



FOR THE ATTENTION OF:

- **THE SCHOOL PRINCIPLE**
- **RELEVANT SCHOOL GOVERNING BODY and/or MANAGEMENT BOARD**
- **ALL EDUCATORS, STAFF and REPRESENTATIVES OF THE SCHOOL ATTENDING A CAMP AT HIGH AFRICA ADVENTURES.**

ACTION ITEMS

- PLEASE FAMILIARISE YOURSELF WITH THE ENTIRE CONTENT OF THIS IMPORTANT DOCUMENT PRIOR TO ANY CAMP
- INFORM ALL LEARNERS ATTENDING THE CAMP OF THE RULES AND PROCEDURES PRIOR TO ARRIVAL AT THE CAMP VENUE
- COMPLETE THE CHECKLIST

- **CAMP GUIDELINES & RULES**
- **WHAT WE EXPECT FROM SCHOOLS**
- **YOUR SAFETY**
- **SAFETY & CAMP READINESS CHECKLIST**

Introduction

This document gives a brief outline of safety measures taken at High Africa Adventures. For each individual group visiting High Africa Adventures, the High Africa's Programme manager sets up a programme based on the group's requirements. There are many factors that have to be taken into consideration. Some of these factors may include time of the year, duration of the camp, age of the participants, state of the river (flooding) and weather conditions (wind and rain).

Participants rotate between activities so that everyone gets to do all the activities set in the programme. The participants will be divided into groups of approximately 10 - 20 people per group. Each group may be split into smaller groups, depending on the focus of the activity.

Our facilitators hold a short discussion session with the group prior to and after most of the activities. Depending on the activity, issues such as team participation, team spirit, support, and leadership are discussed. Due to the nature of our activities, individuals' strengths are very often highlighted during the course of the camp.

Not all our activities are physical, which allows the less-physical students to come to the fore, and the program is carefully structured so that everybody participates.

Safety at High Africa Adventures

High Africa Adventure Camp is committed to achieving and maintaining a high standard of safety at all times. As such the camp has the following structures in place:

- A full Risk Assessment has been conducted and is reviewed prior to every camp.
- All staff working with visitors on site are mostly vetted facilitators. We do have trainees on certain camps and they always work under full supervision and guidance from our Senior Staff.
- All equipment used is checked before every activity to ensure there is no significant damage or likelihood of failure.
- All equipment used meets national and quite often, international industry standards.

In order to meet the Education Department's (WCED) requirements, each school will identify an educator in charge for all camps. Educator/learner ratios are applied as required by the Department of Education (please familiarise yourself with all relevant circulars and directives issues by WCED). High Africa Adventures requires that an educator be present for all activities, from a supervisory point of view. Educators are also welcome to participate in any activities offered by High Africa.

It is expected that each school will have access to the following as a bare minimum:

1. A full learner list with any medical information of the learner, including medical aid information if available
2. A Staff member who is First Aid Qualified and/or a school appointed First Aid qualified individual and/or Paramedic
3. A Staff member(s) whom is/are competent in swimming and not afraid of water-based activities
4. Staff member(s) whom will supervise and be available for learners every day of the camp and also specifically between "bed time" and "wake-up" time.
5. Any emergency medication needed by learners or educators must be kept by the identified Lead Educator. Please ask the Lead Facilitator to show you where all medications and first aid equipment can be stored.
6. All Emergency Numbers for the school
7. Contact details of the parents/guardians of learners
8. A printed copy of the Emergency Contact Number Sheet, as provided by High Africa.
9. At least one school vehicle/ educator vehicle for use during any emergencies
10. Signed copies of all indemnity forms / or quick access thereto

Educators who accompany the group will be briefed and guided (if so required) on their roll(s) during the excursion and activities. High Africa Adventures makes use of well qualified and experienced Adventure Facilitators (many of whom are trained and work internationally at USA Summer Camps) as well as specialised external service provider as and when required (e.g. River Rafting, Snake Awareness Training, First Aid Training)

The learners' and educators' safety are of utmost importance to us and on arrival there will be a safety briefing on the following:

1. General rules of the camp
2. Camp facilities and buildings.
3. Sleeping arrangements.
4. Where to assemble in a case of an emergency.
5. The names of the first aid officer(s) and location of the First Aid Facility.
6. The procedure to follow if there is an accident/injury.
7. Water safety – no learner to enter the water without wearing a PFD (personal floatation device) or without supervision. Our facilitators will supervise all water activities. It is expected that educators attending the camp, will also assist and be available to supervise learners during any water-based activity.
8. Out of Bounds Areas – certain areas of the camp may not be used by learners/educators without a member of High Africa Staff present. These areas are clearly marked and will be identified at the start of camp.
9. Security on the camp site

A safety briefing based on the day's activities will take place every morning prior to the commencement of the day's activities.

SCHOOL CAMP SAFETY & CONDUCT

WHAT WE EXPECT FROM SCHOOLS, THEIR STAFF AND ALL LEARNERS

1. General Rules of the Camp

Learners

- Always follow all instructions given by High Africa facilitators and school staff immediately.
- Respect fellow learners, staff, facilitators, and camp property.
- No rough play, pushing, bullying, or unsafe behavior.
- Remain within designated activity and accommodation areas.
- No leaving the camp area without permission.
- Cell phone use only as permitted by school policy.
- Zero tolerance for alcohol, vaping, smoking, or prohibited substances.

School Staff

- Maintain active supervision at all times (no passive supervision).
- Support facilitators during all activities.
- Conduct regular headcounts (before, during, and after activities).
- Enforce school code of conduct consistently.
- Ensure learners remain within permitted areas.

2. Camp Facilities & Buildings

- Learners may only enter designated buildings and areas.
- Kitchens, staff-only zones, equipment stores, and maintenance areas are off limits unless authorised.
- No tampering with electrical points, fire extinguishers, or safety equipment.
- Report any damage or hazards immediately to the Lead Educator and High Africa staff.
- Keep cabins and shared spaces clean and orderly.

3. Sleeping Arrangements

- Learners must sleep in allocated cabins only.
- No visiting other cabins after lights out.
- Quiet time must be respected.
- School Staff accommodation must be strategically located for supervision.
- A staff member must conduct a lights-out check and final headcount.
- Emergency medication must be accessible to the Lead Educator at all times.

4. Emergency Assembly Point

- The designated emergency assembly point will be identified on arrival.
- All learners and staff must know the location.
- In the event of:
 - Fire
 - Severe weather
 - Security threat
 - Any evacuation instruction

→ Move immediately and calmly to the assembly area.

- School Staff must take class lists and conduct a roll call.
- No one may leave the assembly point until instructed.

5. First Aid Officers & First Aid Facility

- Location of the First Aid Facility will be shown during orientation.
- All injuries, even minor ones, must be reported to High Africa Staff immediately

6. Procedure for Accident or Injury

1. Stop the activity immediately (if required).
2. Inform the nearest High Africa facilitator and school staff member.
3. Do not move an injured person unless there is immediate danger.
4. First aid will be administered by qualified personnel only. The primary responsibility for the provision of First Aid remains with the school. First Aid Qualified High Africa Staff, will be available to assist.
5. The Lead Educator must:
 - Record the incident.
 - Contact parents/guardians if necessary.
 - Inform the school principal (if serious).
6. Serious injuries must follow the school's and High Africa emergency protocols and medical referral procedures.

7. Water Safety Rules

- No learner may enter the water without obtaining prior permission from both High Africa Adventures' Camp Leader as well as the School's Lead Educator
- No learner may enter the water without wearing a Personal Flotation Device (PFD) or Life Jacket
- No learner may enter the water without supervision by both High Africa Adventures and the School's Staff.
- PFDs must be correctly fitted and secured.
- All water activities must be supervised by qualified High Africa facilitators and School Staff
- No swimming outside designated times.
- No pushing or jumping into water unless instructed.
- School Staff must remain present and actively supervise learners at all times.

8. High Ropes Safety

- Participation only under facilitator instruction.
- Safety harnesses and helmets must be worn correctly.
- No interference with another learner's safety equipment.
- No running in harness areas.
- School staff must assist with group management and emotional support.

9. Out of Bounds Areas

- Certain areas are strictly prohibited unless accompanied by High Africa staff.
- These areas will be clearly identified at the start of camp.
- Learners found in out-of-bounds areas will face disciplinary action.
- Staff must monitor boundaries consistently.

10. Security on the Camp Site

- Learners may not leave the camp premises.
- Visitors are not permitted unless pre-authorised.
- Report suspicious persons or behaviour immediately.
- Ensure cabins are secured when unoccupied.
- The School must ensure that a night supervision schedule are in place.

11. Medication Protocol:

- All emergency medication must be kept by the identified Lead Educator.
- Confirm with the Lead Facilitator where medication and first aid equipment may be safely stored.
- Inhalers, EpiPens, and critical medication must remain immediately accessible.

12. School Staff Supervision Standard

- Minimum supervision ratios must comply with relevant WCED guidelines, the school's policy and all relevant legislation
- Staff are expected to:
 - Be visible.
 - Be proactive.
 - Intervene early.
 - Maintain duty of care at all times.
- No staff member may disengage from supervision responsibilities during activities.

Please review the following safety checklist and ensure that the school has collated the information required, prior to attending the camp:

SCHOOL CHECKLIST

Emergency Contact List		Ensure that all educators have access to emergency contact information for each pupil. This list is to be made available to High Africa's Camp Management
Medical Information		Collect medical information and any necessary medications for each learner. Ensure that educators & facilitators are aware of any medical conditions or allergies and have a plan in place to address them. Any medication needed by learners or educators must be kept and safeguarded by the identified Lead Educator of the school at all times.
Communication Plan		Create an Emergency Number contact list to ensure Educators can contact the correct staff on site and parents of learners if necessary. Staff to ensure they have fully charged cell phones at all times. School staff will be provided with Wifi Password son check-in. NB Please note that learners are NOT allowed to bring any cash, electronic and/or cellular devices to camp.
First Aid Kit and Medical Emergencies		High Africa will have First Aid Kits on site, but it is HIGHLY recommended that you bring your own. Lead First Aider of the School, to check kit before departure from school to ensure that it has all necessary supplies. Please note that High Africa will not administer any specialized medical treatment to any learner under any circumstances. In any emergency medical event/incident, specialised emergency services will immediately be dispatched.
Supervision Ratio		Ensure that there are sufficient Educators accompanying learners to the Camp. (NB: Note WCED directives and guidelines). We require School Staff member(s) whom will supervise and be available for learners every day of the camp and also specifically between "bed time" and "wake-up" time when High Africa Staff are off duty.
Water Safety		If the school intends to do water-based activities, please ensure you know the water competency of each learner and inform the High Africa staff of all learner competencies and issues. We require School Staff member(s) whom is/are competent in swimming and not afraid of water-based activities
School/Educator Vehicle		At least one school and/or educator vehicle for use during any emergencies or transportation of learners
Signed Indemnity Forms		The school must ensure that all indemnity forms are signed by parents /legal guardians and provided to High Africa prior to the commencement of a camp. PLEASE NOTE : If a learner does not have a signed indemnity form - he/she will unfortunately not be allowed to camp at High Africa! We also dont allow any changes or amendments to the indemnity form. It is the school's responsibility to ensure that all learners attending a camp, has indeed provided a fully signed indemnity form.
HIGH AFRICA HAS THE FOLLOWING HIGH LEVEL HEALTH & SAFETY PROTOCOLS IN PLACE		
Campsite Risk and Hazard Assessment	✓	Before each school arrives, the camp staff do a thorough inspection of the camp to identify any potential hazards. A campsite safety briefing is held when learners arrive to familiarise them with all potential hazards and the emergency procedures. Educators are required to attend the safety briefing
Activity Safety Procedures	✓	All activities have strict safety procedures. These are explained/demonstrated to learners and educators before each activity.
Water Safety	✓	High Africa water-based activities are run mostly by our NSRI Water Safety and Drowning Prevention qualified instructors and are water competent. External activities, such as river rafting, are managed by Wild One River Adventures whom is an APA Certified Operator. Equipment used is SAMSA (South African Maritime Standards) approved and SANS 12402-5/6:2007/ISO 12402-5/6:2006 compliant.
Fire Safety	✓	High Africa has emergency management protocols in place which are explained to the learners on arrival. All fire suppression equipment is SANS compliant, is serviced annually and checked after each camp.
Food Safety	✓	High Africa staff implement strict hygiene protocols to ensure that all food preparation is done is safe, hygienic conditions.

		The camp has a current Certificate of Acceptability for Food Preparation.
Inclement Weather	✓	High Africa staff and facilitators update weather information regularly and ensure that no activities take place where weather could pose a risk. Staff will inform Educators if activities need to be postponed and other activities will be put in place to suit conditions. Should site evacuation be required due to inclement weather, High Africa has a full site evacuation procedure in place.
Emergency Response Plan	✓	Emergency numbers are displayed in various locations around the camp. There is a comprehensive emergency plan in place which covers a number of possible emergency situations. All camp staff are trained in these procedures and learners and educators will be informed of protocols throughout the duration of the camp. It is HIGHLY recommended that schools print the Emergency Contact Page provided by High Africa and to make sure it is always at hand.

Our commitment towards Industry Compliance and Professional Registrations

At High Africa Adventures we take compliance and industry standards, both locally and internationally very seriously. We don't just comply – we often far exceed industry standards in certain categories. Some of our facilitators are trained by leading industry training institutions, both locally and internationally.

We are proud to be the only School and Youth Camp Organisation in the Western Cape to our knowledge, which are **collectively** registered, make use of or partner with, as a professional operator, with all of the following leading and authoritative Industry Organisations, Establishments, Service Providers and Associations in South Africa.

South African Adventure Industry Association



African Paddling Association



African Rope Course Association



Priority Care
Ambulance Services
(First Training and Aid and Equipment)



NSRI - Water Safety & Drowning Prevention Training Partner and Facility



Lifesaving SA
(via Eco Active for Water Smart Facilitator Training & School Awareness Sessions)

