

Edventure Camps Policy Document.

Written: 26/10/2024

Updated:

Welcome to Edventure Camps. This document outlines our policies, guidelines, and expectations to ensure a safe, enjoyable, and enriching experience for all campers, parents, and staff. At Edventure, we are committed to fostering an environment that promotes learning, adventure, and community. Our policies are designed to support the well-being, safety, and personal growth of every camper. These policies are specific to camp and additional to the Edventure policy document.

This document covers essential information about camp routines, safety protocols, behaviour expectations, health guidelines, and emergency procedures. We ask that parents, guardians, and campers read these policies thoroughly to understand their role in creating a positive camp atmosphere.

By enrolling in Edventure Camp, you agree to uphold these guidelines, which help us maintain a respectful and harmonious community. Please do not hesitate to reach out with any questions or concerns regarding our policies. We look forward to providing an exciting and memorable camp experience!

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Hazard Identification.

Edventure is dedicated to providing a safe and supportive environment for all participants and staff. Identifying, assessing, and managing potential hazards is essential to our camp's commitment to safety and well-being. This Hazard Identification Policy outlines our procedures for recognising, reporting, and addressing hazards promptly.

1. Routine Inspections and Assessments

- All camp locations, equipment, and activity areas undergo regular safety inspections by trained staff. This is undertaken by each venue prior to booking.
- Staff members complete a pre-camp safety assessment before the camp session begins and daily checks throughout the camp's duration.

2. Staff Training

- Staff receive comprehensive training on identifying and assessing hazards, including risk awareness and reporting protocols in their induction.
- Training covers common camp hazards such as environmental risks, weather changes, equipment safety, and emergency procedures.

3. Camper Involvement

- Campers are encouraged to report any hazards or unsafe conditions to staff immediately.
- Staff discuss hazard awareness with campers during orientation to foster a culture of safety.

4. Reporting and Response

- All hazards must be reported immediately to the Camp Co-ordinator, designated safety officer and Venue operation manager.
- The Camp Co-ordinator will document and evaluate the hazard, initiate any required actions, and communicate resolutions to staff and campers if necessary.

5. Continuous Improvement

- Edventure regularly reviews and updates this policy based on incident reports, staff feedback, and new safety standards to ensure ongoing improvements in hazard management.

This proactive approach to hazard identification helps us maintain a safe environment, allowing campers and staff to focus on creating memorable and positive experiences.

Emergency Management

At Edventure Camps, emergency management is a critical component in ensuring the safety and well-being of all participants and staff during unforeseen incidents. This policy outlines our structured approach to proactive emergency planning, response, and recovery to effectively handle any emergency situation.

1. Emergency Planning

- **Risk Assessment**
 - *Identify Potential Emergencies:* Prior to the start of each camp session, identify potential emergencies (e.g., severe weather, medical situations, lost participants). This is recorded in the Risk Assessment Management planning (RAM's)
 - *Staff Awareness:* Staff are made aware of these risks during their induction on the first day training.
- **Emergency Response Plan**
 - *Emergency Procedures:* Detailed emergency procedures are outlined on the RAM's for each specific camp activity.
 - *Communication Protocols:* Establish and maintain clear communication channels between staff, participants, and emergency services for efficient response.

2. Staff Training

- **Staff Induction**
 - *Emergency Response Drills:* Conduct weekly emergency drills (e.g., fire drills) to ensure staff and participants are prepared.
 - *First Aid and CPR Certification:* Ensure a minimum of one staff member on-site holds a current first aid certification.

3. Participant Education

- **Pre-Camp Briefing**
 - *Safety Briefings:* Prior to the start of each camp session, provide participants with information on emergency procedures and responses.
- **On-Site Signage**
 - *Emergency Exit Routes:* Post clear signage indicating emergency exits and designated assembly points.
 - *First Aid Locations:* Clearly mark the locations of first aid stations and emergency equipment for quick access.

Conclusion

A comprehensive emergency management plan is essential to ensure the safety and security of everyone at Edventure Camps. By focusing on detailed planning, training,

communication, and continuous improvement, we are equipped to respond effectively to emergencies, reducing risks and promoting a safe environment for all.

Camp Briefing

Welcome to Edventure Camp! We're so excited to have you here and want to make sure you have an amazing, safe time. Let's go over some important things to keep everyone safe and happy!

1. Tour of the Camp

- First, we'll show you around the camp! Together, we'll visit all the key areas like the cabins, dining hall, activity spots, bathrooms, and emergency meeting points.
- During this tour, remember where everything is—especially the emergency exits and gathering points, so you know where to go if you ever need help.

2. Identifying Risks

- In the great outdoors, it's important to watch for things like slippery trails, uneven ground, and plants that might be prickly.
- Never touch or eat any plants, mushrooms, or berries you see; some can be harmful.
- Keep a safe distance from any animals we might see and let a instructor know if you spot any.

3. Expected Behaviour

- Always stay with your group and listen to your instructor's instructions—they're here to help you stay safe and have fun.
- Treat everyone at camp with respect, including other campers, staff, and the environment. Use kind words and actions.
- No running inside buildings—save your energy for outdoor activities!
- Always wear the right gear, like helmets or life vests, when instructors ask you to.

4. Health and Hygiene

- Wash your hands before meals and after using the bathroom.
- Remember to stay hydrated by drinking water regularly, especially on hot days.
- If you don't feel well or get a cut or scrape, let a instructor know right away so they can help.

5. Emergency Procedures

- If there's ever an emergency, like a fire alarm or a camp-wide drill, stay calm and listen to your instructor.
- Follow the evacuation route your instructor shows you and go to the meeting point quickly and safely.

- Never go back to your cabin or any other area without an instructor's permission during an emergency.

6. Reporting Hazards

- If you see anything that seems dangerous—like a broken branch, loose equipment, or spilled water—tell a instructor right away.
- Safety is a team effort, and we need everyone to help keep the camp safe.

7. Having Fun Safely

- Our goal is to make camp as enjoyable as possible, so always think about how to have fun safely. Ask questions if you're not sure about something, and don't be afraid to speak up if you feel uncomfortable.

Thanks for listening! Remember, safety helps us all have a great camp experience. Let's go have some fun, safely!

Risk Assessment and Management.

At Edventure Camps, safety is a top priority. This policy outlines our commitment to conducting thorough risk assessments and management plans for all programs and activities. By identifying potential hazards, evaluating risks, and implementing preventative measures, we aim to provide a secure environment that allows campers to explore and enjoy each activity safely. All staff are trained to uphold these standards throughout camp.

This RAM's Document is available on the homepage of the website and contains specific health and safety planning for every activity conducted at Edventure Camps.

Maintenance

Edventure is dedicated to providing safe, reliable facilities and equipment for all participants. To ensure quality and safety standards, all equipment and camp venues are maintained by qualified external providers. These professionals conduct routine inspections, repairs, and necessary updates to meet current safety regulations and industry standards. Maintenance schedules and logs are documented and reviewed regularly to guarantee ongoing compliance and functionality. Our partnerships with trusted service providers allow Edventure to focus on delivering enriching programs in a secure, well-maintained environment. Staff and campers are encouraged to report any maintenance concerns promptly for immediate action.

First Aid

At Edventure, first aid kits are readily available to ensure immediate access in case of injury or emergency. Kits are fully stocked with essential supplies and checked regularly by trained staff to maintain compliance with health and safety standards. A minimum of one staff member with current first aid certification is always on-site. Any use of supplies is promptly recorded, and kits are restocked as needed to ensure readiness.

Bathroom Facilities

Edventure ensures all restroom facilities are safe, clean, and well-maintained. Toilets are cleaned thoroughly each day, with regular checks conducted throughout the day to address any issues. Supplies such as soap and toilet paper are restocked as needed to ensure a hygienic environment for all campers and staff. A separate bathroom is provided for staff.

Sleeping Arrangements

Edventure Camps prioritises a safe, comfortable environment in all cabin and dormitory rooms. Rooms are assigned based on gender, or Family. A gender-appropriate staff member is designated for each dormitory or cabin area to provide support and ensure supervision. Staff conduct regular checks to maintain a secure and respectful atmosphere, promoting a positive camp experience for all campers. Campers provide their own sleeping bag pillow and pillow case and are recommended to bring a single fitted sheet.

Food Preparation

Edventure Camps is committed to providing nutritious, balanced meals that accommodate a variety of dietary needs and preferences. Our meal plans emphasise healthy, energy-boosting foods to support campers' active lifestyles. We work closely with food service providers to ensure all food is prepared, stored, and served according to health and safety standards.

Key Points:

- **Dietary Requirements:** Special diets, including allergies and religious or cultural preferences, are accommodated upon request. Guardians should inform staff of any dietary needs before camp begins.

- **Food Safety:** All food preparation follows strict hygiene practices to prevent cross-contamination. Staff and campers are encouraged to follow safe food-handling guidelines.
- **Hydration and Snacks:** Water stations are available throughout the camp, and healthy snacks are provided at designated times to keep campers hydrated and energised.

Edventure aims to create a welcoming dining experience that supports campers' health and enjoyment.

Participant Information

Upon booking participants are asked to disclose the following information to help Edventure staff assess the capability of individuals during camp activities.

1. **Water Competency:**
 - Participants are required to disclose their swimming ability and comfort level in water activities to ensure appropriate supervision and safety measures are in place.
2. **Fitness Level:**
 - Information regarding participants' fitness levels helps us tailor activities to ensure inclusivity and accommodate varying abilities.
3. **Behavioural Information:**
 - We collect data on participants' behavioural history to understand individual needs and promote a respectful camp environment. This includes a behaviour disclosure form that outlines any previous behavioural concerns.
4. **Medical Information:**
 - Participants must provide relevant medical information, including allergies, medications, and any pre-existing conditions, to ensure proper care and support during camp.
5. **Custodial Information:**
 - Custodial details are collected to verify authorised guardians and ensure communication regarding participant welfare.
6. **Photo Permission:**
 - We seek permission to take and use photographs of participants for promotional purposes, ensuring privacy and consent are respected.

Purpose of Information Collection:

The information collected is used solely for the purpose of enhancing camper safety, planning appropriate activities, and improving the overall camp experience. All information is handled with the utmost confidentiality and stored securely.

By participating in Edventure, guardians agree to provide this essential information to help us maintain a safe and enjoyable environment for all campers.

Ratios and Supervision

At Edventure, maintaining appropriate staff-to-child ratios is essential for ensuring safety, supervision, and individualised attention. This policy outlines our commitment to meeting or exceeding industry standards, allowing staff to engage effectively with campers while fostering a supportive and enriching environment for all participants.

- Onsite and around Camp 1:10
- Low risk activities 1:10
- Moderate risk 1:5
- Higher risk less than 1:5 as specified in RAM's planning.

Most high risk activities are undertaken by external providers that meet the recommended Health and Safety criteria.

When taking groups away from the camping area for activities, an intentions board must be completed, detailing the group size, planned activity and location, as well as the departure and arrival times and dates. These groups will also take the appropriate equipment including first aid kit and means of communication.