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| **LEARNING HOW TO CANOE** |
| **Participants learn the basics of canoeing**  |

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| **Week**  | **Date** |
| 2 | 19 July (Group 2) and 24 July (Group 1) 2018 |

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| **Activity Location/s** |
| Leicester Outdoor Pursuits Centre, Loughborough Rd, Leicester, LE4 5PN |

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| **Pick up** | **Session starts** | **Session ends** | **Drop off** |
| 2.00pm | 3.00pm | 6.15pm  | 6.30pm |
| SOCOPA St Matthew’s | LOPC | LOPC | SOCOPA St Matthew’s |

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| **Staff/ volunteers in attendance** | **Organisation** | **Contact details** |
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| **ABDIKAYF FARAH** | **SOCOPA** | **07853290875** |
| Jon Boagey | SOCOPA | 07734498243 |
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*[Staff with overall responsibility in CAPS/ BOLD]*

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| **Travel details** | **Driver** | **YP/Passengers** | **Staff** |
| Minibus |  |  |  |
| Car 1 |  |  |  |
| Car 2 |  |  |  |
| Car 3 |  |  |  |
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| **No of students scheduled to participate this session** |
| 12 per session plus up to 2 young leaders |
| **Notes/ comments**  |
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| **Timing** | **Activity description** | **Who is responsible?** |
| 2.00pm | Assemble at SOCOPA | Abdikayf Farah |
|  | Take names and then assign transport | Abdikayf Farah |
| 2.30pm  | Depart St Matthews | Abdikayf Farah |
| 2.45pm  | Arrive LOPC and go to LYEA Base for briefing: |  |
|  | Welcome everyone | Abdikayf Farah |
|  | Confirm numbers (headcount) | Abdikayf Farah |
|  | Introduce staff from SOCOPA/ LOPC/ CRT/ Cardiff | Abdikayf Farah |
|  | Mobile phones/ money - labels and secure box | Abdikayf Farah |
|  | Water | Abdikayf Farah |
|  | T-shirts | Abdikayf Farah |
|  | Identify pairs for canoeing | Abdikayf Farah |
| 3.15pm | Move outside for safety talk and canoeing practice | LOPC staff |
| 5.00pm | Finish canoeing and put canoes away. Return to LYEA Base | LOPC/ staff/ Abdikayf Farah |
| 5.15pm | Check headcount | Abdikayf Farah |
|  | How was it? Review | Jon Boagey |
| 5.30pm | Introduce John Muir Award activity | Jon Boagey |
| 6.00pm | Brief introduction to next week Confirm travel arrangements back | Jon Boagey |
| 6.15pm | Depart for St Matthew’s | Abdikayf Farah |
| 6.30pm | Check young people are OK going home  | Abdikayf Farah |

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| **Resources/ equipment list** | **Who responsible** |
| Power point/ slide projector | LOPC (in room) |
| Laptop | Jon Boagey |
| Phone/ money safe box and labels | Abdikayf Farah |
| Folders for young people | Abdikayf Farah |
| T-shirts | Abdikayf Farah |
| Large maps | Jon Boagey |
| Camera and memory card | Jamie Chuaiprasit |
| Water | Abdikayf Farah |
| JMA booklets | Jon Boagey |

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| **Key Learning Outcomes** |
| Outcomes Framework: #7: Evidence of learning practical skills.  |
| * We want all programme participants to learn basic techniques in staying safe, handling and using a canoe.
* They will understand the basic safety procedures including what to do if they fall overboard.

We want participants to enjoy being outdoors, excited about joining the programme and prepared for the coming week. Time will be tight this week. We are aiming to get them on the water rather than focusing on the ecology or the broader purpose of the programme. That will start to come next week. |

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| **Risk assessment**  |
| * **Young person turns up late without parents.** We will know if someone has not arrived. We have phone numbers for all parents and enough parents/ staff so someone can wait behind if necessary.
* **Accident in the water / young person falls in without adequate safety training.** All young people will put on lifejackets before they go to the water; staff will monitor young people at the water’s edge. LOPC staff are present and have responsibility for water safety.
* **Arguments/ incident between young people in the group.** Senior staff responsible will respond to the incident, separate the young people and take action as appropriate and notify parents. Decide on future attendance.
* **Arguments/ incident between young people in LYEA group and another external group.** Senior staff to ensure young people are safe and separated; understand what has happened and speak with responsible adult in the other group. Raise issue with LOPC staff and inform parents.
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