



## Rotokare Scenic Reserve Trust (RSRT): Education School/Group Visit Confirmation Checklist

*Please fill, sign, and submit this form to the Rotokare Educator prior to or upon your arrival at Rotokare Scenic Reserve*

We, the representatives of the school/group visiting Rotokare Scenic Reserve for education programmes, hereby confirm that we have (please tick):

- Read the RSRT Health & Safety Information and detailed RAMS/SAP forms posted on the RSRT website, and understood the health and safety precautions required;
- Corresponded with the Rotokare Educator regarding any Health & Safety concerns, or about any visitors with special needs in our group;
- Acknowledge that the recommended adult: student ratio of 1:10 (secondary and senior primary), 1:8 (junior primary), 1:5 (ECE), or 1:1 (Special Needs) has been considered for the visit;
- Understood that accompanying teachers and adult supervisors are responsible for student behaviour and overall safety and wellbeing;
- Understood that accompanying teachers and adult supervisors may be asked to assist the students on their learning journey;
- Ensured all the visitors have suitable footwear and clothing for the visit;
- A first-aid kit for the visit (and understood that Rotokare will have first-aid kits on standby);
- Understood that Rotokare is a “pack in, pack out” location with no rubbish bins, and all rubbish must be taken back by the visitors;  
*Note: In organising the rubbish on your trip, Rotokare encourages you to consider the environment and manage recycling, landfill, and compostable wastes accordingly*
- Ensured that all visitors have been informed to follow the instructions of the Rotokare Educator and Rotokare Education Volunteers leading the programme for the visit.

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Teacher in-charge / Group Representative

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School Name