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## EMR Coordinator/School Responsibility Agreement

### Provider Contract

The Experiencing Marine Reserves (EMR) programme empowers schools and communities by providing hands-on experience in the ocean. Our aim is to provide a fun and safe experience for both parties. EMR is a professional marine education provider and a programme of the charity (CC #23406) - Mountains to Sea Conservation Trust.

### This is a contract between

Experiencing Marine Reserves (EMR), coordinator/s, the 'provider'

<b>Coordinator Name/s</b>	
<b>Address</b>	
<b>Mobile</b>	
<b>Email</b>	

### And the 'school'

<b>School Principal or lead teacher/s names</b>	
<b>Address</b>	
<b>Mobile</b>	
<b>Email</b>	

Quotes and fees for the EMR programme are based on the 'Three EMR Cost Models' available on our website [www.emr.org.nz](http://www.emr.org.nz). The provider will provide you with a written quote (if applicable) or an invoice for the services outlined in your personalised itinerary (if applicable).

It is agreed that EMR will provide a snorkelling service to your school. This role is within our experience and expertise. We are registered on the register of adventure activity operators AA0 534.

**The School and EMR provider have discussed and documented:**

- How the two organisation's SMSs will work together and be applied and when each organisation has the primary responsibility for students
- The supervision structure for the programme/event
- The roles and responsibilities of school staff and supervisors
- Emergency preparedness and who is responsible for each scenario

**We declare that the EMR programme and coordinators (listed above) will provide the school with the following (please tick):**

- Take all reasonable practicable steps to provide a safe learning environment and to ensure the health and safety of the school students, whanau and staff while participating in the EMR programme snorkelling operations (Health and Safety at Work Act 2015, including any subsequent amendments and regulations such as the Adventure Activities Regulations, 2016)
- Explanation of how the expected learning outcomes of the activity/ies will be met
- Agreed supervision structure (ratio) for the programme
- Our Child Protection Policy <http://www.emr.org.nz/index.php/about-emr/policy>
- EMR coordinators/snorkel instructors with relevant, current skills and qualifications to deliver EMR snorkelling activities and meet accepted best practice for snorkelling (coordinator profiles are available on our website). EMR coordinators that have been safety checked.
- We agree to additional vetting or names of referees on request.
- Preparation required for students/participants and supervisors to participate safely in the snorkel activity, including but not limited to, an itinerary for the services to be provided, templates for student permission forms and snorkel safety briefings.
- Postponement, cancellation or relocation arrangements outlined in an itinerary.
- A record of all incidents is kept and communicated with the school on request. Any notifiable event is communicated immediately to the school contact person and to the relevant agencies, including WorkSafe New Zealand
- Volunteers with relevant qualifications/experience (if applicable). Any volunteers we provide will be under the supervision of the EMR coordinator.
- Identification of any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those hazards. Provide site specific risk assessment forms (RAMS) and emergency procedures for snorkelling activities and make available our EMR snorkelling Standard Operating Procedures, including our overarching Safety Management System, which is externally

audited and meets the requirements of the Safety Audit Standards for adventure activities and is available on our website [www.emr.org.nz](http://www.emr.org.nz)

- Provide the school with adult participant (accompanying parents, adults and supervisors) risk and medical disclosure forms to be completed on the day
- Provide snorkel and safety equipment that is fit for purpose and instruction for snorkelling activity, including all in water leadership and decisions with regards to safety around snorkelling activity and the identification of any dynamic hazards.
- First aid kit (snorkelling operations)
- Agree there is no place for alcohol or non-prescribed drugs on any school event.
- Marine education resources and marine biodiversity and conservation presentation in classroom (Subject to availability, funding & extent of participation)
- A safe experience free from bullying and harassment

**We declare our school will provide EMR with the following (teachers please tick):**

- The intended learning outcomes that are based on the achievement objectives in the relevant learning area/s of the New Zealand Curriculum or Te Marautanga o Aotearoa
- Name and contact numbers (including after hours) for teacher in charge/person responsible for schools health and safety on the day and agreement to respond to communications in a timely manner.
- Appropriate parental/community/teacher supervision for land activities and the supervision of students while getting into their wetsuits.
- Recognise that risk planning and management, other than that associated with snorkelling, remains the official responsibility of the school. EMR is not responsible for activities or people on the shore; shore activities and behaviour management remain under the control and responsibility of the teacher/parent in charge.
- Adequate ratio for snorkelling, EMR strongly recommends 1:2 (1:4 max) ratio for year 8 and below (or 1:4 (1:6 max) for year 9 and above). *It is very helpful for the school to pre-arrange buddy pairs and ability group students*
- Provide adequate adult 'supervisors' to meet ratio requirements and agreed supervision structure with appropriate skills to buddy up and supervise the students in water. The role of 'supervisors' is to assist and supervise the student's in-water and are expected to be confident swimmers, fit and healthy and free from the influence of drugs or alcohol.
- Provide a 'shore watch' person that will have responsibility for EMR's Check In and Out of water procedures *We highly recommend that this person has a first aid qualification.*

- Obtain all student participation consents, swimming ability, medical and behavioural information. This information MUST be available on the day of the field trip The school MUST disclose and identify students with any medical conditions relevant to snorkel activity to the EMR coordinator/snorkel instructor on the day so that appropriate management can be discussed and captured via our pre-site assessment form (This form is to be signed by H&S representative from the school before all field trips)
  - In particular (but not limited to): Diabetes, Asthma, and Epilepsy, Heart condition and anaphylaxis and allergies relevant to the activity.
- Have appropriate medication and medical action plans for medical conditions and provide appropriate support for students with special needs and/or medical conditions
- We acknowledge the risks associated with snorkelling. We fully understand and have read and AGREE with the potential risks and risk reduction strategies identified in the EMR Snorkelling Quick reference RAMS and Site Specific RAMS - Risk register and hazard ID EOTC Risk Assessment form Part 1 and Part 2 provided by EMR for the snorkelling activity.
- Parents, supervisors and teachers to comply with EMR instructors directions while in water.
- School first aid kit and sun protection
- Reasonability for ensuring school's policies and procedures are implemented (including the Child Protection Policy)
- Indemnify the EMR leader or any provider of EMR for any claims, costs, damage and expenses that may result from the failure of the school to follow instructions or fulfil its risk management obligations.
- Permission from each participant (students, teachers and parents) for EMR and sponsors to use work, images and/or video footage produced as a result of participation in the EMR programme for educational purposes and the promotion of the EMR programme, on internet, social media programme websites, resources, newspapers and publications. *EMR will assume individual permission has been granted in relation to the above. The school must notify EMR of any individual who does not give permission*
- School covers all other associated costs such as transport, food, accommodation; any charter hire and glass bottom boat ride (if applicable).
- Refer to the programme as 'Experiencing Marine Reserves' or EMR wherever possible, especially with regards to student action projects. Promote the EMR brand whenever possible (this helps EMR to obtain funding and support).
- Recognise that last minute cancellations due to non-weather related circumstances may result in a cancellation fee.

- Complete on-line evaluation
- A safe experience free from bullying and harassment.
- Seek appropriate school approval for this contract for service

***For more information, including about why we are collecting this information and who will receive the information, please ask to see a copy of our privacy statement or go to [www.emr.org.nz](http://www.emr.org.nz). In the event requested information is not provided, it will be at the [coordinators]'s discretion whether participation is permitted.***

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

The supervisor for this agreement is the Mountains to Sea Conservation Trust marine lead [info@emr.org.nz](mailto:info@emr.org.nz)

The complaints policy is on our website, Health and safety feedback and/or comments can also be submitted via our website [www.emr.org.nz](http://www.emr.org.nz)

- If you would like to opt out of hearing more about our events/programmes tick here

**We have read and understood this 'Contract for Service'**

	School Representative		EMR Representative
Name		Name	
Signature		Signature	
Date		Date	

**Planning notes:**

List any other activities (if any) other than snorkelling that EMR will take responsibility for (e.g. storm water activity)

## Please also tick the following to recognize your commitment to EMR

### School responsibilities – Full EMR programme only – provide EMR with the following:

- School to provide EMR with \$1 per student per equipment use (for equipment maintenance), when EMR has funding to provide free services (if applicable)

### Our school staff and students undertake to:

- Recognise that the use of the EMR programme and resources is restricted to educational and non-profit purposes. The EMR resources are protected by copyright, but can be reproduced in their entirety for educational non-profit use.
- Incorporate the EMR concept (information, experience and action) in the school programme and curriculum, for example by incorporating an introduction to marine species, investigation of a local unprotected area and marine reserves (by experience and/or research) and action project.
- Follow-up the in water experiences with an ACTION project. The ACTION project should reach beyond the school environment. The students are encouraged to put their knowledge into action within the community, such as investigating where a marine reserve would go, sharing findings with the local community, running a public survey or making an official submission about marine 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 at public events. Refer to the EMR action planner for further ideas on our website.
- Acknowledge the Experiencing Marine Reserves (EMR) brand as much as possible on school notices, newsletters, school websites/social media and student ACTION projects.

*Funded programmes may not be viable after a second postponement. We may request a contribution towards planning the 3<sup>rd</sup> time around or consider online/other delivery options.*

School Representative

Name

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Signature

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Date

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