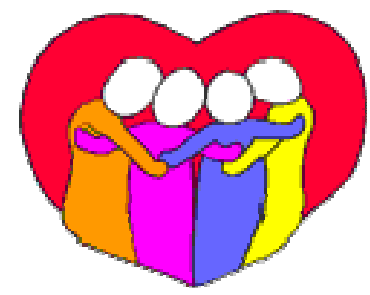


A circular arrangement of 16 handprints in green, blue, and orange colors surrounds the central text and graphics.

Edmund Rice Camps SA (Inc)



Parent/Carer

Information Handbook





Edmund Rice Camps SA (inc)
103 George St
Thebarton SA 5031

Telephone (08) 8234 2937
Fax (08) 8234 1940

eddie@eddiecamps.org.au

www.eddiecamps.org.au

TEAR OFF AND RETURN TO OFFICE

I have read the Edmund Rice Camps parent /Carer handbook. The information provided has given me a better understanding of the organisation's camps and activities to which I will be sending my child/ young person.

Signed:.....

Name or Parent/Guardian:.....

Address

Date:.....*Contact Ph No:*.....

Conditions of Camp Placement

Please read the following information relating to camps conducted by Edmund Rice Camps S.A (Inc). A signed copy, signifying acceptance of these conditions and a belief on the Parent/Caregiver's part that the child seeking placement is suited to ERC programs, must accompany each application for placement on an Edmund Rice Camp.

Edmund Rice Camps are staffed almost entirely by volunteers, principally aged between 17 and 30. While volunteers with some professional qualifications hold leadership roles on each camp, the majority of leaders do not hold such qualifications.

All information that may affect the behaviour of the child on the camp, including their interaction with leaders and other participants, must be provided with the application.

All information regarding the child's physical, emotional and mental health, which may have an impact on the child or other participants whilst on camp must be forwarded with the application.

Transport of the child to and from the designated pick up and drop off point at the commencement and conclusion of the camp is not the responsibility of Edmund Rice Camps (S.A) Inc.

The Parent's/Caregiver's contact phone numbers, both for business hours and after hours, are to be provided with the application.

Should a child need to be sent home from a camp, due to illness or inappropriate behaviour, it is the Parent's/Caregiver's responsibility to provide transport, unless otherwise negotiated with a staff member.

The child seeking placement fits the criteria of being either socially, emotionally or financially disadvantaged.

Edmund Rice Camps (S.A) Inc. reserves the right to accept or reject any application based on the number of places available, as well as on the best possible match between applicants and the skills of the leaders volunteering for a particular camp.

It is the Parent's/Caregiver's responsibility to ensure that the child has appropriate clothing and equipment for the camp. ERC must be notified in advance if extra clothing and/or equipment is needed.

I have read and understood the above conditions under which Edmund Rice Camps conduct programs in South Australia. Based on this information, I believe the child I am nominating for placement on this camp is suited to the conditions under which the camp is to operate. I realise that a failure to comply with the above conditions could result in the termination of any future involvement with Edmund Rice Camps for this child.

Parent/Caregiver's Name _____ Nominated Child _____

Signature _____ Date _____

PURPOSE

The Parent/Carer Handbook is a resource / information tool to complement the interview, advice, support and guidelines that are provided to you by Edmund Rice Camps SA Inc.

The Parent/Carer Handbook has been prepared to assist you with information to briefly describe general information about the organisation, its vision, aims & objectives, policies and procedures that all participants need to know about to ensure Edmund Rice Camps & Activities are successful.

Learning about the culture, rules and requirements of a new organisation can take time. This handbook contains information as a guide about organisation requirements; employee/volunteer/participant services; specific reporting and disclosure requirements; and is also used to serve as a part of the orientation materials for all new participants, to help them better understand organisational operations and structure.

Please note this handbook is not the same as the Organisation's policy manuals, although extracts from these manuals may be provided and contained in the Parent/Carer Handbook.

You will have direct access to all Edmund Rice Camps (SA) Inc. policy and procedure manuals during your involvement with Edmund Rice Camps & receive additional information relevant to policy and procedure alterations and items directly related to your participation. Such updates can be housed, for reference in this Parent/Carer Handbook.

If you have any questions with regard to the contents of the Parent/Carer Handbook, or any other matters affecting your participation with Edmund Rice Camps (SA) Inc., please discuss them with the Executive Officer or the Camp Officer on Camps.

Summary of National Privacy Principles

Source - Office of the National Privacy Commissioner

NPP 1 - Collection

Collection of personal information must be fair, lawful and not intrusive. A person must be told the organisation's name, the purpose of collection, that the person can get access to their personal information and what happens if the person does not give the information.

NPP 2 - Use and Disclosure

An organisation should only use or disclose information for the purpose it was collected unless the person has consented or the secondary purpose is related to the primary purpose and a person would reasonably expect such use or disclosure, or in circumstances related to public interest such as law enforcement and public or individual health and safety.

NPP 3 - Data Quality

An organisation must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

NPP 4 - Data Security

An organisation must take responsible steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification and disclosure.

NPP 5 - Openness

An organisation must have a policy document outlining its information handling practices and make this available to anyone who asks.

NPP 6 - Access and Correction

Generally speaking an organisation must give an individual access to personal information it holds about the individual on request.

NPP 7 - Identifiers

Generally speaking an organisation must not adopt, use or disclose an identifier that has been assigned by a Commonwealth government 'agency'.

NPP 8 - Anonymity

Organisations must give people the option to interact anonymously whenever it is lawful and practicable to do so.

NPP 9 - Transborder Data Flows

An organisation can only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection.

NPP 10 - Sensitive Information

An organisation must not collect sensitive information unless the individual has consented, it is required by law - or in other special specified circumstances, for example, relating to health services provision and individual or public health or safety.

PRIVACY POLICY

Edmund Rice Camps SA Inc respects the privacy rights of all those who participate in its work or its services. In accordance with the *Privacy Amendment (Private Sector) Act 2000*, Edmund Rice Camps SA Inc has adopted and is bound by the ten (10) National Privacy Principles established by the Federal Privacy Commission as set out in the Act - see www.privacy.gov.au.

It is our intention that all personal, sensitive and health information of clients, volunteers, staff and prospective volunteers and employees (considered 'consumers' under the Act) is to be private and only to be used for those purposes for which the information was collected and recorded, so as to fulfill the mission and directions of Edmund Rice Camps SA Inc.

Edmund Rice Camps SA Inc intends to collect personal information in a fair and lawful manner. Prior to the collection of information, the purpose of the collection, access details and other information relating to the collection will be disclosed. Sensitive information will not be collected unless the consumer has consented, or it is required by law, or in other specified circumstances (e.g. health and safety). Information held in relation to consumers includes, but is not limited to, details of children and their parents and/or guardians, personal background matters, contribution to fundraising, and work history, including references. This information may be held for a number of reasons, including ensuring all parties meet their obligations under relevant legislation and for employment (paid and unpaid) purposes in Edmund Rice Camps SA Inc.

Edmund Rice Camps SA Inc will only use or disclose information for the purpose for which it was collected and will not disclose or distribute to a third party any such information that is supplied, without our consumer's specific consent or unless we are required to do so by law. Reasonable steps will be taken to protect personal, sensitive and health information from unauthorised access, loss, misuse, disclosure or alteration. We may distribute aggregated statistical information for reporting purposes, but personally identifying information will not be distributed to third parties.

Consumers may at any time request access to their personal, sensitive or health information. If a consumer believes that any of the personal, sensitive or health information held by us is incomplete or inaccurate, in accordance with the provisions of the Privacy legislation, they have the right to notify us and make any updates or corrections.

Individual privacy issues can be discussed in the first instance with Edmund Rice Camps SA Inc's Privacy Contact Person. Alternatively, if an individual believes that his or her privacy has been breached and this matter is unable to be resolved at Edmund Rice Camps SA Inc level, a complaint may be made in writing to an appropriate Staff or Board Member of Edmund Rice Camps SA Inc. In order for such a complaint to be properly investigated, it should identify the person whose privacy appears to have been breached. Anonymous complaints will not be dealt with.

From time to time this statement may be revised to ensure that it remains relevant and appropriate.

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DISCLAIMER

This Handbook is not a binding contractual document. It is intended for informative purposes only and may be subject to change at any time at the discretion of the Edmund Rice Camps SA Inc.

Who is Edmund Rice?



Edmund Rice was born in Ireland in 1762. While still quite young, he became a wealthy businessman and an active Catholic at a time when Catholics were discriminated against. Following the death of his pregnant wife in a horse riding accident and the subsequent birth of his daughter with disabilities, Edmund felt a call to reassess his life. After ten years of searching, he was about to join a monastery until his sister-in-law said that his true work lay all around him, with the down-trodden and needy of his own community.

Edmund left his home and devoted his fortune to providing opportunities for their growth and education. He opened a school in a stable, living in the loft, and began teaching in the Catholic tradition, which was illegal at that time. After some initial disappointments other people, inspired by his example, joined him in offering their lives for the service of those in need. This developed into the organisation known today as the Christian Brothers, dedicated to the welfare and education of youth. Edmund was beatified by Pope John Paul II in October 1996.

Edmund's story is all the more powerful because so many of us can relate to some of his experiences. He was, at various times, a millionaire, a love-struck newly-wed, a grieving husband, a single parent, a member of a persecuted minority, and a struggling teacher. The Edmund Rice Camps try to follow his example and live out the spirit of Edmund Rice. Through the work we do, we experience some small part of the sacrifices and joy that Edmund Rice himself knew over a century ago.

Sun Care

Volunteers and participants on camp are required to wear a hat and sunscreen when outdoors, particularly in warm weather conditions. This is because:

- Skin cancer is the most common cancer in Australia
- Children and adults are victims of skin cancer
- One bad sunburn during childhood could increase the risk of skin cancer by 50%
- Skin damage can never be repaired

Food—special diets and allergies

Edmund Rice Camps SA Inc. provides all meals for participants whilst on camps and activity days. Should participants have special dietary requirements or allergies Edmund Rice Camps SA Inc expects parents/guardians to inform the office. Every effort will be made to accommodate such needs or, alternatively, advise families when they need to supply their own food products.

Photographs

Edmund Rice Camps SA uses a digital camera on camps and activity days to photograph the children, young people and families. These photographs are used as promotional tools and to inform others about what happens on camp. With each attendance permission form there is a box at the bottom of the first page stating, "My child's photo is not to be published or used for any promotional or information material."

This box **must be** ticked if you **do not** want your child/young person photographed.

Other Important Information continued....

Sickness

Edmund Rice Camps SA is committed to providing care for **healthy** children and to safeguarding children from infection. We accept and abide by the recommendations of the Dept. of Health in relation to infection and disease within the camp setting.

If children have illnesses which are infectious or contagious, or if they are unwell, they are to be withdrawn from camp.

While all care is taken to provide a healthy environment, Edmund Rice Camps SA will not accept responsibility for any infectious disease a child may contract while on camp

Medication & First Aid

All First Aid Officers are required to have senior first aid certificates. Edmund Rice Camps SA provides opportunity for volunteers to attend relevant courses and updates.

First Aid Officers (FAO) will store and supervise the administration of medication that has been prescribed by a doctor for the individual child or young person for the period of time specified. Analgesics and other medications (including alternative medications) that can be purchased over the counter without a prescription should also be prescribed if FAO are asked to supervise their use.

Medication plan proformas are sent out to parents/guardians prior to camp. Once this form has been completed, FAO will follow the plan and supervise self administration of the medication. Original instructions on the medication label must not be altered and the medication must be left in its original packaging.

All medications to be given to a First Aid Officer and never left in your child or young person's camp bag.

ERC does NOT supply paracetamol for employees, volunteers, or participants. If you think you may need some over the course of the camp or activity please bring your own and give it to the FAO (clearly labelled).

Edmund Rice Vision Statement

The founder of the Christian Brothers, Edmund Rice , after whom our camps are named, used his wealth, talents and compassion to empower the poor of Ireland to realize their potential.

Through personal tragedy and the search to deepen his own faith, Edmund recognized the face of God in those he served.

Following Edmund's example, we regard each person as created uniquely in God's image and we realize his or her own potential while recognizing the diversity in each.

We aim to develop a community of which the youth are a central and integral part, base on love, equality and friendship. We plan for, prepare and conduct camps that will be a quality experience for all those present.

As leaders we are called to accept our young friends as they are, through their openness and honesty face our own limitations. We are challenged to be selfless and respond as well as we can to their needs.

We work at being good role models for the children and our fellow leaders, consistent and fair with our discipline, and always willing to forgive one another.

Among the gifts the youth bring are alertness, general honesty, a bright spontaneity, resilience , and an ability to survive. While they live in the 'now', we try to be instrumental in instilling hope in them for their future.

We hope to share with them some of the happier, more adventurous aspects of being young, and hope also that they will value their time with us as we do with them.

Edmund Rice Camps SA

Edmund Rice Camps (SA) Inc. is a non-profit volunteer organization. We provide camping holiday experiences for children, young people and families who are experiencing some form of disadvantage throughout South Australia . Our camps aim to provide holiday/recreational options for those who would not normally have opportunities to experience such holidays.

Edmund Rice Camps (SA) Inc. aims to provide opportunities and support for children and young people at risk, through holiday and recreational activities designed to promote personal, social and cultural growth and development. Programs are designed to empower young people to develop social, communication, cooperation, team building, conflict management and problem solving skills; as well as developing self esteem and confidence. In summation, equipping young people with the confidence and skills to assume more control and make informed choices in their every day lives.

Edmund Rice Camps (SA) Inc. was founded in 1989 and became an incorporated body in June 1996. The organization has a network of approximately 300 active volunteers. Volunteers are primarily professionals, attending University/TAFE or in the workforce. These volunteers give up their time to attend camps and activity days with children and young people. Volunteers comprise the Edmund Rice Camps (SA) Inc. Board and other sub committees that manage the preparations for the camps and activity days under the direction of the Executive Officer.

Socio-economic disadvantage often restricts the access that families and children have to recreational services and social outings. Most camps are of 4 days and 3 nights and activity days are mainly just for the day. Number of participants and volunteers vary, usually we try to accommodate approximately 20 participants. We try to provide 1:1 ratios of volunteer leaders to participants, therefore there may be up to 30 or so volunteers that include leaders, coordinators, cooks and bus drivers. Camps are held at campsites around metropolitan Adelaide .

Appropriate Behaviour—Volunteers

Appropriate Volunteer behaviour is clearly outlined in the **Code of Conduct**. Remember to be a positive role model for participants at all times. Think about the conversations that you have with participants and be mindful of your language.

Appropriate Behaviour—Participants

At the beginning of each camp group norms are established with the whole group, both leaders and participants. These become the code of conduct for participants on camp. If participants do not adhere to the norms that have been set they will be warned and, in extreme cases, participants may be asked to leave camp.

Volunteer / Client Contact

In order to protect both leaders and participants, address / contact details **must not** be exchanged by participants & leaders under any circumstances. It is misleading to let a participant think that contact outside of ERC activities / camps could occur. However Children / families and Volunteers are able to have contact through writing letters via the ERC office which will then be forwarded on to the person.

Clothing on camp

We ask that children, young people and families **do not** wear their best clothes on camp. It is guaranteed that we will not be able to keep clothing clean on camp, so it is best to bring clothes that can get messy and dirty.

We also advise that labelling with the person's name is useful to ensure missing clothing is returned to the correct owner.

Please also remember to pack a named hat particularly in the sunny weather periods.

Edmund Rice Camps SA does not take responsibility for any lost or damaged clothing or personal items or toys

BIRTHDAYS

If a participant's birthday's falls during a camp or activity day it will be celebrated at Edmund Rice Camps (unless families request it not to be celebrated). Birthday Cakes will be purchased or made by the camp cook. Please inform ERC if you would not like to have birthdays celebrated.

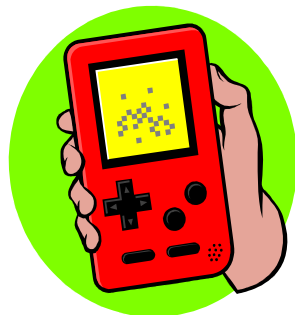
Other Important Information

Use of Mobile Phones & valuables—Volunteers

Leaders are requested to not use their mobile phones (or carry them) when with participants on camps or activities. If you need to make phone calls during camps or activities please discuss with the Camp Officer so that arrangements can be made. There will be time available after participants are in bed for volunteers to use their phones if necessary. Leaders are also asked to leave all valuables at home.

Use of Mobile Phones, valuables and toys—Participants

All participants on camp are asked to leave their mobile phones at home. Should families need to contact a child/young person during a camp relevant phone numbers for the Camp Officer are provided on camp information sheets. Participants are asked to leave all valuables and toys at home as Edmund Rice Camps SA takes no responsibility for lost/broken items.

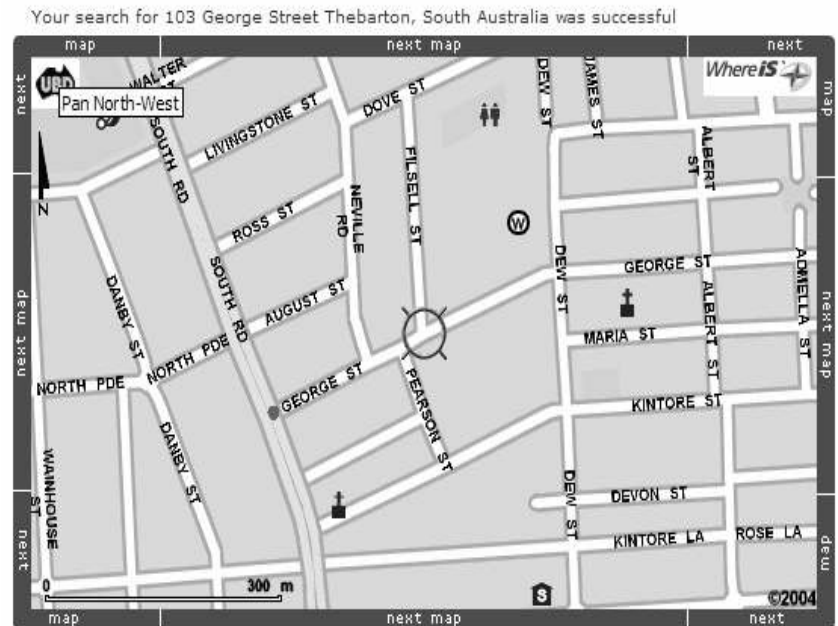


Currently in South Australia we run seven camps each year over the school holidays as well as various activity days held on weekends. The age groups that we take on camp are 6-11 co-ed, 11-15 boys, 11-15 girls and the whole family (from birth to adult aged). Participants are nominated by a variety of sources, Families SA and other welfare organisations, school counselors and self nominations. Participants are chosen on a priority of need basis which is up to staff discretion.

The Christian Brothers contribute some funding towards our services (currently 45% of our costs), therefore Edmund Rice Camps relies heavily on fundraising, donations and grants. Fundraising and donations assist with us resources, food, accommodation and applying minimal costs for participants.

Where To Find Us

103 George Street,
Thebarton SA 5031
Ph: 08 8234 2937
(Almost exactly Opposite Filsell Street)



Edmund Rice Camps SA Inc

Aims & Objectives

ERC SA aims to:

Provide children and young people with a safe environment based on friendship, trust and empowerment.

Provide an environment which is inclusive, welcoming and supportive

Encourage children, young people and their families to engage in their communities e.g. school, family support agencies

Provide children, young people and their families with much needed respite

Support families in seeking and achieving a loving and productive family environment

Equip children, young people and their families with tools to address opportunities and issues associated with their disadvantage

Provide children and their families with an environment that is conducive to their development

Provide young adults with the opportunity to volunteer and gain experience in the human services sector

Provide a high standard of care to children, young people and their families and to volunteers

Provide ongoing support throughout the year

Recognise the importance of family and agency partnership

| What's happened? | Which form do I fill out? | What else do I need to do? | What happens to the form now? |
|---|--|---|---|
| If a staff person, volunteer, participant or client is injured, or something occurs which may result in injury or a vehicle accident. | INJURY / INCIDENT / NEAR MISS REPORT (within 24 hours of the accident / incident) | Tell the Camp Officer / Executive Officer as soon as possible You may need to fill out a Workcover form and/or vehicle insurance form too | The Camp Officer / Executive Officer and you complete the form It then goes to the ERC Office and then the OHS&W committee for analysis |
| I've noticed a hazard – i.e. any practice, procedure or circumstance which might affect the safety of people | HAZARD FORM (as soon as possible) | Eliminate the hazard if it's safe Tell the Camp Officer / Executive Officer Fill out Injury / Incident / Near Miss Report if required | The Camp Officer / Executive Officer completes the form It then goes to the ERC Office and then the OHS&W committee for analysis |
| You give 1 st Aid treatment to someone (usually 1 st Aid Officer's Role) | FIRST AID / INJURY RECORD (as soon as possible) | Ensure that there is sufficient stock in First Aid Kits for use – if not inform the Camp Officer / Executive Officer Fill out Injury / Incident / Near Miss Report | It then goes to the ERC Office and then the OHS&W committee for analysis ERC Office ensures First Aid Kit stock used is replaced |
| I want to purchase or bring into ERC a chemical product for use i.e. paint, glue stick | REQUEST TO TRIAL / USE NEW SUBSTANCE (PRIOR to using product and/or bringing it into ERC) | Ensure that we don't already have a MSDS on the product – look in the master folder of MSDSs. Obtain a MSDS for the product you are requesting to use Seek assistance from the Camp Officer / Executive Officer if needed | The Camp Officer / Executive Officer decides if the product is approved The MSDS is then filed into the Master Copy of MSDS and added onto the 'Approved List of Products' |

EDMUND RICE CAMPS (SA) INC.

Which Form Do I Use???

Why do we use forms?

To record information when something happens, or when we need something to happen.

To be accountable for what happens – eg a client, parent or advocate may ask to see a record of what happened when a client / participant was injured.

To analyse information to see what is happening and then make plans for the future – eg in 2003, 25% of injuries were caused by Manual Handling – so ERC organised training for all volunteers and staff.

We do this by:

- Promoting positive concepts of self worth through the challenges and involvement in relationships and activities
- Ensuring that all volunteers receive adequate training, reference checks and supervision to optimise the experience of camp for all involved
- Providing parents with the opportunity to access information and support on parenting
- Having one to one ratios on all camps and activities
- Adhering to high standards of care as demonstrated throughout our policy and operation manuals
- By reflecting on our lives through focusing on the actions of Edmund Rice
- Ensuring the suitability of activities, facilities and activity facilitators to meet the needs of the children, young people and their families
- Providing positive role models
- Promoting healthy lifestyle practices through policy such as sun smart, healthy eating and relevant educational experiences
- Increasing the opportunities for families to access support services that are available within the community



THE EDMUND RICE CAMPS (SA) LOGO



It is necessary to indicate that there are many facets of the Edmund Rice Camps that it is impossible to encapsulate all these in one image.

The logo is a combination of five images which are bound together by a Celtic – style knot. This symbolises how closely these five elements are interwoven.

What Do The Five Images Symbolise?

The Candle ceremony is an integral part of the camps. The inner light that sparks those on camp to positive actions flows out into their lives & lights up others', as does the light of this image.

The Open Heart Edmund's love for those in his care, especially young people, is translated for us in this symbol, a mark of his unconditional love which we strive to imitate on our camps & in our lives.

The Hand & Spiral The hand represents all those who offer themselves to help make the camps a reality & the spiral symbolises their efforts spreading outward as the Edmund Rice Camps movement grows & touches the lives of more young people.

The Window previews a vision of the future, the sun rising. The window is set in a traditional stone building style, representing strength, longevity & solid foundations.

The Celtic Cross Central to the five images is a cross, the Christian symbol of Christ. The Cross reminds us that Jesus was the centre of Edmund's life & is Celtic reflecting Edmund's heritage.



EMERGENCY MANGEMENT PLAN

CONTACT NUMBERS

Fire Police Ambulance - Dial 000

All local contact numbers are listed in Camp Folders

ERC Office: (08) 8234 2937

Executive Officer: 0407 602 723



Emergency Response

Primary onsite emergency response procedures

- 1. VERIFY -** Confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency
 - 2. NOTIFY -** Immediately notify:
 - the emergency services
 - the Camp Officer
 - the Camp Coordinators
 - the Campsite staff
 - the Pastoral Care Facilitator
 - 3. ASSESS -** Use all your senses to build a picture that tells you what is happening and use that information to help decide on a course of action. Use verbal information and observe what is happening to decide:
 - has the danger passed?
 - is the danger increasing or decreasing?
 - is the danger coming closer or moving further away?
 - how much time exists to take alternative action
 - 4. ACT -** Ensure that injured participants are not exposed to further injury or danger
Contain the emergency if safe to do so
Move people away from the danger area by the safest means (if necessary, move campers indoors, to one end of the building, to the furthest part of the campsite or to a site well away from the campsite if time permits)
- LOCATION Use information in the Camp Coordinator's folder to give precise directions to your location

Nominations and process for selection

Edmund Rice Camps SA is always welcome to new family nominations. Families can self nominate or we have families nominated by social workers, school counselors or other agencies that work with children, young people & families.

Once families/individuals have been nominated, they are contacted and informal interviews are set up to find out a little more information, that will assist us on where to place them in the priority of needs for coming to a camp or day activity. Once the interview is completed the information is put onto a database so that when the appropriate camp or day activity is approaching the office will send out a camp registration form with a cut of date that nominations will be accepted by.

We ask that families ring in to register and then the office looks at the priority of need for each individual registration. Once a child, young person or family is selected they are sent out further forms to complete and details of the camp or activity day. Children, young people or families not selected are put on a waiting list in case others are not able to make the events, these children, young people or families are also sent out letter to inform them of what is happening.

Priority of needs

With many children, young people and families wanting to attend camp and/or activity days there needs to be a structure in place as to who is selected and who is placed on the waiting list. This is called the Priority of Needs. Completion of a nomination form *Does Not* guarantee placement for camps. The selection process is decided by the staff and/or Members of the Board of Management and is up to their discretion. The criteria for selection is taken from the information received through, nomination form/s, the intake interview, as well as any new information as supplied by parents/carers/social workers /others involved in the lives of the child and/or young person.

There are circumstances where children and young people or families will not be selected for camp, this includes; Children and/or young people that Pose a threat to either participants and/or volunteers, and/or a disability that cannot be accommodated (i.e. multiple/severe disability that needs specialist training) *Without a Carer or Staff Member willing to attend.

Edmund Rice Camps (S.A) Inc. reserves the right to accept or reject any application based on the number of places available, as well as on the best possible match between applicants, the skills of the leaders volunteering for a particular camp, and the needs of the camp as a whole.

Fee

The fees for agencies paying on behalf of children, young people or families cost \$120.00 for individuals or on family camp \$60.00 per individual.

If Families are paying themselves the fees can be discounted up to \$60.00 per child or young person on co-ed, older boys and older girls camps. For family camp the fees are \$30.00 per individual who attends the camp.

Activity days vary in cost depending on the event that is being planned.

Edmund Rice Camps SA is also a register child care provider, which means that you are able to claim up to 50 hours of child care from centrelink, providing you have the correct receipt/paperwork from the Edmund Rice Camps office.

Invoices for fees are sent out with the accepted for camp letter. Fees are expected to be paid prior to the camp or activity. However, if there are exceptional circumstances or financial difficulties and fees cannot be paid please contact the office and the situation can be discussed.

All matters will be handled with strictest confidence.

Non-attendance

If you register interest and are selected and cannot go you must contact the office immediately so that those participants who are on the waiting list can be contacted.

Keeping information up to date

Please remember to keep the office updated on your address and telephone details. If you have moved or changed numbers we cannot keep in contact with you if we don't have up to date information.

Campsite / Activity Site Safety & Welfare

Staff of ERC (paid and unpaid) are responsible for ensuring safety and suitability of sites used for camps and activities.

Employees / Volunteers / Parents / Carers need to:

Familiarise themselves with

evacuation and lock down procedures

fire regulations

exit routes

locations of First Aid Kits and identity of the First Aid Officer.

location of a phone in case of emergency.

Smoking, Alcohol & Illegal Drugs

ERCSA is aware that drugs such as tobacco and alcohol can be harmful to participants and leaders on camps and in activities.

Leaders are permitted to smoke on camp ONLY under the following conditions:

They are at least 18 years of age

They smoke alone in the designated area after informing a co-ordinator or camp officer

Participants under the age of 18 years are not permitted to smoke while involved in any ERC activity

NO illegal drugs or alcohol are to be present or used at an ERC activity or event. Should there be a suspicion of drugs or alcohol being present it is the responsibility of the Camp Officer, in conjunction with the Pastoral Care Facilitator to address this issue in accordance with the discipline procedures. The EO is to be informed of individuals who do not abide by this policy.

Emergency Procedures

ERC Chain of command

Camp Officer - the camp officer holds ultimate decision making power - in consultation with campsite staff (if applicable) - to enact primary emergency responses which directly affect ERC leaders and participants

Pastoral Care Facilitators / Camp Coordinator/s - second in command after Camp Officer. Will act under the direction of the Camp Officer or will assume ultimate responsibility if Camp Officer is not at site of emergency or is incapacitated

All Other Volunteers (including leaders, 1st aid officers, bus drivers, cooks, etc.) - act in accordance with directions from the Camp officer or PCF

Physical Presence / Contact

Workers and / or leaders are required to work in groups or at least in pairs. Under no circumstances should any adult be alone with a young person whilst out of sight of other adults.

Many young people enjoy physical contact with adults and will actively seek opportunities for this through simple expressions of affection. If a child/young person initiates appropriate affection or demonstrates a need for comfort in the presence of other adults, this should not be shunned.

Some children/young people do not seek or enjoy physical contact. It is inappropriate for an adult to initiate close physical contact with a child/young person unless there are exceptional circumstances e.g., First Aid is required.

Leaders need to be aware that consistent contact with the same person may give the impression of favouritism and may result in others competing for their attention or feeling left out.



Hours of operation

Edmund Rice Camps SA does not have set opening and closing hours and this is due to trying to fit in with the wide and varied groups / volunteers and that often meetings are made after hours and to fit around other schedules of work and study.

If we are not in the office messages can be left on the office telephone

8234 2937

You may also be able to contact the staff on their mobiles

Executive Officer: 0407 602 723

Business & Development Manager: 0418 593 341

Volunteer Coordinator: 0417 844 584

Camps & Activities Coordinator: 0439 504 600

During camps and activity days contact numbers are also written on the information sheets so you know who to contact.

Camps are run during the school holidays, they generally run for 4 days and 3 nights , but this is only a rough guide and information is always sent out prior to camps to let you know exactly when they are on.

Activity days also run during the school holidays but days are not set.

Visiting the Office

If you are ever to visit the Edmund Rice Camps Office we ask that you sign in & out in our visitors book. This way we have a recollection of who visits the office. Also the visitors book is used as a FIRE REGISTER in cases of fire at the office

Camp / Program / Day Activity Details

The Camps, Day Activities and Programs provided by ERC SA currently are:

Co-Ed Camps for children aged 6-11 years

Co-Ed camps are held in mid January annually. Camp activities include swimming, team games, craft, sports, cooking, walking and camping overnight (one night only). There are approximately 25-30 places available for children on each camp, and the same number for leaders on each Co-Ed camp.

Boys Camp for boys aged 11-15 years

The Boys Camp is held in April annually. The camp is based on challenge, self-development and teamwork. There are approximately 15-20 places available for boys and an equal number for leaders.

Girls Camp for girls aged 11-15 years

The girls' camp is held in September/October annually. The camp is based on challenge, self-development and teamwork. There are approximately 15-20 places available for girls and an equal number for leaders.

Family Camp for families of Edmund Rice Camps (SA) Inc.

Family Camp is held in July annually. The camp enables the family unit to holiday together as well as allow parents to attend workshops such as resolving family conflict, drug and alcohol education and service descriptions while their children participate in activities such as swimming, craft, bush walking and sports.

Activity Days

Activity Days are held for all client groups individually at various times throughout the year, when a camp is not being run for that particular group. Activity Days range from in-house craft days to excursions to the movies, zoo, rock climbing etc. Activity Days are also held for families.

Behaviour Management Policy

The ERC rules and behavioural expectations for children and young people are outlined during the initial interview process and at the beginning of each camp/activity.

The leaders' role in behaviour management is to be proactive in preventing difficulties and intervening early when problems arise.

In working to maintain appropriate behaviour on camps and during activities volunteers must abide by the following guidelines:

- * Under no circumstances is corporal punishment to be used.
- * Use initiative and creative strategies to prevent problems arising e.g., distraction, positive reinforcement for appropriate behaviour
- * Remain calm. Talk to the child / young person about what they have done. Do they know what rule has been broken? How can they change to make their behaviour appropriate?
- * Be careful not to make big issues out of minor wrongdoings
- * If leaders are not able to effect positive change with a child they should seek assistance from an experienced leader, camp coordinator, or camp officer
- * Leaders should remain consistent with what is deemed acceptable behaviour.
- * It may be appropriate to remove the child / young person from the activity so that the child / young person can calm down. This time should be used to reaffirm appropriate behaviour

Child Protection

ERC believes that children and young people have a right to a safe environment that enables and supports the development of their full potential.

The protection of children and young people (under 18 years of age), on camps and day activities with ERC, is the responsibility of all staff (including volunteers).

Rights & Responsibilities of Mandated Notifiers

All staff (paid and unpaid) of ERC are mandated notifiers. Each has the responsibility to report suspected child abuse or neglect.

Abuse does not have to be proven.

A notification must be accompanied with a statement (verbal or written) of the observations, information and opinions upon which the suspicion of abuse or neglect is based.

A notifier is immune from civil liability after reporting a suspicion in good faith [Child Protection Act, Section 12 (a)]

A notifier is entitled to feedback about the way a notification is being dealt with by Families SA

Some Examples of Reasonable Grounds to Notify Suspected Abuse or Neglect

When a child /young person communicates he/she has been abused

When your own observation of a particular child/young person's behaviour and/or injuries, or knowledge of children/young people generally leads you to suspect that abuse is occurring

A child/young person communicates that he/she knows someone who has been abused (the child/young person could be referring to themselves)

When someone else tells you (perhaps a relative, friend, neighbour or sibling of the child/young person) who is in a position to provide reliable information.

The Role of Child Protection Officer (CPO) in regards to Mandated Notification

The Child Protection Officer will provide support to the person who has had the child protection concern. They will help in the process of recording and reporting the concern by assisting the notifier to use the *Child Protection Checklist*.

Camp Structure

Camp Officer

Undertaken by a Staff member or a Board Member– Oversee the camp, ensure camps are operated in accordance with ERC policies and procedures, provide assistance (physical or otherwise) when needed by participants, leaders, and/or other ERC volunteers, Acts as a Child Protection Officer if needed

Child Protection officer

The Child Protection Officer supports leaders / volunteers with making a mandated notification report and any Child Protection concerns

Pastoral Care Facilitators

Provide support (including looking after emotional well-being) of volunteers on camps. Available for debriefing issues when needed (given it is at an appropriate time), provide mediation between leaders, facilitates nightly debrief for leaders, acts as the child protection officer in supporting leaders with making a mandated notification.

Camp Coordinators

Ensures the overall running of the camp, including the scheduling of activities & meal times within the overall program, delegation of tasks to leaders, provide leaders with appropriate affirmations, management of all equipment used

Group Leaders

Ensures safety and wellbeing of all participants and leaders in allocated small groups, delegation of tasks to leaders within group, appropriately role model to leaders, provide supervision, direction and support to leaders in small group, ensure breaks for all leaders in group

Cooks

Ensures all meals / snacks are delivered. Informs Camp Officer if supplies are needed Ensures that correct food handling procedures are met at all

First Aid

Administers all First Aid & ensures self medication/s. Fills in required paper work, informs Camp Officer if sup-

Bus Drivers

Responsible for transport of participants and volunteers in a safe manner – ensure vehicles are main-

Leader

Provides positive role model for participants & ensures duties of care and safety needs are met. Engages with participants to, from and on camp, undertakes tasks as requested by leadership team, participates fully at all times including pre and post camp

VOLUNTEER OVERVIEW

Edmund Rice Camps SA currently has a network of approximately 300 active volunteers. The volunteers come to us from a variety of sources including schools, universities, TAFE Colleges, human service agencies, referrals from friends and advertising.

The volunteers are both female and male and are aged between 16 and 70 years. Those volunteers who attend camps and activity days are usually between 16 and 30 years of age.

Generally, our volunteers are not trained professionals or experts in child development.

However, they undergo training in mandatory reporting, behaviour management, conflict resolution, building self esteem in young people and working within the policies of ERC. Some of our volunteers are studying in these fields and we regularly accommodate secondary and tertiary students for work experience and field placements.

Each volunteer is subject to a police check, interview and reference check before they participate as a leader on a camp or day activity.

We are fortunate to have volunteers come on camp as a personal choice. They want to spend time with children, young people and families and have meaningful experiences through the planned activities and events.

POLICY OVERVIEW

Child Protection

Discipline involving Children & Young People

Physical Presence / Contact

Campsite/Activity site Safety & Welfare

Smoking, Alcohol & Illegal Drugs

Emergency Procedures

Emergency Response