# Operational Procedures: Homai Campus Outdoor Learning Environment (NAG 5)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

These procedures support the Operational Policy: Homai Campus Outdoor Learning Environment (NAG 5).

## Guidelines:

1. Ākonga will be actively supervised by BLENNZ staff when undertaking activities in the Outdoor Learning Environment (OLE) in the course of their regular programmes.

2. Ākonga visiting the campus (e.g. families attending the campus for assessment or appointments) are the responsibility of the accompanying adult(s) during times they may access the OLE. Families will be asked to report any hazards, incidents or near misses, to a member of the BLENNZ staff.

3. Residential ākonga will be informed of any risks or health and safety issues prior to unsupervised access.

4. Ākonga will be supervised by BLENNZ staff during the Homai Campus School morning and lunch breaks, managed through the duty roster. To ensure full observation two staff are required to be on active supervision at all times to supervise the playground area.

5. Staff on duty have a responsibility to ensure appropriate behaviour.

6. Staff on active supervision are to supervise and monitor appropriate ākonga behaviour on and around the swings and climbing frames.

7. At all times helmets will be used by both ākonga and staff when bikes, scooters, skateboards, rollerblades/skates are ridden either on the bike track or in other places on the BLENNZ Homai Campus site. It is recommended that safety gear such as elbow and knee pads also be worn when riding scooters, skateboards and rollerblades/skates. All helmets will be standards approved and will display a sticker advising the helmet meets the appropriate New Zealand, Australian, European or US standards.

 Cycle helmets are designed to take only one hit. If the helmet is involved in a crash it must be replaced. If the helmet is dropped or mistreated it is also likely to need replacing. Before use helmets should be checked for wear and damage (straps, fastenings, inner liner and outer shell). If there is any doubt concerning the safety of a helmet, it should not be worn.

 In accordance with NZ Transport Agency guidelines, the following should occur when fitting a helmet:

* Give the helmet a wiggle to check its fit and, if necessary, adjust it.
* Check that the ears of the ākonga sit in the middle of the V shape of the straps.
* Make sure that the front of the helmet sits two fingers above the eyebrows.
* Check that when the chin strap is done up, that just one finger can fit between the chin and the strap.

8. When using the bike track ākonga and staff will use the track in a clockwise direction following the yellow arrows.

9. The fitness station will have accessible signage instructions for the safe use of each piece of equipment.

10. All staff have a responsibility to report any defects they notice for any piece of equipment, to the Homai Campus Site Manager, as soon as possible via email. If a face to face discussion occurs, this must always be followed up with an email.

## Supporting Documents:

BLENNZ Operational Policy: Homai Campus Outdoor Learning Environment (NAG 5)

[Link to NZTA website - Official Code for Cyclists](https://www.nzta.govt.nz/resources/roadcode/cyclist-code/about-equipment/cycle-helmets/)