

WBC Coordinator / School Responsibility Agreement

The Whitebait Connection (WBC) programme empowers schools and communities by providing hands-on experience in the environment. The programme focuses on learning experiences in the natural environment by offering enquiries into freshwater biodiversity, human impact and catchment management issues. The programme aims to assist in developing participant's skills, attitudes and values, thus preparing the next generation of New Zealanders for their stewardship or kaitiakitanga role. After their experiences in the environment, students are able to put their knowledge into action within the community. WBC is a professional freshwater education provider and a programme of the charity (CC #23406) - Mountains to Sea Conservation Trust.

This is an agreement between:

Whitebait Connection (WBC) (coordinators listed below) 'the provider'

Names/s:

Address:

Phone:

Mobile:

Email:

And:

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**(School principal
or lead teacher/s)**

Address:

Phone:

Email:

Quotes and fees for the WBC programme are based on the cost models available approved by the governing body. The provider will provide you with a written quote (if applicable) or an invoice for the services outlined in your personalized itinerary (if applicable)

It is agreed that WBC will provide a freshwater education outside the classroom (EOTC) service to your school. This role is within our experience and expertise.

The School and WBC provider have discussed and documented:

- How the two organisations' Safety Management Systems (SMS's) will work together and be applied and when each organisation has the primary responsibility for students
- The supervision structure for the programme/event
- The roles and responsibilities of school staff and supervisors
- Emergency preparedness and who is responsible for each scenario

We declare that the WBC programme and coordinators (listed above) will provide the school with the following (please tick):

- Take all reasonable practicable steps to provide a safe learning environment and to ensure the Health & Safety of the school students, whānau and staff while participating in the WBC programme freshwater EOTC operations (Health & Safety at Work Act 2015, including any subsequent amendments and regulations such as the Adventure Activities Regulations, 2016)
- Explanation of how the expected learning outcomes of the activity/ies will be met
- Agreed supervision structure (ratio) for the programme
- Our Child Protection Policy and Police Vetting Policy can be found in our Safety Management Plan on our website [here](#).
- WBC coordinators with relevant, current skills and qualifications to deliver WBC activities and meet accepted best practice for freshwater EOTC (coordinator profiles are available on our website). WBC coordinators have been successfully police vetted. We agree to additional vetting or names of referees on request.
- Preparation required for students/participants and supervisors to participate safely in the freshwater EOTC activity, including but not limited to, an itinerary for the services to be provided, templates for student permission forms and freshwater study safety briefings.
- Postponement, cancellation or relocation arrangements outlined in an itinerary.
- A record of all incidents is kept and communicated with the school on request. Any notifiable event is communicated immediately to the school contact person and to the relevant agencies, including WorkSafe New Zealand
- Volunteers with relevant qualifications/experience (if applicable). Any volunteers we provide will be under the supervision of the WBC coordinator.
- Identification of any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those hazards. Provide site specific risk assessment forms (RAFS) and emergency procedures for freshwater EOTC activities and make available our WBC Standard Operating Procedures, including our overarching Safety Management Plan, which is externally audited and meets the requirements of the Safety Audit Standards for adventure activities and is available on our website www.whitebaitconnection.co.nz

- Provide freshwater discovery and monitoring and safety equipment that is fit for purpose and instruction for freshwater EOTC activity, including all in/beside water leadership and decisions with regards to safety around freshwater EOTC activity and the identification of any dynamic hazards.
- First aid kit (freshwater EOTC operations)
- Agree there is no place for alcohol or non-prescribed drugs on any school event.
- Freshwater education resources and freshwater biodiversity and conservation presentation in classroom (Subject to availability, funding & extent of participation)
- A safe experience free from bullying and harrassment

We declare our school will provide WBC with the following (teachers please tick):

- The intended learning outcomes that are based on the achievement objectives in the relevant learning area/s of the New Zealand Curriculum or Te Marautanga Aotearoa
- Name and contact numbers (including after hours) for teacher in charge/person responsible for schools Health & Safety on the day and agreement to respond to communications in a timely manner.
- Appropriate parental/community/teacher supervision for activities and the supervision of students while undertaking freshwater EOTC.
- Recognise that risk planning and management, other than that associated with freshwater EOTC, remains the official responsibility of the school. WBC is not responsible for activities or people away from the freshwater EOTC site; behavior management remain under the control and responsibility of the teacher/parent in charge.
- Adequate ratio for freshwater EOTC, WBC strongly recommends 1:4 ratio for year 8 and below (or 1:6 (1:8 max) for year 9 and above). It is very helpful for the school to pre-arrange buddy pairs and ability group students
- Provide adequate adult 'supervisors' to meet ratio requirements and agreed supervision structure with appropriate skills to buddy up and supervise the students in/beside water. The role of 'supervisors' is to assist and supervise the student's in/beside water and are expected to be confident, fit and healthy and free from the influence of drugs or alcohol.
- In some cases, provide a 'watch' person that will have responsibility for keeping an overall lookout over the whole group during the freshwater EOTC experience.
- Obtain all student participation consents, ability, medical and behavioral information. Obtain all student participation consents, ability, medical and behavioral information. This information **MUST** be available on the day of the field trip The school **MUST** disclose and identify students with any medical conditions relevant to activity to the WBC coordinator on the day so that appropriate management can be discussed and captured via our pre-site assessment form (This form is to be signed by H&S representative from the school before all field trips)
 - In particular (but not limited to): Diabetes, Asthma, and Epilepsy, Heart condition and anaphylaxis, anxiety and allergies relevant to the activity.

- Have appropriate medication and medical action plans for medical conditions and provide appropriate support for students with special needs and/or medical conditions
- We acknowledge the risks associated with freshwater EOTC. We fully understand and have read and **AGREE** with the potential risks and risk reduction strategies identified in the WBC risk assessment forms (RAFS) - Risk register and hazard ID EOTC Risk Assessment Form Part 1 and Part 2 provided by WBC.
- Parents, supervisors and teachers to comply with WBC instructors directions while in/beside water.
- School first aid kit and sun protection.
- Reasonability for ensuring school's policies and procedures are implemented (including the Child Protection Policy).
- Indemnify the WBC leader or any provider of WBC for any claims, costs, damage and expenses that may result from the failure of the school to follow instructions or fulfill its risk management obligations.
- Permission for WBC and sponsors to use work, images and/or video footage of your children, produced as a result of participation in the WBC programme for educational purposes and the promotion of the WBC programme, on internet, programme websites, resources, newspapers and publications. WBC will assume permission is granted in relation to the above. The school must notify WBC of any students that cannot be used for this purpose.
- School covers all other associated costs such as transport, food, accommodation. Refer to the programme as 'Whitebait Connection' or WBC wherever possible, especially with regards to student action projects. Promote the WBC brand whenever possible (this helps WBC to obtain funding and support).
- Recognise that last minute cancellations due to non-weather related circumstances may result in a cancellation fee.
- Complete on-line evaluation.
- A safe experience free from bullying and harassment.
- Seek appropriate school approval for this contract for service.

For more information, including about why we are collecting this information and who will receive the information, please ask to see a copy of our privacy statement or go to www.whitebaitconnection.org.nz. In the event requested information is not provided, it will be at the [coordinators]'s discretion whether participation is permitted.

The school and WBC coordinator reserve the right to withdraw any or all participants from the programme if safety is compromised.

The supervisor for this agreement is the WBC National coordinator patricia@whitebaitconnection.co.nz. The complaints policy is on our website, Health and safety feedback and/or comments can also be submitted via our website.

We have read and understood this 'Contract for Service'

Signed: (School)

Date

Signed: (WBC)

Date

Planning notes:

List any other activities (if any) other than freshwater EOTC that WBC will take responsibility for (e.g. storm water activity):

School responsibilities – Full WBC programme only – provide WBC with the following:

- School to provide WBC with \$1 per student per equipment use (for equipment maintenance), when WBC has funding to provide free services (if applicable)

Our school staff and students undertake to:

- Recognise that the use of the WBC programme and resources is restricted to educational and nonprofit purposes. The WBC resources are protected by copyright but can be reproduced in their entirety for educational non-profit use.
- Incorporate the WBC concept (information, experience and action) in the school programme and curriculum, for example by incorporating an introduction to freshwater species, investigation of a local waterway (by experience and/or research) and action project.
- Follow-up the in water experiences with an ACTION project. The ACTION project should reach beyond the school environment. The students are encouraged to put their knowledge into action within the community, such as investigating where a freshwater reserve or restoration area would go, sharing findings with the local community, running a public survey or making an official submission about freshwater conservation. Over the years students have been involved in a range of action projects, from writing letters to their local authorities to letters to Members of Parliament, and presentations at public events. Refer to the WBC action planner for further ideas on our website.

- Acknowledge the Whitebait Connection (WBC) brand as much as possible on school notices, newsletters, school websites/social media and student ACTION projects.

Signed: (School) _____

Date: _____

