



Preston Neighbourhood House Inc.

“Leading our community towards greater independence and quality of life.

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CAMP GETAWAY

1. AUTHORISATION

The Preston Neighbourhood House Committee of Management adopted this policy on behalf of the Camp Getaway volunteers for 2004.

2. REVIEW DATE

This policy shall be reviewed on or before December 2010

3. SCOPE

To whom does this policy apply and when?

- *Low Income earners from the City of Darebin who would normally not be able to afford to go away on a holiday.*

This policy is explained through:

- Camp Application Assessment Policy (Camp Getaway)
- Alcohol and Illegal Drugs Policy (Camp Getaway)
- Smoking Policy(Camp Getaway)
- Accommodation policy(Camp Getaway)
- Bus/Transportation Policy(Camp Getaway)

In addition, reference should be made to:

- Grievances, Complaints & Appeals Policy (PNH)
- Equal Opportunity & Non Discrimination (PNH)

4. DEFINITIONS

Words or phrases that are special to this policy or procedure, which might be unfamiliar or misinterpreted.

- **This policy refers to the Rights and Responsibilities of all stakeholders engaged in the yearly camp operations of Camp Getaway.**
- **Camp Getaway is available to families on low incomes, disadvantaged families, to people with disabilities and their carers,**
- **Camp Getaway is auspiced to Preston Neighbourhood House.**
- **Camp Getaway encourages tolerance and acceptance of diversity within our House community.**

- It supports the Equal Opportunity and Non-discrimination policies of Preston Neighbourhood House.

5. POLICY

VALUES

MISSION STATEMENT:

“Preston Neighbourhood House will encourage and support the local community to increase independence and quality of life by providing high quality, accessible programs and services promoting social interaction, mutual support and skill development”

PURPOSE

This policy was drawn up bearing in mind safety regulations and the well being of all campers, in addition to the smooth running of the camp.

AIMS:

- *To achieve greater independence and quality of life*
- *To develop individuality and build confidence*
- *To build on parenting skills*
- *To strengthen family relationships and communication skills in a positive social environment*
- *To provide safe, social opportunities for children and teenagers*
- *To increase awareness of possible new interests and lifestyles*
- *To increase skills in managing a family on a limited budget*

6. PROCEDURES

Camp Application Assessment Policy

Eligibility to attend Camps – Camp Getaway organises subsidised holidays for low income families providing opportunities for parents and their children to strengthen family relationships and communication skills in a positive social environment.

Each family wishing to attend a particular camp must complete an application form detailing either their health care card number or other evidence that they are eligible to attend as a low income family. The Camp Getaway Committee will consider all applications and notify applicants of the outcome.

The committee reserves the right to consider other applications on their merit.

If members wish to bring anyone other than their own children, they must make special application in writing to the Camp Committee at the time of booking. It is the policy of Camp Getaway to try and ensure a balanced ratio between the number of parents and children attending, to enable us to run a smooth and safe camp for everyone to enjoy.

First Aid

On Camp, a first Aid Kit and manual will be available for minor injuries. Please contact the duty person, appointed prior to Camp, if you need to use the First Aid Kit.

General Behaviour

It is the responsibility of all participants to understand and follow the camp rules and policies.

- Bad language will not be tolerated
- Bullying and intolerance to others is unacceptable, as is any other form of harassment.
- No loud noise after midnight, in consideration of other campers
- Strictly *NO VIOLENCE* on any other person either physically or verbally. Offenders will be escorted off the premises immediately at their own cost.
- Individual Camps have their own “Code of Conduct” which must be adhered to at all times.

Alcohol and Illegal Drugs Policy

As one of the important aims of Camp Getaway is to strengthen family relationships and communication skills in a positive social environment, the use of alcohol and/or illegal drugs will not be permitted on camp premises. Drunkenness and intoxication will not be tolerated; those who drink or use illegal drugs will be asked to leave the Camp at their own cost immediately.

Smoking Policy

Due to reasons of safety, smoking will not be permitted indoors. You will find that this is both government policy and that of most venues. As smoking is permitted outdoors, please ensure that all butts are disposed of properly to avoid fire and pollution within the natural environment.

Conflict and Grievance Procedures

A Grievance Committee will be set up prior to each Camp with 3 members chosen from the Camp itself to deal with any grievances that may occur during the camp. A list of the members of the grievance committee will be displayed at the camp. Camp participants who have any concerns are encouraged to speak about them to members of the Grievance Committee as soon as possible. *All discussions will be kept strictly private and confidential.*

If you have any concerns:

- a. Before or after the camp
- b. Not resolved during camp

Please lodge them in writing to:

1. Executive Members of the Camp Getaway.
 2. Preston Neighbourhood House Co-ordinator
 3. President of the Committee of Management of Preston Neighbourhood House
- *Please mark your envelope 'Confidential and Private'.

Responsibility and Care of Children

Parents are expected to supervise their own children at all times. This rule particularly applies for activities including swimming, rope courses and archery, for example. All activities must be supervised by at least 2 adults/leaders, or more depending on the number of children involved in the activity (e.g. 1 adult per 5 children). If you do leave the camp, or need to take a break while on camp grounds, you must arrange for your children to be supervised with another 'leader' (ie. another adult) at all times.

Rules and responsibilities vary according to the camp venue. When the rules of Camp Getaway clash with those of the venue, *the venue's rules/policies will take priority.*

Accommodation policy

Special requests in writing will be considered.

This is because room allocation depends on factors including:

- The physical space and layout of each camp venue
- Priority in room allocation being given to the elderly, disabled and those with special needs. If you have a special needs please discuss this with the committee prior to the camp and
- Gender and age.

- Decisions on room allocation made prior to the camp will be final.

Property

Camp Getaway takes no responsibility for participants' personal belongings. As a courtesy to others on holiday and to protect people's privacy, please do not enter other rooms unless invited to do so by another adult/leader.

All breakages and theft are to be reported to the Camp Manager.

Parking is strictly at owners' risk and should be in areas directed by the Camp Manager. Out of bounds areas include the kitchen, workshops and private residences, plus other areas as directed by the Camp Manager.

Environment

The camp site is a sanctuary for flora and fauna. No camper is permitted to disturb or destroy the natural environment. Garbage and recyclable materials are to be placed in designated areas. Camp fires may only be lit in proper areas and with the permission of the Camp manager.

Activities and Duty Roster

A duty roster is drawn up prior to each camp *keeping in mind the needs and abilities of all individuals* attending the camp. Campers are expected to enthusiastically fulfil their duties regardless of their gender, age or disability.

Activities will only happen when everyone helps to organise them. Please contact the management of the venue when you want to organise an activity such as a rope course or archery.

Bus/Transportation Policy

The bus can only accommodate 43 passengers and we do not have the funds to hire an extra vehicle. Therefore, priority on bus seating will be given to those who do not have their own vehicle/means of transport and those with special needs. Those individuals who have their own vehicle but prefer to travel on the bus may do so depending on the number of seats available, if any. For such people a waiting list will be drawn up and be administered on a 'first come, first served' basis. If your vehicle breaks down on the week of the camp please advise a committee member ASAP and arrangements will be made for you on the bus, if possible.

During Camps the Preston Neighbourhood House mini-bus may be available for transport within the local area.

Camp Costs/Charges

The overall cost of the camp includes food & accommodation. Coach transport to and from camp will be charged separately. Please keep in mind that this camp is subsidised. Private vehicle costs will not be subsidised. All camps must be paid for in full prior to the camp. Any difficulties with payment can be discussed with a Committee Member. All discussions will be kept confidential.

Visitors

No overnight visitors are permitted. All daytime visitors to the camp must pay for their own meals and activities plus the use of any camp facilities if the camp manager sets a fee for facilities. These costs will not be covered by Camp Getaway if they use camp facilities. On arrival at the camp please report to the Camp Manager.

Telephone

In most cases, a public phone will be available for private calls. Emergency calls can be made by informing the Camp Manager and the office phone will be made available.

7. IMPLEMENTATION SUPPORT

7.1 COMMITTEE STRUCTURE

It is the responsibility of the Committee of Management to work with the management committee of Camp Getaway ensuring that all staff and users are aware of this policy and that it is implemented within its guidelines.

7.2 KEY RESPONSIBILITIES AND AUTHORITIES

- * The Coordinator will be responsible to work with the Camp Getaway volunteers to ensure this policy is implemented within the centre.
- * The policy may be viewed in the centre Policy Book.
- * A copy of this policy will be given to all participants upon confirmation of application.
- * The Committee of Management must formally approve any alterations to this policy and set due dates for review.

8. EVALUATION

- * Is the policy being successfully implemented?
- * Have any implementation issues occurred which need to be referred to C.O.M.