



Oblate Youth Australia

NATIONAL OBLATE YOUTH ENCOUNTER AND CAMPS POLICY & PROCEDURES

OCTOBER, 2005.

INTRODUCTION

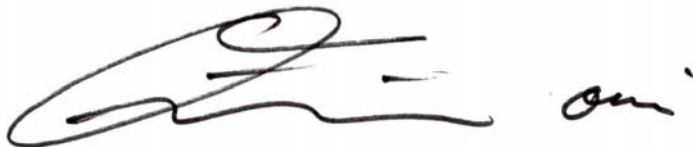
This document, developed by the National and Local Co-ordinators of Oblate Youth Australia, has been developed to assist in creating a safe environment for all participating in our National Encounters. It is an imperative that all participants in the National Encounters, as well as the primary care-givers for those participants under eighteen, are confident that all possible steps to ensure their safety have been taken by Oblate Youth Australia.

While this document was specifically written for the National Oblate Youth Encounter held annually, it also has provisions to assist in the procedures and safe conduct for other similar live-in experiences. This document may also be adopted by the local communities of Oblate Youth Australia who run local camps.

This document will be regularly reviewed and adapted to ensure that it remains relevant and adheres to duty-of-care expectations, whilst also ensuring that any newly arising safety issues are addressed adequately.

It is the commitment of the National Co-ordination Team that all leaders on the National Oblate Youth Encounter will be trained in these procedures.

This document was officially adopted by the National Co-ordination Team on 22nd October, 2005.



*Fr Christian Fini omi
National Director
Oblate Youth Australia*

BACKGROUND

Oblate Youth Australia is a community of young people who seek to live their lives in the light of the Gospels. These policies and procedures are designed to give clear guidelines of conduct to protect all members of Oblate Youth Australia.

National Encounters, or Parish camps, have been an integral part of the experience of Oblate Youth Australia since their inception in 2000. The National Encounters provide an opportunity for members of Oblate Youth Australia to develop a sense of national identity and the development of the personal faith of all members.

This document also applies to camp events held by local communities in Parishes under the direction of the Oblates of Mary Immaculate.

This policy should be read in conjunction with:

Oblate Youth Australia National Frame Works and Structures

Church Documents

Integrity in Ministry, (*A Document of Principles and Standards for Catholic Clergy & Religious in Australia.*)

Towards Healing, (Principles and procedures in responding to complaints of sexual abuse against personnel of the Catholic Church in Australia.)

Following Documents are currently being developed.

Child Protection Policy

Harassment and Discrimination

Managing Allegations of Abuse

Privacy Policy

Safe Practices and Conduct for Youth Groups

1. ABANDONMENT

If a participant aged under 18 is not collected at the conclusion of a camp, it is the responsibility of the Camp Facilitator or an appointee of that Camp Co-ordinator to ensure the safe return of the participant to the custody of the primary caregiver. Steps to be taken are as follows:

- Contact the participant's primary caregiver (as nominated in the participant's Application Form.)
- If contact cannot be made, notify the second emergency contact.
- If still unable to make contact, if there is no-one at home, the Police should be contacted and the participant transferred to their care.

2. ACCIDENTS/INCIDENTS

All accidents and incidents that involve first aid or personal injury, as well as those that don't, must be recorded. The person reporting the accident or incident must complete an Accident or Incident Notification form and this must be filed by a member of the Co-ordination Team in a Register of Accidents folder. This report must be kept securely. Accidents or Incidents to be reported include those where there was a potential risk of personal injury and where human safety was placed at risk.

3. ACCOMMODATION

3.1 Leaders [Co-ordination Team and Discussion Group Leaders]:

3.1.1 Leaders should be accommodated in as close proximity as possible, without sleeping in the same rooms as the participants. At no time should leaders sleep in the same room as participants. In the case where rooms are adjoining, the leader's room must be partitioned.

3.2 Participants:

Participants must be accommodated with other participants of the same gender. An exception may be made in the case of siblings and/or families where they will be accommodated together in a separate room/s.

3.3 Staff:

Paid staff and camp volunteers with specific tasks (e.g. Kitchen Staff) should have access to separate sleeping quarters. Spiritual Advisors and Religious must have separate quarters.

4. ACCOUNTABILITY

4.1 Facilitator/s:

The Facilitator, normally the Director of Oblate Youth Australia or in the case of Parish based camps appointed person/s, must be accountable for all issues and information relating to and arising from camps, including the Leader Training Program. They are responsible for all pre-camp preparations and follow-up.

See Also: OYA National Director Positions Description, *Framework and Structures Document*.

4.2 Leadership Team:

The Leaders, made up of National and Local Co-ordinators and temporarily appointed team members or in the case of Parish events, an appointed team, under the direction of the Facilitator/s, must be accountable for all activities whilst on camp and any directly relating outcomes.

See Also: OYA National & Local Co-ordinators Positions Description, *Framework and Structures Document*.

4.3 Discussion Group Leaders:

Discussion Group Leaders, under the direction of the Facilitator/s, must abide by the rules laid down whilst on Camp or NOYE. They must remain on site with the participants for the duration of the camp. At all times, the safety of the participants is paramount.

See Also: NOYE Discussion Group Leader position Description, *Framework and Structures Document*.

4.4 Participants:

Participants attending the camp must abide by the rules outlined at the beginning of the camp.

4.5 Primary Caregivers:

Caregivers of participants under 18 have an obligation to provide all the information requested on the Participant's Application Form. Withholding information may result in the participant being sent home early (e.g. if the participant is found to be suffering from an infectious disease). In the case of a Participant's Application Form being incomplete, the participant may be refused attendance.

5. **ACTIVITIES/GAMES**

NOYE or Camp Programs are to be set in advance by the Facilitator/s and leadership team. The Program should be as diverse as the campsite allows and activities should be appropriate to the age and preferences of the participants. The Program should also take into account environmental conditions (e.g. seasonal). Continual feedback on activities should be sought from the participants to ascertain enjoyment levels.

During an activity or game, all those present should be encouraged to participate. Full training on how to prepare and run games and activities safely must be provided during the Leaders Training Program.

Sunscreen and hats must be worn at all times during outdoor activities. Shoes must be worn when and where appropriate.

Please note: Sunburn that occurs as a result of neglect may be construed as abuse. Care should be taken at all times.

It is essential the Facilitator/s check the accreditation and insurance of the sites that we utilise to ensure the site meets industry standards. Facilitator/s must be aware which policy covers which activity.

6. **ADVERTISING**

Advertising for upcoming camps is done through the Australian Province of the Oblates of Mary Immaculate and oblateyouth.com. While open to all young people, Oblate Youth Australia camps will only actively encourage youth involved in Oblate works and identify with the Oblate charism.

7. ALCOHOL

Alcohol is strictly forbidden on NOYE or Parish Camps. It is illegal to be supervising minors (ie. under 18 year olds) with a blood alcohol concentration of or over 0.02%. It should be noted that one standard drink will exceed this limit. If anyone is found bringing alcohol on to the campsite, the following steps are to be taken by the Facilitator/s and Leadership Team.

- Isolate the offender. **See Also:** Section 52 - Ratio.
- Immediately confiscate the alcohol, in the presence of a witness.
- Store the alcohol in an undisclosed location, known only to the Facilitator/s and Leadership team. At the conclusion of camp, any alcohol confiscated from those under 18 years will be returned to the primary caregiver. Alcohol confiscated from those over 18 years will be returned at the end of camp.
- If the offender is under 18 years of age, their primary caregiver is to be contacted and advised that the participant was in possession of alcohol.
- In all cases the offender/s will be asked to leave the camp. Participants under the age of 18 will be returned to the custody of the primary caregiver and will incur the cost.
- If the offender is on the leadership team, they will be asked to leave the campsite immediately and if necessary.
- A Confiscation Report and an Incident Notification Form must be completed. These reports must be kept in a confidential location.

In the case of intoxication of anyone on camp, the above steps also apply. A witness is to be present during all of the above action steps.

In the event of anyone on camp having to be removed due to the above circumstances, it should be done with the least amount of disruption to the Camp. Anyone found in possession of, or under the influence of alcohol, will be suspended from future camps for a period of time at the discretion of the Director of Oblate Youth Australia.

8. ARRIVAL AT CAMP

Upon arrival at the campsite, Leaders should direct participants to a designated central meeting point, where a Leader must cover the following points that are relevant to everyone on camp:

- Welcome
- Registration
- Introductions
- Rules
- Boundaries
- Meal times
- Cabin allocation
- Medical procedures
- Emergency Procedures

9. ATTENDANCE

On any camp, the following positions must be filled:

- Leaders (must be over 18 years of age)
- One Chief First Aid Officer (appointed by the Facilitator)
- At least one other First Aid Officer
- At least two people qualified for life saving, i.e. Bronze Medallion or equivalent where unpatrolled swimming will be involved.

Leaders must have attended the Leaders Training Program. They should also attend all relevant meetings that are organised prior to a camp. For the duration of the camp, all Leaders must remain on the campsite, with exceptions granted in the case of family emergencies. Other exceptions must be negotiated with the Camp Facilitator/s.

For the duration of the camp, all participants under the age of 18 must remain on the campsite. There will be no exceptions to this rule unless previously negotiated with the primary caregiver and prior written permission has been obtained or in the event of a family emergency.

10. AUTHORITY

The hierarchical structure regarding National Oblate Youth Encounter is as follows:

- National Oblate Youth Australia Director
- Oblate Youth Australia National Co-ordinators
- Oblate Youth Australia Local Co-ordinators
- National Oblate Youth Encounter Discussion Group leaders

If it becomes apparent, whilst on camp, that a co-ordinator or discussion group leader cannot or is not fulfilling their duties, another leader is to advise the NOYE Facilitator who will then advise appropriate action.

11. BEHAVIOUR MANAGEMENT

With regard to the discipline of participants, the Leadership team shall ensure that each person is:

- given positive guidance directed towards acceptable behaviour, leaders should suggest or model alternative behaviour;
- not subjected to, or threatened with, any form of corporal punishment or any humiliating or frightening techniques;
- not kept apart from other people for longer than ten minutes. If kept apart it must be in the company of two leaders;
- not subjected to having meals denied;
- not overly regimented with regard to choice of activities;
- not placed at risk with respect to their health and safety.

Individual disciplinary action is at the discretion of the Facilitator/s and should be specific to the offence. Disciplinary guidelines must be included and applied at any Leaders Training Program or camp.

12. BELONGINGS

Whilst all assistance and precautions will be undertaken, Oblate Youth Australia or Parish in the case of a Local Camp, and its Leadership team do not accept responsibility for lost, damaged or stolen property belonging to any individual.

13. BOUNDARIES

Out of bounds areas are set by the Facilitator/s in consultation with the campsite owners and must be explained to everyone at the beginning of each camp (e.g. swimming areas, beaches, kitchen, etc). It is the responsibility of Facilitator to ensure Leaders and participants are aware of these boundaries and do not cross them.

14. BREAKAGES

Costs incurred by accidental breakages or damage to the campsite or campsite equipment will be met by OYA or the Parish in the case of local camps. Costs incurred from negligent and/or willful damage will be recovered from the offender, unless they are a minor in which case, attempts will be made to recover the cost from the primary caregiver. No responsibility will be taken for breakages of or damage to personal property. Breakages should be recorded and the report will be kept on file.

15. BUDGET

Budgets for camps must be prepared as early as possible by the Facilitator/s, and should be submitted to National Co-ordination Team or appropriate Parish Authority. Basic budget items must include:

- Income
- Accommodation
- Insurance
- Food
- Transport
- Training
- Equipment/Materials
- Miscellaneous (prizes, etc)
- Petty cash
- Stipend/gifts

16. CHILD PROTECTION

16.1 Abuse:

All matters relating to Child Protection and Abuse should be dealt with following the procedures and policies as outlined in the Oblate Youth Australia Child Protection Policy and Procedures. Oblate Youth Australia will always follow guidelines established and procedures established by the Local Catholic Church.

Also See: Integrity in Ministry & Towards Healing.

16.2 Disclosure:

In the event of a child disclosing information to either a Co-ordinator or Discussion Group Leader that suggests they are being abused, in any of its forms, it is the moral and mandatory obligation of that person to take the action specified under "Notification".

16.3 Notification:

The procedure to be followed in any instance of suspected child abuse is as follows:

- The person to whom the disclosure was made is to, as soon as possible, contact the Facilitator/s and advise of all the circumstances pertinent to the matter.
- The person to whom the disclosure was made, under the direction of the Facilitator/s, will follow the steps as outlined in the OYA Child Protection Policies and Procedures.
- The person to whom the disclosure was made will then complete an "Initial Child Protection Information Details" form and present it to the Facilitator/s for further action. This report is to be filed in a Register of Notifications folder and kept securely in a confidential location.

16.4 On Camp:

Abuse is a criminal act, which will not be tolerated on camp. If such an action occurs, the offender/s will be sent home immediately and not allowed to participate in any future activities. The primary concern of any action taken is to ensure the safety of the alleged victim.

In all cases the Facilitator/s must notify those parties outlined in the Child Protection Policies and Procedures.

Please note that all offenders will be unable to remain on camp and arrangements must be made for their departure.

17. CODE OF BEHAVIOUR

17.1 Participants:

Participants are to abide by the rules and regulations laid down by the Facilitator/s and Leadership Team and to be respectful of the campsite, equipment and everyone on camp.

17.2 Facilitator/s & Leadership Team:

Facilitators & Leadership Team must set positive behavioural examples and remain constantly aware of their responsibility as role models. Inconsistencies in Facilitator/s & Leadership Team behaviour must be avoided (e.g. disciplinary actions, favouritism, etc).

18. CONFIDENTIALITY

Facilitator/s & Leadership Team must avoid asking probing/leading questions relating to a participant's life. Any information disclosed to Facilitator/s and Leadership Team by participants on the camp shall be dealt with accordingly. Any information obtained regarding the participants is to remain confidential, except in the case of disclosure of abuse.

See Also: Section 25 - Disclosure.

19. CONFISCATIONS

Any items found to be in the possession of a Leader or participant that is contrary to the rules of the camp, will be confiscated by the Facilitator/s and Leadership Team, in the presence of a witness and kept in an undisclosed location known only to the Facilitator/s. Participants' under 18 years of age items will be returned to their primary caregiver. Those over 18 years of age items will be returned to them upon their departure from the campsite.

20. CURFEWS

Lights out for participants are set in the Camp program and are to be strictly enforced. Curfews for leaders are set at the discretion of the Facilitator/s.

21. CUSTODY

For the duration of the camp, the Facilitator/s and Leadership Team have a duty for all people attending the camp. At the end of the camp, only the primary caregiver may collect the participant under 18 years of age. If this is not possible, Facilitator/s & Leadership Team must be informed by the primary caregiver of any alternative. It is at the time of the participant's collection that the Facilitator/s & Leadership Team are absolved of responsibility.

22. DEATH

22.1 Participant or Leader:

In the event of death or a suspected death, the Chief First Aid Officer, with the assistance of a Facilitator/s, must undertake the following procedures:

- Instigate Emergency Procedure
- Isolate the area
- Contact Police and Ambulance
- Ensure participants are being adequately supervised and reassured

All those on camp must co-operate with Police in giving statements. Once the situation is in hand, arrangements must be made for all those attending the camp to be debriefed, whilst still on camp, by a qualified person.

Please note that the Police will arrange notification of death to the primary caregiver.

22.2 Relative of a Participant:

It is the duty of a Facilitator/s to inform a participant of a death in the family, only if an immediate family member is unable to do so. As with other participant confidentiality, this information should remain confidential between the parties involved.

23. DEPARTURE FROM CAMP

On the morning of the day of departure, participants and Leaders should pack up their belongings and ensure that the cabin is clean and tidy. Just prior to departure from camp, all Leaders, Facilitator/s and participants will meet in the designated central meeting point. A Facilitator/leader should:

- Attempt to have any lost property reclaimed
- Thank everyone for their attendance
- Point out any highlights of the camp
- Co-ordinate transport departure

24. DISABILITIES

Every effort should be made to cater for participants with a disability. Prior knowledge of any participant with a disability is required in order for the Camp Facilitator/s to arrange appropriate care and organisation of the camp program.

25. DISCLOSURE

In the event of a child disclosing information regarding abuse to any leader, it is the moral and mandatory obligation of that person as stated in the Oblate Youth Australia Child Protection Policies and Procedures to immediately inform the Facilitator/s or Leader who will take the action specified under "Notification".

See Also: Section 16 - Child Protection.

26. DISCRIMINATION

Discrimination, in any form, is not acceptable and will not be tolerated. Favouritism can be construed as a form of discrimination.

27. DRUGS

27.1 Illicit Drugs:

Illicit drugs are strictly forbidden on camp. If anyone is found in possession of or under the influence of illicit drugs, the following steps are to be taken by the Facilitator.

- Isolate the offender (remembering to adhere to the policy on ratios).
- Immediately confiscate the substance(s), in the presence of a witness.
- Store the substance(s) in an undisclosed location, known only to the Facilitators.
- If the offender is under 18 years of age, their primary caregiver is to be contacted and advised that the participant was in possession of the substance.
- The Facilitator/s is to seek advice from the primary caregiver as to what action they consider should be taken.
- If the offender is over 18 years of age, they will be asked to leave the campsite immediately and if necessary, transport arrangements provided.
- If the substance is found to be illegal, the above steps also apply, but the Police should be notified and witness details provided. Illicit drugs are handed over to the Police.
- A Confiscation Form and an Incident Notification Form must be completed. These reports must be kept in a confidential location.

A witness is to be present during all of the above action steps. In the event of anyone on camp having to be removed due to the above circumstances, it should be done with the least amount of disruption to the camp program.

Anyone found in the possession of, or under the influence of illicit drugs will be suspended from future camps for a period of time at the discretion of Director of OYA or other appropriate Parish Authority.

27.2 Prescribed and Over the Counter Drugs:

The primary caregiver of any participant taking prescribed or over the counter medication must inform the Facilitators (by completing the Participant's Application Form). No participant under 16 years of age can self administer medication unless written, signed consent has been received from the primary caregiver.

The Chief First Aid Officer will be responsible for the monitoring and administration of all prescribed and over the counter drugs to participants under 16 years of age and will keep a record of all dosages on the Daily Medication and First Aid Sheet. Any participant taking prescribed or over the counter drugs must ensure that the participant sees the Chief First Aid Officer each day at the correct time to receive their medication. The Chief First Aid Officer will keep the drugs in an undisclosed location known only to him/herself and the Facilitator/s. Leaders, and participants over the 16 years of age, should administer and maintain their own medication.

All prescribed or over the counter drugs should come to the camp in the original packet (where possible) with the doctor's name, participant's name and dosage/instructions clearly marked. Any administration of medication for participants under the age of 16 years must be documented by the Chief First Aid Officer as well as one other person.

28. DUTY OF CARE

Duty of Care is the legal obligation to take reasonable steps to avoid reasonably foreseeable harm to the person/s to whom you have a duty of care.

The definition of what constitutes a 'reasonable step' under any particular circumstance will generally be dictated by common sense.

Duty of care must be exercised at all times to ensure the safety of our participants and leaders.

29. EMERGENCY PROCEDURES

29.1 Disappearance:

In the event of a suspected disappearance, an initial search of the campsite and relevant areas should be conducted immediately by two Leaders. If the participant is still not recovered after the search and disappearance has been confirmed, the following steps are to be taken by the Facilitator/s and Leaders:

- A wider search comprising of only necessary Leaders should take place, keeping in mind that there should be enough Leaders to maintain supervision of the remaining participants.
- If the person has still not been recovered after this wider search, the Police should be notified by the Facilitator/s and the primary caregiver.
- The disappearance of the participant should not be made known to other participants, if possible, unless they are siblings.

29.2 Medical:

In the event of a medical emergency (not including minor injuries), the Chief First Aid Officer must assess the severity of the injury to determine whether an ambulance is required or if the patient is able to be transported by car to the nearest suitable hospital. If a hospital visit is required, by a participant under 18 years of age, then a Leader (appointed by the Facilitator/s) and a First Aid Officer must accompany the patient (with their Application Form). In the case of ambulance transport, two accompanying Leaders are required. In the case of a participant under the age of 18 years the primary caregiver must be notified immediately by the Facilitator/s. The patient must be accompanied throughout their hospital visit until they either return to the campsite or responsibility has been transferred to the primary caregiver.

29.3 Natural Disasters:

A plan of action must be in place, prior to the camp, to handle the situation of a natural disaster (e.g. flood, bushfires, etc). It is the responsibility of Facilitator/s to ensure Leaders are familiar with this plan. The plan must include:

- a warning signal or alarm
- a meeting point
- roll check
- evacuation procedures
- a hierarchy of authority
- return to campsite/home

At the beginning of each camp, Facilitator/s and Leadership Team must ensure that participants are aware of the warning signal and the procedure to follow. Most campsites should already have such a plan.

29.4 Rescue:

In the event of a rescue becoming necessary, the appropriate rescue services must be contacted by one of the Facilitator/s and Leadership Team. No-one should attempt the rescue of anyone if there is the possibility of danger to themselves. The safety of all other participants must be ensured by the Leaders. The primary caregiver(s) of the participant must be informed immediately by a Facilitator/s. Any medical emergencies following the rescue must be carried out as mentioned in "Emergency Procedures – Medical".

29.5 Evacuation:

All leaders must be made familiar with all the evacuation points on a camp. At all venues, exit points should be visible and a meeting area in the case of evacuation should be made aware to all leaders. The meeting area should be in a clear area away from immediate danger. Where appropriate, a practice evacuation may be carried out.

30. EVALUATION

A critical evaluation of the camp must be undertaken by the Facilitator/s, in consultation with Leaders, within fourteen days of the camp and must include input and general comments from a random selection of participants and all Leaders. This process is to ensure that camp programs continue to develop and improve in order to best cater to the needs of the participants. A copy of this evaluation must be kept on file and taken into account when programming the next camp.

31. FACILITATOR/S

The Facilitator, normally the Director of OYA, oversees the total running of the camp. The Facilitator/s, under the direction of the Oblates of Mary Immaculate, must be accountable for all issues and information relating to and arising from camps, including the Leader Training Program. They are responsible for all pre-camp preparations and follow-up. They are also responsible for ensuring that a campsite being used for Oblate Youth Australia purposes meet Safety and Care standards.

The director may delegate this authority. In the case of a parish the Facilitator/s will be appointed by appropriate Parish Authority.

32. FIRST AID

At least two Co-ordinators/Leaders must hold a current Senior First Aid Certificate. One of these will be appointed Chief First Aid Officer by the Camp Co-ordinator, based on experience and the Co-ordinators assessment of their abilities.

Prior to the camp, it is the responsibility of a delegate of the Facilitator/s to check that a fully equipped First Aid Kit is available and on-site. Upon the arrival of the Chief First Aid Officer at the campsite, it is their responsibility to check that the First Aid Kit is available and fully stocked. It is the Chief First Aid Officer's duty to ensure no-one on camp is exposed to an infectious or contagious disease and this should be achieved by taking all precautionary measures as outlined in senior first aid training. All First Aid Officers must be introduced to the participants during the welcoming address.

All first aid treatments (however minor) must be recorded in a Register of Injuries which should be located in the First Aid room.

It is essential that a room be set aside for the exclusive use of treatment on patients by First Aid Officers. First aid equipment must be sterile. Gloves must be worn when applying first aid. The size of the First Aid Kits will depend on the number of people attending the camp and will contain only the basic recommended items. If it gets beyond the First Aid Kit – it is time to call a doctor. A portable First Aid Kit must be available and taken on all off-site activities.

Please Note: Another leader must be in attendance at all treatment of patients by a First Aid Officer.

33. GRIEF

If a participant is experiencing grief through loss, death, divorce, etc, Leaders must only comfort the participant to the best of their ability without taking on a counselling role. If the participant continually expresses extreme grief, this information should be passed on to the primary caregiver. The option to return home may offer to the participant.

See Also: Section 49 - Professional Indemnity.

34. HARASSMENT

Harassment includes and refers to any unwanted, unacceptable or offensive behaviour by an individual or group towards another individual or group within the organisation. This behaviour may be verbal, physical or take the form of written material. It may be related to a person's gender, race, colour, ethnic or ethno-religious background, descent or nationality, marital status, disability, homosexuality, age or gender identification.

35. HOMESICKNESS

One of the primary responsibilities of the Facilitator/s & Leaders is to provide the participants with a positive and supportive environment. Suggested steps to overcome homesickness are:

- Ensure the participant is included in all activities.
- Take time to reassure the participant that they are wanted and welcome (attempt to achieve this without displaying favouritism).

36. HYGIENE

It is the responsibility of the Camp Leaders to ensure proper hygiene is maintained. To ensure this, the following steps must be taken:

- Persons in food preparation areas must wear gloves and shoes whilst preparing food. Long hair must be tied back.
- All food must be covered and refrigerated where necessary.
- First aid equipment must be sterile.
- Gloves must be worn when applying first aid.
- Everyone must shower daily.
- Washing facilities must be available for the purpose of laundry.
- An adequate supply of spare clothes, towels, sheets, pillowcases and toiletries must be readily available. This should be organised by the Facilitator/s prior to the commencement of camp.

37. INSURANCE

All Oblate Youth Australia events are covered under the Insurance of Oblates of Mary Immaculate. Extra Excursion Insurance may be arranged through Catholic Church Insurance.

In the case of Parish Camp or events is covered under Diocesan Insurance.

It is desirable to see proof of public liability insurance of the premises that we are dealing with, as well as accreditation and other insurance of the sites that we utilise to ensure the site meets industry standards.

38. INTRUDERS

Anybody entering the campsite that is not known to the Leaders must be questioned on their intent and their visit negotiated and monitored. Any leaders expecting visitors must first negotiate this with the Facilitator/s. If permission is denied, the intruder must be asked to leave and to be seen leaving. If a person unlawfully enters the campsite and refuses to leave, the Police are to be called immediately. No-one should put themselves at risk by physically attempting to remove an intruder.

39. KITCHEN

39.1 Meals:

Everyone on camp must have three meals per day. For camps larger than 30 people (including all leaders and participants) outside catering must be brought in. If a participant is unable to eat a meal due to dietary needs, an alternative must be made available (e.g. sandwiches). Leaders must eat the same food as the participants. No outside food supply (not including catered meals for all people) is acceptable as a meal for leaders or participants. Meals must be nutritionally balanced and special dietary needs (e.g. vegetarians, vegans, diabetics, celiac) met.

39.2 Code of Conduct:

The kitchen must be kept clean at all times. Cooking utensils and dishes must be cleaned after each meal. When participants assist with kitchen duties, a Leader must inspect that the job was done properly and everything is clean and dry. Only rostered Leaders and kitchen staff should be in the kitchen.

40. LEADERS

40.1 Leaders Training Program:

All Leaders must complete the Leader's Training Program provided by the Facilitator/s.

40.2 Application Forms:

All Facilitators, leaders and participants are required to complete an application form.

40.3 Age

All leaders must be over 18 years of age.

The age of the participants may vary with regards to purpose of camp.

40.4 Responsibilities:

- Ensure and maintain the health, welfare and safety of the participants on the camp, i.e. sun exposure, warmth, personal hygiene, etc.
- Maintain strict adherence to camp rules and regulations, both personally and by those in care.
- Assume responsibility for the participants in care and encourage participation of all participants in designated activities.
- Maintain close communication with other Leaders, and campsite staff.

40.5 Camp Meetings:

Meetings for all Leaders to discuss the previous and forthcoming day's activities must be held nightly at a time specified by the Facilitator. Items to include for the discussion are:

- What worked well
- What didn't work so well
- Agenda for the next day
- Include a spirituality component
- On the first night (or prior to camp) participant specifics.

41. LEADERSHIP TEAM

The Leaders, at the NOYE made up of National and Local Co-ordinators and Discussion Group leaders under the direction of the Facilitator/s, must be accountable for all activities whilst on camp and any directly relating outcomes.

In the case of a parish event the camp leadership team is appointed by Chaplain and Support Adults or other appropriate Parish Authority.

42. MANAGEMENT

Management of camps and all matters pertaining, is the responsibility of the Facilitator/s, some tasks may be delegated to other Leaders.

43. MASS

Mass will be celebrated as the highlight of all Camps and Encounter. Daily Mass if a priest is available, is optional.

44. MATERIALS/EQUIPMENT/RESOURCES

These items should be appropriate to the campsite and Program activities. Purchase of such equipment should be within the approved budget and ongoing maintenance is the responsibility of the Facilitator/s. Any materials, resources or equipment belonging to the campsite must be treated with care and respect.

45. NOTIFICATIONS

Any information disclosed by camp participants under the age of 18 that relates to suspected abuse and results in a notification appropriate Government departments, must be treated with discretion and the relevant guidelines followed.

46. OCCUPATIONAL HEALTH AND SAFETY

Camp venues and facilities must comply with the Occupational Health and Safety Act and Regulations (2001). It is the responsibility of Facilitator/s to ensure that Occupational Health and Safety requirements are maintained according to the Act, for the duration of the camp.

47. PARTICIPANTS

47.1 Ages:

The age of the participants may vary with regards to purpose of camp.

47.2 Background:

Any information obtained regarding the participants, is to remain confidential. Dissemination to Leaders of this information is at the discretion of the Facilitator/s.

47.3 Responsibilities:

The participants attending the camp are responsible for their own belongings and must abide by the rules and regulations set down by the Facilitator/s and Leaders. It is their responsibility to participate as fully as possible and to allow others to do the same.

47.4 Registration:

Only those participants registered by the Facilitator/s or a delegate of the Facilitator/s, prior to the camp are able to attend.

48. PRECAUTIONS

All Leaders should ensure that all necessary precautions are taken to ensure the safety of everyone under their care. Areas where precautions are particularly important are:

- Leader Training Program
- Boundaries
- Rules and regulations
- Equipment safety & maintenance
- Kitchen
- Bathroom/shower/toilet facilities

49. PROFESSIONAL INDEMNITY

All leaders need to be aware that offering council to participants is not part of their role description.

50. PROGRAMMING

Programs are to be prepared well in advance and should be written by the National and Local Co-ordination team and the Facilitator/s. The Encounter program should include:

- Talks
- Activities
- Leaders to Group Allocation
- Menu
- Role Allocation

The Program should be made known to other Leaders prior to camp commencement. Participants attending the camps must be aware of camp activities in which they are likely to participate and this can be covered in the welcoming address by a Facilitator/s. The Program must take into account the possibility of climatic changes and must be flexible enough to alter without severe camp disruption.

51. PUBLICITY

No publicity should be sought for the personal or professional gain of any individual. Any publicity should take the form of community awareness rather than glorification.

52. RATIOS

The level of supervision provided on an activity must be adequate to ensure the safety of participants. At all times, there should not arise an occasion where a Leader and underage participant are left alone. Leaders should exercise care in supervision of participants. Leaders should act as a prudent parent would in the supervision of participants.

53. RELATIONSHIPS

Sexual relationships, whilst on camp, are not permitted. This is not to say that couples are unable to be Leaders or participants on camps, however any obvious demonstration of their relationship may adversely influence the community spirit.

Any Leader or participant breaking this rule, pending the severity of the incident, will be sent home and will be suspended from future camps for a period of time at the discretion of the Director of OYA.

54. RULES

Rules must be established within the guidelines of this policy document, by the Facilitator/s and Leaders. The rules apply to both Leaders and participants and must be made known at the commencement of each camp and enforced for the duration.

Basic rules that apply to all camps are:

- No sexual activity
- No illicit drugs
- No alcohol
- No violence
- Nobody is to leave the campsite without permission

55. SEX

Sexual activity between anyone on camp, anywhere at any time, will not be tolerated. If the offenders are over 16 years of age, they will be asked to leave and will be suspended from future camps for a period of time at the discretion of Director of OYA. If the offenders are under 16 years of age, they will be required to leave the camp and the primary caregivers will be contacted to arrange transport home.

56. SMOKING

Participants under 18 are not permitted to smoke cigarettes. Any cigarettes found to be in a participant's possession will be confiscated and returned to their primary caregiver at the conclusion of the camp. If Leaders or Participants over 18 wish to smoke cigarettes on camp, it must be done during their free time and not in the presence of participants under 18 years of age.

57. SWEARING

Swearing must not be encouraged. All leaders must constantly be aware of their own behaviour, as their personal actions will often set the behavioural standards of the participants.

58. TRAINING

No Leader can attend camp without having first undergone the Leader Training Program. It is at the discretion of the Facilitator/s as to how Training Programs are conducted (i.e. weekend, weekly, etc), however the following agenda items must be included:

Each Leader must receive a Training Manual and a copy of this Policy must be made available.

Based on each person's performance and participation in the Training Program, the Facilitator/s will make the decision as to who will qualify as Leaders. Points to consider should include:

- Willingness to participate
- Level of communication skills
- Motivation behind doing the Leaders Training Program
- Degree of initiative shown during the Program
- Ability to interact with others
- Ability to respond to direction, criticism and discipline
- Previous relevant experience

It is the responsibility of the Facilitator/s to prepare the Leaders Training Program and make all resources available, e.g. venue, manuals, c, equipment, etc.

59. TRANSPORT

To ensure the safety of all participants, clear guidelines for transportation will be included with the application forms and accompanying documents. In the information the following matters will be addressed:

- The designated driver/s of that car must be a fully licensed driver. Provisional licenses are not acceptable.
- Clear understanding of the Facilitator's role in supervision of the forward and return journeys.

60. VANDALISM

Vandalism, whilst on camp, will not be tolerated and offenders will be disciplined accordingly.

See Also: Section 14 – Breakages

61. VIOLENCE

Violent behaviour should be treated with extreme caution as the Facilitator/s first priority is the safety of everyone present. Violent behaviour will not be tolerated and in the case where other participants and Leaders are at risk of injury, the offending participant's primary caregiver must be contacted and advice sought on appropriate action and managed accordingly. Anyone over the 18 years of age displaying violent behaviour will be sent home. If assistance is required to restrain the offender, the Police should be called.

62. VISITORS

62.1 Invited Visitors:

Invited visitors are to inform the Facilitator/s, prior to camp, of the time and date they will be attending and must report to the Facilitator/s upon arrival. Attendance by all visitors is at the discretion of the Facilitator/s. Visitors must not disrupt the activities of the camp.

62.2 Uninvited Visitors:

Admission of uninvited visitors is at the discretion of the Facilitator/s. In the case of a parent or friend wishing to visit a participant, under 18 years of age, the Facilitator/s must first obtain permission from the primary caregiver. The visitor must not be left unattended. If permission for the visit is denied, the visitor must be asked to leave and must be seen leaving. If the visitor refuses to leave, the Police must then be called.

63. WATER ACTIVITIES

Water activities may be included in each camp program, where seasonally appropriate, for the benefit of the participants attending. Any activity involving a water location (e.g. beach, lake, etc) is to be treated as a potentially volatile situation and all precautions for the safety of participants and Leaders must be taken.

All equipment used for water activities must be thoroughly checked by the Leaders before the activity can begin and Leaders must ensure correct usage of the equipment for the duration of the activity.

It is the responsibility of the Facilitator/s to ensure that all equipment used for water activities is adequately maintained.

64. WET WEATHER

All camp programs must include a wet weather alternative.