



Edmund Rice Camps (SA) Inc.



Referral Guide

**An information guide for agencies wanting to refer clients to
Edmund Rice Camps (SA) Inc.**



Purpose

The agency manual has been developed to assist agencies in the process of nominating a young person to Edmund Rice Camps (SA) Inc.

In this manual ERC will briefly describe general information about the organisation, its vision, aims & objectives and policies and procedures.

This manual contains information as a guide around organisation requirements; employee/volunteer/participant services; specific reporting and disclosure requirements; and is also used to serve as an easy and accessible tool for agencies wanting to refer a young person.

Please note this manual is not the same as the Organisation's policy manuals, although extracts from these manuals may be provided and contained in the agency manual.

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 agency manual.

If you have any questions with regard to the contents of the agency manual, 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.



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Child Protection Statement

Edmund Rice Camps SA Inc aims to create an enjoyable environment for all accessing our services.

We are committed to the safety and well being of all children, young people and families.

We support the rights of the child and will act to ensure a child safe environment is maintained at all times.

We also support the rights, well being and responsibilities of our staff, volunteers, contractors and supporters and encourage their active participation in building and maintaining a secure environment for all participants.



What is Edmund Rice Camps (SA) Inc.?

NB. Edmund Rice Camps SA Inc is often referred to as ERC SA.

Edmund Rice Camps (SA) Inc provides camps, day activities and other support programs to children, young people and families who may otherwise not get such opportunities.

The first Edmund Rice Camps was established in Victoria and camps now operate nationally as well as in England, Ireland, New Zealand and South Africa. Edmund Rice Camps has been operating in SA since 1990.

Essentially the camps are about providing children with opportunities to reach their full potential. We do this by providing an environment that is inclusive and encourages participation, friendship and trust. The fostering of relationships is encouraged through our unique provision of one on one mentoring and care during the young person's time on camp.

ERC is attempting to meet the growing needs of South Australian families through the continuation of current programs as well as the introduction of new ones to ensure that as many children, young people and families as possible, are given the opportunity to access services, respite and recreation.

ERC also provides Training to schools, child care centres, human services professionals, businesses and individuals in the areas of Child Safe Environments, Team Building, Change Management, Food Handling and Protective Behaviours. The funds generated through these services are absorbed into our costs to provide services directly to children, young people & families.



Vision Statement

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

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

Following Edmund's example, we regard each person as created in God's image and we encourage everyone to realise his or her own potential while recognising the divinity in each.

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

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

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

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

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



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.



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.



We achieve 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.
- Aiming to have 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.

Care needs of Children:

ERC recognises the five primary care needs which need to be met to ensure children's developmental well-being. For children meeting these needs is of key importance due to children's developmental dependency, limitations and vulnerabilities. These needs are the need for:

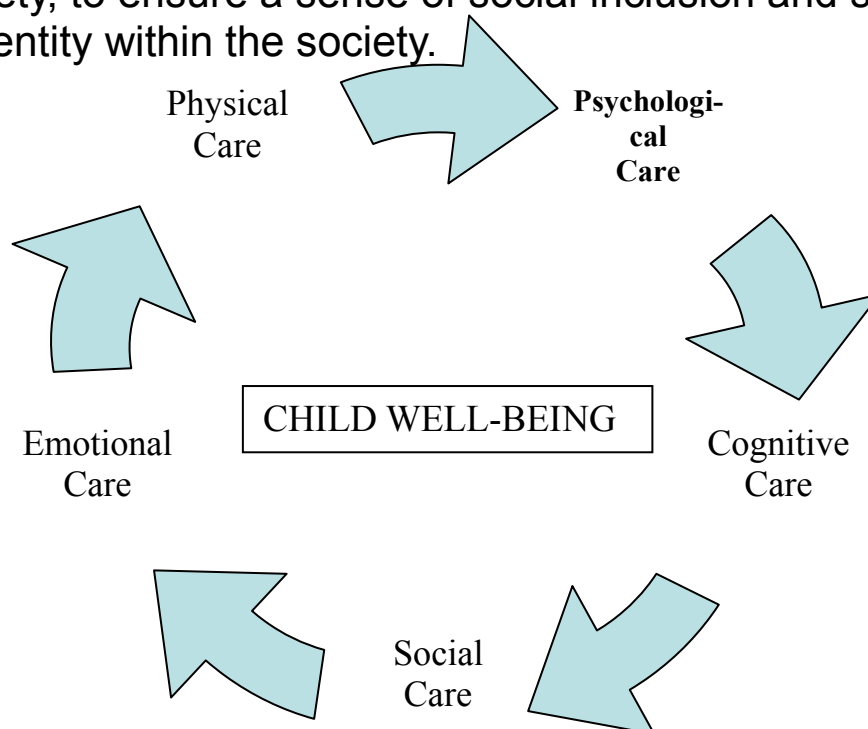
Physical care - the need for a person to have their bodily care needs for food, shelter, clothing, freedom from physical harm and medical care met.

Psychological care - the need for a person to develop a sense of self identity of themselves as a unique person (Self), who has value (self-worth) and capacity to act upon their world in a socially acceptable and appropriate manner (self-efficacy).

Emotional care - the need for a person to receive nurturance and affection to enable them to develop appropriate emotions towards themselves and towards others.

Cognitive care - the need for a child to receive cognitive and intellectual stimulation through formal and informal education to enable children to develop their learning and thinking skills and abilities.

Social care - the need for a person to belong to valued social groups within a society, to ensure a sense of social inclusion and social reciprocity and identity within the society.



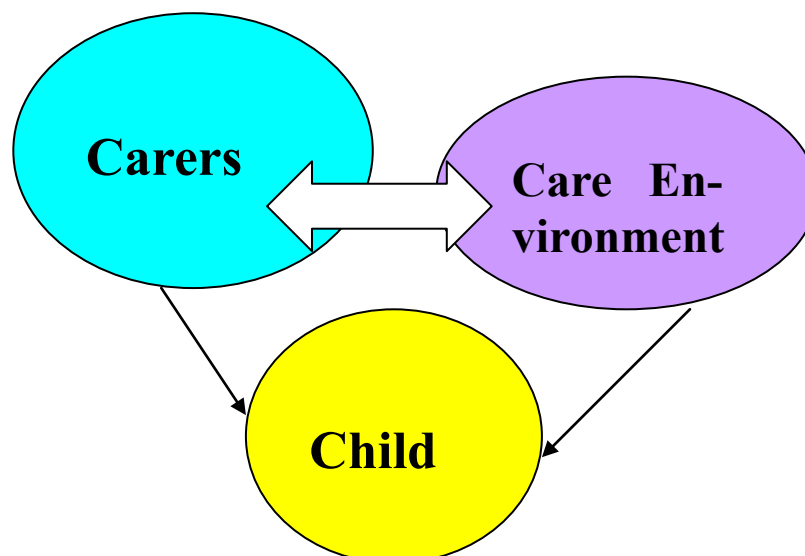
We recognise that the family/kin group is the principle social institution where children's care needs are predominantly met and children's future potential as adults is realized. As one of the key 'vulnerable' groups within society, children are dependent upon the resources and capacities, not only of the significant familial carers in their lives, but also upon the resources and capacities of all adults within their wider care environment (i.e. neighbours, schools, community activities, political and social policy makers). The capacity of the family to appropriately respond to the care needs of children is however inextricably linked to the socio-economic context of the community and society which surrounds them. The economic, social and moral resources and capacities of the community and society act to sustain and support the family in responding to children's care needs.

Unfortunately, there exists within all societies significant numbers of children who are '**vulnerable**' to not having one or more of their care needs met. This 'vulnerability' can be generated and maintained as a result of a complex dynamic between three key factors associated with:

The child – age, physical & intellectual disability, health, gender characteristics of the child.

The **carers** – the commitment of carers towards the care well-being of the child and the capacities and resources available to carers respond to the care needs of a child.

The care environment – commitment of the care environment of a child (kin, neighbours, schools, camps, communities) towards the safety, protection and care of children and the capacities and resources available to enact the caring role.



What happens on camps?

Currently in South Australia we run camps each year over the school holidays as well as various events through out the year.

We identify various groups that we provide services to, additionally our general camps are categorized by age. **These age groups are 6-11 for co-ed, 11-15 for older boys, 11-15 for older girls, 5-15 for Mini and Soft top camps and the whole family (from birth to adult aged).** At times these age groups are further divided in order to provide the best services to the participants attending.

Various camp sites are used mostly through out the Adelaide Hills so as to keep bus trips as short as possible.

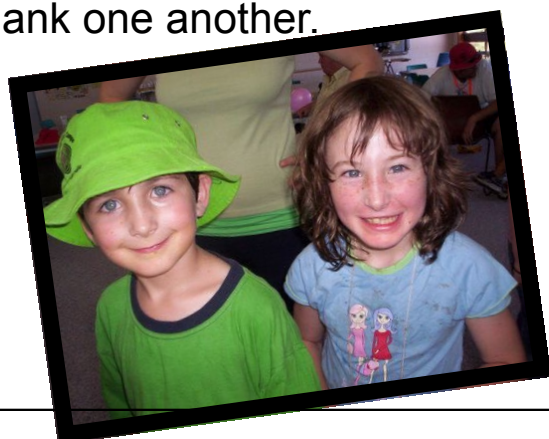
Each camp is different, the activities change based on the needs & the interests of the groups we are servicing as well as the contacts that are available to utilise.

On each camp we aim to offer opportunities such as social interaction, development of relationships, self-esteem building and the fostering of a sense of self-worth, as well as the enhancement of skills & knowledge.

This is achieved through activities such as swimming, team sports, & games, during which we build positive relationships with the young people. This is achieved through equality, respect and friendship while displaying appropriate role modeling at all times.

On each camp, we encourage participants to have ownership over their behavior, we involve them in the setting of group norms and protective behaviors' briefing at the beginning of each camp, as well as discussions about the program of activities for the duration of camp.

We also encourage reflective practices with participants, through the whole camp actively participating in nightly reflection on the day and time to thank one another.



Volunteer overview



Edmund Rice Camps SA currently has a network of approximately **400** 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 act as mentors/leaders on camps and other events 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 commence as a volunteer with us.

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. **If you are interested in becoming a volunteer with us please contact us for a volunteer information & application pack.**

Priority of Needs

With many children, young people and families wanting to attend camp 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 the 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

Fees

Fees are based on a sliding scale, depending on concession rate and also the camp the young person/family is attending.

All fees must be paid prior to the camp or activity event.

We try to keep our costs to a minimum to ensure that our services are accessible as possibly to all children, young people & families. If families are experiencing financial hardship, they are able to contact us to discuss alternatives to paying the camp fees.

Nominations for our services

New Nominations for a child /young person and/or family can be made at any stage through out the year.

1. A client nomination form can be downloaded from our website
2. Fax, Email or Post the nomination and conditions of placement form to ERC
3. ERC will contact the family / carers directly and an informal interview is set up to find out a little more information. All the information that we receive will assist us on where to place them in the priority of needs for services
4. A Child / Young person and/or Family personnel file is created and the information is put onto a database so that when the appropriate camp or day activity is approaching the office can send out a camp registration form with a cut of date that nominations will be accepted by.

To make things as easy as possible we only require a phone call to register interest for the camp before the cut of day and this will be stated in the letter or email sent to you.

Once a child, young person is selected they are sent out consent and medical indemnity forms to complete with details of the camp. Children, young people or families not selected are put on a waiting list incase others are not able to make the events, these children, young people or families are also sent out a letter to inform them of what is happening.



Training Services

We offer Training workshops to Agencies, Organisations & Individuals in a number of areas, these include;

Child Safe Environment – Child Abuse & Neglect Training (formally called Mandatory Reporting)

Full Day Training

Refresher Training for those already completed the course within the last 3 years

Individual Trainings regularly run each month

Group bookings welcome for groups of 10 or more, costs and dates negotiable

All Trainers are Approved by Families SA

Team Building Training

Together, Everyone Achieves More! We design our packages to your needs, suitable for workers, children, young people & agencies.

Food Handling Training

“FoodSafe” Food Handler Training Program from the Australian Institute of Environmental Health. This program provides basic food hygiene and food safety practices information to demonstrate compliance with Standard 3.2.2

Change Management Training

“Who Moved My Cheese” program as written by Dr. Spencer Johnson, a practical training program that helps individuals gain the skills they need to change faster and more successfully.

Protective Behaviours Training

Protective Behaviours, a personal safety program is an education and training program aimed at enhancing resilience in children & young people. Training is provided to teachers, health & welfare professionals and parents, providing strategies they can use to help young people feel safe.

Contact us to discuss YOUR training needs & how WE can best meet them!

All funds generated through these services are put towards our costs of providing camps & activities for children young people & families.



Contact Us

Edmund Rice Camps (SA) Inc
117 South Rd
Thebarton, SA 5031
Phone: 08 8234 2937
Fax: 08 8234 1940
Email: eddie@eddiericecamps.org.au

Are you on our email list?

Our services including closing dates for registrations of interest are advertised directly to services, workers and families via email alert. If you would like to be added onto this list to ensure you receive information about our services please:

Send an email to eddie@eddiericecamps.org.au

With: **Please add me to the client referral contacts list**

Include: **Your name, agency & your email address.**

