

SAFETY AND SUPERVISION POLICY

1. PURPOSE

The Kokoda Youth Foundation (KYF) is committed to ensuring the safety and well-being of all participants by maintaining appropriate supervision standards across its programs. This policy defines supervision requirements, including staff-to-participant ratios, to reduce risks and ensure compliance with KYF's Risk Management Policy, Risk Appetite Statement and Incident and Emergency Response SOP.

2. SCOPE

This policy applies to all KYF programs, including:

- On The Right Track (OTRT)
- Kokoda Challenge Youth Program (KCYP)
- Digital Detox Program (DDP)
- Program related outdoor education and adventure activities

It applies to all KYF employees, volunteers, and contractors responsible for participant supervision.

3. SUPERVISION STANDARDS

KYF requires the following supervision ratios as a minimum standard, with adjustments made based on risk assessments:

3.1. Staff-to-Participant Ratios

Activity Type	Minimum Supervision Ratio
Standard outdoor activities (e.g., low-risk hikes, group discussions)	1:8
Moderate-risk activities (e.g., high ropes, abseiling, overnight hiking)	1:6
High-risk activities (e.g., water-based activities, rock climbing, remote expeditions)	1:4
Participants requiring additional supervision (due to medical, behavioural, or disability-related needs)	1:2 (assessed case-by-case)
Activities with external providers (e.g., white water rafting)	Provider ratio + 1 KYF staff per group
Overnight camps with structured programs	1:8 (daytime) and 1:10 (overnight)

- At least two KYF staff members must be present at all activities, regardless of group size.
- Ratios may be adjusted based on environmental conditions, activity risk, and participant needs following a risk assessment.
- A qualified first aid responder must always be present in all KYF activities.

4. SUPERVISION RESPONSIBILITIES

4.1. Leadership and Program Staff

- Ensure supervision ratios are met before commencing any activity.
- Conduct risk assessments prior to all activities to determine if additional supervision is required.
- Assign clear roles (e.g., lead, floater, tail-end) and ensure staff are positioned to maintain effective supervision.
- Monitor participants for fatigue, distress, or unsafe behaviour and adjust supervision accordingly.

4.2. 4.2 Staff and Volunteers

- Maintain continuous line-of-sight supervision in high-risk environments.
- Implement active supervision techniques, such as frequent check-ins, headcounts, and designated regrouping points.
- Follow KYF emergency protocols in case of incidents requiring escalation.

5. PARTICIPANT SUPERVISION EXPECTATIONS

- Participants must be briefed on safety procedures and expected behaviour before any activity.
- The stay-together rule applies in all KYF activities, no participant is to be left unsupervised at any time.
- Check-in points must be used for all extended hikes or remote activities.
- All activities must follow Lost Participant and Non-Return Response SOPs in case of separation.

6. RISK MANAGEMENT AND EMERGENCY RESPONSE

- KYF staff must comply with KYF's Risk Management Policy, Incident and Emergency Response SOP, and Crisis Response Policy.
- Emergency communication devices (e.g., inReach Mini, UHF radios) must be carried in all remote or high-risk activities.
- All incidents must be reported using the KYF Incident Report Form within 24 hours.

7. RELATED DOCUMENTS

This policy aligns with:

- KYF-GOV-POLICY-Risk Management Policy V4-2025
- KYF-GOV-POLICY-Risk Appetite Statement V1-2025
- KYF-GOV-POLICY-Crisis Response Policy V1-2025

Related documents:

- KYF-GOV-PROCEDURE-Risk Management Procedure V1-2025
- KYP-OPS-SOP-Risk Assessment and Management for Activities V1-2025
- KYF-OPS-SOP-Incident and Emergency Response SOP V1-2025
- KYP-OPS-SOP-Lost Participant Procedure V1-2025
- KYP-OPS-SOP-Non Return Response SOP V1-2025
- KYP-OPS-SOP-Hike Day Facilitation V1-2025

8. APPROVALS & AUTHORISATION

Version	Approved By	Approval Date	Review Date
1	Board of Directors	15 April 2025	30 April 2026