

# **SROBWG008 Guide Bushwalks in Tracked or Easy Unmarked Tracks / SROODR005 Guide Outdoor Recreation Sessions**

## **PATHFINDER SPECIALIST AWARD**



**April 2010**

# COLLECTING INFORMATION

**Major benefits of collecting information include:**

- **Activities meet the needs of the participant group**
- **Information can identify the rules or codes that affect the session**
- **Individuals can experience personal growth**
- **The program is person-centred (not activity-centred)**
- **The program is interesting**



# COLLECTING INFORMATION

**Major benefits of collecting information include:**

- **Helps determines the equipment needed**
- **Helps plan for situational variances**
- **Assists in the selection of a suitable leadership team**



# SOURCES OF INFORMATION

- **Personal information from participants**
- **Questionnaires**
- **Talking to group leaders**
- **Observing body language**
- **Recorded information in club files**
- **National park officers and information centres**
- **Contacting relevant organizations and agencies**
  - **Application forms**
  - **Organizations manuals**
  - **Colleagues**

# INDIVIDUAL NEEDS

- **Bed wetting**
- **Severe snoring**
- **Nightmares**
- **Sleep walking / sleep talking**
- **Home sickness**
- **Drug / alcohol dependency**
- **Fear of heights / darkness / spiders etc.**

# CONFIDENTIALITY

- **Sensitive information should not be given out and should be kept safe.**
- **Sensitive information includes medical details, contact details, financial details (i.e. credit card).**
- **This information should only be passed on to those who need to sight it in order to fulfill their role.**



# CONFIDENTIALITY

**Suggestions to maintain confidentiality include:**

- **Restricting access to personal documentation.**
- **Keeping files in a secure location.**
- **Destroying medical files by shredding if no longer needed.**
- **Obtaining consent from the individual before disclosing their information to a third person.**
- **Only using the information for the purpose that it was collected.**



## **SPECIAL CIRCUMSTANCES**

**There may be cases in which an individual should not participate.**

- Advise the person of any potential difficulties and dangers as fully as possible.**
- Make them aware of the possible impact on themselves, other individuals and the group, if they are not able to cope.**
- If they require specialist knowledge or skills beyond your level of responsibility, refer them to a competent individual within the club.**



# EQUIPMENT

**Good equipment practices include:**

- **Storing the equipment appropriately.**
- **Ensure equipment is handled correctly and with proper safety precautions when in use.**
- **Ensure equipment is in proper working order after it is used and before being stored.**
- **Conduct regular checks to ensure the equipment is 'in date'.**
- **Complete equipment logs, as necessary, before and after the activity.**



# S.M.A.R.T. GOALS

**A helpful guide when planning a session:**

**S – specific, significant, stretching.**

**M – measurable, meaningful, motivational.**

**A – agreed upon, attainable, achievable, acceptable, action-orientated.**

**R – realistic, relevant , reasonable, rewarding, results-orientated.**

**T – time bound, timely, tangible, trackable.**



# SITUATIONAL VARIANCES

- **Weather**
- **Level of fatigue**
- **Health**
- **Injuries**
- **Environmental conditions eg. heat, cold, condition of site**
- **Equipment failure**



# RISK ASSESSMENT

- A risk assessment must be carried out on every occasion an activity is run.
- It is not acceptable to assume that because the activity has been done before or a site has been used before, it is ok now.
- Risk must be taken into consideration prior, during and after the activity.
- More details on risk are given in *SRXEMR001 Respond to Emergency Situations*.

# FLEXIBILITY OF PROGRAMMING

**Situations that may require flexibility are:**

- **Special needs**
- **Fitness levels**
- **Skill levels**
- **Weather conditions, etc.**

# FLEXIBILITY OF PROGRAMMING

**Flexibility to accommodate these situations can include:**

- **Regular breaks to accommodate slower members;**
- **Different activities for varying skill levels;**
- **Different roles for different members;**
- **Back-up activities for changes in weather.**



# CONSULTATION

**Consulting others creates ownership amongst the team and provides the best opportunity for a successful session.**

**People to consult:**

- **The local club leaders.**
- **Other staff involved in the activity.**
- **Conference Youth Department personal.**
- **Pathfinders.**
- **The parents of Pathfinders.**



# CONTINUOUS MONITORING

- **Monitoring of certain factors will assist in identifying any issues before they become a problem.**
- **Communicate with participants and leaders.**
- **Watch body language.**





# CONTINUOUS MONITORING

- Sudden change of weather
- Fatigue after a long hard day
- Blisters, scratches, bruises
- Heat exhaustion
- Hypothermia
- Dehydration
- Issues with the site/location

# MANAGING COMPLAINTS AND INJURIES

**The responsibility of the leader is to be aware of any issues and implement preventative measures before problems arise.**



# MANAGING COMPLAINTS AND INJURIES

## Problems include:

- Blisters, abrasions, lacerations, puncture wounds
- Burns, sunburn
- Stings, insect bites
- Hypothermia – fall in body temperature – leads to collapse or frost bite to extremities
- Hyperthermia – rise in body temperature – leads to heat illnesses such as heat exhaustion and heat stroke
  - Dehydration
  - Sprains and strains
  - Gastrointestinal problems

# KNOWN MEDICAL CONDITIONS

- **Diabetes**
- **Asthma**
- **Allergies**
- **Epilepsy**
- **Angina**
- **Migraines**

# ADMINISTERING MEDICATION

- Prescription medicines should only be taken or used by the person for whom they were prescribed.
- It is generally considered acceptable to assist others to self-administer their own medication or over-the-counter medications which appear appropriate to the circumstances.
- Always check whether the person has taken the medication previously and whether they have any allergies before allowing or assisting in medication use.

# ADMINISTERING MEDICATION

- **Check that the medication is being used in accordance with directions.**
- **Check what other drugs or medications the person is taking at the same time.**

# POSITIVE SOCIAL ENVIRONMENT

- One of the main objectives of an outdoor recreation session is to create positive memories.
- The introduction to the activity is a very important part of creating the atmosphere.

# ELEMENTS OF A GOOD WELCOME

- A friendly and interesting style.
- An outline of the purpose of the session.
- An outline of the program.
- An introduction of the staff and their roles.
- An introduction of the participants if they don't know each other. This helps with group dynamics.
- A relational mixer so the pathfinders can get to know each other.
- An introduction to the rules of the activity.
  - Highlight the risks involved and precautions that must be taken.



## ELEMENTS OF A GOOD WELCOME

- **Remind them of the importance of Slip, Slop, Slap and Slurp.**
- **Check that they have the required equipment for the activity and remind them of proper use and handling.**
- **Outline the emergency procedures and identify the first aid officer/s.**
- **Outline any specific dangers that they need to be aware of.**
- **Encourage them to minimize the risk, help each other, look after the environment and have a great time.**



# CONFLICTS

- Deal with the participants concerned in a fair, prompt and firm manner.
- Consult all parties concerned and arrive at a consensus where possible.
- Inadequate behaviour can be dealt with by isolating the participant for a certain time. Ensure they are adequately supervised to ensure they do not cause themselves more trouble.

# CONFLICTS

**Effective leaders should:**

- **Be aware of the social interactions within the group. Potential problems may be identified even before the activity begins.**
- **Be people-centred rather than activity-centred.**
- **Hold the safety and wellbeing of the group above the activity goals.**
- **Be able to modify the activity goals as necessary to reach a solution to the conflict.**



# EFFECTIVE COMMUNICATION

## **Before the session:**

- **Application forms.**
- **Information sheets / newsletters.**
- **Trip itinerary.**
- **Medical and consent forms.**
- **Pre-session briefing.**



# EFFECTIVE COMMUNICATION

**During the session:**

- **Verbal instructions.**
- **Activity sheets.**
- **Whistles/horns.**
- **Hand/arm signals.**
- **Radios.**
- **Phones.**
- **Feedback on performance, techniques and correct use of equipment.**

# EFFECTIVE COMMUNICATION

**After the session:**

- **Post-session briefing.**
- **Session feedback from participants and staff.**



# MANAGING RISK FACTORS

**With regard to people:**

- **Organise the pathfinders into manageable group sizes with appropriate levels of supervision. It is easier to control two small groups than one large group.**



# MANAGING RISK FACTORS

**With regard to people:**

- **Brief pathfinders on safe and responsible behaviour. They need to:**
  - **Be aware of rules and standards of behaviour that are acceptable in this situation.**
  - **Understand that breaking the rules could cause hazardous situations and possible damage to equipment and the environment.**
  - **Understand the consequences of breaking the rules, for example, being excluded from the activity.**



# MANAGING RISK FACTORS

**With regard to people:**

- **Demonstrate appropriate "warming up" exercises with pathfinders in order to minimise muscle strains and sprains.**

# MANAGING RISK FACTORS

**With regard to people:**

- **The group need to understand specific skills for the activity.**
- **Eg. bushwalking:**
  - **Appropriate distance between walkers**
  - **Watching of foot placement in awkward situations**
  - **Zig-zag down or up steep slopes**
  - **Avoid knocking stones down slopes**
  - **Help each other in specific risk situations**

# MANAGING RISK FACTORS

**With regard to people:**

- **Monitor the pathfinders continuously to ensure that they are adhering to the rules and boundaries.**



# MANAGING RISK FACTORS

**With regard to equipment:**

- **Selecting correct equipment appropriate for the activity.**
- **Setting out equipment in a safe manner.**
- **Ensuring that pathfinders have access to and correctly use the equipment.**
- **Storing the equipment in the correct manner as recommended by the manufacturer.**
- **Destroying and disposing of the equipment at the end of its design life if applicable.**

# MANAGING RISK FACTORS

**With regard to the environment and location:**

- **Select a site that is safe. Be especially aware of falling tree branches.**
- **Select a protected site from the weather.**
- **Select a site that has minimal environmental impact from camping.**
- **Avoid using environmental impacting practices such as:**
  - **Establishing a fire place**
  - **Clearing tent sites**
- **Restore the campsite to its pre-camp state when you leave.**

## ENDING THE SESSION

### Elements to consider:

1. **Monitor safety – safety issues increase as participants try to hurry and complete the activity.**
2. **Time to conclude – allow time to complete the activity, give sufficient notice of the activity concluding.**
3. **Equipment – return, clean, check and record all equipment used.**
4. **Check the site – leave the site tidy and undamaged.**
5. **Reflect on the lessons learned – debrief and remind participants of the skills learned and experiences acquired.**

## ENDING THE SESSION

### Elements to consider:

6. Acknowledge the support of the staff – thank the staff for their contribution.
7. Affirm the Pathfinders – affirm the achievements of the pathfinders, praise positive behaviour and attention to safety, as applicable.
8. Include a spiritual element – share a spiritual thought and prayer.
9. Provide an opportunity for evaluation – allow staff and pathfinders to feedback on the session.
10. Supervise departure – your duty of care extends until the group members are picked up by parents/guardians.

# EVALUATION

## Reasons for evaluation:

- To reflect on the goals and objectives of a program and how they were achieved.
- To learn from the positive and negative aspects of a program.
- To identify the resources used and evaluate their effectiveness.
- To reflect on the aims of the club or group and how they were achieved.





# EVALUATION

## Reasons for evaluation:

- To make recommendations for future programs.
- To document a program to attract possible funding.
- To provide credibility to the Pathfinder organization when its programs are taken seriously.
- To highlight any risks that may not have been taken into consideration in the planning stages.



# METHODS OF EVALUATION

- **Video tapes**
- **Photographs**
- **Observation**
- **Questionnaire**
- **Group discussions**
- **Informal/formal interview**
- **Attendance records**
- **Performance records**