

# **C&S Policy**

## **Camp Guidelines**

**Adopted 3/02/2017**

**Amended 8/12/2017**

### **Purpose**

This document provides guidance to reduce the potential for incidents on camps, and sets out how to handle issues that may arise. These guidelines provide the minimum standard of operation for UMSU Clubs & Societies' endorsed camps.

### **Scope**

A C&S supported camp is an activity where registered participants are provided structured activities with the goal of making meaningful bonds with other campers, furthering academic or performance aptitude, and supporting social integration to their club or society. These camps are not part of the University's main academic programs. Camp durations are full day, or multiple days/weeks and include overnight stays. These guidelines are directed to Camp Organisers and Camp Leaders, to educate them on the processes and information involved in holding a successful camp.

### **Guiding Principles**

Club camps, in collaboration with the UMSU C&S department, seek to create an environment that:

- allows a safe and inclusive place for starting and returning students
- promotes relationships, meaningful bonds and an opportunity to forge study friendships
- is engaging, fun and overall an excellent experience for university students; and
- is respectful of the rights and welfare of members of the University community and others.

### **The Duty of Care as a Camp Leader**

Leaders of camps assume a legally recognised duty of care over the student participants. In broad terms, the law of negligence states that if a person suffers injury as the result of the negligence of another, the negligent party may be liable for damages.

Being a leader involves a position of power and authority. In no way are camp leaders to use this authority to take advantage of campers.
---

Please see the C&S Camp Leader Code of Conduct to read more on the responsibilities of a camp leader. Each Camp Leader must agree to this Code of Conduct before attending the camp.

### **Administrative Requirements**

The C&S Department must be informed of any camps being run by affiliated clubs – whether or not grants are applied for.

The following forms must be submitted to C&S:

*At least eight days before the camp:*

- Off Campus Activity Form (Camps)
- Venue and transport Certificates of Currency
- A Responsible Service of Alcohol (Camps) form (if alcohol present)
- A copy of the liquor license (if alcohol is present).
- The working with childrens check for all leaders if there are students under the age of 18 attending.
- A First Aid certificate for your first aid officer(s)
- A Food Plan (if self-catering)
- SFH and RSA certificates for the relevant individuals
- C&S confirmed attendance at Camp Welfare Workshops
- A list of all leaders with their specific qualifications (RSA, First Aid etc.)

A Grant Application (if applying for a grant) can then be made in Clubs Online.

*Within 48 hours of completion of camp:*

- Signed participant information forms for each participant
- Event attendance list

*Within 2 weeks of the camp (if a Grant was applied for):*

- Application for payment (if a grant was applied for)
- Tax Invoice and receipts (if a grant was applied for)

### **Camp Welfare Workshops**

In conjunction with the University of Melbourne's Safer Community department, UMSU Clubs & Societies have created Camp Welfare Workshops, which are compulsory for clubs that want to hold a camp. These workshops are to provide information and resources to create a safer, more inclusive environment for all to enjoy.

The Camp Welfare Workshop consists of the following information:

- Dealing with confrontation and aggression
- Sexual issues including consent, harassment, sexuality and regret
- Substance abuse – mainly alcohol
- Intra-committee issues and expectations of committee
- How to tell people their behaviour is making others uncomfortable/harrassed
- Identifying issues, bullying, peer pressure, homesickness, social anxiety
- Crisis managements, stabilising situations and external/expert help
- Other social or personal issues

For camps with under 40 attendees, the club is required to have a minimum of 2 leaders attend the training. When numbers exceed 40 participants, a ratio of 1 trained leader to every 20 campers must be adhered to. Failure to meet these requirements will result in disciplinary action against the club.

A Mental Health First Aid qualification fulfils this training requirement.

### **Welfare Officers**

Welfare Officers are highly recommended by C&S. This is usually a female and a male identifying camp leader that are named at the beginning of the camp. These people must

have attended the camp welfare workshop, and have the main responsibility of looking after the mental and physical wellbeing of campers.

At the beginning of the camp, the Welfare Officers are to be presented to all campers. When a welfare issue arises, the Welfare Officers are to be notified immediately.

Please see under *established roles* for more information on the Welfare Officer position.

### **First Aid Requirements**

For small camps under 40 people, clubs are required to have a minimum of 1 leader with a first aid qualification. For camps with more than 40 people, the requirement is a 1:20 leader to camper ratio with first aid qualifications.

Failure to meet both these training ratios will result in disciplinary action.

### **Rostering**

Rostering is important to allow Camp Leaders, as well as campers, to have a good time. Rostering Leaders into specific positions means that you would have more established roles within the leader pool. But this allows a more experienced, skilled group of leaders.

Rosters can be divided into half days (morning & evening), or in houred blocks (9am-12pm, 12pm-3pm etc.)

### **Alcohol and Sobriety**

If alcohol is being supplied a liquor licence must be applied for. This needs to be done with the Victorian Commission for Gambling and Liquor Regulation and can take some time. It would be advisable to organise this well in advance of your camp. Camps that contain any alcohol must be supplied, with BYO alcohol prohibited. A *C&S Responsible Service of Alcohol (Camps)* form needs to be completed.

All first aiders and people managing the responsible service of alcohol are to remain sober for the full duration of their rostered time. If it is found that the club has not adhered to this, they will face disciplinary action.

Campers must have access to clean, drinkable water at all times. Bottled water in the first aid rooms are also recommended.

### **Discrimination, Harassment & Bullying**

The C&S Department is committed to developing and maintaining an inclusive and harmonious environment, that is free from discrimination, harassment and bullying. Discrimination, harassment and bullying will not be tolerated at any Camp affiliated to UMSU C&S, under any circumstances, and may be unlawful under State or Commonwealth law.

All organisers and campers have a responsibility to behave in a respectful and equitable manner towards other individuals and members of the community.

Leaders of the camp must abide by the Code of Conduct, which highlights the unacceptable behaviour related to discrimination, harassment and bullying. If a complaint is made towards the club, or club leader, the C&S grievance procedure will take place. Complaints can be directed to the C&S Department in the C&S Office, on the first floor of Union House, The University of Melbourne.

## Established Roles

<p style="text-align: center;"><b>Camp Organiser(s)</b> (one must be an executive of the club)</p>	<p>Person responsible for the event and ensuring that all requirements are met. Completes the Off Campus Activity Form (Camps) and is the main contact with the C&amp;S Department for the camp.</p>
<p style="text-align: center;"><b>First Aid</b> (holds a current first aid certificate)</p>	<p>Responsible for all first aid requirements on camp. Required to have one per 100 attendees. They must be sober.</p>
<p style="text-align: center;"><b>Driver</b> (holds a valid drivers licence)</p>	<p>Someone who is always available to drive a car as situations may require. They must be sober.</p>
<p style="text-align: center;"><b>RSA</b> (holds a Responsible Service of Alcohol certificate - must be executives of the club)</p>	<p>This role is only required for camps that have alcohol present. Two people must have RSAs and must be sober on the camp. One of which must complete the <i>Responsible Service of Alcohol (Camps)</i> form.</p>
<p style="text-align: center;"><b>Safe Food Handling</b> (holds a Safe Food Handling certificate - must be an executive of the club)</p>	<p>This role is only required for camps that are preparing their own food. This person must supervise the preparation and serving of food and cleaning undertaken to ensure that appropriate hygiene standards are maintained. Must be sober whenever food is being prepared or served. This person must complete the <i>Safe Food Handling Form</i>.</p>
<p style="text-align: center;"><b>Welfare Officers</b> (have undertaken C&amp;S Camp Welfare Workshops)</p>	<p>This role should be filled by two people – a male and female – who are well-equipped to deal with whatever personal or social problems which may arise on camp. Care should be taken in who is selected for this role as it requires that they be mature, trustworthy and approachable. They should also have good listening skills and the ability to solve problems. The people fulfilling this role should be introduced at the start of the camp as the people to go to if anyone on the program has issues with other campers or personal ones. Please make sure that they are carefully selected: They do not have to be from the club executive or committee. C&amp;S provide welfare training for the role.</p>
<p style="text-align: center;"><b>Life Guard</b> (have undertaken the Life Guard Certificate)</p>	<p>This position is only required if the campsite has a pool, lake or any other body of water. If a life guard cannot be provided by the campsite staff, and the camp requires the water for the camp events schedule, leaders must have a life guard qualification.</p>
<p style="text-align: center;"><b>Camp Leaders</b> (optional)</p>	<p>This role is recommended for camps where the participants cannot be expected to know each other. They should look after small groups of campers and create an open and welcoming environment. They can provide a first level of support for any welfare-type issues and should ensure that everyone in their group is having a good time. Camp leaders should also be encouraged to attend the Welfare Training. Ideally there should be approximately equal numbers of male and female camp leaders.</p>

It is possible that one person could fulfil multiple roles. For example, the Camp co-ordinator could hold First Aid, one of the RSA's and the SFH roles.

## **Resources**

If there is an immediate risk of harm call emergency services on 000

### *Life Line*

13 11 14

Personal crisis support and suicide prevention services 24/7

### *Sexual Assault Crisis Line*

1800 806 292

After-hours, confidential, crisis counselling service for both past and recent sexual assault

### *Suicide Line*

1300 651 251

Specialist telephone counselling and information to anyone affected by suicide 24/7

### *Beyond Blue*

1300 224 636

Depression, anxiety and related disorders, available treatments and referrals 24/7

### *Alcohol & Drugs support*

1800 888 236

Alcohol and other drug related matters – counselling, information and referral 24/7

## **Camp Leader Code of Conduct**

The following code of conduct must be read and understood.

Any Camp Leader who engages in the following behaviour or breaches the UMSU Clubs & Societies Camp Leader Code of Conduct may be dismissed from the Camp or any part of it, at the discretion of the Camp organisers.

The following behaviours are not tolerated and can lead to expulsion from the camp:

- Sexual behaviours with first year students.  
Includes, but not limited to:
  - Physical contact of a sexual nature
  - Requests to engage in sexual activity
- Encouraging excessive alcohol consumption
- Any behaviours that may have racist, sexist, transphobic, homophobic, ableist, ageist or religious intolerance.
- Any other behaviour that could be reasonably considered as offensive, insulting or intimidating.
- Any behaviour that is in conflict with the above camp guidelines, or the interests of the Club, the Clubs & Societies Department, UMSU, or the University of Melbourne.

Any Camp Leader who is seen as being unreliable or no longer acting in the spirit of the camp may also be dismissed or demoted by the Camp organisers. Any complaints made against a leader can result in the accused being dismissed from certain events or the camp entirely. Complaints must be handled in accordance to the UMSU C&S grievance procedure. Leaders breaching this Code of Conduct may be sent home from camp at their own expense, at the discretion of the Camp organisers. The Camp organisers can make decisions concerning the breach of this code and the appropriate penalty.