

## CHILD SAFETY POLICY

### INTRODUCTION TO ADVENTURE UNLIMITED'S EASTER CAMP 2021

Welcome to Adventure Unlimited!

Adventure Unlimited is a group with an enormous heart. The spiritual basis of our organisation pervades all we do, as we are united by our love for Christian Science. Our great desire is to do good for all. Our committee is comprised entirely of volunteers and we come from a diverse range of backgrounds. We all bring a desire to offer adventurous opportunities for spiritual growth to young people, to discover their unlimited identity as God's child, to contribute to their sense of community and to give to the world.

Our theme this year is: **"One in being"**.

We focus on everyone's spiritual nature as an unlimited reflection of Divine Love. Our focus at camp is **always be kind**. This includes always being loving to yourself, to your peers, to your family and to your community. It also means being kind in all ways. Camp must be absolutely **inclusive**, so keep an eye out for those who are new.

The Easter Camp Committee is totally committed to the **safety** and **wellbeing** of all campers. Associated with this is a trust that high standards of moral behaviour will be maintained at all times by adults, teens and children alike. We fully endorse an anti-bullying standard and any complaints will be conscientiously followed up in order to promote healing.

The following brief Handbook is designed to assist you in navigating the intricacies of the daily routines at Easter Camp, so that we may fulfil our commitments to each other and to the government which has set out **legal Child Safety Procedures**. All people, regardless of age, gender, race, culture, disability and family or social background have equal rights to protection. All people (including children) have the right to be respected and valued as well as feel emotionally, physically and spiritually safe at all times.

Staff at Iluka and all volunteers are responsible for keeping a professional role with children. This means establishing and maintaining clear boundaries which serve to protect everyone from misunderstandings.

**May your experience at Easter Camp be uplifting, rewarding and fun!** We sincerely hope you will enjoy each other's company and make many happy memories. Our plan is to generate a family atmosphere based on responsibility and co-operation.

Each camper is encouraged to recognise and demonstrate their spiritual nature in every experience by expressing their freedom from limitation available through the power and love of God. As Christian Scientists, we pray to know that Spirit guides, guards and governs us all.

Mary Baker Eddy wrote in Miscellaneous Writings p110: **"Beloved children, the world has need of you, - and more as children than as men and women: it needs your innocence, unselfishness, faithful affection, uncontaminated lives."**

Robin Clarke, for the 2021 Easter Camp Committee (Clive, Wendy, Robin, Noni)

## HANDBOOK FOR ADVENTURE UNLIMITED EASTER CAMP 2021

Your name:.....

As part of our welcome to you all, the committee would like to mention the following:

**1. Introduction of the Easter Camp Committee members: how we can be identified and contacted:**

- Robin Clarke, Chairperson and Child Safety Officer 0431834837
- Wendy Renehan, Child Safety Officer, Liaison with Iluka 0417771581
- David Fletcher, transport organiser 0400105177
- Clive Marriott, Treasurer 0457461589
- Noni Healy, Discussion leader and Social media 0408121524
- Adam Hari, Bus driver 0400316737

These phone contacts will also be displayed in common areas around the camp. Committee members will wear a **name tag** to help you. They will wear a **high visibility vest** at all times that they are on duty.

**2. The camp Christian Science Practitioner, Sancy Nason**

Please put her number into your mobile phone: 0409465531

Sancy is available to pray with you and give Christian Science treatment. Healings can be accomplished for physical, social or emotional needs. The cost of any such treatment will be covered by your camp fees.

**3. The camp Christian Science Nurse: Lynn Bruce-Clash**

Please put her number into your mobile phone: 0425855186

Lynn is available for any needs in support of healing as you work with Sancy or another Christian Science practitioner.

**4. The camp Christian Science Lecturer: Beth Packer**

**5. The Iluka administrator, ..... We support and respect all the rules for safety as outlined by the camp.** Iluka condemns all forms of child abuse, discrimination and sexual exploitation. They are committed to creating and maintaining an environment which promotes safety for people involved in their programs. When an Iluka staff member takes a session, they have the **responsibility for all decisions** but will endeavour to forge a strong leadership team with some adult camper/s as well. They will strive to be responsible for the **well-being, enjoyment and sense of community** within the whole team.

**6. Duty Groups and Leaders:** Many thanks to those who have volunteered to be Duty Group Leaders. There is a main Duty Group Leader and an Assistant. You will work together to establish a memorable name for your group.

Duty groups are multi-age and designed for you to meet those who may not be in your peer group. According to the roster, Duty Groups either set up for meals or clean up afterwards, on a rotating basis. Always report to your Duty Group Leader on time so that everyone works efficiently together and then can leave promptly when the work is done.

The Duty Group Leaders are:

**Group A** .....  
**Group B** .....  
**Group C** .....  
**Group D** .....

- 7. **Attendance records and name tags:** Please wear your lanyard and name tag at all times so that leaders can quickly identify and get to know you.

Safety regulations require us to know where people are at all times. All adults must sign out in the leavers' book.

If you are under 18 years of age, **never leave the camp site** unless travelling with a camp leader to a supervised activity. This leader will sign you out in the **leavers' book**.

Please sign on to unpaid activity lists ahead of time in the dining area.

Always attend the briefing before the activity right on time so that leaders can mark your name off the roll. All activities will leave from the **main assembly area near the dining room**.

- 8. **Program of activities:** You have a copy of the program with this Handbook. The program will be posted in the dining room. Please be at sessions on time when you hear the bell ring.
- 9. **Free time:** We want you to enjoy relaxing times with your old and new friends. There will be some equipment available like balls, bats, frisbies, packs of cards, jigsaw puzzles and board games. Please return these to the games room immediately after you have used them.

There will be a quiet place set aside for a **Reading Room** in the room next to the main meeting area. Look for the signs. Feel free to take any interesting literature away with you.

Remember that committee members and duty group leaders will have time when they are **actively leading**. However, they will also seek **passive leadership time** when they are supporting activities where direct leadership has been designated to another camper or external provider. Committee members and duty group leaders also will seek **rest and relaxation time when they are not scheduled to conduct**

**activities** and this needs to be fully respected, especially at night time when the camp is closed for sleeping.

If a young camper really requires assistance in the night, they may ring the camp **Christian Science practitioner, Sancy Nason, on her mobile phone 0409465531** or **the Christian Science nurse, Lynn Bruce, on 0425855186** or knock on their door.

**Please do not use dormitories as meeting areas for socialising as many people may require privacy or places to rest.**

**10. Metaphysical sessions:** Since spiritual growth is our main aim at Easter Camp, it will be natural to attend and contribute to all metaphysical sessions including:

- **reading and responding to the Christian Science bible lesson**
- **Christian Science lecture by Beth**
- **church or Sunday School**
- **prayerful briefings before activities**

There will be various opportunities for **spiritual discussions**, including night time ones. These will not be for Primary School age children.

The late night discussions are not compulsory if you prefer to go to bed.

However, please **do not opt out for any other reason**. Notify an appropriate committee member about your decision.

**11. Dormitories and bed times:** Please adhere to bed times so that your **cabin leader** can account for you and keep you safe.

Always be kind to others and very quiet in the dormitories at night and during the day as campers come from varied age groups. Assigned leaders will be on duty to assist you in efficiently settling down. It is very important to get enough rest as the days are full of activities.

**The camp closes at 11.30pm at which time everyone should be in their dorms with the lights off in all areas.**

**Please note that dormitories are not social meeting places. Each dormitory should include one gender only unless it is room with one family as occupants.**

**Please respect the privacy of everyone.**

**12. Travel and leavers' book:** Mostly buses will be provided for transporting larger groups to activities.

**The designated bus drivers are Adam Hari (phone 0400316737 ).** The driver will always have another adult on board to assist them. **This adult will carry a mobile phone, check the roll, sign out in the leavers' book and sign in when arriving back.**

**In case of a mechanical breakdown, road-side assistance is paid for as part of the hire of the bus.**

Sometimes, it may be needed for a car to transport some people to various sites, in which case the driver must have **comprehensive insurance and a mobile phone in case of emergencies**. The drivers must always sign in the **leavers' book** the names of those travelling with them, time of departure and sign in when arriving back.

**13. No recreational drugs, cigarettes, matches, pocket knives or alcohol** are permitted at camp.

**14.** If a camper is reliant on some form of **medication**, they will not be judged adversely, but they should indicate their needs to the Easter Camp Committee at the beginning of camp.

Any camper under the age of 18 years who needs an epi-pen in case of an allergic reaction must be accompanied by a parent or guardian who can administer this.

**15. Outside activities:** Please consider using hats and sun screen if you are outside.

**SAFETY: No camper, by their actions, is to place in danger another camper, groups of campers or the general public.**

## EASTER CAMP 2019

### OUR CODE OF CONDUCT FOR ADULTS:

#### I WILL

- Treat all children and young people with respect as a child of God, regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status. Eg Respect for the privacy of children and adults will be shown by knocking before entering dormitories or bathrooms.
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- Keep all information regarding child protection concerns confidential, only discussing information with relevant and appropriate people according to the reporting procedures.
- Encourage open communication between all children, young people, parents, staff and volunteers, allowing children and young people to participate in the decisions that affect them.
- Be transparent in my actions and whereabouts.
- Take responsibility for being accountable and not placing myself in positions where there is a risk of allegations being made. Wherever possible, I will ensure that another adult is present when I am working with or near children.
- Avoid favouritism
- Ensure any contact with children and young people is appropriate
- Always ensure language is appropriate and not offensive or discriminatory
- Provide examples of good conduct and attitude in daily activities and metaphysical sessions
- Challenge unacceptable behaviour. Report all allegations or suspicions of abuse to the Easter Camp Committee via the Child Safety Officer.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.

Respect the bed time rule of 11.30pm when the camp officially closes.

## **EASTER CAMP 2019**

### **OUR CODE OF CONDUCT FOR ADULTS:**

#### **I WILL NOT:**

- Engage in behaviour that is intended to shame or humiliate others
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child or young person
- Allow allegations, suspected abuse, risk of harm or disclosures go unreported
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Hit or physically assault children. This includes refraining from physical punishment or discipline of children.
- Develop inappropriate relationships with children or young people.
- Condone or participate in behaviour of children that is illegal, unsafe or abusive.
- Act in a way that shows unfair and differential treatment of children and young people.
- Release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with the Child Safety Officer and other parties as designated by them and according to reporting procedures.
- Use any computer, mobile phone, or video and digital camera to exploit or harass children.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- Act in a way that can be perceived as threatening or intrusive.

## **FOR ADULTS AT CAMP: STUDENT WELLBEING – CONCERNS PROCEDURE**

### **Mandatory Reporting**

The government has changed the regulations around Mandatory Reporting and the Easter Camp Committee takes this seriously. Adventure Unlimited is committed to providing a caring, supportive and safe environment for all children and young people attending camp.

Consequently, the committee members are compelled to make a report to Child Protection if they form a belief on reasonable grounds that a child is in need of protection from serious **physical injury or sexual abuse**.

If you have a belief that a child is at immediate risk of child abuse, you should immediately phone the **Police on 000 or the Child Protection Crisis Line on 13 12 78**. Alternatively, a concern may be raised directly with the **Commission for Children and Young People on 1300 78 29 78**.

If you are an adult camper, with a concern about child abuse or other reportable conduct, then you are encouraged to raise that concern with a **Child Safety Officer (CSO)** on the Easter Camp Committee: **Robin Clarke or Wendy Renehan**.

Our procedure aims to ensure that:

- all campers know who at Easter Camp they can raise concerns about child abuse and student wellbeing with eg **the Child Safety Officer, the Christian Science nurse or the Christian Science practitioner;**
- every concern is acknowledged, treated seriously and responded to appropriately and with empathy;
- the Easter Camp Committee understand and comply with their legal obligations with regards to reporting concerns;
- to the extent that it is appropriate to investigate serious concerns, such investigations are conducted fairly and without bias, promptly and without undue delay;
- all reasonable steps will be taken to protect a child or young person who is the subject of a serious concern, and to ensure there are no reprisals for raising or being the subject of such a concern; and
- all campers have confidence in the processes that will be followed by the Easter Camp Committee in response to concerns.

Please note: If the concern relates to an adult or a volunteer at camp it must be dealt with sensitively. To form a belief, the reporter must be aware of matters and hold opinions that lead them to reasonably believe a child is in need of protection. This one must report their concerns to the Easter Camp Committee as soon as is practicable and the camp Christian Science Practitioner will also be advised by the Committee.

If you report the matter to a member of the Easter Camp Committee, you must still follow up and ensure that the matter has been passed on to Child Protection or the police by that member of the committee if it is very serious. YOU are still responsible. The reporter is protected from legal liability if the report is made in good faith and is not mischievous. Any adult who fails to report a belief on reasonable grounds that a child is in need of protection is liable to prosecution.

#### **PROCEDURE:**

- A member of the Easter Camp Committee, upon becoming aware of the concern, is required to listen to the concern supportively (and appropriately where the Notifier is a child);
- clarify the basic details, **without seeking detailed information or asking suggestive or leading questions;**
- take detailed notes after the interview;
- not personally assess the validity of the concern(s) being raised;
- explain that other people may need to be informed about the concern, in order to stop any inappropriate or unlawful behaviour and to comply with our legal obligations;
- reassure the Notifier that Adventure Unlimited takes the concern seriously and the Christian Science practitioner will respond lovingly;
- outline the process that will be followed by the Easter Camp Committee in dealing with the concern.

The identity of the reporter must remain confidential unless he or she chooses to inform the child or family of the report, or consents in writing to their identity being disclosed, or a court decides that it needs the name of the reporter in order to safeguard the child or in the interests of justice.

**Resolving the concern:** The Easter Camp Committee will only investigate the serious concern where appropriate, which will ordinarily require them to determine whether, on the balance of probabilities, the concern is substantiated.

Following the conclusion of its investigation, the Easter Camp Committee will notify:

- the Notifier;
- the Respondent;
- and any external authorities (including the Commission for Children and Young People, Victoria Police) to whom a report is required to be made, of the outcomes of the investigation.

**A written report** will be made concerning the matter, as a protection to all parties.

Adventure Unlimited will make, keep and secure clear records of any concerns raised in accordance with this Procedure, and the steps taken by the Easter Camp Committee to respond to those concerns. They will afford appropriate support to children and young persons the subject of concerns raised under this Procedure.

Appropriate confidentiality will be maintained at all times when dealing with concerns under this Procedure, with information only being provided to those who have a right or need to know.

Where appropriate, Adventure Unlimited will provide parents, carers and guardians with guidance and support where a child or young person is the subject of a serious concern. They do not require consent from a child or young person's parents, carers or guardians before making a mandatory report in accordance with this Procedure.

Similarly, in certain cases, the Easter Camp Committee is not required to disclose that a mandatory report has been made. However, they will keep families updated as it considers appropriate about the way in which it is dealing with concerns affecting that family's child or young person.

Adventure Unlimited will not tolerate victimisation towards someone because they have raised participated in a process contemplated by this Procedure, including by raising a concern or making a mandatory report.