

## Information for Accompanying Adults

Please ensure EVERY accompanying adult gets a copy of this information before the programme and brings the document with them.

# HILLARY OUTDOORS TONGARIRO

Nau Mai Haere Mai ki te Whare Wananga o Hillary Outdoors  
*Greetings and Welcome to the Learning Facility of Hillary Outdoors*

## Youth Learning Through Adventure...

In 1972 Sir Graeme Dingle had a vision to create an Outdoor Education Centre where young New Zealanders would have the opportunity to learn more about themselves while adventuring in the outdoors. This vision was supported by Sir Edmund Hillary who became the Centre's first patron in 1973. For over 40 years Hillary Outdoors (formerly OPC) has been fulfilling Dingle's vision and helping thousands of people grow.

## Location, Facilities and Activities

Hillary Outdoors Tongariro is located adjacent to the Tongariro National Park. The park is located in a beautiful wilderness area of the Central North Island. Tongariro is New Zealand's oldest national park and a dual World Heritage area.

This status recognises the park's important Maori cultural and spiritual associations as well as its outstanding volcanic features. Tongariro National Park offers an infinite variety of natural environments providing life-changing experiences that are fun and expertly managed.

Activities run by Hillary Outdoors are based around the pristine mountain, river and bush environments. This location is the perfect place for students to learn the dynamics and benefits of team work, gain a great understanding of roles they play in teams and be given the opportunity to express and develop outdoor skills.

For the duration of the programme students will work in a small group with one main instructor. This creates strong bonds essential to developing trust, self-belief and compassion. During the Hillary Outdoors programme students will learn about themselves and develop tools which will support a lifelong adventure.

Individuals work together in teams to explore the environment, and learn skills such as kayaking, abseiling, rock climbing and caving. To see activity options and descriptions go to <http://www.hillaryoutdoors.co.nz/education/> and follow links from here.

There is no pre-set activity schedule included in this information owing to the changeable nature of our environment. Activities are selected each morning to suit both the weather forecast and group interests and learning styles.

## Catering

At Hillary Outdoors we give students the opportunity to experience the wilderness and to develop as people through challenging themselves in unfamiliar environments. To achieve this successfully they need to be well-nourished.

The catering department provides food on the basis that “healthy food creates healthy people”. Our evening meals are made from wholefoods, where everything is cooked on the premises, and the recipes and menus are created by our qualified Catering Manager to cover the nutritional needs of the clients. Breakfasts are predominantly carbohydrate-based to provide energy for the day.

The menus are designed around the client’s needs, taking into account such things as age, sex, religious requirements, moral and ethical choices etc, and are based on the information provided to Hillary Outdoors on the Medical Consent Forms filled in by all clients. We provide roast dinners, curries, casseroles, nachos, pastas and more, all made from scratch by our trained cooks, with the majority of meals gluten-free, and dairy-free, and we provide special versions for vegans, coeliac, and others with dietary requirements when required. However, we prefer to offer meals where everyone eats the same thing to foster inclusivity and reduce the feeling of alienation that can come about through allergies and other dietary requirements.

Every week we try to include a delicious and nourishing vegetarian or vegan meal to show that it is a healthy and environmentally friendly option in a regular diet, and can provide all the nutrients required for a challenging environment like the Central Plateau.

As part of our aim to provide healthy options, we provide homemade oat slice and fruit every day for snacks. The oat slice is vegan and nut-free, but flavours include dried fruit, chocolate, and raspberry to provide variation for the students. As always there are gluten-free options available too!

We aim to make the catering an integral part of the Hillary Outdoors experience to continue and support the wonderful contribution made by our instructors in the field.

## Merchandise



Hillary Outdoors merchandise can be purchased from the on-site shop  
<http://www.hillaryoutdoors.co.nz/merchandise/>

## The Role and Responsibilities of Accompanying Adults

One of the greatest outcomes of an outdoor programme is the relationships students form through becoming part of a community. This includes the relationships between students and accompanying adults. We require accompanying adults to supervise the students between 5pm and 8.45am (with the exception of Year 9-13 overnight expeditions) although our staff support this by running evening activities.

We also ask you to support any students who are unable to take part in the programme on a particular day, for example due to sickness or injury. Accompanying adults are not required to be present for any activities. Hillary Outdoors takes full responsibility for your student's safety during activity times. You are welcome to participate in the programme in any of the following roles:

- **Participant** – You participate along with your students as a member of the group. If you choose this option the group will decide on rules at the start of the week to ensure they get to take charge.
- **Observer** – Many schools use the opportunity to observe the students in action. Some use their time with us to assess various NCEA standards, or leadership roles back at school. Our ratios normally allow for one adult to join each group of ten students as a participant or observer.
- **Hands off** – Some schools prefer to let the students get out there with just their instructor, especially during the overnight expedition. Sometimes the students are more willing to stand up and take responsibility without a teacher watching them and teachers love to hear the stories of great adventures when the groups arrive back.

The role you will play will have been discussed and agreed by the person who booked for you to come to Hillary Outdoors. Make sure you are clear on what is required of you. Clarify this before you come if you are unsure.

### Your Responsibilities

- Adults with Year 7 and 8 groups must accompany their students on the overnight camp
- Ensure your students adhere to Hillary Outdoors' and the school's expectations (see 'What we expect of your students')
- Ensure your students get enough sleep
- Ensure your students have their personal medication and that it is stored and administered correctly
- Ensure emergency exits in bunk rooms are clear at night
- Ensure your students get to duties and meals on time
- Ensure the Duty Manager knows how to contact you at all times if you are not with a group
- Inform us of any problems, including sickness you or your students may have and work with us to resolve these
- Support any of your students not participating in the programme for the day
- We may require your support to transport sick students to the nurse or doctor
- Discuss any questions, concerns, or suggestions you may have about your programme as soon as possible
- Turn out lights at night and when you leave any building
- Give us formal feedback at the end of the week by following the link from the bottom of the Hillary Outdoors homepage.

## The Role and Responsibilities of the on-site Adult in Charge

If you are in charge of the programme while on site, but did not make the booking, make sure you get the following information from the person who booked in plenty of time to ask any questions:

- Confirm the programme details. Ask for a copy of all of the booking information
- Confirm whether the students are required to complete any work before the programme and whether you need to take this work with you
- Confirm that the students have been divided into activity groups of ten and into accommodation groups
- Make sure you have the correct group and room lists
- Check that all students have completed the medical and consent forms and that you have a copy for your use
- Ensure Hillary Outdoors has been informed of any student needs which should be considered when planning the programme, including dietary requirements
- Check that all accompanying adults, including yourself, have completed medical and consent forms
- Confirm the arrival and departure details that have been agreed with Hillary Outdoors and let us know of any changes
- Make sure you know how to get here. Maps and directions have been sent and are on our web page: <http://www.hillaryoutdoors.co.nz/tongariro/>
- Make sure you know what information the students have about where and when to meet and where they will be returned to at the end of the week
- Ask for a copy of your school emergency plan and ensure that procedures are in place, including a 24 hour emergency school contact person
- Once onsite you will be required to assist the students with various duties, most importantly breakfast.

**While at the Centre please ensure that the Duty Manager (DM) knows how to contact you at all times.**

**Standard of Care (or supervision) Policies which you must comply with:**

- It is Hillary Outdoors policy that 'the standard of care given to minors (under 18 years of age) must be at least the same as that which would be given by a prudent parent'
- Accompanying adults should be aware that the legal doctrine of in loco parentis applies when students are in your care
- Hillary Outdoors has a policy of working with accompanying adults and within the rules and expectations set by the school to manage any issues which may arrive.

## Medical and Consent Information

YOU SHOULD RECEIVE A LINK TO A MEDICAL AND CONSENT FORM TO COMPLETE ONLINE. THIS MUST BE COMPLETED BY ALL ACCOMPANYING ADULTS AS WELL AS STUDENTS

Your details will be collated with the students and you should have a copy of ALL medication and consent information. Hillary Outdoors has a policy of inclusion. Please help us to ensure you are included as well by recording any special needs or conditions that could affect your participation. If you have any concerns about participation, please talk to your school. They may put you in touch with us directly. Details on these forms will remain confidential to school staff and Hillary Outdoors. If you require regular medication you should bring spares and inform another adult of its location in case it is needed in an emergency e.g. diabetic.

## Contact with the outside world while at Hillary Outdoors

### Telephone

Cell phone coverage is patchy at the centre, if people need to contact you they should use the following numbers:

<b>Hillary Outdoors Tongariro main office</b>	07 386 5511
<b>Hillary Outdoors Tongariro out of hours</b>	07 386 5021 (Duty Manager - emergencies only)

You can also be contacted at your accommodation. Evenings are usually the best time for this.

<b>Youth Development Centre</b>	07 386 8415
<b>Taurewa Lodge</b>	07 386 5834
<b>Outdoor Leadership School</b>	07 386 0410
<b>Leadership centre</b>	07 386 234 ext 234

### Internet

Internet is available at the YDC, LC and OLS only, see your IC on arrival.

## What to do in an Emergency

**Fire:** Fire damage is a significant risk due to the isolation from fire services. In the event of a fire follow the instructions displayed in your accommodation:

1. Raise the alarm immediately alerting any staff member on site
2. Assist the on-site fire warden to safely evacuate all students and staff
3. Check students and other adults against your checklist
4. ONLY IF CONDITIONS PERMIT AND IT IS SAFE TO DO SO, should any attempt be made to extinguish the fire.

**Medical:** If a MEDICAL EMERGENCY arises requiring immediate attention and no Hillary Outdoors staff are present then ring for ambulance on 111. Then contact Hillary Outdoors staff immediately.

**Other Emergencies:** Contact the Duty Manager using the above numbers.

## What we Expect of your Students

When you visit Hillary Outdoors we welcome you all as a part of our **community**. We expect everyone in our community to **make a positive contribution** and to do their best to **live within our values**.

### We also ask school staff and students to:

- Follow all safety instructions
- Not act in any way which puts yourself or others in danger
- Declare any medical, or other conditions that could affect your participation

### Additional expectations for youth and school groups:

- The programme at Hillary Outdoors is a fabulous opportunity to live for a short time without the trappings of modern technology. When students arrive they will be required to **hand in their cell phones** if they have them. These will be safely locked away until the end of the programme. They should let people at home know they will not be answering their phone.
- **Smoking, drugs, alcohol and sexual relationships are all prohibited.**
- **School rules apply** to students whilst they are here.
- There will be **consequences** for students who break any of the stated rules, or behave in a way which is not aligned with the Hillary Outdoors values or safety standards. Some consequences may be agreed upon by the students group and their instructor. Sometimes accompanying adults, or Hillary Outdoors management may be involved in defining the consequences, which could lead to students being excluded from an activity, or asked to leave the programme.
- If you have any concerns at any time with student behaviour and/or consequences, please ask to meet with the Hillary Outdoors Duty Manager.

## Daily Routine

- You can expect students to be out in the wilderness with their instructor from 8.45am to 5pm each day. They will take their lunch and snacks with them.
- If the programme contains an overnight journey, students will be away from the Centre with their instructor, for this whole period.
- Schools will discuss with Hillary Outdoors the option of having evening presentations or activities run by Hillary Outdoors staff.
- Everyone takes part in housekeeping duties including cleaning accommodation, bathrooms and communal areas.

This is the usual timetable which sometimes needs to be adjusted. In this case your Instructor in Charge would inform you. Also let the Instructor in Charge know please if you would like to have times changed.

6.30am	Breakfast Group Duty
7.00am	Lunch Making Duty Chalet clean-up
7.30am	Breakfast
8.00am	General duties Packing for the day
8.30am	Instructors meet teachers (teachers meeting)
8.45am	Instructors meet students
5.00pm	Dinner Duty Group
6.00pm	Dinner
7.30pm	Evening Presentation until 8.30pm
10.00pm	All students to go back to their rooms/ chalets
10.30pm	Lights out

## Other Information

**Keys:** It is advised that the chalets and adults' rooms at the YDC are locked when not in use. Taurewa Lodge and OLS get locked by the instructors, but there are also keys available if you wish to lock your rooms. It is advised that you do not leave valuables in your vehicles. Further information about keys and codes will be given upon arrival.

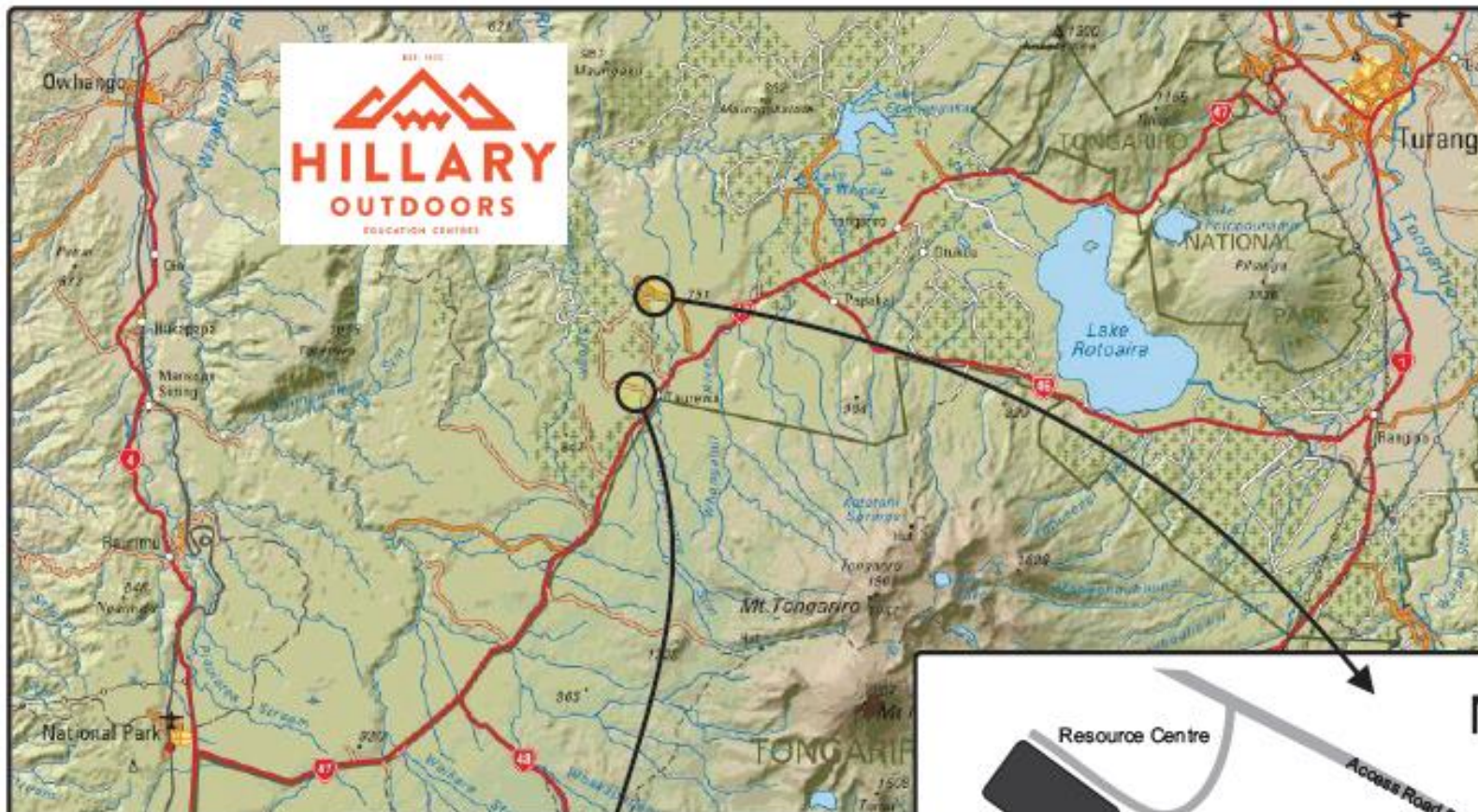
**Gear:** There is a lot of gear for students to look after. Please help us to keep track of this gear, and to ensure the students look after it, this includes bringing it inside on windy nights. Any lost or damaged gear will be invoiced to the school.

**Unit Standard Assessments:** If your school is taking part in a unit standard assessment keep in mind that these take 1-2 hours of classroom based work per credit. Our instructors will provide students with the skills and knowledge they need to pass the unit standard during activity time or as part of an evening presentation. Time will then be given for students to complete any written work during free time. In line with good assessment practice we'll be checking to see your students are competent in the skills required, these skills can be repeated, and that knowledge is retained (not just regurgitated 5 minutes after learning it). Staff will mark all written work and where necessary students will be given one reassessment opportunity. You can help by encouraging students to consider their answers, and discouraging team answers; if student's answers are the same as each other or the presentation material we will reassess them to ascertain their level of knowledge.

**Safety:** Hillary Outdoors has an extensive Safety Management System designed to keep everyone safe. You can have a look at parts of this system on our webpage: <http://www.hillaryoutdoors.co.nz/safety>

## TONGARIRO GEAR LIST

Compulsory Gear	✓	Optional Gear	✓
<a href="#">Tramping pack 65L</a>		Waterproof watch	
Packliner/rubbish bag		Camera	
2x Thermal tops (wool or polypro)		Snacks (Muesli bars and fruit etc.)	
2x Thermal pants (wool or polypro)		<a href="#">Full length wetsuit</a>	
1x <a href="#">Raincoat (Seam sealed with hood)</a>		Gumboots (good tread)	
1x <a href="#">Rain pants</a>		Cash / eftpos (for shop/hot pools/ chairlift etc.)	
2x <a href="#">Wool / fleece jersey</a>			
1x <a href="#">Fleece pants</a>		Scuffs / Jandals	
2x Quick drying t-shirts		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><a href="#">Blue text</a> = Gear that can be borrowed from Hillary Outdoors</p> </div> <p><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"> <li>• Bring as much of your own gear as possible as our gear department supplies are limited.</li> <li>• <b>“Cotton is rotten, it must be forgotten”</b> – Bring alternatives to wear instead of cotton e.g dry fit material, polypro.</li> <li>• If students lose items/damage our gear through misuse, they will be responsible for payment of replacement costs.</li> <li>• All clothing/gear will probably get wet and dirty.</li> <li>• Label all clothing and equipment with student’s name. If gear is accidentally left behind, contact us immediately and we will see if we can locate it.</li> </ul>	
2x Quick drying shorts			
1x <a href="#">Beanie / balaclava (wool/polyester)</a>			
1x <a href="#">Gloves (wool/polyester)</a>			
1x <a href="#">Tramping boots</a> / sturdy trainers			
1x Old pants / overalls for caving			
Casual clothes/covered shoes for evenings			
4x Long woollen / polypro socks			
Underwear			
Swimming togs			
Towel			
Sunglasses			
Sunhat			
Sunscreen			
Single fitted sheet, <a href="#">Sleeping bag</a> & pillow			
Head / hand torch & batteries			
Camping bowl, cup & cutlery			
2x 1 litre Drink bottles			
First Aid Kit (Personal medication, plasters and strapping tape)			
Notebook and pen			
Toiletries including insect repellent			



**Hillary Outdoors**  
 Hydro Access Road 3  
 State Highway 47  
 07 386 5511

**Distance and Driving Time**

Turangi to Hillary Outdoors  
 30 kms  
 20 minutes

National Park to Hillary Outdoors  
 23 kms  
 20 minutes

Auckland to Hillary Outdoors  
 350 kms  
 5 hrs

Wellington to Hillary Outdoors  
 340 kms  
 5 hrs

**Notes for arrival:**

Arriving at night?  
 Have a torch handy

Winter arrival?  
 Have warm clothing ready

Which centre are we at?  
 In your booking information

Last fuel?  
 Turangi or National Park

Running late?  
 Call 07 386 5511

