



Scavenger Hunt



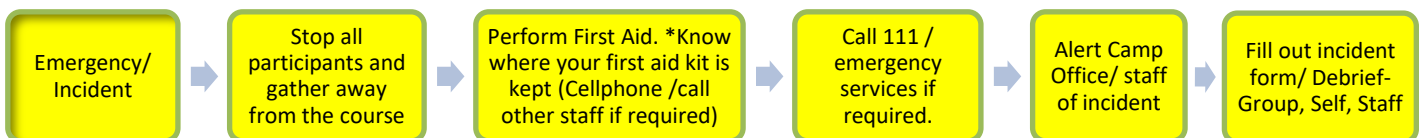
Standard Operating Procedure

This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed.

This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debrief and meetings.

Activity:	Scavenger Hunt		
Location of Activity:	Entire camp site.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Joana Acebey	Version:	2
Position:	Lead Instructor	Approved:	30/06/2025. HJvR. Manager.
Date Reviewed:	30/06/2025	Location of Hard copy:	Office
Number of Participants:	Max Ratio:	1 Instructor or Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
Instructor Competence:	Site-specific induction and assessment on internal competencies.		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
MiCamp Equipment:	<ul style="list-style-type: none"> ○ Scavenger Hunt or Photo Scavenger Hunt sheet 	<ul style="list-style-type: none"> ○ Pens 	
Participant Clothing Requirements:	<ul style="list-style-type: none"> ○ Covered Shoes ○ Appropriate clothing for weather conditions 	<ul style="list-style-type: none"> ○ Adult's phone or camera (if doing photo scavenger hunt) 	
Communication Procedures:	Use the supervisor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office or kitchen		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Health and Safety at Work (Adventure Activities) Regulations 2016. Map-based Activities Good Practice Guide V1 2019		

Emergency Procedures



**This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust.
As of the time of approval, this SOP meets all known regulations
(Adventure Activity Regulations, Safety Audit Standards etc) and current industry good practice.**

Scavenger Hunt



Operating Procedures	
Supervisor Induction	
1	Attend training and safety briefing with staff.
2	Familiarise with SOP.
Setup (Staff)	
1	Ensure there are enough scavenger hunt sheets for all the groups.
MiCamp Instructor Brief to Supervisor (Staff)	
1	Go over the SOP.
2	Conduct training as per "Activity Supervisor training and acknowledgement form".
3	Ensure the supervisor is aware of emergency procedures.
Supervisor Safety Brief to Participants	
1	Explain the boundaries of the activity (That is: STOP and NO-GO areas and down the driveway).
2	Teams must always stay together.
Operating Instructions	
1	Get the group together disclose Risks and talk about the rules above.
2	Explain the aim of the activity and how to read the maps.
3	Explain that at the allocated time or when they hear the siren, they must return to the starting point.
4	Separate the group into teams of 4-5 with a Scavenger/Photo hunt sheet.
5	Supervisor should stay at the start point and assist where necessary. If there is more than one supervisor, one can wander around, and check groups are in the right areas. Or one supervisor can go with each group.
6	Once finished, return the sheets with the items or photos collected to be reviewed and marked by supervisor.
Debrief suggestions	
1	Do a head count with all the participants.
2	Gather all sheets and give points. Congratulate the winner!
Closing Down the Activity	
1	Gather all pens and unused sheets, and check that it is all returned.
Pause Points	
1	Pause the activity at any time conditions become unsafe.
2	Pause the activity if participant behaviour compromises group safety.
3	Pause the activity if anyone gets injured.

Equipment Check (Staff)	
1	There are sufficient pens for the group.
2	Sufficient Scavenger Hunt or Photo Scavenger hunt sheets for the group (If not print more and put into folder).

Hazards and Risk Identification			
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.			
All risks must be continually monitored throughout the activity			
New hazards/risks must be reported or resolved appropriately as soon as possible.			
Environment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Slippery surfaces, Participants running, structure hazards	No running. Ensure participants have appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High
Long hours in the sun (Supervisors and Participants)	Apply sunscreen before activity. Bring water bottles. Schedule breaks. Participants can wait in shaded areas under supervision.	Low	Medium
Distraction from other groups	Supervisors must use good group management. Disclose risks to participants. Remind participants of other groups if necessary. Use positive communication.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. The Supervisor must halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk must be assessed continuously.	Low	Medium
Activity Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove Participants from the activity area or deny participation if the safety of others is compromised.	Low	High
Crossing driveway	Risk disclosed to group and instructed to check driveway before crossing. Group reminded of speed limits around camp. Speed signs located around driveway.	Low	High
Reading map while walking	Appropriate footwear must be worn. Participants briefed and warned of dangers and to take care while moving and looking at map.	Low	Medium
Participants leave grounds	Camp boundaries are explained and Participants briefed that they must stay within these. Do a head count of the group before and after activity. Participants must stay in groups of 4-5.	Low	Medium
Participant wandering into hazardous areas	Boundaries disclosed to group before activity. Group instructed to stay away from other activities. E.g. Zipline path.	Low	Medium



Scavenger Hunt

Supervisor Instructions



Briefing and Structure:

- Explain that the aim is to win as many points for your team as possible.
- Divide the group into teams of 4 or 5 (teams must stay together at all times).
- Give each team a scavenger hunt item (or photo) list. Their goal is to find as many items on that list as possible (or take as many photos listed as possible).
- Explain that each team must return to the supervisor with their found items to have them scored before the end of the rotation.
- Tally up the points and announce the overall winning team after all the activity rotations. e.g. at mealtime.

Rules and Safety:

- All participants must be wearing covered footwear.
- The supervisor must stay at the starting point for overall supervision and communicate to the group to return there at the end of the rotation, when the siren goes or in case of an emergency.
- Ensure the participants are careful and aware of the driveway and other activities. E.g. the Zipline and disc golf.
- Stay within the fence boundaries and out of no go/stop areas. No going down the driveway.

Pack Up:

- Gather and throw out any rubbish
- Inform the Office/Host of any lost or damaged equipment or any incidents/near misses.