

C&S Policy - Camp Guidelines

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Table of Contents

0. Purpose	3
1. Scope.....	3
2. Guiding Principles	3
3. The Duty of Care as a Camp Facilitator.....	3
4. Administrative Requirements.....	3
5. Welfare Officers.....	4
6. Bystander Prevention Training.....	5
7. First Aid Requirements.....	5
8. Medics.....	5
9. Rostering.....	5
10. Alcohol and Sobriety.....	5
11. Discrimination, Harassment & Bullying	5
12. Camp Facilitators – Established Roles.....	6
13. Resources	8
14. Glossary of Terms and Abbreviations	8
15. Camp Code of Conduct.....	9
16. Other Facilitators Code of Conduct.....	10
17. Camp Consent Briefing Script – This must be read to all attendees at the beginning of camp.....	11
18. Support Services QR Codes.....	13

0. 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' (C&S) endorsed camps. This includes setting out the camp's plan and risk abatement strategy. This document also outlines the required training and certification ratios of camp facilitators. A failure to abide by this Policy and OHS obligations is grounds for disciplinary action under C&S Regulation 6.1.s.

1. Scope

A C&S supported camp is an activity where registered campers 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 Facilitators to educate them on the processes and information involved in holding a successful camp.

2. Guiding Principles

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

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

3. The Duty of Care as a Camp Facilitator

Facilitators of camps assume a legally recognised duty of care over all attendees. 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 facilitator involves a position of power and authority. In no way are Camp Facilitators to use this authority to take advantage of camp attendees.

Please see the C&S [Camp Code of Conduct](#) and [Other Facilitator Code of Conduct](#) to read more on the responsibilities of a Camp Facilitator. Each Camp Facilitator must agree to their respective Code of Conduct before attending the camp.

4. 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:

- 4.1. At least 10 working days before the camp:

- *Off Campus Activity Form (Camps)*
- Venue and Transport Certificates of Currency
- Camp Itinerary
- *Clubs Camps and Events Risk Assessment Form*
- Safe Food Handling and Food Service Plan (if self-catering)
- *A Responsible Service of Alcohol (Camps) Form* (if alcohol is present)
- *Alcohol Management at Events – Checklist and Declaration* (if alcohol is present)
- An Alcohol Service Plan (if alcohol is present)
- Copy of the Liquor License (if alcohol is present)
- *Standard Drinks Calculator* (if alcohol is present)
- RSA certificates from two executive members (if alcohol is present)
- Facilitators' Roster
- A list of all facilitators with their specific qualifications (RSA, First Aid etc.)
- All relevant certificates (e.g., First Aid, MHFA, SFH and RSA) of Camp Facilitators
- WWCC for all Camp Facilitators (if there are attendees under the age of 18*)
- Every Camp Facilitator's agreement to their respective Code of Conduct

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

- 4.2. Within 48 hours of completion of camp:
 - Signed *Participant Information Forms* for each attendee
 - *Event Attendance List*
- 4.3. Within 2 weeks of the camp (if a Grant was applied for):
 - Application for payment
 - Tax Invoice and receipts

* Special permission from the C&S Department must be obtained for camps to have attendees under the age of 18. Contact the C&S Department for more information.

5. Welfare Officers

Welfare Officers must have attended either Bystander Prevention Training or Sexual Assault Prevention Training or have a Mental Health First Aid Certificate (MFHA). It is preferable for Welfare Officers to have attended both of these trainings and have their MFHA. These individuals have the main responsibility of looking after the mental and physical wellbeing of camp attendees.

Every camp must have a minimum of two designated Welfare Officers, with at least half identifying as a female or non-binary. At the beginning of the camp, the Welfare Officers are to be presented to all attendees. When a welfare issue arises, the Welfare Officers are to be notified immediately.

Please see under Camp Facilitator – Established Roles for more information on the Welfare Officer position.

It is recommended that a Welfare Officer reads the Consent Briefing which must be read at the beginning of camp.

6. Bystander Prevention Training

In conjunction with the UMSU Sexual Harm and Response Coordinators, Bystander Prevention Training will be provided to clubs. In these workshops, you will discuss how to identify sexual harm and risk behaviours, how to intervene, your responsibilities as a student leader, responding to disclosures and providing support to survivors.

All camps must have at least one facilitator who has attended Bystander Prevention Training. For every camp, the requirement is a 1:20 facilitator to attendee ratio with Bystander Prevention Training.

7. First Aid Requirements

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

8. Medics

A medic is required for camps with over 100 expected attendees where alcohol is present. Contact the C&S Department to request one UMSU provided medic. Any additional medics will be hired at the club's own expense.

9. Rostering

Rostering is important to allow Camp Facilitators, as well as campers, to have a good time. Rostering facilitators into specific positions means that you will have more established roles within the facilitator pool.

The duty rosters of the camp must be organised to ensure sobriety of rostered facilitators.

10. 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. An Alcohol Service Plan must also be provided to C&S.

All on-duty facilitators are to remain sober (BAC 0.00) 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.

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

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

Facilitators of the camp must abide by the Camp Code of Conduct (or Other Facilitator Code of Conduct) which highlights the unacceptable behaviour related to discrimination, harassment and bullying. If a complaint is made towards the club, or Camp Facilitator, 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 Building 168, The University of Melbourne.

12. Camp Facilitators – Established Roles

Camp Organiser(s) (one must be an executive of the club)	Person(s) responsible for the event and ensuring that all requirements are met. Completes the <i>Off Campus Activity Form (Camps)</i> , Camp Itinerary and <i>Club Camps and Events Risk Assessment Form</i> and is the main contact with the C&S Department for the camp.
Driver (holds a valid drivers licence)	Someone who is always available to drive a car as situations may require. Must maintain sobriety while on duty.
First Aid (holds a current first aid certificate)	Responsible for all first aid requirements on camp. For camps under 40 attendees, required to have one facilitator with First Aid. For camps with more than 40 attendees, required to have one facilitator per 20 attendees with a First Aid. Must maintain sobriety while on duty.
Life Guard (have undertaken the Life Guard Certificate)	This position is only required if the campsite has a pool, lake or any other body of water which is required for the camp events' schedule. If a life guard cannot be provided by the campsite staff, and the camp requires the water for the camp events schedule, leaders it is required that one facilitator has their must have a life guard qualification. Must maintain sobriety while on duty.
RSA (holds a Responsible Service of Alcohol certificate - must be executives of the club)	This role is only required for camps that have alcohol present. At least two executives must have RSAs. One of these executives must complete the <i>Responsible Service of Alcohol (Camps) Form, Alcohol Management at Events – Checklist and Declaration, Alcohol Service Plan</i> and <i>Standard Drinks Calculator</i> . Required to have one facilitator per 20 attendees with an RSA. It is recommended that all camp facilitators have their RSA. Must maintain sobriety while on duty.
Safe Food Handling (holds a Safe Food Handling certificate - must be an executive of the club)	This role is only required for camps that are preparing their own food. This person must be an Executive committee member and supervise the preparation and serving of food and cleaning undertaken to ensure that appropriate hygiene standards are maintained. This executive must complete the <i>Safe Food and Food Service Plan</i> . Must maintain sobriety while on duty.

	All other cooks must have a SFH certificate (online accreditation is satisfactory). Must maintain sobriety while on duty. This person must complete the <i>Safe Food Handling Form</i> .
Welfare Officers (have undertaken C&S Camp Welfare Workshops Bystander Prevention Training and/or have Mental Health First Aid Certificate)	<p>Responsible for welfare issues on camp and should be well equipped to deal with any personal or social problems that may arise. Welfare Officers must be introduced at the start of camp as the individuals to go to if anyone on the program has issues with other attendees or personal ones.</p> <p>Carefully select who is a Welfare Officer. They need to be mature, trustworthy and approachable. They should also have good listening skills and the ability to solve problems.</p> <p>Required to have a minimum of two Welfare Officers, with at least half identifying as female or non-binary. They do not have to be from the club's committee. Must maintain sobriety while on duty.</p>
Camp Leaders (optional)	<p>This role is recommended for camps where the campers cannot be expected to know each other.</p> <p>They should be responsible for looking after small groups of campers, and creating an open and welcoming environment and ensuring that everyone in their group is having a good time. 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 required by Welfare Officers and have additional certifications (e.g., First Aid and RSA).</p> <p>Ideally, there should be equal numbers of male and female or non-binary identifying camp leaders. Must maintain sobriety while on duty.</p>
Other Facilitators (optional)	<p>This includes any other individual who is given a formal responsibility role is given to any individual hired by the club to help run the camp. On camp, who is not otherwise bound by responsibilities to their employer. For example, This includes caterers, medics photographers and DJs.</p> <p>Must agree to the <u>Camp Code of Conduct</u> or <u>Other Facilitator Code of Conduct</u>.</p>

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

13. Resources

Emergency Services	000	If there is an immediate risk of harm. *Please be aware of the possible consequences of calling police for Indigenous and POC students. Brutality and incarceration occurs disproportionately for these individuals.
Lifeline	13 11 14	Person crisis support and suicide prevention services 24/7
Suicide Line	1300 651 251	Specialist telephone counselling and information for anyone effected by suicide 24/7
Sexual Assault Crisis Line	1800 806 292	After hours, confidential, crisis counselling services for both past and recent sexual assault
Beyond Blue	1300 224 636	Depression, anxiety and related disorders, available treatments and referrals 24/7
Alcohol & Drug Support	1800 888 236	Alcohol and other drug related matters, counselling, information and referral 24/7
13YARN	13 92 76	Crisis support for Aboriginal and Torres Strait Islander people, providing 24/7 counselling and support.
1800 Respect	1800 737 732	A national Sexual Assault, Domestic and Family Violence Service, providing support and advice 24/7.

14. Glossary of Terms and Abbreviations

Term	Definition
Attendee	Anyone at the camp, inclusive of campers and facilitators
Camper	An individual who does not have a formal responsibility on camp
C&S	Clubs and Societies
Facilitator	Any individual responsible in helping to run the camp (see Camp Facilitator – Established Roles
MHFA	Mental Health First Aid
RSA	Responsible Service of Alcohol
SFH	Safe Food Handling
UMSU	University of Melbourne Student Union
WWCC	Working with Children Check

15. Camp Code of Conduct

15.1. This code of conduct must be read and understood.

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

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

- Sexual behaviours with attendees.
Includes, but not limited to:
 - Physical contact of a sexual nature
 - Requests to engage in sexual activity
- Encouraging excessive alcohol consumption
- Consumption of alcohol while on Camp Facilitator duties
- Failure to conduct approved club events or camps within the permitted restrictions of the obtained alcohol license, approved risk assessment and associated Clubs and Societies regulations, policies and Code of Conduct.
- 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 or non-inclusive.
- 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.

15.3. Any Camp Facilitator 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.

15.4. Any complaints made against a facilitator can result in the accused being dismissed from certain events or the camp entirely.

15.5. Complaints must be handled in accordance with the UMSU C&S grievance procedure.

15.6. Facilitators breaching this Code of Conduct may be sent home from camp at their own expense, at the discretion of the Camp Organisers.

15.7. The Camp Organisers can make decisions concerning the breach of this code and the appropriate penalty.

15.8. Camp Facilitators assume legal duty of care over campers' safety and welfare whilst at a camp or event.

16. Other Facilitators Code of Conduct

16.1. This code of conduct must be read and understood.

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

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

- Sexual behaviours with attendees.
Includes, but not limited to:
 - Physical contact of a sexual nature
 - Requests to engage in sexual activity
- Encouraging excessive alcohol consumption
- Failure to conduct approved club events or camps within the permitted restrictions of the obtained alcohol license, approved risk assessment and associated Clubs and Societies regulations, policies and Other Facilitator Code of Conduct.
- 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 or non inclusive.
- 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.

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16.6. Facilitators breaching this Code of Conduct may be sent home from camp at their own expense, at the discretion of the Camp Organisers.

16.7. The Camp Organisers can make decisions concerning the breach of this code and the appropriate penalty.

17. Camp Consent Briefing Script

This must be read to all attendees at the beginning of camp

Within our club/society, we aim to foster a culture of consent. A part of this making sure all camp attendees are aware of the type of behaviour and culture we expect at our camp through reading our consent briefing.

Consent is crucial aspect of any kind of sexual interaction. It means that everyone involved has freely and willingly agreed to engage in sexual activity. If consent is not given, sexual activity is considered sexual assault or harassment. This can include, but is not limited to, unwanted touching, kissing, or penetration, as well as verbal or nonverbal threats or coercion. In Victoria, law now requires that you get "affirmative consent" before engaging in any sexual activity. This means you need to seek out an enthusiastic "yes" from any partner through both verbal and nonverbal cues. Examples of affirmative consent include:

- Asking permission before changing the type or degree of sexual activity, such as "Is this okay?"
- Letting your partner know that they can stop at any time.

It is important to remember the following about consent:

- Consent cannot be assumed. For example, having sex once with someone does not mean they will want to have sex again, or making out with someone does not mean they will want to engage in oral or penetrative sex.
- Consent cannot be coerced. If someone expresses reluctance to engage in sexual activity, they should not be pressured or convinced to change their mind. This can include saying someone is "a tease" if they have refused to have sex and then persistently pressuring them. Or it can be threatening someone if they refuse to have sex.
- Consent can be withdrawn at any time and you should be willing to stop if a person expresses discomfort or changes their mind.
- If someone is intoxicated or incapacitated by alcohol or drugs, they cannot give consent.

Within our Club/Society, we prioritise respect for other people's boundaries. If you feel that someone has crossed a line, even if you are unsure, we have facilitators on the camp who are trained to respond to sexual assault and harassment. Even if behaviour is not directed at you, we encourage you to discuss any issues with camp facilitators. These leaders are:

List facilitators who have undertaken UMSU Bystander Intervention and Disclosure Training with Sexual Harm Response Coordinators.

These facilitators are trained to talk to you about what happened, support you and then work through making sure the camp is a safe place for everyone.

If you are not comfortable speaking with a camp facilitator, there are other resources available at the University of Melbourne and in the community, such as the UMSU Sexual Harm and Response Coordinators, the University of Melbourne Safer Community Program, or the 24/7 Sexual Assault Crisis Line.

If you want to know about the resources I just mentioned, we currently have camp facilitators handing out small QR codes which you can scan to take you to a page with more information about supports and resources.

Get Camp Facilitators to handout printed Support Resources for Survivors QR Codes

18. Support Services QR Codes

To be cut up and distributed.

