

2025

ISCF Camp Director Handbook



Sharing the Good News of Jesus

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Introduction to SUNSW

Welcome to the SUNSW Community!



Scripture Union NSW (SUNSW) is a movement of volunteers and we are committed to supporting and empowering people of all ages to serve Jesus in a variety of ministries across NSW.

We are passionate about making the Good News of Jesus known to children, young people and families.



Therefore go and make disciples of all nations,...
~ Matthew 28:19

About SUNSW

Scripture Union NSW is part of an international, interdenominational movement of Christians founded in 1867. We are passionate about Jesus, and seize the opportunity to share his amazing message of hope with the people of NSW.

We are driven by volunteers, and in NSW alone over 3000 people of all ages are involved in Scripture Union NSW's ministries every year. Those ministries are diverse and take place in all sorts of places. Wherever we are, whatever we do, we long to share the love and the hope of Jesus – and have some fun!



Inter-denominationalism

United under SUNSW's Aims, Beliefs, and Working Principles, we treasure the richness that comes when Christians from different churches collaborate together to make Christ known.

The Bible

In a day when fewer and fewer people (even Christians) regularly read the Bible, we aim to introduce people to the blessings of engaging with God daily through his Word. We see a role for ourselves in calling the people of NSW back to the Scriptures.

Dependence on God

We are convinced that all our plans for ministry are nothing unless God himself is at work. So we seek to conduct all our ministries prayerfully, and we seek to encourage Christians everywhere to be prayerful in everything.

Training

We believe in training our volunteers, so we run training events for our ministry teams as well as programs specifically designed to equip young leaders. We also believe that training requires giving people a go to put what they learn into practice, so we always encourage volunteers to try new things and grow in their skills, their confidence and in their faith.

Mission

It brings us great joy to work with and alongside existing churches to strengthen their members in mission. But we also see a unique role for a movement like ours in bringing the gospel of Jesus to people in places where churches don't always reach.





AIMS, BELIEFS & WORKING PRINCIPLES

Aims

Working with the churches, Scripture Union aims:

a) to make God's Good News known to children, young people and families and

b) to encourage people of all ages to meet God daily through the Bible and prayer so that they may:

- · come to personal faith in our Lord Jesus Christ
- · grow in Christian maturity and
- become both committed church members and servants of a world in need

Beliefs

As the Scripture Union family throughout the world, we accept and proclaim the historic truths of the Christian faith, including the following:

We hold that that the Lord our God is one.

Father, Son and Holy Spirit, and that He fulfils his sovereign purposes - in creation, revelation, redemption, judgement, and the coming of his kingdom -by calling out from the world a people united to himself and to each other in love.

We acknowledge that though God made us

in his own likeness and image, conferring on us dignity and worth and enabling us to respond to himself, we now are members of a fallen race; we have sinned and come short of his glory.

We believe that the Father

has shown us his holy love in giving Jesus Christ, his only Son, for us, while through our sinfulness and guilt, we were subject to his wrath and condemnation; and has shown his grace by putting sinners right with himself when they place their trust in his Son.

We confess Jesus Christ as Lord and God;

as truly human, born of the virgin Mary; as servant, sinless, full of grace and truth; as our only Mediator and Saviour, dying on the cross in our place, representing us to God, redeeming us from the grip, guilt and punishment of sin; as Victor over Satan and all his forces, rising from death with a glorious body, being taken up to be with his Father, one day returning personally in glory and judgement to establish his kingdom.

We believe in the Holy Spirit

who convicts the world of guilt in regard to sin, righteousness and judgement; who makes the death of

Christ effective to sinners, declaring that they must now turn to Christ in repentance, and directing their trust towards the Lord Jesus Christ; who through the new birth makes us partake in the life of the risen Christ, and who is present within all believers, illuminating their minds to grasp the truth of Scripture, producing in them his fruit, granting to them his gifts, and empowering them for service in the world.

The Scriptures

We believe that the Old and New Testament Scriptures are God-breathed, since their writers spoke from God as they were moved by the Holy Spirit; hence are fully trustworthy in all that they affirm; and are our highest authority for faith and life.

The Church and its Mission

We recognise the Church as the body of Christ held together and growing up in him; both as a total fellowship throughout the world, and as the local congregation in which believers gather.

We acknowledge the commission of Christ

to proclaim the Good News to all people, making them disciples, and teaching them to obey him.

We acknowledge the command of Christ

to love our neighbours, resulting in service to the church and society, in seeking reconciliation for all with God and their fellows, in proclaiming liberty from every kind of oppression; and in spreading Christ's justice in an unjust world...until he comes again.

Working Principles

We seek to exercise the ministries God has given us in obedience to our Lord Jesus Christ and in reliance on the Holy Spirit. We therefore aim to follow Biblical principles in all that we do and to emphasize the vital importance of prayer. We approach our work in the following ways:

1. Evangelism and Teaching

- a) We are committed to teaching basic Christian truths as an essential part of evangelism.
- b) We aim to express God's Good News to children, young people and families, not only in words, but also by building caring relationships with them.
- c) We make every effort to communicate the Gospel in contemporary language and in ways appropriate to the context.
- d) We emphasize that faith should always lead to action and to growth in Christian character and service.
- e) We acknowledge that the Gospel has inescapable social dimensions and therefore it involves us in service to others and a concern for social justice. In view of our specific aims, we have a special responsibility for children and young people who are poor, deprived or exploited.
- f) We encourage children to follow Christ in ways that are appropriate to their age, culture and background, taking special account of their home and family situation and level of maturity.
- g) We believe that the new birth is a profound supernatural experience, brought about by the Holy Spirit. So we invite people to respond to what He is doing in their lives and guard against calling for superficial responses.
- h) We are committed to working in ways that reflect our beliefs, in appropriate cooperation with organizations and institutions, such as schools, that welcome us.

2. Bible Ministries

In encouraging people to meet God through the Bible, we emphasize the significance of the Bible as a whole.

- a) We encourage people to read it so that they come to repentance, faith, obedience to God and worship.
- b) We prepare systematic programmes and materials for children, young people and adults, appropriate to their age and situation.
- c) We are committed to Bible reading which is thoughtful, prayerful and regular and which enables the reader to respond to the message of the whole Bible rather than to isolated passages.
- d) We are concerned to interpret the text in a way which enables people, in their contemporary situations, to hear for themselves the message of the Bible from its original context.

3. Churches

a) We recognise our part in God's worldwide family and seek ways of working positively with a variety of churches.

b) We encourage people who come to faith through our ministries to take part in the life of a local church fellowship.

4. Equality and Unity

- a) We believe that all human beings are of equal worth in the sight of God and that all those who put their faith in Christ are one in Him.
- b) We are therefore committed to exercising our ministries without discrimination as to race, colour, gender, language or social position.
- c) We recognise that Scripture Union worldwide is a family of national movements in which resources can be shared in a responsible way on a basis of trust.
- d) We express our Christian commitment in varied and creative ways since we are drawn from diverse backgrounds.

5. Volunteers and Staff

- a) We work with a relatively small number of staff who recruit, motivate, train, equip and support a larger number of volunteers with whom they work in partnership.
- b) We believe that the Holy Spirit confers gifts of leadership on Christians of all nations without discrimination. So we encourage national leadership of Scripture Union movements, while recognizing the contribution of those from other countries.
- c) We, as staff and volunteers, from a variety of backgrounds, are united in our commitment to the aims, beliefs and working principles of Scripture Union.
- d) We agree that, while we are involved in Scripture Union activities, we will handle controversial issues, such as baptism, spiritual gifts and church order, in ways that promote harmony.

6. Biblical Standards

- a) We aim to follow Biblical principles in all that we do. This includes, for example, our administration, our publicity and the way we care for our staff and volunteers.
- b) We seek to honour God in carrying out our ministries, by combining prayerful reliance on him with the use of the best available means, maintaining the highest standards possible.
- c) We believe in praying for financial support, in dependence on God, and telling the Christian public of our needs, without distorting the truth or using undue pressure.



Directing a School Camp

SUNSW Schools Ministry

We long to make the good news of Jesus known to all those in and around schools.

Schools Ministry Activities

Lunchtime Groups

We partner with volunteers to run lunchtime groups in NSW public schools. These groups run as approved Department of Education voluntary student activities and provide a safe, relaxed place for students to learn more about Christianity. Groups may be led by Scripture teachers, local youth ministers, church members, parents, school staff or the students themselves.



Camps

Just like the one you are thinking about running or in the process of planning, ISCF camps are often an outflow of a lunchtime group. Often ISCF leaders partner with other ISCF leaders in their local area, to join their students into one great camp.

Student Leadership

We believe in training and equipping students to be leaders, in whatever form that means for each student. We encourage our volunteer leaders to raise up student leaders, and we offer leadership training resources, 'train and plan' days for student group leaders, and our annual Leadership conference.

Prayer for Schools

Groups of Christian school staff, SRE teachers, local pastors, chaplains, volunteers and parents gather to pray for the students, staff and wider school community. At SUNSW we regularly pray for our schools volunteers and their groups.

Supporting Christian Teachers

Through our Christian Teachers Connect (CTC) network, we connect Christian teachers working in public schools with one another. Our CTC online events aim to connect, encourage and inspire these teachers as they show the love of Christ in the public school environment.

School Camps with SUNSW

We want to see vibrant school ministry camps where young people encounter Jesus and are built up to make a difference in their local school.

Purpose

Quality Relationships

Camps can help build and strengthen relationships between students and allow for meaningful conversations between and with students and leaders.

Strengthen existing ministry

Camps can strengthen existing school lunchtime groups

Intentional Christian Community

Camps are an environment in which the Good News of Jesus can be powerfully demonstrated and lived out as well as proclaimed. Students are being invited to experience a taste of Christian community. For some young people, it may be the only opportunity where they are exposed to the word of God and also witness "first hand" followers of Jesus actively living out the life Jesus offers.

Faith Ignition

Removing the distractions, providing new experiences and exposing young people to God's living word in a loving Christian environment often produces life changing faith in Jesus through the work of his spirit.

Reflect...

- Does your idea for a camp fit with this vision?
- What are you hoping to achieve through camp?

Partnering With Us

We aim to support you in the planning and preparation of a camp so that you can focus on the hands-on aspects of camp.

Camp Support

We would love to talk through with you your ideas for camp, talks, activities, guest speakers. We can also facilitate a pre-camp team meeting, pray with you and your team, visit during camp.

Administration Support

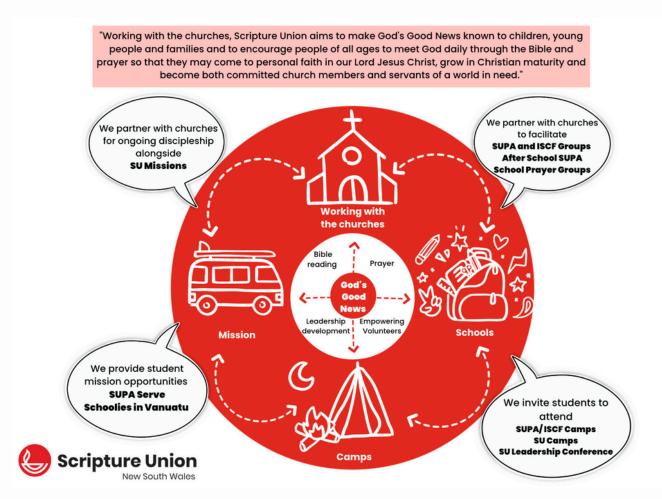
We will assist you through all the steps of planning and running a camp, from handling registrations and screening of leaders, creating camp flyers if you wish, handling registration of participants, payments and insurance.

Prayer Support

Our schools staff team will commit to praying for you as director as you plan and prepare for camp. We will be pray for God to be at work through the camp and in the hearts of those attending, for safety and for smooth ruinning of the camp.

Connection into other SUNSW ministries

Connecting ISCF students and your leaders with a church youth group, an SUNSW mission and/or an SUNSW camp is a great way to support their faith journey.



Becoming A Camp Director

We are grateful for your desire and willingness to step into the role of running a camp! To ensure all SUNSW camps are run under suitable leadership and guidance, we ask all potential directors to apply for the role of director under our Director Appointment Process.

Director Appointment Process

1

Become an approved SUNSW volunteer

If not already, please <u>apply as a volunteer</u> with us. Once approved, you will receive an email notifying you and to organise a time for an interview.

2

Director Interview

We will chat through some questions to help us get to know you better, understand your plans for the camp and what support you may need. Once this is satisfactorily completed, we will notify you of successful appointment as camp director.

3

Director Induction

Once you are approved as a director, we will get in contact with you to organise a time for a director induction. During this time, we will go through some important aspects of camp:

- Camp Directors Handbook
- Outline of Roles and Responsibilities of Directors and Staff
- Ready, Set, Go process
- Camp webpage
- Director Portal
- Camp Finances
- Team Management requirements
- Answer Director's questions

Camp Director Role Overview

If you have a co-director, you can share or delegate these responsibilities. You will find detailed information about each of these areas in the coming sections.



Planning

Setting a good foundation for a compliant, safe, fun and meaningful camp.



Safe Ministry

Ensuring compliance to SUNSW policies and the completion of the Ready, Set, Go documentation



Team Management

Recruiting, leading and caring for your team of leaders well



Finance Management

Creating an affordable camp and ensuring costs are met



Promotion

Advertising camp to suitable participants



Admin

Using the SUNSW Director Portal to access information and submitting required documentation

SUNSW Staff Responsibilities

We want to support you in creating a safe, fun and awesome camp. As such, below are some of the areas we will be responsible for:

Volunteer Screening

- Director Screening and Approval
- Team Member/leader screening and approval

Director Support

- Director Induction
- Facilitate pre-camp team meeting
- Pray with directors for camp
- Answer questions & troubleshoot issues

Promotion and Registration

- Set up webpage and registration links
- Open and close registrations
- Create flyers to advertise camp

Parent Communication

Send pre-camp emails to camp parents

On Camp Support

We can offer to visit during camp - to encourage, assist, answer questions, and contribute where asked.



Laying A Good Foundation

Begin planning your camp well ahead of when you would like to run it. We recommend a 6 month lead time for a successful and smooth camp.

Therefore everyone who hears these words of mine and puts them into practice is like a wise man who built his house on the rock. The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock. ~ Matthew 7:24-25

Some things to consider in laying the foundation for a safe, compliant, fun and Christ-honouring camp:



Pray



Set a vision and purpose for the camp



Consider dates - select dates that allow you time to recharge after camp and support your team post-camp.



Select a location for camp. For options, see Venue Finder: www.venuefinder.online



Liaise with SUNSW staff and submit a 'Ready' document (of Ready, Set, Go) to propose your initial camp idea to us



Ensure you and all your leaders will be aware of and adhere to Safe Ministry requirements



Consider how you will facilitate a team culture that aligns with the vision and purpose of the camp

Safe Ministry Fundamentals

SUNSW is committed to ensuring a safe environment in any program, event or activity conducted in its name and has operational policies and procedures for the safe working with children, youth and vulnerable people.

Ready, Set. Go

All camps must go through our Ready, Set, Go process which is designed to ensure that the camp is conducted in a way that keeps the health, safety and wellbeing of all those in attendance the highest priority.

Volunteer Screening

All volunteers must apply and be approved as a volunteer with SUNSW, which involves having:

- A current WWCC number
- Certificate of completion of safe ministry training
- 2 reference checks
- Agree to adhere to SUNSW Aims, Beliefs and Working Principles and SUNSW Volunteer Code of Conduct
- Directors also require an interview

Director Responsibilities

- Completing Ready Set Go paperwork and submitting to SUNSW
- Ensuring all leaders adhere to SUNSW Code of Conduct on camp
- Reporting incidents if needed

Parental Permission

Participants wishing to come along to camp must have their parent register them via the SUNSW online registration form. This collects essential information such as medical issues, dietary requirements and parental permission.

Ready, Set, Go

Over recent years there have been enormous changes to the Compliance Standards and requirements for all Religious Not-For-Profit movements. Our aim is to have every SUNSW Approved Ministry be as safe and compliant as possible for the protection of our volunteers and participants.

Ready Set Go is SUNSW's Safe Ministry process for all our Camps, Events & Missions. Ready Set Go is a three-step process, with each step having an interactive PDF document to be submitted in the lead up to your camp. Requirements include a program for camp, budget, risk assessment and safety plan.



READY is the step that notifies SUNSW of your vision.
This step includes basic information allowing
SUNSW to assess if it is a suitable SUNSW activity.

Please submit: at least 1 term before proposed camp and up to 12 months in advance.

SET

SET includes mores detailed information such as a program, budget and risk assessments. Once SET has been submitted and approved, we can open registrations.

Please submit: at least 6 weeks prior to camp.

GO

GO is the final step where you confirm your leaders are SUNSW approved and provide any last minute changes to the information given in SET. Your GO approval advises you that your ministry is approved by SUNSW to go ahead.

Please submit: at least 2 weeks prior to camp.

School Camp Planner

A guide to help you plan some of the key steps in organising your camp

6+
months

- Decide on dates and location for camp
- Fill out and submit READY paperwork
- Begin Director Application Process with SUNSW
- Read through SUNSW Schools Camp Director Handbook

3 months

- Submit READY paperwork if not done yet
- Consider speaker/s and/or bible studies/themes
- Recruit a team of leaders and get them to apply as SUNSW volunteers
- Directors meeting with SUNSW staff

2 months

- Complete and submit SET paperwork
- Work with SUNSW staff to confirm details for camp webpage, participant registration form and flyers
- Set team meeting dates and advise leaders

6+
weeks

- Once SET is approved, registrations can be opened SUNSW will provide rego link/QR code and open registrations
- Promote camp

2 weeks

- Use the SUNSW director portal to access needed participant and leader information
- Ensure all leaders, speakers and visitors are approved
- Submit GO paperwork

week

- Registrations close
- Confirm registration numbers and dietary requirements with the camp venue
- Compile 'On-Camp' folder
- Have last pre-camp team meeting

1 week

- Submit 'Post Activity' Reflection and any required forms
- Work through 'post-camp checklist'



Leading Your Team

Recruiting A Team

Finding Volunteer Leaders

- Prayerfully consider the "ideal" team how many leaders are needed (minimum ratio of 1 leader to 8 campers is required). How many males, females, special roles (cooks, speaker, first aid) are needed?
- When seeking volunteers, it is important that you only consider those who have made credible commitments to Jesus, are currently active in a church and who will be able to agree and abide by SUNSW's Aims, Beliefs and Working Principles and the Volunteer Code of Conduct.
- Suggestions of places to recruit volunteers from:
 - Leaders from previous years of camp
 - o Christian family, friends, church members,
 - Ex-ISCF students to return as leaders
 - Ask SUNSW Schools Ministry team about other ISCF leaders in your area

Tips when Recruiting

- Give potential volunteers time to consider & pray before asking for a commitment
- Give clear, upfront expectations of what being on the team involves e.g. fees, attendance at meetings, role description, sleeping arrangements, participation in activities, SUNSW requirements, training.
- · Ask more people than you think you need
- Have a variety of ages, experiences, maturity and skills on team

Ensure all adults that will be present on camp are APPROVED as SUNSW volunteers at least 2 weeks prior to camp - this includes guest speakers, cooks and day visitors.

Applying to be a Volunteer

ALL adults that will be at camp are required to apply as a volunteer. This includes Camp Directors, leaders, guest speakers, cooks & visitors.

Before Applying

Working with Children Check - All adults (18+) that work with Children and vulnerable people in NSW require a Working With Children Check (WWCC) as stated by The Office of the Children's Guardian. To apply for a WWCC, click here.

Safe Ministry Training - all SUNSW Volunteers are required to hold a current Safe Ministry Training certificate from one of the SUNSW board-approved training providers. This list of training providers can be viewed <u>here</u>

Volunteer Application Process

- Head to our website www.sunsw.org.au and log in to the volunteer portal (instructions on next page)
- Select the relevant school camp for which they are applying to volunteer on and complete all the required details (these will prefill for returning volunteers), including:
 - WWCC number
 - o Safe ministry training certificate
 - Details of two referees
 - o Dietary requirements
 - Medical conditions
 - o Responses to questions regarding their faith
 - Agreement to SUNSW Aims, Beliefs and Working Principles and Volunteer Code of Conduct

Logging in to the Volunteer Portal

1

On the SUNSW website, click 'Volunteer' or 'Login'



2

Log in to your SUNSW account using the name & email we have on file for you to ensure your details prefill once you log in, then head to Step 3

OR

If you don't have an account - Create an account

Click 'Create an Account'



Complete all the fields and click 'Sign Up'

| | Join the community to receive personalized |
|--------|--|
| | information and customer support. |
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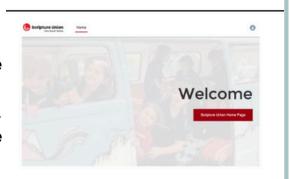
An email will be sent to you titled 'Welcome to SUNSW Portal'. Click the link and follow the instructions to create a password.





Complete the volunteer form

From the portal homescreen, click 'Scripture Union Home Page' and go to the relevant area to complete your form. If you already have a profile in our system, the form will prefill with the information we have for you.



Volunteer Conduct

Code of Conduct

All SUNSW volunteers must adhere to the <u>SUNSW Volunteer Code of Conduct</u> which aims to:

- Keep children and vulnerable people safe.
- Ensure that SUNSW Representatives commend the gospel by their conduct at all times.
- Safeguard the reputation of SUNSW.

The SUNSW Code of Conduct operates alongside the SUNSW Aims, Beliefs and Working Principles.



The integrity of the upright guides them, but the crookedness of the treacherous destroys them.

~ Proverbs 11:3

Creating Team Culture



It's a Team Effort

- Inspire team members to get on board with the camp vision and purpose
- Ask leaders to be a part of the planning from the start. Seek to understand each leaders strengths and giftings and delegate each leader or a group of leaders specific tasks.

Communication with your Team

Strong communication can help create a healthy team environment and raise any concerns or issues well ahead of camp.

- Ensure to have clear ongoing communication with your team of leaders, ensuring consistent information is received by all the team this may be through emails, a whatsapp group for camp leaders as well as team meetings.
- Be sure each team member knows their responsibilities and the expectations of them in the lead up to camp and during camp.
- If you have a mix of adult leaders and student leaders, be especially clear about what the student leaders are and aren't responsible for.



Reflect...

In what ways can I encourage positive team culture?

Leader Roles

The following list is a range of roles that may be needed, or beneficial on camp. Some tasks can be combined as it suits the skills and abilities of the volunteer team members.

- Promotional Coordinator ensures promotional material is distributed
- Venue Liasion looks after the communication between the camp team and the venue
- Prayer Coordinator organises people to pray for camp and gives out prayer points
- Admin Supporter provides admin support to the directors and may produce signs and organise printing, name tags etc
- Camper Management forming group allocations e.g. bible study groups, orderlies, activity groups/teams, cabin/tent groups, car/bus allocations
- First Aid Coordinator must hold a current first aid certificate and be willing to provide first aid care to campers and leaders if required.
- Registration desk/welcomers mark off arrivals, take forms, show campers where to go
- Activity Coordinator/s organises one specific activity/game/craft
- Camper Gifts/Awards/Packs organises certificates/prizes/gifts/arrival packs for campers
- MC/Time Keeper keeps camp running to schedule, announces what happen next etc during camp
- Music Coordinator organises songs, musicians and the worship time during camp
- Musician plays an instrument or sings during worship time
- Junior Leader Mentor recruits, meets with and supports junior leaders in being a part of the team
- Cooks assist in preparing and serving food on camp
- Small Group Leader run a small discussion or activity group
- Photographer takes/collates/edits photos and videos on camp
- Bus/Car drivers licensed team members willing to drive required vehicles
- IT support bring, set up, operate computers/projectors/screens etc, create or help with audio and visual presentations
- Camp 'Parent' provides pastoral care and prayerful support to leaders so leaders can focus on loving campers well. Can offer backup in moments of discipline or conflict.

Team Meetings

Team meetings are a vital part of camp planning and preparation. Benefits include but are not limited to:

- Building of relationship and unity amongst team members
- Opportunity to encourage and spur on team in their relationship with Jesus
- Praying for each other and camp
- Sharing the load of tasks team members feel valued when given opportunity to take responsibility for different roles
- Encourages input and values ideas and questions from team members
- Opportunity to identify and encourage use of gifts and skills of team members
- Clearly communicate program, details of camp, processes and requirements
- Discuss potential issues and risk management plans
- · Opportunity for training

Give plenty of notice for

- Give plenty of notice for meetings to maximise attendance, with reminder messages closer to the time with zoom link
- Always have an agenda and send out prior to the meeting or at the start of the meeting
- Ask someone to take meeting minutes
- Encourage others to contribute to discussion and ask questions
- Always include a time of Bible reflection and prayer
- Before closing meeting, clarify actions and who is responsible for tasks
- Thank team for attending and contributing and close in prayer



We can set up a zoom meeting link for you - please email <u>zoom@sunsw.org.au</u> with the date, time, duration of meeting and camp name.

Team Meetings

Create a meeting culture that is reliant on God, builds team relationships, values input from all members, is encouraging, empowering and a safe environment for questions and concerns.

Pre-Camp Meetings

At least 1 team meeting must be held prior to camp but preferably multiple meetings will take place to have a well organised camp. Strongly encourage team members to make meetings a priority if possible.

Agenda Guide

- Welcome/Introductions/Housekeeping
- Agenda Outline
- Prayer and Devotions
- Icebreakers (if necessary)
- Camp purpose/culture/history (initial meeting)
- Roles of team members
- Program details, policies, behaviour management on camp
- Topics for discussion/decision making
- SUNSW requirements
- Questions
- Action points and reminders
- Set next meeting
- Prayer and thanks

On Camp Daily Meetings

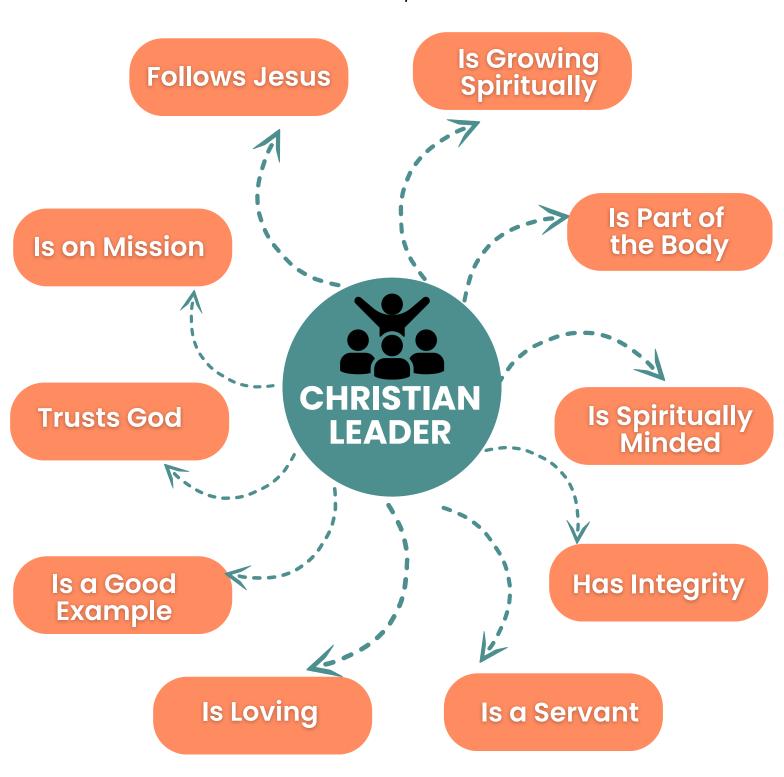
- It is a mandatory requirement of the Ready Set Go process to brief your leaders EVERY day about the activities that have risk associated with them (see the Daily Safety Briefings in your SET).
- Allocate a brief (20-30mins) time slot in your program for a daily team meeting.
- Consider camper supervision and appropriate location (allowing for confidential discussion).

Post-Camp Debrief

- Feedback from team members is an important part of running a camp, in the form of a debrief meeting and/or a survey (ask for link from SUNSW staff)
- Organise the time for the meeting or survey within 2 weeks post camp
- Meeting Use survey form questions as the basis of an agenda

Spiritual Preparation

Our <u>Leadership Devotions</u> can help you lead your team in spiritually preparing for their role as a Christian leader on camp.





Director Admin

Participant Registration

Parental Permission

As participants are under the age of 18, they require parental permission to attend camp. Please be sure to emphasise to your students that it must be their parent that completes the registration online - not themselves.

Registration Form

SUNSW has a participant registration form that will collect all the necessary information about participants including dietary requirements, health concerns, medication needs and emergency contacts. Once the camp SET document is approved, the registration link and/or QR code will be provided to you for advertising purposes.

Work with the SUNSW Schools admin to add in any custom questions you require on the registration form. Examples include: Which school does your child attend? or Does your child require transport to/from camp?



Promoting Camp

It's a good idea to have planned how you will advertise your camp and have flyers, webpage and other resources prepared so they are ready to distribute and go live as soon as the registration link is made available.

Once your 'SET' paperwork is approved, SUNSW staff will set up a registration link and/or QR code for participants parents to use to register them to attend camp. A separate link will be sent to you for leaders to register with.



Flyers

We are able to create flyers for you to distribute to advertise your camp or you can create your own. If you would like us to create, please send us all necessary details including a name and description of camp, who parents can contact, location, dates, times, cost, transport options of needed, any pictures of photos you would like included and any specifics you would like about the 'look' of the flyer.

If creating your own, please follow our <u>SUNSW Style guide</u>. All advertising material created by your team must be proofed by SUNSW for approval BEFORE being printed



Webpage

We can create a closed webpage accessible by a unique link for providing to parents for information and registration



Other Advertising Sources

Other avenues for advertising your camp may include school newsletter (with principal permission), church newsletter/emails

Director Portal

Directors of school camps are given 'director access' in our volunteer portal which allows them to view necessary details of the camp participants and volunteers.

Once you are approved as a school camp director, you will be sent a link with instructions to follow, including a time-sensitive code (24hrs) for you to be granted access to the Portal. You can then login at www.sunsw.org.au by clicking on 'Director Login' in the upper right-hand corner.

The director portal can be used to access:

- Participant registration information including parent contact details,
 dietary requirements, medical information & photography permission
- Team member information including contact details, dietary requirements, medical information and application/approval status
- o Dietary requirements reports to pass onto cooks/caterers/venue
- o Ensure team members are approved well before camp
- o Check camp payments have been made for attendees and team members
- Information can be viewed directly in the portal and also exported in Excel format.
- If you are unsure if you have director portal access or require assistance please contact SUNSW.

Terminology

- Activity: a Camp, Mission, School Group or other standalone ministry that is run under the name of SU NSW
- Activity Instance: refers to each separate occasion when the Activity is run. An instance will usually be a year.
- Each camp will have at least two 'events' An event for participants to register to attend the event and an event to receive leaders' payment.
- Attendee: refers to those registered for an event through the SU NSW website.
- Team Member: Those who are part of the leadership team or are involved in running the event program. They have applied to be an SU NSW volunteer.

Accessing Registration Info

Viewing Attendee Details

As a Director, all Registration details for each attendee can be viewed in the Portal.

- 1. Log into the portal at www.sunsw.org.au by clicking on "Login" in the upper righthand corner and entering your email and password on the Login page.
- 2. Click on "Event Attendees" in the top panel
- 3. Attendee information can be found by clicking either "ATT-0000000" (Attendee number) next to the Attendee name (red box below) or the actual Attendee's name (green box below) depending on the information you require.



Attendee Number

- Parent/Guardian Contact details
- Benevolent Fund applicants
- Photography Consent
- Travel Consent
- Friends participating
- School attending & school year
- Answers to Custom Questions

Attendee Name

- Address
- Birthdate/age
- Medicare No./Ambulance Cover
- Medications, Medical conditions, non food Allergies
- Permissions for Panadol/Neurofen/Antihistamines
- Physical & swimming ability
- Reading levels
- 4. In the "Attendee Status" column, those who have registered will appear as "Applied", while those who have just expressed an interest in attending will appear as "Expression of Interest" and are not yet registered and will not be included in the total number of registrations until they have applied.



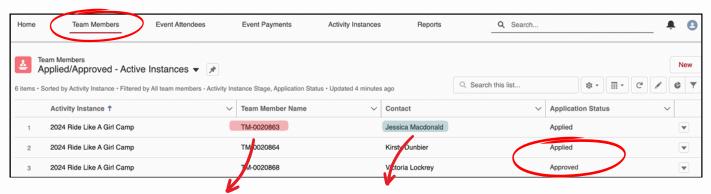
5. To find out the payment status of those who have applied, click on the "ET-0000000" (Event Transaction number).

Accessing Registration Info

Viewing Team Member Details

Team Member's (Volunteers) details can also be viewed once they have applied.

- 1. Log into the portal at www.sunsw.org.au by clicking on "Login" in the upper right-hand corner and entering your email and password on the Login page.
- 2. Click on "Team Members" in the top panel
- 3. Team Member information can be found by clicking either "TM-0000000" (Team Member number) next to the Team Member name (red box below) or the actual Team Member's name (green box below) depending on the information you require.



Team Member Number

- Age
- Application Status
- Compliance details (WWCC, SMT and reference check expiry)
- Referee's contact details (righthand side box)
- Church attendance
- Answers to Additional Questions

Team Member Name

- Contact Details (phone, email, address)
- Birthdate/age
- Competencies
- Answers to Application Questions
- Compliance details (WWCC, SMT and Reference Check expiry)
- Attachments (e.g. SMT Certificates)
- Medicare No./Ambulance Cover
- Medications, Medical conditions, non food allergies
- Physical & swimming ability

4. In the "Application Status" column, those who have applied will appear as "Applied" or "In Review" until their application has finished being reviewed by SUNSW staff, including reference checks satisfactorily completed. At that point, SUNSW staff will change the status to "Approved". Only leaders with an "Approved" Status may attend camp.

Communicating with Parents

Pre-Camp Email

Communication with parents prior to camp is vital to provide them with essential information about their child's camp experience. In partnership with you, SUNSW will send an email to parents of registered attendees with the following information and any other relevant information you might like to include.



Camp Details

Confirmation of camp details including location, time of drop off and pickup, contact details of camp directors



Packing List

Work with SUNSW to make any necessary modifications to our suggested 'Camp Packing List' for campers - the camp venue may have a suggested list also.



Behaviour Agreement

A behaviour agreement that camp participants and their parents must agree to before coming to camp. Their attendance at camp is acknowledgement of their agreement.

Camp Packing List

Please pack the following items in a clearly labelled bag:

| General | Toiletries |
|--------------------------------------|--|
| Clothes incl. for cold & wet weather | Soap |
| Pyjamas | Shampoo |
| Shoes | Toothbrush & toothpaste |
| ☐ Hat | |
| Sleeping bag/sheets | Other Essentials |
| Pillow | Bible |
| Towel | Notepad & pen |
| Optional | Water bottle |
| | Torch |
| Insect repellant | Sunscreen |
| Book Board game | Medication (including EpiPens, asthma puffers) |
| Do No | OT Pack |
| X Electronics | |

- Expensive jewellery
- Contraband items: Alcohol, vapes, cigarettes, drugs, weapons, pornography we have a strict contraband policy and there will be zero tolerance of these items. If any of the above are found in the possession of a camper, the camper will be asked to leave.

Camper Behavioural Agreement

We want to ensure camp is a fun and safe environment for everyone. To help create this we ask that campers agree to three main points on how to conduct themselves while on camp.

1) Respect - Each Other, Leaders & Property

- Treat everybody with kindness and respect
- Respect the property and equipment of the campsite and others
- Be respectful of other's feelings and differences
- Only use your equipment and belongings
- Use appropriate language
- Respect people's privacy and space. Make sure you only go into the dorm/cabin you are sleeping in
- Respect curfews and lights-out times
- Do not use social media or electronic devices to bully or harass others or to post/send inappropriate content

2) Be Where You Should Be

- Participate in group activities
- Stay with your group
- Follow the instructions of leaders
- Remain on-site for the duration of the event
- Stay away from bathrooms, showers and dorms/cabins of other gender
- Śleep in your bed

3) Stay Safe

- Ask for help from a leader when you have a problem
- Be the boss of your body. Nobody gets to make you feel unsafe and you don't get to make anybody else feel unsafe.
- Follow leaders' instructions

In order to keep the event safe we have a strict contraband policy. There will be zero tolerance of alcohol, vapes, drugs, cigarettes, weapons or pornography. If any of the above is found in the possession of a camper, the camper will be asked to leave.

It is acknowledged that if a camper does not meet these requirements, consequences will arise based on the situation:

- 1.Camp Leaders will address the behavior directly with the camper.
- 2.Camp Leaders will communicate the behavior with the parent or caregiver.
- 3.The camper may be asked to leave the camp.

Any costs and logistical arrangements related to the camper's departure will be the responsibility of the parent or caregiver.



Camp Finances

Camp Budget

In working out your camp expenses, consider costs of:

- accommodation
- food
- o transport
- guest speakers
- supplies for games and activities
- o resources
- o printing of materials
- buffer for unexpected costs
- SUNSW support contribution

Registration fees need to be set to cover these costs. Consider registration fee for participants and leaders, earlybird rate, sibling discount, day visit rate.

SUNSW Support Contribution

The Support Contribution assists with the overall costs of staffing, administration, insurance, registrations and all the ways that the staff team supports and enables SUNSW camps to run safely and successfully. Our Support Contribution framework is a flat % of the total cost of the registration fee of the camp, applying for both participants and volunteers, and will be deducted automatically following registration payments. When creating a Camp Budget for the SET stage of Ready, Set, Go, the Support Contribution needs to be calculated and included in the Registration Fee as per the instructions on the paperwork.

Example: Camp is for 3 days, budgeting for 30 campers and 15 leaders

| Item | Cost | Breakdown | Sub Total (per person) | |
|---|-------------------------|---------------|------------------------|--|
| Accommodation | Venue hire | \$500 | \$11 | |
| Food | \$20 per person per day | 3 days x \$20 | \$60 | |
| Speaker | | Total - \$200 | \$4 | |
| Add extra for unexpected expenses, increase in food costs etc \$5 | | | | |
| SUBTOTAL | | | \$80 | |
| Support Contribution | 18% x \$80 | | \$15 | |
| TOTAL REGISTRATION FEE | \$95 | | | |

Financial Assistance

The Benevolent Fund

The SU NSW Benevolent Fund is a public fund complying with subdivision 30-BA of the Tax Act that exists to provide camping and holiday experiences to children and youth who would otherwise not be able to participate because of such poverty, sickness, suffering, distress, misfortune, disability, destitution or helplessness as arouses compassion in the community. The Fund only exists due to the very generous contributions by SUNSW donors on a voluntary basis.

This Fund allows us to offer up to 50% funding for 2 – 3 campers per camp, utilising funding from our Benevolent donations.

Parents can apply for their child by emailing <u>info@sunsw.org.au</u>, requesting financial assistance. Parents will be sent an application form to complete and return. Directors will be then contacted by SUNSW Staff and will discuss the applications, as Directors sometimes know the family situations better than staff.

When completing the registration form, parents should choose the "Pay Later" option and wait to hear from SUNSW about the outcome of the request. Approval remains subject to availability of funds.

Unfortunately, the Fund is not available to Team Volunteers.

The Schools Administrator will inform the Camp Directors of the success of the application and the amount to be funded. The subsidy will be directly transferred from the Benevolent Fund to the camp account by the Finance Manager. These funds can be utilised for the current camp's budget.



Pre-Camp Checklist

| Sl | JNSW Communications | Venue Confirmations |
|----|--|---|
| | GO document submitted Ask SUNSW to close registrations | Confirm numbers attending Payment |
| Le | eader Communications | Parent Communications |
| | Team Meeing & Prayer Speaker (Bible Readings, Talk outlines, Discussion Questions, Equipment) Team Responsibilities Check (Confirmation of roles and | Email to Parents of Campers (see Director Admin) Correspondence with individual parents (if necessary, regarding any specific issues noted in registrations) |
| | responsibilities) | |
| | responsibilities) Specific Camp Information (Arrival time, what to bring directions) | Tasks |
| | · | Tasks Put together the "On-Camp" Folders Monitor weather conditions forecasted |
| | Specific Camp Information (Arrival time, what to bring, directions) Send Vehicle Information forms if | Put together the "On-Camp" Folders Monitor weather conditions forecasted and any hazardous conditions |
| | Specific Camp Information (Arrival time, what to bring, directions) Send Vehicle Information forms if needed Send first-aid checklist to the First Aid | Put together the "On-Camp" Folders Monitor weather conditions forecasted |

On Camp Folder

An On-Camp Folder must be compiled containing the below items. The folder needs to be quickly and easily accessible by at least 2 people (i.e. Directors, First Aid, Safety and Risk Coordinators). The On-Camp Folder contains CONFIDENTIAL information so it should only be accessible to the appropriate team members.

| Essential Camp Info | rmation | | | | |
|--|--|--|--|--|--|
| Participant Emergency Contact Details (Parent/guardian names and 2 contact numbers per camper) | | | | | |
| Special Needs Participant Lists (Medical & behavioural conditions, medications, allergies, photo permission) Dietary Reports (For both participants and leaders) | | | | | |
| Daily Safety Briefings* | *ensure these are the most current versions if | | | | |
| Risk Assessment* | changes have been made to the camp program | | | | |
| Contingency Plans* | since SET document was submitted | | | | |
| Forms | | | | | |
| Incident Report Forms (4-5 copies) | | | | | |
| Medication Consent and Adı | ministration Forms | | | | |
| Volunteer Driver Form (1 per driving leader, plus 2-3 spares, unless they have been filled out and returned prior to camp. Even if driving is not expected still include it case of unexpected circumstances | | | | | |
| Documents | | | | | |
| Contacting the ERT and Emergency Response & Mandatory Reporting SUNSW Aims, Beliefs and Working Principles SUNSW Code of Conduct | | | | | |

First Aid Checklist



First Aid Coordinators are to check and update FA kits prior to camp. The following is a good guide, taking into account common risks for SUNSW camps but thought to specific camp activities, location and number of campers should be taken into account, adding extras if necessary. Out of date products such as creams, medications, cleaning agents/solutions, Ventolin should be replaced.

Equipment

- Sharp Scissors
- Sterile Scissors (unopened)
- Tweezers
- Thermometer
- Splinter Probes
- Safety Pins
- Heat Packs
- Splints
- Instant Cold Packs

Protective Gear

- Disposable non-latex Gloves
- Face Masks
- CPR Disposable Face Mask
- Hand Sanitiser

Medications

- Ventolin and Spacer
- Panadol/Neurofen
- Antihistamines
- Gastrostop tablets
- Hydrolyte tablets

Cleaning/Sterilising agents

- Alcohol/Antiseptic Wipes
- Cotton Swabs
- Dettol/Disinfectant
- Saline Solution

Creams

- Antiseptic Cream
- Bite Cream
- Burn Gel
- Aloevera Gel
- Deep Heat/Voltaren Gel

Bandages/Dressings

- Snake Bite Bandage
- Triangle Bandage
- Compression Bandages
- Band Aids (various types/sizes)
- Gauze
- Dressing Pads

Tapes and Strapping

- Steri Strips
- Strapping Tape
- Medical Tape (Hypoallergenic)

Other

- Vomit Bags
- Thermal Blanket
- First Book/Guide
- Notepad and Pen
- Zip lock Bags
- Rubbish Bags
- RAT COVID Swabs

Please note: Epipens are NOT supplied and are to be provided by the participant.

Preparing for The Unexpected

We recommend you:



Save the ERT phone number in your and co-directors phone



Download the 'Bureau of Meteorology (BOM) app and set an alert for your camp location



Download the 'Hazards Near Me' app and set a watch area for your camp location



Follow any and all advice and direction from NSW Emergency Services



Familiarise yourself with the <u>Mandatory Reporting Guide</u>



Briefing Leaders

- Daily team meetings are <u>mandatory</u> for communicating the Daily Safety Briefings that were submitted in the SET stage. that brief your leaders about the activities that have risk associated with them.
- Schedule a daily time slot of approx. 20-30mins, with consideration of camper supervision and appropriate location (allowing for confidential discussion).
- It may be helpful to remind your leaders of the Code of Conduct they are bound by <u>SUNSW Volunteer Code of Conduct</u>
- Create a meeting culture that is reliant on God, builds team relationships, is encouraging, empowering, values team input and is a safe environment for questions/concerns.

Five helpful symbols for running Daily Leaders' meetings



Reflect on previous day - highlights (good stories & encouragements), what worked well, challenges, what didn't work so well, suggestions for improvement for coming days (or next year), affirm each other



Day ahead - Daily Safety Briefings communicated as per RSG document, check on those responsible for certain tasks - do they need help with set up/preparations, any explanations needed etc?



Pastoral care - how are your leaders fairing? Does anyone need a break, how can the team help them?



Any other questions or issues to be raised?



Share prayer points followed by a time of prayer and praise

Camper Behavioural Agreement

It is helpful for all leaders to be aware of the behavioural agreement below that both participants and their parents have agreed to prior to coming to camp.

We want to ensure camp is a fun and safe environment for everyone. To help create this we ask that campers agree to three main points on how to conduct themselves while on camp.

1) Respect - Each Other, Leaders & Property

- Treat everybody with kindness and respect
- Respect the property and equipment of the campsite and others
- Be respectful of other's feelings and differences
- Only use your equipment and belongings
- Use appropriate language
- Respect people's privacy and space. Make sure you only go into the dorm/cabin you are sleeping in
- Respect curfews and lights-out times
- Do not use social media or electronic devices to bully or harass others or to post/send inappropriate content

2) Be Where You Should Be

- Participate in group activities
- Stay with your group
- Follow the instructions of leaders
- Remain on-site for the duration of the event
- Stay away from bathrooms, showers and dorms/cabins of other gender
- Šleep in your bed

3) Stay Safe

- Ask for help from a leader when you have a problem
- Be the boss of your body. Nobody gets to make you feel unsafe and you don't get to make anybody else feel unsafe.
- Follow leaders' instructions

In order to keep the event safe we have a strict contraband policy. There will be zero tolerance of alcohol, vapes, drugs, cigarettes, weapons or pornography. If any of the above is found in the possession of a camper, the camper will be asked to leave.

It is acknowledged that if a camper does not meet these requirements, consequences will arise based on the situation:

- 1.Camp Leaders will address the behavior directly with the camper.
- 2.Camp Leaders will communicate the behavior with the parent or caregiver.
- 3. The camper may be asked to leave the camp.

Any costs and logistical arrangements related to the camper's departure will be the responsibility of the parent or caregiver.

Behaviour Management

Managing Behaviour Guidelines

- **Build a good relationship** Having a positive relationship encourages the children to behave appropriately and will make your behaviour strategies more effective.
- Remind children of the code of conduct/your expectations of them
- **Know your children** Know what makes them tick, get to know their triggers and understand their needs.
- Praise positive behaviour Notice positive behaviour and point it out.
- Stay calm at all times and avoid bringing emotion into your behaviour management.
- **Use positive body language** Smile as often as you can to show students that you are enthusiastic and happy to teach them.
- **Use negative body language** Low level disruptive behaviour can often be simply addressed by techniques such as walking over to stand near child or putting your hand in the air when waiting for quiet.
- **Use positive language** Greet children cheerfully. Instead of saying "Stop talking" try saying "I'm waiting for all students to focus on me".
- **Tactical Ignoring** Start by saying what you want; "Hands up, who knows..." then ignore those who are calling out. Ignoring means no interaction; raised eyebrows, tutting etc.
- Never physically discipline a child.
- **Don't restrain a child** Forced restraint is only used when a child is out of control and in danger of harming himself/herself or another.

Dealing with Challenging Behaviour

- 1) First verbal warning such as, "That's your first warning." Explain what was wrong with the behaviour. Older children may be asked to state the offense and the desired behaviour.
- **2) Second verbal warning** such as, "That's two." Explain that was the last warning and tell what will happen next.
- **3) Third offense**: Take child to time out such as: removal from activity or sit in chair away from group.

Severe Offence

This could include constant hitting, spitting, kicking, hurting others, hurting themselves, destruction of property, possession of drugs, alcohol, weapons, vapes, cigarettes -

Immediate removal of child from activity and into time out. Notify other Camp Directors. Call parents.

Challenging Behaviour Risk Matrix

| Likelihood | Description |
|----------------|---|
| A - Common | Can be expected to occur with some frequency; a repeating event; not a surprise when it happens |
| B - Possible | Known to happen or has happened; might occur a handful of times in your experience |
| C - Unlikely | Could happen; heard of it happening; occurs somewhere from time to time |
| D - Rare | Highly unexpected; not likely; have heard of happening somewhere once |
| E - Very Rare | Theoretically possible but incredibly unlikely |
| Consequence | Description |
| 1 - Severe | Fatality; multiple fatalities; massive; organisational implications |
| 2 - Major | Important consequences; major injury or disability |
| 3 - Moderate | Some impacts of significance; medical assistance required |
| 4 - Minor | Small scale effects easily remedied; first aid required |
| 5 - Negligible | Barely perceptible impacts; very minor or no injury |

| | | | Like | elih | ood | Risk | Rating | |
|-------------|---|----|------|------|-----|------|--------|-------|
| | | A | В | С | D | E | Matrix | kaung |
| Ce | 1 | 1 | 2 | 4 | 7 | 11 | High | 1-8 |
| Consequence | 2 | 3 | 5 | 8 | 12 | 16 | Med | 9-15 |
| edı | 3 | 6 | 9 | 13 | 17 | 20 | Low | 16-20 |
| suc | 4 | 10 | 14 | 18 | 21 | 23 | Very | 21-25 |
| ŭ | 5 | 15 | 19 | 22 | 24 | 25 | Low | 21-25 |

| 5 - Negligible Barely | 5 - Negligible Barely perceptible impacts; very minor or no injury | | | | |
|---|--|----------------|---|--|--|
| Identified Safety risk | Likelihood Consequence | Risk Level | Action plan What we will do to reduce this risk to an acceptable level | Emergency Strategy What we'll do if this risk becomes reality | |
| General Disruptive A - Common behaviour | | Medium (10) | Children will be reminded of the code of conduct and | Gently, but firmly ask the children to stop the disruptive behaviour. Stop play and gather children together, remind them of appropriate behaviour. Wait until children are quiet and listening before moving on to next activity. | |
| shouting, not following directions etc | following 4 - Minor | | expected behaviour | | |
| Individual child | A - Common | Medium | Children will be reminded of the code of conduct and | Use 1,2,3 behaviour management strategy If child continues disruptive behaviour after 2 warnings, ask them to sit out of activity If they refuse, ask SUBA Club Director to | |
| displaying disruptive behaviour | 4 - Minor | (10) | expected behaviour | If they refuse, ask SUPA Club Director to step in and take child away from the group to chat to them Call parents if necessary | |
| Child uses name calling, discouraging | name calling, Mediur | | Children will be reminded of the code of conduct and | Use 1,2,3 behaviour management strategy If child continues disruptive behaviour after 2 warnings, ask them to sit out of activity If they refuse, ask SUPA Club Director to | |
| or rough talk towards others | 4 - Minor | (10) | expected behaviour | step in and take child away from the group to chat to them Call parents if necessary | |
| Children leaving | B - Possible | High | Children will be instructed not to leave the designated area | - 2 adult volunteers to investigate - Parents/ guardians called | |
| designated area | 2 - Major | (5) | Children will be advised to tell an volunteer if they see anyone doing so | - Dial 000 to report if children are missing | |
| Children refusing to | B - Possible | Medium | Children will be reminded of the code of conduct and expected behaviour, including participation in | Gently, but firmly ask the children to participate in the activity If child still refuses, ignore them but keep | |
| participate | 3 - Moderate | (9) | activities | an eye on them.Talk to the parents about behaviour and any strategies they use at home | |
| Children | A - Common | | | Say, "It hurts when we hit or kick Let's keep our hands to ourselves." Remind of code of conduct Use 1,2,3. | |
| Hitting or Kicking | 4 - Minor | Medium (10) | Children will be reminded of the code of conduct and expected behaviour | If necessary, separate them from the child they were hitting/kicking. Once they're calmer, re-engage them in play or refocus them on the activity. If they don't respond, call parents. | |

Caring for Kids with Additional Needs

We want Scripture Union NSW activities to be a place that all children are welcome, including children with additional needs. Some children may have a formal diagnosis that impacts their ability to participate fully in a social context. Other children may not have a formal diagnosis but still exhibit behaviours that are challenging to manage in a group setting. We need to cater for both groups of children as each are made in the image of God, are loved by God and need to meet Jesus. Here are a few steps we may need to consider for children with additional needs:

Know the Child

Get to know the child as much as possible. What do they like to talk about and do? If they have a formal diagnosis, ask the parents more about the diagnosis and how to best support them. If the child doesn't have a diagnosis, look at their behaviour patterns. You don't need to confront the parents about a label, but rather, ask for help from experienced leaders as to how you could manage their behaviour patterns.

Be a Thoughtful Problem Solver. Stay relaxed and curious. Ask yourself:

- How can I adapt this game/small group to facilitate participation?
- Are there skill deficits I can model and teach?
- What barriers/stressors are there that I can reduce?
- Is there a leader who can shadow and support them?
- Break down complex instructions into step by step "chunks"
- Do they need warning prior to activity changes and/or a visual schedule
 e.g. 'First you can do this (undesirable activity: e.g craft), then you can (desirable
 activity: ball game)'.

Expect Appropriate Growth and Change

Many kids with additional needs are immature for their age. However, these kids will grow and mature as parents and leaders patiently guide them. When a child has additional needs, they are acting from a 'weakness' rather than 'disobedience'. The behaviour may look like disobedience, but it's something they cannot control. With this in mind, you may initially choose to allow some difficult behaviours, and then work on changing the whole behaviour over time. For example, you may choose to let a child stay at a distance to the group game rather than bring them in and be distressed or disruptive. However, over several weeks, keep trying to work out how to bring them back in.

Emergencies

Emergency Response

If there is an emergency:



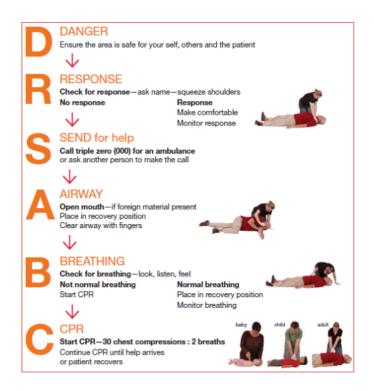


- Call 000 if needed and follow direction from Emergency Services
- Call SUNSW Emergency Response Team (ERT) for suport and assistance SUNSW Emergency Response Team: 9638 9099

 (This will divert to a mobile phone number, so you can call at any time)

Reasons to call the ERT

- If there is a medial incident or emergency requiring more than first aid.
- If there is a missing person, evacuation or potential evacuation.
- If you have cause to make a report to any government agency (Police, DCJ, OCG)
- If there is an incident that may give rise to media interest.
- If, for any other reason, you would like assistance, support or advice.



Site Emergencies

- In any site emergency, please follow the instructions of the relevant professionals on site.
- If evacuation is required, follow your evacuation plan and be sure to take (and document) regular headcounts, especially before dismissing anyone.
- In the event of a missing person, please call ERT on 9638 9099 for assistance.



Contacting the **ERT**

Emergency Response Team

When any emergency situation occurs the goal is to speak with a member of the ERT who will assist and advise you.

There are 3 Ways to contact the ERT

- 1. Phone 9638 9099
- 2. Text/SMS message 0483 900 140
- 3. Email ert@sunsw.org.au

| Mode of Contact | Purpose | When to use |
|--------------------------|--|--|
| Phone - 02 9638 9099 | Primary contact for advice and assistance | [–] In any emergency situation |
| | | When any emergency situation occurs the goal is to speak with a member of the ERT who will assist and advise you |
| SMS - 0483 900 140 | To arrange a phone conversation or to make | - When phone service is limited |
| | initial contact with the ERT when phone service is limited | To alert the ERT of an immediate emergency |
| | or when making a call is not suitable due to the immediate situation | To arrange a suitable time for a one-to-one call with the ERT. |
| | | To maintain communication and updates during an emergency |
| Email - ert@sunsw.org.au | For follow up and reporting of an incident or emergency. | Sending a report following an emergency and ERT Contact |
| | For non-urgent matters and situations | Updating the ERT on situations or incidents that did not require an immediate and/or urgent contact with the ERT |
| | For asking questions. | To ask questions or clarify issues that do not require an emergency call. |

Mandatory Reporting

Mandatory reporting is the legislative requirement for selected classes of people to report suspected child abuse and neglect to government authorities. In NSW, mandatory reporting is regulated by the <u>Children and Young Persons</u> (<u>Care and Protection</u>) <u>Act 1998</u> (the Care Act).



Am I a Mandatory Reporter?

Yes!

Any person providing religion-based activities to children is a mandatory reporter.

When is a Report Required?

Mandatory reporters must report when they have reasonable grounds to suspect a child is at risk of significant harm. Mandatory reporting is a legal obligation, not just a recommendation. This legal obligation is part of the Reportable Conduct Scheme under the Children' Guardain Act 2019.

Reporting Process:

The Mandatory Reporter Guide (MRG) assists mandatory reporters to decide whether to report their concerns of possible abuse or neglect of a child or young person to the Child Protection Helpline. Where the MRG indicates that the level of risk does not warrant a report, it assists mandatory reporters to respond appropriately to children and young people (for example, referral to an appropriate service).

Further Information:

Please see the <u>NSW Department of Communities and Justice website</u>

Child Protection Helpline: 13 21 11

Mandatory Reporting

Reportable Conduct

SUNSW has a legal responsibility to report any allegation of reportable conduct by an SUNSW staff member or volunteer. This includes any allegation or information relating to reportable conduct of an SUNSW staff member or volunteer, even if the alleged incident occurred outside of an SUNSW activity.

Reportable Conduct Includes:

- A sexual offence e.g. grooming, sexual touching, making/having/sharing inappropriate images
- Sexual misconduct any other sexualised behaviour or comments towards a child
- Ill-treatment of a child
- Neglect of a child
- · Assault against a child
- An offence under s43B (failure to proptect) of the Crimes Act
- Behaviour that causes significant emotional or psychological harm to a child

Criminal Offences

Any disclosure of a serious criminal offence must be reported to the NSW police, even if it happened in the past. Criminal offences may include threats, harrassments, talkgin/having/sharing intimate images, amy sexual activity with a person under 16 (or under 18 if the other person is a leader).

Potential Media Interest

Please do not make any comments to any media outlets. SUNSW will make comment through a spokesperson if necessary.

SUNSW Emergency Response Team: 9638 9099

Incident Reporting

An incident report must be completed if:

- An outside emergency service is contacted (Police, Ambulance, State Emergency Service etc.); and/or
- An individual is taken to hospital, doctor's surgery, emergency dental surgery, or other medical professional; and/or
- An accident/injury occurs that requires first aid that is more than a band aid or cold pack; and/or
- There is an alleged illegal act, a participant sent home, serious leader dispute, damage or loss of property; and/or
- There are mandatory reporting or reportable conduct actions required.

If in doubt, complete a report.

<u>Incident Report Form</u>



Post-Camp Steps

THANK YOU

We acknowledge all the preparation, energy, time and care you invested into camp. It is such a wonderful way to deepen connections and plant and nurture seeds of faith in young people.

DOCUMENTATION

Please ensure you work through the Post-Camp Checklist on the following page to finalise required paperwork and communications from camp.

RECHARGE AND REFRESH

We know planning and being on camp can be draining on your energy and leave leaders and directors feeling tired. Be sure to take some time out for good rest and refreshment to recharge after camp.

PRAY

Keep on praying for the students that attended camp - you might like to meet on a regular basis with your team of leaders to pray together



Post-Camp Checklist

SU Communications

| lease e | ensure the following steps are completed with | nin 1-2 weeks after camp. |
|---------|--|---|
| Sub | omit: | |
| | Post Activity Report * | |
| | Incident Reports if needed* | *Forms to be emailed to readysetgo@sunsw.org.au AND |
| | Medication Consent Forms if needed* | schools@sunsw.org.au |
| | Transport Consent Forms if needed* | |
| | Reimbursements required with receipts | |
| | Director Survey completed by each Directo | r |
| | Send best camp photos for potential use in schools@sunsw.org.au - ensure to only inc | - |
| _eag | ler Communications | |
| | Debrief team meeting and survey (see Tear | m Meetings) |
| | Thankyou email/card/gift to speakers and | leaders |
| Dari | ticipant/Parent Communic | ations |
| | Participant Survey - request to be sent to pe | arents by SUNSW Schools Admin |
| | Correspondence with parents - if necessary arose during camp | y, regarding any specific issues that |
| | Participant follow up - see Ongoing Comm | unication policy |



Forms and Resources

Forms, Links & Resources

Forms

<u>Emergency Response</u>

Incident Report Form

Medication Consent Form

<u>Transport Consent Form</u>

Volunteer Driver Declaration Form

Quick Links

SUNSW Ongoing Communication Policy

NSW Mandatory Reporting Guide

Helpful Resources

SUNSW Teaching Resources

<u>Game and Activity Ideas - (Youth Group Collective)</u>

More Game and Activity Ideas - (Youth Group Games)

Need More?



If you have questions or need further information, we are here to help you! Please get in touch with us on 9638 9000 or at schools@sunsw.org.au.

Or perhaps you've been inspired to connect yourself, your team members or camp students into additional SUNSW ministries. See our website for our wide range of camps and missions.



'I have not stopped giving thanks
for you, remembering you
in my prayers.'
~ Ephesians 1:16