



WBC Coordinator / School Responsibility Agreement 2016

The Whitebait Connection (WBC) programme empowers schools and communities by providing hands-on experience in the environment. The programme focuses on learning experiences in the natural environment by offering enquiries into freshwater biodiversity, human impact and catchment management issues. The programme aims to assist in developing participant's skills, attitudes and values, thus preparing the next generation of New Zealanders for their stewardship or kaitiakitanga role. After their experiences in the environment, students are able to put their knowledge into action within the community.

This is an agreement between:

Whitebait Connection (WBC) (coordinators listed below)

Names/s:

WBC Regional Coordinator Contact:

Address:

Phone:

Mobile:

Email:

And:

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.....
.....

**(School principal or
lead teacher/s)**

Address:

Phone:

Email:

Please tick to acknowledge the following:

WBC coordinator responsibilities – provide the school with the following:

- The WBC coordinator/s listed above will take all practicable steps to ensure the health and safety of the school students and staff while participating in the WBC programme.¹
- Explanation of how the expected learning outcomes of the activity/ies will be met
- Freshwater education resources²
- Catchment and freshwater biodiversity and conservation presentation in classroom³
- Work in partnership with teacher in charge to coordinate and organize field trips⁴

¹ Health and Safety at Work Act 2015

² Subject to availability and funding

³ Subject to availability and funding

⁴ Dependant on extent of participation of the Whitebait Connection programme



- Volunteers with relevant qualifications/experience (if applicable)
- Freshwater sampling equipment and instruction for water activities
- Freshwater discovery/monitoring safety briefings and responsibility for all in-water leadership and decisions with regards to safety around the freshwater discovery/monitoring activity.
- Safety management plans and policies, for example RAMS for in-water activities
- Emergency procedures for in-water activity

School responsibilities – provide WBC with the following:

- Intended learning outcomes that are based on the achievement objectives in the relevant curriculum areas
- Adequate parental/community supervision for field and in-water activities
- WBC requires 1:4 ratio in-water (or 1:6 for Year 9 and above)
- Obtain all student participation consents, swimming ability and medical information (we do not require copies)
- Notify WBC of any medical conditions relevant to the activity.
- Permission for WBC and sponsors to use work, images and/or video footage of your children, produced as a result of participation in the WBC programme for educational purposes and the promotion of the WBC programme, on internet, programme websites, resources, newspapers and publications. WBC will assume permission is granted in relation to the above. The school must notify WBC of any students that cannot be used for this purpose.
- Appropriate support for students with special needs
- Review of risk management and approval from Board of Trustees if appropriate.
- Risk management planning for all activities other than those coordinated and lead by the WBC coordinator.
- First aid kit
- School covers all other costs associated such as transport, food, accommodation etc.
- The school is to provide WBC with \$1 per student per field trip (for equipment maintenance), when WBC has funding to provide services for free (if applicable).

Please also tick the following to recognize your commitment to WBC:

Our staff and students undertake to:

- Recognise that the use of the WBC programme and resources is restricted to educational and non-profit purposes. The WBC resources are protected by copyright, but can be reproduced in their entirety for educational non-profit use. For example, CD-ROMs can be burnt in their entirety.
- Incorporate the WBC concept (information, experience and action) in the school programme and curriculum, for example by incorporating an introduction to freshwater species, investigation of a local stream and catchment and action-oriented activity.
- Follow-up the in water experiences with an ACTION activity. The students are encouraged to put their knowledge into action within the community, such as investigating where riparian planting should go, sharing findings with the local community, running a public survey or making an official submission about freshwater management or conservation. Over the years students have been involved in a range of action projects, from writing letters to their local authorities to letters to Members of Parliament, and



presentations in front of assembly to presentations at public events. Refer to WBC [website](#).

- Refer to the programme as 'Whitebait Connection' wherever possible, especially with regards to student action projects. Promote the WBC brand whenever possible (this helps WBC to obtain funding).
- Recognise that risk management, other than that associated with stream studies and catchment trips, remains the official responsibility of the school.
- Indemnify the WBC leader for any claims, costs, damage and expenses that may result from the failure of the school to fulfil its risk management obligations.

WBC guarantees that the instructors/coordinators it provides for the programme will not have criminal records for violent or sexual offences, and that WBC will disclose any criminal record that may be relevant to the care of students and/or a specific activity.

The school and WBC reserve the right to withdraw any or all participants from the programme if safety is compromised.

The supervisor for this agreement is the WBC national coordinator kim@whitebaitconnection.co.nz. The complaints procedure is to advise the Mountains to Sea Conservation Trust [Chairperson](#) for any complaints or concerns, which will be dealt with by the Trust.

Signed: (School) Date:

Name:

Signed: (WBC) Date:

Name:

