



Supervising Adult Responsibilities in Instructor Run Activities

Written: 12/5/22 Updated:

Reviewed: 25/1/26

ABSEILING

1. Check group is wearing appropriate attire and footwear for the activity
2. Have a quick brief with the instructor to check on responsibilities and share group abilities/concerns
3. Supervise group, ensure respectful, co-operative behaviour towards instructor
4. Check area is safe and keep an eye on surrounds for snakes etc.
5. Assist with putting harnesses and helmets on and taking them off at the end
6. Encourage everyone to sit on the seats available and cheer the person coming down
7. Regular head count of participants
8. Help participants off the rope at the bottom (try and keep it out of the dirt) and rotate students through to go to the top so everyone has the opportunity to participate.

CRATE STACK

1. Check group is wearing appropriate attire and footwear for the activity
2. Have a quick brief with the instructor to check on responsibilities and share group abilities/concerns
3. Supervise group, ensure respectful, co-operative behaviour towards instructor
4. Participants should remain seated until their turn. Could rotate through moving along the seats to their go. Regular head count to make sure everyone is there
5. No one is allowed in front of the belaying rope
6. Assist with putting harness and helmets on and taking them off

FLYING FOX

1. Check group is wearing appropriate attire and footwear for the activity
2. Have a quick brief with the instructor to check on responsibilities and share group abilities/concerns
3. Supervise group, ensure respectful, co-operative behaviour towards instructor
4. Encourage cheering as participants about to come on the flying fox
5. Assist with putting on sit and chest harnesses
6. Assist with rotation of participants in helping roles at the bottom – goes from cheering to flags to corner of trolley and then up to top tower for turn on flying fox
7. Help remove chest and sit harnesses at the end. Take them off the opposite to how they were put on. Completely undo the strap connecting the chest harness to the sit harness. Don't completely undo the shoulder straps otherwise it makes it hard to put them back together. Once removed hang on the line. Pull out sit harnesses to largest size – legs first then waist. Participant should then be able to step out. Place on the racks on side of the table.

INDOOR CLIMBING WALL

1. Check group is wearing appropriate attire and footwear for the activity
2. Have a quick brief with the instructor to check on responsibilities and share group abilities/concerns
3. Supervise group, ensure respectful, co-operative behaviour towards instructor
4. Regular head count. Keep all participants waiting their turn seated on the seats provided and rotating so everyone gets a fair turn
5. Ensure people not in the group do not cut through the activity area by going under the barrier ropes
6. Assist with putting on harnesses and taking them off at the end

KAYAKING

1. Check group is wearing appropriate attire and footwear for the activity
2. Have a quick brief with the instructor to check on responsibilities and share group abilities/concerns
3. Supervise group, ensure respectful, co-operative behaviour towards instructor
4. Keep an eye on participants when kayaks are in the water
5. Regular head count
6. Assist as they come back to shore and ensure equipment is cleaned and put back where it is meant to be as the instructor requests