

# **SUMMER FIELD STAFF POLICIES**

## **Guiding Policies**

Staff will attempt, in good faith, to:

- ◆ Uphold the policies of the Gould Lake Outdoor Centre outlined in this document.
- ◆ Safeguard the reputation of the Gould Lake Outdoor Centre and the Limestone District School Board.
- ◆ Fulfil Gould Lake's mission statement.
- ◆ Act as an appropriate role model for students and staff.
- ◆ Ensure the physical and emotional safety of students and staff of the Gould Lake Outdoor Centre.

## **Wilderness Travel Policies**

### **General Paddling**

Staff will ensure that:

- ◆ Students for all courses pass the Gould Lake swim test prior to departing on an overnight canoe trip. *Refer to Swim Test in Gould Lake Standards and Practices document.*
- ◆ PFDs are worn in the boats at all times.
- ◆ Students are advised of the safety expectations and rescue procedures of the given paddling activity.
- ◆ Students are briefed on oral and visual communication signals appropriate to the paddling activity.
- ◆ All students remain in the water with a capsized boat until the staff (or designates) rescue them, unless they have been advised otherwise prior to or during the rescue.
- ◆ Heavy footwear or rubber boots are not worn while in boats.
- ◆ Communication with all boats in a group is maintained.
- ◆ Using professional judgment with respect to given conditions, proximity is kept such that persons in distress can be reached quickly.
- ◆ Using professional judgment with respect to given conditions, the group will follow the most conservative route.
- ◆ When a storm approaches, bearing the potential for lightning, the group will go directly to shore and ensure that appropriate lightning protocol is followed. *Refer to Lightning Protocols in Gould Lake Standards and Practices document.*
- ◆ There is no paddling after dusk or before dawn. Staff will use their professional judgment in exceptional cases.
- ◆ The group has an appropriate number of extra PFDs and paddles based on group size and paddling activity.
- ◆ The safety equipment outlined in the Transport Canada guidelines is being carried and accessible.

### Canoe Specific

Staff will ensure that:

- ◆ Collectively, their tripping group has a minimum of ORCKA Canoe Tripping Level 2, current National Lifeguard Service (NLS) and current Standard First-aid certification.

### Sea-Kayaking Specific

Staff will ensure that:

- ◆ Collectively, their tripping group has appropriate ORCKA Canoe Tripping Level 2 (for overnight trips), Paddle Canada or ORCKA Kayak, current NLS and current Standard First-Aid certification.
- ◆ All participants perform a wet exit, both with and without a spray skirt prior to a kayak trip.
- ◆ The following safety equipment is immediately accessible: float bags, bilge pumps, rescue loops, tow bag with quick release and a signaling device.
- ◆ Each group have at least one tandem kayak.
- ◆ Close attention is paid to environmental factors unique to coastal locations (ie weather, tides, undertows)

### Moving Water Specific

Staff will ensure that:

- ◆ Quest, GAP, Outreach and Outdoor Pursuits programs do not take students on rivers with fast moving current or obstructions.
- ◆ Collectively, their tripping group for a Moving Water canoeing trip has ORCKA Moving Water Instructor 2, ORCKA Canoe Tripping Level 2, current NLS, and current Standard First-Aid certification.
- ◆ Students wear helmets at all times when paddling, swimming or scouting moving water.
- ◆ Students are briefed on moving water swim safety, appropriate river signals, and rescue procedures before entering moving water.
- ◆ ORCKA Moving Water Instructor 2 and NLS lifeguard will be present whenever students are paddling, swimming or scouting moving water.
- ◆ Students perform a practice "swim-through" prior to participating in moving water paddling to ensure swimming strength and competence in moving water
- ◆ Students will not enter moving water in kayaks or closed canoes.

### Portaging/Hiking Safety

Staff will ensure that:

- ◆ Safe portaging procedures are taught, role modeled and emphasized.
- ◆ Proper techniques for lifting packs, canoes and kayaks are taught, role modeled and emphasized.
- ◆ Students carry a load appropriate to their physical size, strength and capability.

## Wilderness Policies

### General

Staff will ensure that:

- ◆ The group abides by all regulations of the wilderness area in which they are travelling.
- ◆ An emergency kit and first-aid kit are immediately accessible and are in good working order at all times.
- ◆ Gould Lake Emergency Protocols are followed in the event of an emergency, using their professional judgment to determine the best course of action in exceptional cases. *Refer to Emergency Protocols in Gould Lake Standards and Practices document.*
- ◆ Students have appropriate clothing and gear before leaving on trip.

### Animal Safety

Staff will ensure that:

- ◆ Students are advised how to act safely when faced with wild animals without inducing unwarranted paranoia of animal encounters.
- ◆ Students do not intentionally aggravate, mistreat or disturb wildlife.
- ◆ When a bear or aggressive animal is seen in or near camp, they will use their professional judgment to best ensure the safety of their students.
- ◆ Proper animal proofing practices meet or exceed Gould Lake standards. *Refer to Animals and Insects in the Gould Lake Standards and Practices document.*

### Campsite

Staff will ensure that:

- ◆ Proper safe-campsite practices meet or exceed Gould Lake's standards. *Refer to Campsites in the Gould Lake Standards and Practices document.*
- ◆ All students sleep in same gender tents.
- ◆ Staff sleep in separate tents from students.
- ◆ Lightning protocol is followed, using their professional judgment in exceptional cases. *Refer to Lightning Protocols in Gould Lake Standards and Practices document.*
- ◆ Environmental ethics practices meet or exceed Gould Lake's standards. *Refer to Environmental Ethics in Gould Lake Standards and Practices document.*

## Student Health and Well-Being

Staff will ensure that:

- ◆ Medical forms of all students are checked in accordance with the Municipal Freedom of Information and Protection of Privacy Act prior to trip.
- ◆ All student health and learning considerations are understood prior to the course such that staff are prepared to provide appropriate care and learning environment.
- ◆ Drinking water treatment practices meet or exceed Gould Lake's standards. *Refer to Water Purification in Gould Lake Standards and Practices document.*
- ◆ Hygiene practices meet or exceed Gould Lake's standards. *Refer to Personal Hygiene in the Gould Lake Standards and Practices document.*
- ◆ A spare supply of students' medication is protected and accessible.
- ◆ Smoking, alcohol, or drug use or possession is immediately brought to the attention of the Program Director.

## Getting Lost (and Found)

Staff will ensure that:

- ◆ Students are advised on how to avoid becoming lost, what to do if they are lost, and what the group will do to find a lost person.
- ◆ All staff and students carry a whistle and that it is immediately accessible.
- ◆ Search protocols are followed when a student is presumed missing. *Refer to Search Protocols in the Gould Lake Standards and Practices document.*

## Swimming Safety

Staff will ensure that:

- ◆ All Gould Lake barn swim rules are followed.
- ◆ Staff who lifeguard have NLS certification.
- ◆ Shoes or sandals are worn if the bottom is uncertain (i.e. rocky).
- ◆ Swimmers stay within 10 m. of shore or rescue boat.
- ◆ The swimming area is safe by using a visual check in clear water or a swim through in murky water.
- ◆ Students do not cliff jump.
- ◆ Swimming does not take place between dusk and dawn.
- ◆ Swimming in rapids does not take place, unless it is during a moving water course and under the direct supervision of an NLS lifeguard and ORCKA Moving Water 2 Instructor.

## Course Paperwork and Staffing Logistics

Staff will ensure that:

- ◆ A completed copy of the float plan is left with the Gould Lake office prior to leaving for trip.
- ◆ All trip and evaluation paperwork is complete prior to the completion of the course.
- ◆ The Gould Lake program director and program coordinator are notified if you are sick or are going to miss a day of work.
- ◆ The Gould Lake program director is notified of any condition that may affect your ability to perform your duties as an outdoor professional.
- ◆ The Gould Lake program director or office manager is notified if your wage scale or pay is incorrect.

## Driving Policies

Drivers will ensure that:

- ◆ Boats are properly tied onto the trailer. *Refer to Transportation in Gould Lake Standards and Practices document.*
- ◆ The program director is immediately informed if trailers or Gould Lake vehicles are not working properly, require maintenance or have had unscheduled maintenance.
- ◆ The Gould Lake program director and program coordinator are notified if you are sick or are going to miss a day of work.
- ◆ The Gould Lake program director is notified of any condition that may affect your ability to perform your duties as an outdoor professional.
- ◆ The Gould Lake program director or office manager is notified if your wage scale or pay is incorrect.
- ◆ They are 21 years of age or older and have a valid driver's license for the vehicle and cargo they are carrying.
- ◆ They abide by all laws according to the Highway Traffic Act.
- ◆ Complete records are kept as required (gas, mileage).
- ◆ The truck/van kit and driver first-aid kit are stocked and immediately accessible.
- ◆ They understand pick up and drop off locations and times.
- ◆ They are able to safely load, unload and drive a trailer.
- ◆ They set an appropriate example with regards to safety, equipment care, language and behaviour (for staff and students).