



Education Authority Document

Knepp 2027

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Introduction

The purpose of this document is to delineate some of the key procedures in place for Operation Wallacea trips to the Knepp Estate, UK. When creating the document, reference has been made to the National Guidance produced by the OEAP (Outdoor Education Advisory Panel – see <http://oeapng.info>) in the United Kingdom in addition to guidelines from the Expedition Provider's Association and BS8848 (the British Standard for organising and managing visits, fieldwork, expeditions and adventurous activities outside the UK). Additional guidance has been sought from bodies including but not limited to the HSE (Health and Safety Executive) DfE (Department for Education), AALA, and numerous Acts of Parliament.

This document may be useful for a number of parties interested in the field courses, in particular but not limited to: The Educational Visits Coordinator (or equivalent) appointed by the school or college; the senior teacher(s) accompanying the trip (the group leader); parents or guardians of the students on the trip; students or other participants on the trip.

Operation Wallacea are members of the Expedition Providers Association (EPA) and hold a Learning Outside the Classroom quality badge (LOtC).

Objectives and structure of the expedition

Objectives

The Operation Wallacea field course at Knepp has two key objectives:

- 1) Learning ecology survey techniques. Time will be spent in the field working with experienced field naturalists learning the following techniques:
 - Quadrat surveys for analysing vegetation community structure using UKHab
 - Sweep net, pan traps, malaise traps and light traps for invertebrates
 - Refugia surveys for reptiles
 - Point count, breeding bird transect surveys and mist netting for birds
 - Distance surveys and camera traps for mammals
 - Sound analysis for bats
 - Woodland carbon code for carbon surveys
- 2) Learning about how to develop a career in conservation biology or ecology. This is incorporated into all of the surveys, but is also achieved by having guest speakers and talks from the staff in the evenings.

Structure

The UK field ecology course will be based at the Knepp Estate in the Low Weald of Sussex, which is Britain's premier rewilding site. The 3500 acre estate is being returned to a pre-human habitat by almost abandoning human intervention in the management of the landscape and allowing fields to revert to natural vegetation with fallow and red deer, Exmoor ponies, long-horn cattle to mimic the effects of the extinct auroch and Tamworth pig to mimic wild boar controlling the vegetation to produce a patchwork of different habitats.

Start and finish of the field course

The course attendees will meet at 5pm on the Sunday and there will be an introduction to the site including bathroom and workplace facilities with emphasis on health and safety. The students will be busy throughout the day and by the Friday night should have participated in all surveys using the identified techniques. The course finishes on Saturday morning at 9am.

Booking Process

School and college students have the option to either book as a group, where there is a contract between the school and Operation Wallacea, or as individuals, where the contract is between Operation Wallacea and the participant (and their parent or guardian, if the participant is under the age of 18 at the time of booking). Once a school group has demonstrated interest in the field courses, they are given a full presentation about the site where students, parents and teachers have the opportunity to ask any questions they feel are necessary. Following this, the school, or collection of individuals, are given an agreed amount of time to secure their places on the trip with a deposit. Operation Wallacea's terms and conditions are made available prior to booking, and acceptance of those terms and conditions is necessary before the booking can be confirmed.

Inclusion

In line with the Equality Act (2010) Operation Wallacea's policy is to make all reasonable adjustments to enable students of all physical and mental ability levels to participate in the programme. Likewise, participants will not be discriminated against on the basis of any protected characteristic (e.g. gender, race or religion). Any specific needs (such as requirements due to religious customs, or those arising from a physical disability) are discussed with the school shortly after the booking has been made. If it is not possible to make suitable adjustments without substantially jeopardizing the quality or safety of the programme for the remainder of the participants, then those students unable to participate would be offered a full refund of any monies paid.

Risk Management

Prior to the field course

A thorough assessment of all research sites and activities are completed before the start of each field course and reviewed throughout via in-house audits. Risk assessment and management instructions are put in place for general activities (such as trekking), for specific activities (such as the surveys) and specific sites (such as the camp). The risk assessments are published on the Operation Wallacea website and hard copies are available on request, free of charge.

During the field course

The risk management policies are dynamic and can be amended by the senior Opwall staff on-site should new or unforeseen risks present themselves. All medical incidents and near misses are recorded throughout the courses, in addition to the completion of in-house audits. Any major incident (e.g. requiring emergency evacuation or significant deviation from the

planned course activities) results in an incident report being written by the senior Opwall staff member on-site and statements being taken from parties involved as appropriate. Additionally, the Operation Wallacea Senior Management Team is informed of any major incidents immediately, in case the field team should require any further support.

Training Before the Field Course

Operation Wallacea staff work closely with teachers to ensure that pupils are ready and prepared for the field course. Various joint meetings take place with the Operation Wallacea Schools Team and the teachers regarding facilities on site and skills required. A training package is sent to each of the schools including the following:

Details of the level of fitness required from the pupils

The level of fitness required by students is outlined in detail in the training presentation. For those students that have limited outdoors experience, professional UK-based outdoor adventure companies can be recommended to provide this additional training. Furthermore, bleep tests can be sent to the school to be carried out by teaching staff if this is deemed necessary or helpful.

Other information

Operation Wallacea also make available a student handbook (downloaded from the Opwall website) containing full details of the facilities at each site, the learning outcomes for the field course, and the planned itinerary.

Additionally, participants are given a kit list (which is also available on the Opwall website) and some identification guides for the local fauna and flora. The Operation Wallacea staff are always available to talk to any student, parent, or teacher, who have any questions about any aspects of the expeditions, and the preparation required.

Roles and competencies of designated leaders

Qualifications, licensing and technical competency

Operation Wallacea is not eligible for a license through AALA (Adventurous Activities Licensing Authority) as we do not conduct licensable activities and because we operate many of our expeditions and field courses outside of the UK. Many of the activities organised by Operation Wallacea are research-focused and so no formal qualifications exist. Wherever possible though, the procedures for ensuring technical competency of key staff are in line with AALA recommendations. Where new staff are recruited (i.e. those who have not worked for us before) the selection process includes a review of the CV or resume, a telephone interview, and obtaining at least two positive relevant references from previous employers. The qualifications or experience levels necessary for the various activities are described below, in addition to the roles and responsibilities of the key staff.

Role of the teachers

The teachers accompanying the students are responsible for ensuring the safety of the group during their travel from their school to the Knepp Estate.

Once the groups are met at Knepp by Operation Wallacea staff or partners, the teachers will be travelling with the group and are responsible for pastoral care issues, and for helping to organise their group. At the end of the field course the teachers are responsible for accompanying the group back to their school. During the field course the responsibility for the safe provision of activities, and organising the full itinerary, rests with Operation Wallacea rather than the teachers accompanying a group, as the teachers are not expected to have specific technical expertise in activities. However, the teachers should, prior to the trip, have familiarised themselves with the activities to be carried out. They also should have ensured that the Educational Visits Coordinator (or equivalent in their area) is aware of the trip and has been sent the relevant Operation Wallacea documents (e.g. risk assessments and this document) and that the trip has the approval of the senior management team at the school.

Role of Operation Wallacea staff

Venture Leader

The Venture Leader is responsible for the overall running of the project. The 2027 Venture Leader is Caroline Acton. She is the Senior Operations Manager for Operation Wallacea and has significant experience in leading and managing groups, managing Operation Wallacea sites for over 15 years.

She will ensure that in each of the locations the correct level of leadership is provided for each of the survey groups and that the various risk amelioration measures are being adhered to, in addition to ensuring that the overall objectives of the project are being met.

Caroline will also ensure that the agreed protocols for the different activities are being adhered to (for example we have a safe trekking procedure) and that volunteers and staff alike are properly briefed with regard to suitable conduct within their role whilst on the field course.

Site manager – Terrestrial sites

Each camp will have its own camp manager appointed by the venture leader prior to the field season. Each camp manager has relevant previous experience in running field camps.

Survey leaders – Terrestrial surveys

All surveys will be led by a survey leader at a maximum ratio of 1 staff member to 8 students. The survey leader will have, as a minimum, an undergraduate degree in a relevant discipline and experience in leading young people or students in an outdoor education setting. All survey leaders will receive on-site training in protocols for leading small groups on short treks, such as those likely to be encountered at Knepp.

Leadership during vehicle transfers

Transfers to and from surveys

Some surveys may require a vehicle to access the survey site. In these cases, the vehicle will be driven by Operation Wallacea staff who will have a minimum of 3 years driving experience, who will be given instruction on safe driving at Knepp, and will be compliant with a driving

policy which includes always driving at or below the speed limit and checking the vehicle prior to driving it for safety.

Medical Procedures

This section summarises the medical and evacuation procedures report which has a much more detailed description of the staffing, first aid facilities and procedures to be followed.

Information and records

All participants will be required to enter their medical details onto the Operation Wallacea data portal. Details of how to log on are sent out upon receiving the booking from the participant. The data is stored securely and is initially only available to certain Operation Wallacea staff members, and, for groups of school students, the teacher leading the group. All medical forms are assessed by Operation Wallacea. The venture leader may seek to contact the participant to gather further information, which they would then enter on to the portal.

Once collected, the medical details of any participants who have described current or past health concerns, or are taking any current medication, will be passed on to relevant course staff. They may then want to talk directly to the participant if they have any further questions.

All medical problems, illnesses, injuries and near misses are recorded at each of the sites. At the end of the course, these data are collated and a health and safety report is completed and published on the website. This report classifies incidents into 7 categories and allows comparison between the expeditions and other activities. The policy of publication of the accidents and illnesses recorded on the expeditions and field courses is a unique aspect of the Operation Wallacea expeditions and helps ensure the procedures on site are followed fully.

Medical facilities

A medical kit is provided at each site, the content of which is agreed prior to the season in consultation with professional medics. This kit enables the designated first aid staff member to assist with minor ailments and further medical treatment can be sought in the local area if required.

Emergency Procedures

A document describing the medical and evacuation procedures in full, for Knepp, is available on the health and safety pages of the Operation Wallacea website.

Carefully planned evacuation protocols are in place for the site at Knepp. All staff will have training on the evacuation procedures and protocols.

Because of the high variability of influential factors such as weather conditions and nature of potential injuries, a number of different evacuation scenarios must be prepared for prior to the season. All staff are fully briefed in these scenarios.

Once a major incident or emergency is identified the Venture Leader will advise Operation Wallacea HQ in the United Kingdom. The Venture Leader will take overall control as Incident

Coordinator in conjunction with other senior staff if they are in a position to assist. Operation Wallacea's medical and evacuation plans are designed so that, in a serious incident, Operation Wallacea are able to be self-sufficient (and not reliant on a third party such as an insurer or medical assistance company) in terms of getting prompt and effective care to a patient, or moving that patient to care.

Insurance

Operation Wallacea have comprehensive combined liability insurance with up to £10,000,000 for public/product liability. Students resident in the UK do not require medical insurance for UK field courses as health care is available via the NHS.

Safeguarding and Child Protection

We endeavour to ensure that all school students participating in our activities are safe in accordance with the Protection of Children Act (1989 and 2004). This is achieved in a number of ways as outlined below. It is important to note that it is not possible, practical, and in many cases useful, to obtain government supported vetting checks (such as Disclosure and Barring Service) for all staff that students will come into contact with during their time on the expedition. As such Operation Wallacea adopts the following policies where vetting service checks are included where appropriate amongst other safeguarding methods, but are not the sole precaution taken.

Supervision and accompanying adults

Operation Wallacea offer a free teacher place with every 8 students thus giving an automatic ratio of at least 1 to 8. For each activity provided by Operation Wallacea in the field a ratio of 1 staff member to 8 students applies.

These ratios do not include other supervisory staff such as guides or cooks. Overall there is a level of at least 1 to 3 adult staff to students on site providing a very high level of supervision, and there are always both male and female staff members on site to assist with supervising groups. Teachers are asked to accompany students on as many activities as possible.

Sleeping and accommodation arrangements

Separate male and female sleeping facilities are available at the camp site. Accommodation for staff members and teachers accompanying the groups is also separate. Bathroom facilities are shared, but toilets are always private and lockable from the inside, as are the shower facilities. The details of the accommodation are sent out to participants prior to the field course so that the school has plenty of time to consider any pastoral issues that may arise as a result of the sleeping arrangements.

Minimum number of students

No activities are planned which will involve a single pupil being accompanied or supervised by a single staff member or adult, without another pupil or adult being present. There may be occasions where a one-on-one situation is unavoidable (e.g. a student is struggling with one of the skills required and the lecturer spends some extra time with them working on that

skill). These occasions though are rare and all staff members are fully briefed on how to conduct themselves when in these situations.

Vetting and Disclosure and Barring Service (DBS) checks

Staff who work for Operation Wallacea in the UK, and then lead the various expeditions around the world, are subject to an enhanced DBS check. All locations where students are sleeping have a DBS checked staff member in attendance. DBS and other vetting service checks are included where applicable amongst other staff team members. The teachers accompanying these school groups will, at the responsibility of their employer, be vetted through the DBS (or national equivalent system if one is available), and whilst on expedition will stay with the students overnight at each location.

Codes of Practice

All Operation Wallacea staff in the field are required to sign a code of conduct before they are employed. The Code of Conduct commits each staff member to not enter into relationships with school volunteers as well as conformity to restrictions on alcohol use and a complete ban on drug abuse. Operation Wallacea will dismiss staff that do not follow the code of conduct.

Training

All staff are, in addition to their code of conduct, given specific training on suitable conduct with young people. They are made aware of their position of trust and are given examples of how to behave in certain situations. Any staff employed by third party providers or partners are subject to the same code of conduct.

Complaints procedure

Any complaint by a school pupil about inappropriate behaviour from any staff member or other student will be treated as a formal complaint and documented. The accompanying teacher will be informed immediately and together with the senior Operation Wallacea staff member on site will investigate the complaint. If the complaint is upheld then any individuals involved will be dismissed from the field course and a police file created if a criminal offence has occurred.

Communications

The Knepp Estate site has mobile phone signal and staff members will always be available in the camp as a point of contact.

Transport

All transport arrangements conducted by Operation Wallacea in the field are subject to stringent protocols. Any road transport used to move pupils has been assessed by the Venture Leader and are checked for road worthiness including condition of the tyres and visibility through the windshield. As per section 7, the drivers are subject to a code of conduct whilst on the road. The roads in the UK are generally of good quality (tarmac rather than rock or dirt).

Accommodation and Camp Security

Students are allocated accommodation as close to staff members as is practical. Accommodation will be in tents within the camp site. The safety and hygiene levels at the camp sites are the responsibility of the Venture Leader. Upon arriving volunteers will receive a full briefing detailing safety precautions to take with this in mind. There will be a staff member in the campsites at all times so that if there are any problems the students will know who to talk to. Each site has a lockable facility in which to store valuables if needed. The participants are given a full health and safety briefing upon arrival in each camp and will only be able to leave the camp site if in a group as per the above operations protocols.

Accommodation address;

Knepp Castle Estate, West Grinstead, Horsham, RH13 8LJ

Integrity and Cultural Aspects of the Expedition

In addition to the drive to collect data for purposes of biodiversity monitoring and specific research projects, Operation Wallacea also attempts to ensure that local organisations and individuals are empowered and supported by the projects. At Knepp we are working with the Knepp Estate management team and offer training and knowledge exchanges with personnel.