Standard Operating Procedures - Rules of Thumb

Set boundaries, disclose site specific hazards

Establish emergency signals/meeting points

Implement Leave No Trace principles

Access and permission appropriate and granted

Check state of site

Check weather (modify within planned contingencies as required)

Transport – check and follow all legal requirements e.g. WOFs, licences

Route and contingencies known by all drivers, observers for long trips

Check and take appropriate personal clothing and equipment

Check and take appropriate group, activity and emergency gear

Carry or have access to communications device for the site(s) and emergency ph. numbers

Check and wear correctly any PPE

Check medical info and carry meds

Check capabilities of students and staff

Allocate responsibilities to students and staff within their competence

Deploy planned supervision structure, briefings, monitoring and communication lines

Provide clear instructions and check for understanding

Students stay with a buddy and the allocated group and leader/supervisor

Request permission to leave activity site, toilet, no-one alone

Students not to be alone with an adult (or another student if practicable)

Treat ‘others’ in vicinity politely and with respect

Operate challenge by choice but reasonable requests are followed