mobile no:

Duplicate this page if required for additional students

Student Name	Completed 200 metres swimming (in any stroke) and 10 mins treading water assessment Yes / No
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I

from School

have assessed the above students' swimming competency as per the NSW Department of Education's Swimming Guidelines.

Signed:

Date: