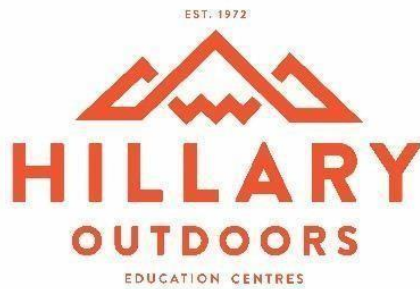


EST. 1972



## GREAT BARRIER ISLAND (AOTEA)





## Accompanying Adult Booklet GREAT BARRIER ISLAND (AOTEA)

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

*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 50 years, Hillary Outdoors (formerly OPC) has been fulfilling Dingle's vision and helping thousands of young people learn through adventure.

### Location, Facilities and Activities

Hillary Outdoors is hosted by the Orama Trust on their 230 hectare property in Wai Karaka, 4km from Port Fitzroy, on Aotea Great Barrier Island in the Hauraki Gulf.

Activities run by Hillary Outdoors are based around the pristine ocean and forest environments. This location is the perfect place for you to learn the dynamics and benefits of team work, gain 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 in developing trust, self-belief and compassion. During the Hillary Outdoors programme, students will learn about themselves and others, developing lifelong skills.



Individuals work together in teams to explore the marine and forest environment and learn skills such as sea kayaking, waka taurua, coasteering, sailing, rock climbing and surf kayaking. To see activity options and descriptions, follow this link:

[https://www.hillaryoutdoors.co.nz/wp-content/uploads/2022/06/HO005-Activities-at-GBI\\_Booklet.pdf](https://www.hillaryoutdoors.co.nz/wp-content/uploads/2022/06/HO005-Activities-at-GBI_Booklet.pdf)

There is no pre-set activity schedule included in this information due to the changeable nature of our environment. Activities are selected each morning to suit the weather forecast, group interests and learning styles of each group. The main center at Orama includes a large communal kitchen, dining hall, indoor gymnasium, shop, conference facilities and lounge.

Accommodation for school groups overlooks the Centre and are 2-11 berth cabins.

## Safety

- Hillary Outdoors has an extensive Safety Management System designed to keep everyone safe. For further information, go to: <https://www.hillaryoutdoors.co.nz/safety/>
- The centre also has a current Adventure Mark AAO371 and is registered with Work Safe New Zealand <http://register.worksafe.govt.nz> under the name Sir Edmund Hillary Outdoors Education Trust.

Our instructors are trained to put this system into action during activities. They will tell students about any hazards or risks they may come across and how to manage them. Students are also welcome to ask them any questions if they feel unsure during the week. Hillary Outdoors works with 'Challenge by Choice' as its ethos, where the instructors encourage the students to participate, and set their own level of challenge within activities. Students play a major role in keeping themselves safe, so it is important students understand and respect the boundaries set by the instructor and school staff during their time here.

## 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 at Orama fully caters meals from Sunday night dinner through to Friday lunch. Orama 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 a qualified Catering Manager to cover the nutritional needs of the clients. Breakfasts are predominantly carbohydrate-based to provide energy for the day.

We provide special meals 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. Dietary information is provided to Hillary Outdoors on the Medical Consent Forms filled in by all clients.

As part of our aim to provide healthy options, we provide homemade 'Dingle Biscuits' and fruit every day for snacks. As always, there are gluten-free options available too!

## Timetable and Meals

- Students can expect to be out in the wilderness with their instructor from 8:45am to 5pm each day, taking lunch and snacks with them.
- If your programme contains an overnight journey, students will be away from the Centre with their instructor for this whole period.
- Breakfast will usually be at 7am, and dinner at 6pm.
- The accompanying adults will be involved in kitchen duties including preparation and clean-up. Lunches are usually prepared by the groups on kitchen duty for the day before breakfast, so be ready for 6:45am starts!
- Groups are rostered on to housekeeping duties including cleaning your accommodation, bathrooms and communal areas. This is done daily throughout the week and at the end of your stay, ensuring the venue is ready for the next group's arrival.

## 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 on some nights.

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 students' safety during activity times. You are welcome to participate in the programme in any of the following roles:

- **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 potential. 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 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 expedition.
- Ensure your students adhere to Hillary Outdoors' and your 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 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, or off the island in case of COVID.
- 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
- Please provide formal feedback at the end of the week here: <https://www.hillaryoutdoors.co.nz/feedback/>



## 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 with plenty of time to ask any questions:

- Confirm the programme details. Ask for an electronic copy of all the booking information.
- 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 what information the students have about where and when to meet and where they will be returned to at the end of the day.
- 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 supervise the students with various duties throughout the week, including breakfast duties.

**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

## 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 (1 to get an outside line) 111. Then contact Hillary Outdoors staff immediately.

### Non-urgent Medical:

**Nurse:** There is a nurse on call 24/7 at Port Fitzroy. Please don't hesitate to call after hours if in doubt about a student's medical condition as it is better to let a professional make the decision about medical attention. The nurses can be contacted on (1 to get an outside line) **4290-047**. The nurse can also help you organize to see a doctor if necessary. There is a small pharmacy in Claris, near the main Medical Centre.

**Contact with Hillary Outdoors staff at night:** If you need assistance after hours please contact the duty manager for the week. If you do not have a phone in your accommodation then there is phone booth in the alcove next to the Orama office, beside the main dining room.

**Duty Manager:** 027 246 1087

**Instructor In-charge:** Please connect with the Duty Manager at the start of the week for this number.

**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 all medical, or other conditions that could affect your participation. This is high priority for the safety of individuals and for the group.

### 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 (before they arrive) that they will not be answering their phone.
- **Smoking, vaping, 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 student's 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.

- We recommend that if you or your students have any valuables, that you leave them at home, as it is very easy to lose them and hard to find again.

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 expedition, 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.

6.45am	Breakfast set-up
7.00am	Lunch Making Duty and Room 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

9.00am Out for the day

Generally, it's your choice if you want to head out on activities, stay back at base, or head out on your own adventures, but we do ask a few things:

- You are contactable in case a student gets sick or injured
- You assist if specifically asked by an instructor in the case of a high needs student or group
- If you're participating, try to let the students have their own learning. This can be very hard; it often means watching them struggle or fail.

4.30-5.00pm	Come back
5.30pm	Dinner Duty Group
6.00pm	Dinner and clean up duties
7.30pm	Evening Presentation until 8.30pm
9.00pm	All students to go back to their rooms
10.00pm	Lights out

## Shop

Students can purchase Hillary Outdoors merchandise from the Orama shop, when accompanied by a teacher/adult. A teacher or instructor must be present with students during the shop visit for health and safety reasons.

The shop will be open by arrangement with teachers or an instructor, (will be subject to Orama staff availability.)

## Other Information

**Power:** The generator is on from 7:00 am – 10:30am and 4:30pm – 10:30pm, with an hour for lunch at 12:00pm – 1:00pm. On the weekends the generator comes on at 8am.

**Pines Cabins:** The accommodation is old, and some of the windows etc. are fragile. They need to be treated with care. Please help us to ensure that all windows are latched if there is any wind.

At the end of each week, all cabins are checked thoroughly by Hillary Outdoors and Orama staff, and we maintain a list of pre-existing damage. Any new damage to the walls, bathrooms including graffiti etc. will be invoiced to the school.

**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.

**Quiet at night:** The Pines Cabins are very close to permanent Orama accommodation and Hillary Outdoors staff. Noise carries well, and this is a short distance. With young children resident, please keep noise down after 8:30pm, and we need genuine quiet after 9.30pm. Please also ensure your students stay away from the houses.

**Swimming:** Swimming outside of activity time must happen in accordance with your schools EOTC policies. If you are supervising swimming, make sure you know who your non-confident swimmers are, you are dressed to get in the water and assist a swimmer in trouble, and your supervision ratio aligns with your school policies and what you are capable of supervising.

**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.

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.

**Telephone and Internet:** On arrival, please check in with the programme manager for details regarding telephone and internet.

## Love the Outdoors? Take a look at these other courses

- Did your students do exceptional this week? They can take the next step in attending a Holiday Action Challenge or a Leadership course in the school holidays. You may be able to get a scholarship for this. We also run The Duke of Edinburgh's Hillary Award Intensives during some school holidays <http://www.hillaryoutdoors.co.nz/holiday-programmes/>
- Get your school involved in Hillary Outdoors team adventure Events run regionally and from our Centers <http://www.hillaryoutdoors.co.nz/events/>
- Enroll in a skills course, such as Kayak, Rock, Alpine and River Safety. <http://www.hillaryoutdoors.co.nz/skills-courses/>
- Want training as an outdoor Instructor? <http://www.hillaryoutdoors.co.nz/tertiary-programmes/>



<http://instagram.com/hillaryoutdoors>



<https://www.facebook.com/hillaryoutdoors>



<https://www.youtube.com/c/HillaryoutdoorsNz>



## GREAT BARRIER ISLAND GEAR LIST

Here is a list of gear you will need for your week at Hillary Outdoors Great Barrier Island. You need to have this amount as a minimum all year round. What you don't have, try to borrow from friends and family. We can lend you the items in the box below (included in the cost), but please try to bring your own if you have them as these will be more comfortable and our supplies are limited.

You can shop our Gear Lists at Torpedo7. Every purchase made via [this link](#) means proceeds from your purchase will go to Hillary Outdoors and support getting more youth into the outdoors.

Compulsory Gear	✓	Optional Gear	✓
<a href="#">Tramping pack 65L (for overnight)</a>		Waterproof watch (with alarm preferable)	
1 x Day Pack		Camera	
Pack liner/3 x rubbish bags		Extra Snacks (Muesli bars etc.)	
2x Thermal tops (wool or polypro)		1ltr lunch container eg square systema type	
2x Thermal pants (wool or polypro)		Gumboots (close fitting & good tread)	
1x <a href="#">Raincoat (Seam sealed with hood)</a>		Cash / eftpos (for shop to buy merchandise)	
1x <a href="#">Rain pants</a>		<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 <a href="#">Wool / fleece jersey</a>			
1x long/Fleece pants (if winter)			
2x Quick drying t-shirts			
2x Quick drying shorts			
1x <a href="#">Beanie / balaclava (wool/polyester)</a> (even for summer programmes)			
2x sturdy securely fitting trainers: for hiking and water use (they will get wet)			
<a href="#">Wetsuit</a> : Tight fitting, full length or spring depending on time of year			
Swimming togs & board shorts			
Towel			
Sunglasses			
<a href="#">Sunhat</a>			
Sunscreen			
Casual clothes & covered shoes/sneakers for evenings			
Underwear			
Single fitted sheet, & pillowcase			
<a href="#">Sleeping bag &amp; liner</a> (warmer is better especially in winter)			
Head / hand torch & batteries			
Bowl, cup & cutlery (plastic or similar; to be used for overnight expedition)			
2x 1 litre Drink bottles			
First Aid Kit (Personal medication, plasters and strapping tape)			
Notebook and pen			
Toiletries including insect repellent			

