

Cabin Leader Basic Safety Induction



REGISTRATION

All leaders must register online with Campialba before camp. If you have not received an email on how to register, please contact Campialba on 07 4124 3396 or by email on office@campialba.com.au. As well as registering, you must complete a brief induction. This booklet is part of the induction material.

CABIN LEADERS – KEY TASKS

Cabin Leaders spend the whole camp with their assigned group of campers. This relationship is critical to the sharing and modelling of the Gospel throughout the camp. The specific role of the cabin leaders are

- Share the camp with your assigned campers.
- Attend all aspects of the program with your group.
- Report any issues to the Camp Coordinators
- Provide guidance to your group as required.
- Do quiet time with your cabin group each evening.
- Keep an eye out for the group and ensure they are having a great time.
- Be responsible for the group by firstly ensuring all group members are present at activities.
- Organise aspects of the program as delegated by the Camp Coordinators.

KEY THINGS TO KNOW

Posting Material Online

Please remember the following

1. Leaders are not permitted to take photos of campers without their permission
2. Leaders are not permitted to post pictures of campers online at all.

Connecting with Campers during or after camp

When parents allow their children to come to camp, they do so with some normal assumptions. These assumptions are

1. We will act protectively of their children at all times during camp.
2. We will collect personal information from campers only for use at camp.
3. Camp has a start and a finish time and doesn't operate outside that time.
4. They won't get to know their child's leaders personally, but will trust the camp to make good decisions about who leads their child's group during camp.
5. Following camp, the camp will not keep in private personal contact with their child without the knowledge and permission of the parent.

Child Safety

General guidelines

Campialba has a Child Safety policy designed to achieve several things.

1. To keep campers and leaders safe.
2. To show us what to do in a situation where somebody appears at risk of being unsafe.

In a nutshell, if you become aware of a camper or leader (under 18) who is being harmed in some way either at camp or outside of camp, you need to report this to the Camp Managers or a member of the Camp Committee. From there, those people will assist you with the right action to take. Camp Managers' contact details are (07) 4124 3396 or office@campialba.com.au The Committee can be reached on president@campialba.com.au

The Campialba Child Safety Policy is attached at the end of this document. The Child Safety Policy doesn't give practical advice on dealing with some of the common questions people ask. Those matters are dealt with here.

Personal Interactions

1. You mustn't be alone in the cabin with an individual camper at any time. This includes during day or when sleeping at night.
2. Leaders should never share a bed with a camper.
3. No leaders should be naked in a cabin at any time when campers are present.
4. Leaders should not initiate physical contact with campers. All physical contact should be limited to the "appropriate touch" boundaries. These include
 - a. Appropriate contact during sporting and other games.
 - b. Brief social touching limited to the shoulders and upper back – as in the case of a pat on the back or similar.
 - c. No frontal hugging. If a camper comes to hug you, you should simply turn side on and allow them to give you a brief hug from the side.
 - d. If a camper poses a threat to the safety of themselves or others and needs to be restrained, this calls for a different approach. This is a last resort and should only be done with at least two adults present. It should only be done to remove the threat of harm. Following the incident, an incident report must be completed explaining the circumstances and actions taken.
 - e. Kissing of any sort is not permitted.

For a copy of the whole policy, please refer to the Staff and [Volunteer Induction Manual](#).

Driving with Minors

You are not permitted to drive a minor alone in your own vehicle without the permission of the minor's parents. If there is a requirement for you to drive a minor somewhere, you must take another person in the car for that trip. That person would preferably be another adult. The Camp Coordinators need to be notified and approve of any such trip.

Campers' Phones

Campers are not permitted to bring phones or internet-enabled devices to camp. If a parent needs their child to have a phone for communication following camp, the phone needs to be handed in at the start of camp. If any camper needs to communicate with their parents during camp, they will use the camp phone. Any camper found to have brought a phone in without permission will be sent home.

Discipline

During camp you may find you need to give boundaries to campers who have not behaved appropriately. At Campialba we do not use "one size fits all" discipline strategies such as keeping all campers from an activity because of single person's behaviour. When it comes to responding to campers' behaviour we respond to

- Excellent behaviour with encouragement.
- Ignorance with teaching
- Apathy with encouragement
- Broken relationships with reconciliation
- Misbehaviour with chastening.
- Repentance with forgiveness.

Remember, we are not responsible for the long term discipline of any camper. We only need to use strategies suitable for managing the situation at hand.

Communication

You should discuss the situation with your immediately supervisor if

1. You are unwell.
2. Have a concern regarding safety.
3. Need to discuss strategies on how to handle a situation.
4. Wish to have some time out.
5. Have a misunderstanding, etc

Leaders, Camp Parents and those involved in the camp program should normally discuss issues with the Camp Coordinators in the first instance.

Staff and Volunteer Code of Conduct

This policy statement applies to all those who work (paid or unpaid) for Campialba. They will be referred to as "workers" in this policy.

Excellent and God-honouring conduct is characterised by the quality of the relationships workers have with all others involved in working for Campialba.

Campialba is committed to the highest ethical standards and therefore expects its workers to ensure that their conduct meets this standard by fulfilling their responsibilities to:

- conduct themselves both personally and professionally in a manner that upholds testimony of the Lord Jesus Christ;

- comply with the Campialba’s policies and procedures;
- act in a lawful manner;
- be accountable for their actions and decisions.

As worker at Campialba you should be aware of the organisations policies and procedures. If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from Campialba management.

As a worker you are expected to:

- perform your duties to the best of your ability and be accountable for your work
- carry out your duties in a professional competent and conscientious manner
- follow reasonable instructions given by those in authority
- comply with lawful directions
- act honestly and in good faith in fulfilling your duties
- be courteous and responsive in dealing with other people
- work collaboratively with other workers at Campialba
- dress in a manner which is suitable for the tasks you are undertaking.

Whenever we have duty of care for minors, this duty includes (but is no limited to)

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe for people to use
- providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a person who is injured or becomes sick, and
- off a high standard of care to campers.
- Take reasonable steps to ensure campers are not exposed to unnecessary risk of injury

Safety

Before undertaking an activity, you should STOP, THINK, GO.

STOP	Stop and pause for a moment before the activity begins.
THINK	Think about the possible risks involved with the activity.
GO	Once you can ensure the activity is safe, you are right to go.

For all program activities, a risk assessment form needs to completed. The contents of this form then need to be shared appropriately with everybody who is involved in that activity. Risk assessment forms are not designed to sit in the bottom drawer and gather dust. They are a simple checklist to get people to act in a safe way.

What to do if ...

My campers are too hard to control

Chat to your camp parents or camp coordinators about strategies to help. Remember, just because you find them hard control doesn't mean you have failed. The whole team sometimes needs to get involved to help a camper do the right thing.

I am tired and need a rest

Check in with your camp coordinators and see if you can find a time on the program to get some personal space.

I have lost something

See the kitchen staff or camp staff. Lost things usually end up at the kitchen.

I hear something about a camper which makes me worry for their safety at camp or at home

Report it straight away to the camp coordinators AND the camp managers. They will work through the Child Safety policy regarding the matter.

I have an accident and need medical attention

See the first aid coordinator for the camp. If the attention you need is urgent, phone 000.

Have a concern about an activity we are doing

See the camp coordinators during a quiet moment and explain the concern. Camp coordinators are like you. They appreciate input to help things go well.

Lose one of my campers during an off-site activity

Immediately call the camp coordinators or camp managers. Do not send other minors out of your site to do a search. Enlist the help of other adults to help. Having said that, don't panic. Most cases of "lost people" are simply miscommunications and the person is probably not far away.

There is a problem with the food at camp

Tell the kitchen staff. They would appreciate your feedback.

Have a problem with interpersonal issues between campers

Seek the help of your camp coordinators or camp parents to brainstorm ways to work through the issue.

I loved being a volunteer so much that I would like to do it again

Come again! 😊