



Leader Manual



Summer 2018 - 2019

September 2018

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Version control history

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1.0	Camp Coinda	Original document	Unknown
1.1	Toni Merritt	Transfer into style guide and minor updates	September 2018

Welcome to Camp Cooinda!

Thank you for making yourself available to be a leader at Camp Cooinda. The purpose of this manual is to give you an idea about what being a leader at Camp Cooinda is like and what you can expect at camp. This will be especially helpful if this is your first time on a Cooinda leadership team. But even if you've been a leader before, please take time to review the information in this manual as it is updated regularly with information you need to do the job.

Camp Cooinda is run entirely by volunteers, so we are very grateful for the time you are willing to give to this great camp. In exchange, we will try and do everything we can to ensure that you are supported as a leader and have a fantastic and memorable experience at camp. We also value your feedback and ideas, and always strive to improve the experience for everyone involved.

The idea of Camp Cooinda

Camp Cooinda Incorporated is a non-profit organisation that was established in 1960 by David and Joy Merritt, and David's brother, John Merritt. Camp Cooinda Inc. is managed by a committee of people who have had extensive involvement in the Camp Cooinda program. David and Joy had been involved in camp leadership for many years, both in Australia and the USA. When land parcels were offered free of charge for youth camps on the Banksia Peninsula in Gippsland, they put up their hand for the opportunity to run a camp on one of these lakeside sites. Their idea was to run a camp for teenagers which involved working from a base camp and traveling around the lakes in small groups of young people of a similar age with adult leaders.

Cooinda is an Aboriginal word meaning "Happy Place" – and anyone who has experienced Camp understands why. The basic aim of Camp Cooinda is for teenagers, through experiencing and living in the outdoors, to grow inside. Over the years many campers have benefited greatly from this simple, yet powerful, philosophy. Although it follows Christian principles, Camp Cooinda does not actively teach or study any particular religion. It encourages people to think about what is important to them as individuals and to have respect for others.

The main objectives of Camp Cooinda Inc. are to provide camps for children and young people that provide:

- enjoyment;
- challenging outdoor activities;
- experience of cooperative relationships;
- opportunities to develop initiative and high self-esteem; and
- reflection on personal values.

Leaders

“A leadership team in a summer camp brings together wonderful and impressive people from all walks of life. They volunteer their time and holidays to give young people a different sort of experience”

From ‘Growing Inside Outside – The Story of Camp Cooinda’

Leaders are a big part of what makes camp so special. This group of very diverse individuals comes together from different backgrounds with a variety of skills to form a great team. As a leader you add your skills and ideas to those of other leaders. The whole team is carefully put together to create a great mix of youth and experience to give campers a positive camp experience. Many leaders have been campers themselves and come back year after year to enjoy the very special Camp Cooinda experience for themselves, as well as to make a camp experience possible for other young people. Other leaders are new to Cooinda, but bring their skills and knowledge from other great experiences.

Camp is a fantastic, active time spent in the outdoors in small groups. Being a leader is a lot of fun and is a very rewarding experience but it does have its challenges. All leaders at camp have responsibilities. Leaders act as role models, care givers and friends to campers. *It is important that a leader not only has fun, but always bears in mind the safety and welfare of the campers in his or her care, especially in camp activities that involve an element of risk.*

The camp structure

Program Director/s (PDs) (in consultation with the **Summer Camp Director**) oversee all aspects of the camp, manage the camp on a day to day basis, and make decisions about expeditions and program activities. They work closely with Patrol Leaders, who provide the main supervision of campers.

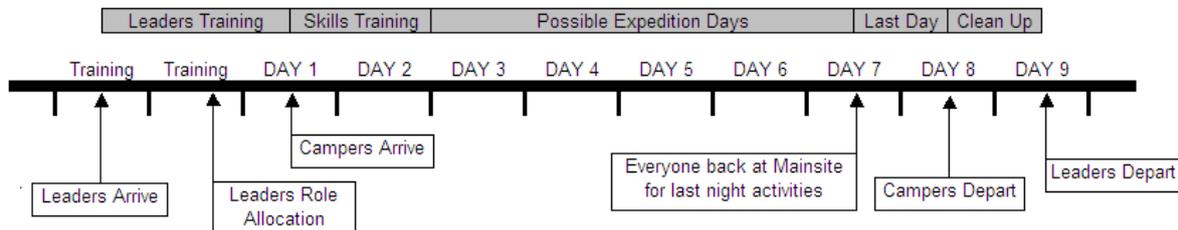
Each camp is divided into small groups, which we call patrols, of eight to twelve campers of a similar age. The patrol is led by two leaders, with the total number of campers in the patrol usually made up of half girls and half boys, if the numbers allow. The leaders of the patrol are known as **Patrol Leaders** and participate in all program activities with their patrol. In recent years, there have usually been four or five patrols in a camp.

Supporting the Program Directors and Patrol Leaders are a group of other leaders we collectively call the **Yacht Club**. The Yacht Club includes all leaders that are not patrol leaders. This group of leaders assist in all areas of camp activities including Island Directing, Skill Instruction, cooking, organising camp games and activities and providing relief for patrol leaders.

The camp experience

Camp involves two types of experiences – time spent at mainsite, and time spent on overnight trips, or ‘expeditions’. At mainsite, patrols get to know each other and their leaders, enjoy the site and the activities it offers and learn the skills that equip the patrols to undertake the overnight expeditions.

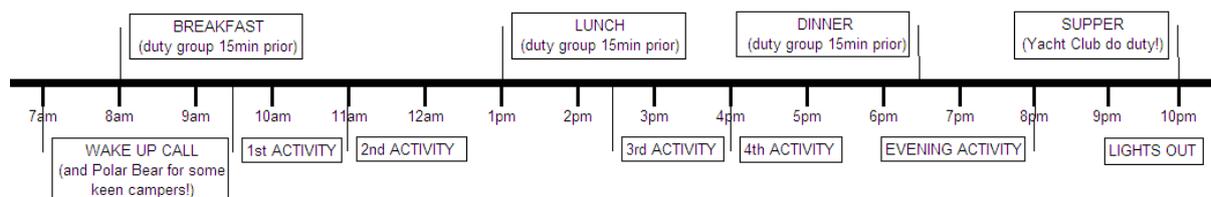
The timeline of an average Cooinda camp (for a typical 8 day camp)



The average day on mainsite commences between 7am and 8am, when a wake-up whistle (or other improvised device!) is blown. Some campers and leaders enjoy an optional pre-breakfast swim (Polar Bear) to start the day. Everyone meets in the hall (MJC) for breakfast and other meals. Patrols perform duties at camp to help prepare, set up and clean up after meals as well as other tasks around camp. The Yacht Club will usually organise an evening activity for patrols staying at mainsite.

The time at mainsite is structured to enable patrols to learn as much as possible and ensure the camps run smoothly. These days are divided into several activity sessions to enable groups to practice skills such as canoeing, sailing, archery, fishing, kayaking and expeditioning sessions. Most patrol groups spend several days in camp completing these activities before going on expedition. All patrols return to mainsite for the big camp finale, including the last night dinner, concert and lakeside fire and story.

An average day at mainsite



Accommodation on mainsite for campers and their patrol leaders is in large tents. For each patrol there is a boys' tent and a girls' tent, which are next to each other. Experience of tent living is part of the camp experience. Yacht Club leaders sleep in cabin accommodation while at mainsite and tents on Cooinda Island. Tarp shelters are used by patrols when out on expedition.

Camp leader role descriptions

Summer Camp Director

The Summer Camp Director liaises with Program Directors daily during the camp program regarding all aspects of camp, with particular reference to safety and the overall well-being of campers and leaders.

The Summer Camp Director also:

- operates the onsite camp office;
- confers with Program Directors about expedition plans, patrol movements, safety backup, program activities and weather, and boating;
- supervises the occupancy of the site before, between and/or after camp programs and in relation to the site owner, MLC;
- staffs the camp phone, including calls from patrols that are out on expedition;
- staffs the Cooinda base radio station (CC Base); and
- liaises with parents, suppliers, and the world outside Cooinda.

Program Directors (PDs)

This role begins well before camp. These experienced leaders work together to plan and supervise all aspects of the camp, including program activities and expeditions, and are responsible for the health and well being of all people at camp. They are often the last to bed and the first to rise. Their role includes:

- conducting the Leader Training Weekend and leader training in the two days before camp;
- assigning leaders to specific roles;
- assigning campers to patrol groups;
- planning and coordinating program activities with consideration of weather forecasts;
- approving patrol expedition plans and informing cooks, boat operators, Summer Camp Director and expedition leaders of proposed expeditions;
- ensuring safety backup is available at all times;
- conducting debriefing sessions for leaders during camp (chocolate and other treats included); and
- assigning “duties” to patrols e.g. meals, cleaning, dishes, etc.

Patrol Leaders

Patrol leaders are “frontline” leaders and are responsible for their patrol 24 hours a day. These leaders spend much of the camp with a co-leader and a patrol of campers. Patrol leaders act as defacto parents, role models, friends, motivators, teachers and humorists for campers. Patrol Leaders are encouraged to arrange breaks from their patrol with the Program Directors so that they can arrange for other leaders to be with the patrol. Patrol Leaders:

- sleep in tents with the campers;
- participate in all program activities and expeditions with their patrol, including duties;
- monitor the health and well-being of campers in their patrol including supervision of medications; and
- ensure campers’ safety at all times – this includes adequate sleep, sun protection and that they are eating and drinking adequately.



Mainsite leaders, otherwise known as the Yacht Club usually take on a number of roles.

The Commodore

This is a rotating role (a different person each day) that works closely with Program Directors, keeping them in touch with any issues that arise throughout the course of the day. The Commodore is responsible for daily co-ordination of the Yacht Club and allocation of daily tasks to leaders. The reason the Commodore is a rotating role is to share the workload and provide team leadership experience to a number of different leaders. Commodore responsibilities include coordinating Yacht Club involvement with daily tasks like cleaning, tea towels, general store, bank, evening program activities, and

relieving patrol leaders or supporting the cooks.

The Cooks

Cooks are basically the heart of camp. These indispensable people:

- prepare food for all meals on mainsite;
- oversee preparation and setting up of meals by duty patrols;
- ensure that the camp has adequate food supplies;
- ensure that Camp Cooinda's food safety program is followed; and
- DON'T do the dishes!

Skill Instructors – Canoeing, Kayaking, Sailing, Fishing and Archery

These leaders instruct patrols in the skills for each of the listed activities. Boating instructors also:

- ensure that all patrols have completed the approved level of instruction for each skill area and complete reports around this; and
- approve the skill level of patrols for expeditions, in consultation with the Program Directors.

Expedition Supplies Leader (“Tripping”)

Part of planning an expedition involves organising appropriate food and equipment. The Expedition Supplies Leader will:

- manage the tripping room;
- work closely with the Cooks to order supplies as approved by the Summer Camp Director;
- work with Patrol Leaders to provide requested supplies for expeditions;
- pack food and equipment ready for patrol expeditions; and

- supervise the return of food and cleaning of equipment to the tripping room (“de-tripping”) by campers and Patrol Leaders.

Expeditioning Session Leader

This leader conducts expeditioning sessions with patrols in their first few days at camp. During these sessions, the leader will inform patrols of possible expedition destinations and how to get there, what to take and how to pack, how to be safe when they get there, and menu options.



Island Director

The Island Director is stationed on Cooinda Island (at the main campsite). From there, they coordinate the Island program. The Island Director has little to do with patrols staying at Canoes X (the second Island site) as it is an independent campsite. The Island Director:

- supervises all Island activities;
- assists patrols staying at Island mainsite in cooking, making furniture, swimming and playing games (however, they do not take over the role of a Patrol Leader);
- ensures that patrols’ time on the Island is enjoyable;
- runs emergency evacuation drills for every group staying on the Island, including Canoes X;
- contacts Cooinda mainsite by UHF radio (or phone) when each patrol arrives at any Island site and at least fifteen minutes before any patrol leaves the Island, for a weather update; and
- contacts Cooinda mainsite once a day to check in and request supplies.

First Aid Officer

A leader with appropriate training will be designated for this role. Their role is to provide first aid care and advice to campers and leaders during the camp in conjunction with Program Directors. Any injuries or illnesses other than cuts and scratches must be reported to this person. This leader will:

- assess and assist with first aid incidents;
- document appropriately to ensure Camp Cooinda has a record of the issue and response;
- assist patrols out on expedition with first aid advice; and
- provide treatment of minor conditions.

Powerboat Operators

These leaders are especially skilled in powerboat operation to handle a range of weather conditions. They are authorised to operate Cooinda’s three powerboats to transport patrols and supplies around the lakes. They act as a safety backup / emergency response 24 hours a day for patrols out on expedition.

Expeditions

After some training sessions and before a patrol goes on expedition in craft, they must complete a five kilometre paddle and some other assessments like a deep sea rescue with canoes and a 'swim in'. This is a test for the patrol to see whether the group has the skills and group coordination that show they are ready to go on an expedition. Once a patrol has successfully completed this, they choose where they wish to travel around the lakes in consultation with the Program Directors.

Information about possible camping sites, destinations, what to pack and how, how to get there, what to do when you get there and meal selection is given to patrols during expeditioning sessions. There are many places a patrol may choose to go on the lakes, up rivers, or to Cooinda Island. Cooinda Island is a 6 hectare island about 10 km from the mainsite owned by Camp Cooinda. It has two campsites, mainsite and Canoes X. To get to these destinations the patrols can canoe, kayak, hike or take Cooinda's launch. Each expedition takes its own form, with the involvement of campers and leaders working together to make it happen. After being out for a few days, the patrols return to mainsite for much needed showers and sleep.

Expedition distances and number of nights vary depending on the age and skill level of the patrol. Older patrols can often travel further and stay away longer than younger patrols which often do one night expeditions and stay at mainsite more. All patrols usually have a great time, whether on small trips or longer.

Tripping is the process by which food and other equipment get from the expeditioning (or tripping) room into the patrols packs or barrels. De-tripping is where, upon returning from expedition, all food and equipment is unpacked, washed and returned to its rightful place. The Expedition Supplies Leader completes the collection of food and equipment ready for an expedition. The final checking and packing is completed by Patrol Leaders. The keys to successful tripping are planning and packing.

Expeditioning notes for Patrol Leaders

Planning:

- Patrol Leaders work with their patrols to decide where they would like to go on expedition in consultation with Program Directors.
- Patrol Leaders work with their patrols and the Expedition Supplies Leader to produce a delicious and satisfying, yet practical menu (it is not always possible to get your first choice).
- Know what food you are getting and which meal it is for (the menu form prepared by the Expedition Supplies Leader is a great help for this - don't forget to take it with you!).
- Be aware that supplies in the expeditioning room (and kitchen) are not on a help yourself arrangement. Everything must be checked out with the Expedition Supplies Leader who has to provide for all patrols.



Packing:

- Food checking and packing is done by Patrol Leaders, with help from the Expedition Supplies Leader.
- Think about asking an experienced leader to act as a mentor if you're packing gear for the first time (especially if the Expeditioning Supplies Leader is busy).
- Use the tripping checklists supplied by the Expeditioning Supplies Leader to check you have all the food and equipment you need.
- *When packing into barrels:*
 - it is easiest to pack all the ingredients for one meal (or meals) together into one barrel (tins on the bottom, soft stuff on the top);
 - pack the meal that will be required first at the top of the barrel;
 - always remember to LABEL BARRELS CLEARLY using masking tape; and
 - consider rules for who can access the barrel contents on expedition, e.g. Patrol Leaders only.
- *When packing into packs:*
 - it is impossible to keep meal ingredients together in packs; this problem can easily be overcome by taking a copy of your menu with you.
- When checking equipment – always check the tarp sizes and practice setting up the toilet tent, tarps and fire barrels before you go.
- Extra chocolate is always beneficial!

De-Tripping:

De-tripping is a whole patrol activity that needs to be completed before anyone has showers or attends to personal gear. It is the responsibility of the Patrol Leaders to work with the Expedition Supplies Leader to ensure that all tasks are completed before your patrol leaves the tripping area.

Patrol leaders expedition checklist

This checklist is designed to help ensure you have prepared and packed everything ready for your patrol to go on expedition.

Preparation:

- Program Director/s have approved the expedition.
- Patrol food and special equipment requests have been provided to the Expeditioning Supplies Leader.
- The Expeditioning Supplies Leader has been notified of any special food requirements for your patrol (eg. Vegetarians, Dairy Free, Gluten Free).

Packing:

(Most packing is completed the night before the expedition for morning departures)

- Assist your campers to pack their personal gear. Ensure that all essential items have been packed and un-pack any non-essential gear.

Essential Items:

- Full personal water bottle
 - Japara
 - Sunscreen
 - Insect Repellent
 - Hat
 - Water Shoes
 - Woollen Jumper
 - Waterproofed sleeping bag
 - Dry change of clothes and shoes
- Pack your own personal gear.
 - Once the Expeditioning Supplies Leader is ready, double check that all the required food is packed.
 - Ensure that food quantities are enough for your patrol.
 - Double check that all required equipment has been packed.
 - Pack food and equipment.

Before Departure:

- Obtain a **first aid kit** from the Expeditioning Supplies Leader.
- Pick up a **mobile phone** from the Summer Camp Director.
- Arrange **call in times** with Program Director/s.
- **Storm rig tents.**
- Check that items from **expeditioning fridge** have been collected.
- When your whole patrol is completely packed and ready to go, participate in an **Expedition Briefing Session** with the Program Director/s.

Care of craft and equipment

Camp Cooinda's boats and equipment are important and valuable assets. If everyone can do a few key things to take good care of them they will last a lot longer. During boating sessions on mainsite, the instructor or Patrol Leader will go through a few of the basics. These will include getting out of your boat before it has a chance to grind on the sand, and appropriately stowing PFDs (Personal Flotation Devices, i.e., life jackets), paddles and craft.

Caring for Cooinda's equipment is pretty much common sense, but it is worth noting here that on expedition the same rules apply. One difference is that on expedition paddles and PFDs are usually stowed under upturned craft that have been pulled well off the beach and out of the way. Avoid people using barrels as seats as they are easily damaged.

Key safety rules when on expedition

- PFDs are always worn during boating activities.

- Always keep within 100m from shore, except at designated crossing places and times (this distance means you will be within easy access of land in the event of a sudden change in the weather).
- Always have a leader in the last boat (so at least one of leader can see all boats that are on the water).
- All boats should be within 50m of each other (to allow for easy communication) and even smaller if required, especially for channel crossings.
- It is easier to paddle a canoe in a straight line if it is evenly balanced on either side of the keel.
- Boats should always be loaded and unloaded when they are fully afloat.
- Slip, Slop, Slap.
- Keep hydrated.

Prior to departing on expedition, the patrol will participate in a pre-expedition briefing conducted by a Program Director. The Program Director will go through the route, campsite(s) weather forecasts and any crossing places and times. It is important that these details are not changed without the knowledge of the Program Directors. Stick to the planned expedition route and campsites. It is important that, in the event of an emergency patrols are at the pre-determined place. With all patrols carrying mobile phones, any desired information or assistance is only a phone call away.

Lake crossings

The most common lake crossing is from Point Wilson on Sperm Whale Head to mainsite (when returning from the Island, Bunga Arm or Rotamah Island). When a patrol arrives at Point Wilson, the best place to pull up your boats is around the point, looking towards camp. Not only is this closer to a nice grassy area (great for a picnic lunch, relaxation or a game of cricket), but it also allows the Program Directors to see that a patrol of red canoes has arrived safely. This is very important.

The pre-arranged time at which a patrol is to make their crossing is determined by three factors: the return from expedition of other patrols, the availability of safety backup boats, and the weather. For each of these reasons, it is important that patrols do not begin to cross early. If you are concerned about the weather when the time to cross comes, simply call Camp to confirm whether or not you should cross. If for some unusual reason your patrol is not carrying a working mobile phone and there are no boats at the jetty (from which you could radio mainsite), sit tight and somebody will get to you to let you know whether it is safe or not to cross. If you need immediate attention, a canoe standing on its end against a tree will draw a rapid response.

Weather

Perhaps the most important point to remember is never to try to race an oncoming weather change. Winds (especially South Westerlies) can be very strong and change without warning. It is comforting to remember that you are never alone – the Program Directors and others at mainsite keep a close eye on every patrol's activities. They are always ready to come to your aid if there are any weather

changes, medical emergencies or other circumstances. There are two key weather policies you need to remember when out on expedition. If either of these occur, pull your patrol in to the shore (where it is safe to do so) and contact camp.

Strong wind

Canoeing and kayaking stops as soon as practicable when any one of the following occurs on the water on which canoeing or kayaking is taking place:

- there are white caps; and / or
- waves reach 0.5 metres in height.

Thunder and lightning

When there is 30 seconds or less between lightning and thunder, as soon as practicable all boats shall be beached or moored in a safe location so that all campers and leaders can shelter on land and follow the detailed instructions given to leaders. We'll talk about what to do in thunderstorms in leader training.

Working effectively with campers

Campers come in all shapes and sizes, with highly varied backgrounds. For many, Cooinda is an amazingly new and different experience, but the challenges and joys of living and working with a patrol may take a little getting used to.

Most campers will respond wonderfully to leaders who are enthusiastic, positive and caring. The opportunity to be involved in decision making and to have their opinions respected will be valued. Leaders can have a very powerful influence on the behaviour of their campers through the example they set and the guidance they give.

Occasionally a camper may need some special attention. They might be unhappy, not joining in, or just plain difficult. Some suggestions to think about are provided below.

Be on the look out for possible problems and act early

- Early action can often resolve small issues and prevent them becoming big problems.
- Involve your co-leader from the start.
- Let the Program Directors know about problems even if you don't need extra help.



Get to know the camper. What is the problem from their point of view?

- Talk to the camper.
- Read the information on their application. Remember to respect their privacy – it's not to be shared with other campers!
- Talk to previous leaders (if the camper has been to Cooinda before).
- Talk to Program Directors and other leaders at camp.

Possible tactics

- Organise to do something that will be special for them.
- Consider an early expedition for several nights e.g. to the Island. This can help a patrol to gel.
- Address any tensions with other campers. Ensure individuals are respected.
- Seek advice from your fellow leaders – the nightly leaders meeting is a good place to bring up any thorny issues you might need a hand with – or just a friendly hug.
- Try using rational explanations; tell them *why* you are doing things, for example, safety requirements for expeditions, fairness, and camp philosophy.

Involve the Program Directors

- They are keen to know about any potential problems and help you sort things out.
- They will intervene personally if necessary. It is sometimes helpful to have a third person talk to the camper, offer to help, lay down the law, etc. depending on the circumstances.
- Rarely, it is necessary to pull a camper out of a patrol, or send someone home early. The Camper's Code, acknowledged by each camper in the application process, deals with this possibility.

Look after yourself

- Leaders are asked to do their best, not to be perfect, and not to solve the problems of every camper.
- If you are feeling it's all a bit much, arrange with the Program Directors to have some time out – there's nothing like a bit of a nap, or some peace and quiet to help you recharge.

Supporting emotional wellbeing of campers

Campers come to Cooinda with all kinds of experiences and emotions. Most add to and enrich the great experience we offer at camp. But sometimes, if they talk to us about anxiety, family breakdown, eating disorders, traumatic experiences or other mental health challenges, it can be hard to know how to react or what to do.

In response to hearing that leaders wanted in order to feel more confident and competent in supporting campers with these challenges, a special workshop was held to bring together some experts to provide advice on how we can best help and provide support to campers in this situation. Some of the points from the workshop are included here to help you in responding to campers (and other leaders or friends) who might need some emotional support.

It is a privilege to be trusted by a child

When a child or young person chooses you as a person they trust to share a traumatic experience with or to tell you something personal, it is a position of privilege. You may be the first person they've told or the first person willing to listen. They might never tell anyone else.

The child or young person may not be expecting you to do something with their story; they may just want to be heard and to share. Listen and ask how you can help but also be clear about action you must take and don't make promises you can't keep, like promising not to tell anyone. More information about situations you are required to report is provided later in this manual.

A good response to a child when they say they don't want you to tell anyone else is:
"If you trust me enough to tell me about this, then you can trust me to make the right decision about what to do, and this is what I need to do."

Basic points for talking it through with a camper

1. 'Don't just do something, sit there'. Less is more. Listen more, talk less.
2. Thank the person for sharing with you.
3. Empathy is much better than sympathy. For the camper, being heard and understood, talking with someone who really **gets** you matters most.
4. Ask the person what their hopes are in telling you.
5. Don't make promises you can't keep.
6. Be very clear about the limitations of your role.
7. Tell them you'll do your best to help but you might need more information and more support from others to get the best to care for them.
8. Avoid being judgmental, it's not your job to investigate or determine the truth.
9. Consider your non-verbal communication. If you shuffle, twitch, roll your eyes or sniff, what message are you conveying?
10. Avoid responses intended to lessen anxiety that may make the camper feel worse, like:
 - Minimising – "There, there!" "Never mind"
 - Dismissing – "It can't be that bad!"
 - Offering solutions too quickly
 - Taking sides – "The others are behaving really badly..."
11. Tell the PDs of any concern, even if just to make them aware of problematic behaviours.

Eating disorders

The cause of eating disorders can involve biological, psychological and social factors. They're about more than just food and people with an eating disorder can have an 'appetite' for other things such as love, relationships, control, etc. Treatment can take two to three years and the individual may not have the capacity to deal with it on their own.

People most at risk of developing an eating disorder:

- adolescents;
- those who diet;
- those with body image concerns;
- those with self-esteem issues;
- those who have high external and internal pressures (family, own perfectionism);
- people who have difficulty with expressive language; and / or
- people with experiences of sexual abuse.

Principles to remember when you're concerned about someone with an eating disorder:

- Don't ignore the problem, engage with the person & express concern.
- You will not do any harm by asking about what's going on, but don't leap to a label.
- Listen to them, silence is okay, you don't always have to talk.
- Help them think about their dilemma (you don't need the answers).
- Recognise their struggle to find their own 'appetite' (likes, dislikes, goals in life).
- Don't 'collude' or go along with the disorder. You don't want to battle with them but be forthright about your concerns from the beginning.
- Set limits of what is acceptable while still being warm.
- Discourage secrets.
- Using sentences with them like "I want you to be healthy", "I'm concerned about you..." , "I wouldn't feel ok with myself ..."
- Don't just have a chat and then let it go, continue to follow-up with them.
- Involve the PDs, who will consider what support they might need outside of camp and involvement of parents or carers.
- Be careful how you discuss your own food choices or needs with other people.

Other important points to remember about supporting others:

- You won't do any harm by asking someone if they're okay and acknowledging that you're worried about them.
- Trying to help is always okay, but remember not to interfere in patrol dynamics without the permission of Patrol Leaders.
- You don't have to have all the answers – sometimes the best way to help is just to be there and be available to listen.

- The best way to tackle inappropriate behaviours (like bullying or inappropriate sexual or gender based comments) is to 'call out' the behaviour and address it early. Ignoring it will not make it go away. **'What you allow, you teach'**.
- Self-care – Get yourself support and find others to share your own feelings with. Dealing with your own response to what you've been told can be difficult. Recognise how it has impacted you and don't carry the burden of others alone.
- Ask for advice – There is so much knowledge within our own leadership team already, we need to access each others' knowledge and seek advice more often.
- Modeling respectful relationships within our leadership team will set the tone and lead campers by example. This is the best way we can help to ensure that our campers have positive relationships and display respectful behaviour themselves.

Co-Leaders

Finding yourself in charge of a group of teenagers with a co-leader you hardly know can be a challenging experience! Often, you'll find yourself with a new friend for life, but it isn't always a bed of roses. Cooperation between co-leaders is important to make sure that an even distribution of workload is achieved. The following is a list of common problems encountered by new and experienced leaders and some tips for happy co-existence.

Common problems

The fine line – Finding a balance between friendship with campers and being an authority figure can be challenging. Generally, this gets easier with experience, but do always try to keep in mind your responsibility for campers' safety and well-being, as well as their enjoyment. It is often easy to be either too responsible or too much fun as a leader. Remember it is a balance of both.

Good cop, bad cop – One leader finds themselves doing all the tough jobs (getting campers to do the dishes, duties, enforcing lights out), while the other leader initiates only fun stuff. This can be an extremely frustrating situation for the "bad cop". No one enjoys playing the dragon all the time and yet there are rules which need to be enforced, especially related to safety and jobs to be done. Communication with your co-leader is the crucial factor here. They may not even realise they are doing it. Try to take it in turns doing the tough jobs so that the balance is equal.

Outgoing or quiet – Sometimes you'll find yourself leading with someone who has a very different personality from your own. Don't let yourself be either domineering or domineered, and try not to let it develop further into a good cop, bad cop situation. Communicate. Talking is better than thought reading! Just because someone is quiet doesn't mean they can't do some of the difficult leadership roles, but you have to give them a chance. Just because someone is loud and outgoing doesn't always mean they are right or more fun.

Experience or inexperience – This is a common situation for first time leaders. Obviously, we like to match you up with someone who knows the lakes and the camp system well the first time you lead. That doesn't mean you become the apprentice leader or oldest camper, although it can be intimidating and difficult to get a word in with a confident and experienced leader who has probably forgotten how strange it can all seem when you first lead. Remind them. Talk about it before camp, make use of this Leaders' Manual and most importantly, don't be afraid to ask for help or advice if you need it. Remember also that knowledge of the lakes and prior experience is not all there is to leading. Try and think of other things you can bring to the patrol: jokes, games, stories, music, encouragement and your generally wonderful sense of humor and scintillating conversation!

Tips for happy co-existence

Individuality is a good thing!! – Cooinda thrives on the enormous variety of backgrounds, skills, interests and experiences of its leaders. Your personality will influence the way you lead. Be proud of your individuality and accept the individuality of others.

Diplomacy in dealing with others – Try and find positive ways to solve differences or air differing ideas. People don't react well when they feel threatened or put down. Think about what you want to say to a co-leader or camper and how to approach it first. Try talking it over with a Program Director.

Time out – Try and find some time each day to talk to your co-leader without the campers being around. While the campers are showering, doing dishes, getting changed, or after they've gone to bed are possibilities. Even if you don't think you need it, try and make it a routine so that if there are any issues your co-leader would like to raise it will be easier. It is hard being with campers 24 hours a day. You may also feel you need some time to yourself. If so, organise with your Program Directors and co-leader to have some time away from your patrol every now and then.

Rotate leadership tasks – If one leader is at the back of the expedition craft in the morning, swap for the afternoon. If you supervise cooking dinner while your co-leader helps with tents in the afternoon, swap roles for breakfast and packing up in the morning. Alternate giving the patrol instructions and calling into mainsite.

Tolerance of other leading styles – Everyone has different ideas about the best way to lead. Some people think it's all about giving clear directions, some jump in and lead by example and others have a more laid back approach and assume that the kids will work it out in the end. Hopefully you'll develop a combination of all of these, but your co-leader may have other ideas. Once again, communicate and give another leader's style a go.





Use your pre-camp leadership time – This is the perfect opportunity to ask questions and chat about situations that might arise. You can also have a good sticky beak at how others deal with situations!

Program Directors - Remember they've been leaders many times and are always there to help, even if it is just for a much needed cup of tea, chocolate and chat. Don't let things get bottled up. If you feel frustrated, anxious, overwhelmed or anything else, pop in to see the Program Directors and get it off your chest. They have lots of experience and can offer really good advice!

Serious Stuff

Policies, legal liability considerations, and insurance of many shapes and sizes are a necessary and important part of the running of Camp Cooinda. Although terms such as “duty of care” may seem intimidating, leaders need to be very conscious of the legalities and responsibilities involved in running a camp program. Don't let this detract from the whole camp experience though – there are two main things that we all need to remember:

- The reason we all come down to Cooinda is to have FUN IN THE OUTDOORS.
- Program policies are basically COMMON SENSE that help us manage risk.

Fun can be so many things to so many people. Fun can be: a 50 km paddle; a stroll up the beach; erecting a magnificent tent structure; sleeping under the stars; savoring a gala feast or boiling a billy; initiative games or a chat around the fire.

As leaders, we can all enjoy these things too, but our primary responsibility is to ensure the campers do them in a safe environment. This is where the common sense part comes in. For all of the activities we do on camp there are certain things that need to happen, some more obvious than others. For example, when in canoes, kayaks and sailing boats everyone always wears a PFD that is ‘zipped and clipped’.

However, just because safety and liability can be covered by a commonsense approach, does not mean we can afford to learn about and then forget them – but equally they should not intimidate us. This will be different for different people, and indeed it will vary depending on what your role is on camp.

Objectives and program policies

Before becoming a leader at Camp Cooinda, everyone acknowledges that they have read, understood and agree to abide by the objectives and policies as set out by the Committee when they submit their online leader application. Although the policies themselves are clearly worded, the underlying reasons as to why and how they help to ensure safe and enjoyable programs are not always immediately obvious.

Cooinda has many water based activities, and it makes sense that everyone involved be able to swim. 100 metres is regarded as a reasonable distance to ensure a satisfactory degree of competence. This policy is NOT directly linked with the requirement that canoes and kayaks keep within 100 metres of shore. Canoes and kayaks need to keep within 100 metres of shore because, in the event of a change in

the wind or weather, 100m or less is regarded as a reasonable distance to allow all boats to reach land safely.

For similar reasons, it is important that groups stay close together when paddling and that there is always a leader in the back boat. Aside from the necessary supervision and communication reasons, paddling together allows for creative formations, games and harmonious (?) singing. The fact that every patrol has instruction sessions and goes on a 5km paddle before being approved to go out on expedition ensures that campers are prepared physically and mentally for the trip, and that leaders have the opportunity to assess the abilities of their campers. This kind of preparation goes a long way towards making expeditions safe and fun.

In a similar way, we practice a whole camp response to emergency situations in our training to make it less likely that any mishap will occur – and to be prepared to respond effectively if an emergency does occur.

Insurance

Insurance is a big part of running a camp program and it affects what activities we can offer campers. The insurance companies, in their efforts to ensure that we run safe programs, have gradually increased their expectations of our approach to risk management. We must respect these rules if we are to be covered by liability insurance. Instead of feeling intimidated by these we need to accept them, learn from them and adapt to them in order to continue to enjoy all the other great things Cooinda has to offer.

Child protection

Following the Victorian Inquiry into the Handling of Child Abuse by Religious and Other Organisations, the Victorian Government made substantial legislative changes, including changes to the *Crimes Act* and the *Child Wellbeing and Safety Amendment Act 2015*. New Victorian Standards require us to have clear child safe policies and processes for responding to and reporting suspected child abuse; an organisational culture of child safety which includes a code of conduct that establishes clear expectations for appropriate behaviour with children by all people involved in our organisation; and policies that encourage the empowerment of children.

While Camp Cooinda Inc. already did much to support child safety, we have responded to the new legislation by strengthening our policies and procedures, furthering our commitment to promoting and protecting the best interests and safety of children involved in its programs.

Child protection policy of Camp Cooinda Inc.

- Camp Cooinda is committed to promoting and protecting the best interests and safety of children involved in its programs.
- All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.
- Camp Cooinda has zero tolerance for child abuse. Everyone working at Camp Cooinda (volunteer or otherwise) is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.
- Child protection is a shared responsibility between Camp Cooinda Inc., and its volunteer leaders, contractors, associates, and members of the Camp Cooinda community.
- Camp Cooinda supports and respects all children and volunteers. Camp Cooinda will consider the opinions of children and use their opinions to develop child protection policies.

The purpose of this policy is

1. to prevent child abuse at Camp Cooinda;
2. to work towards an organisational culture of child safety;
3. to ensure that all parties are aware of their responsibilities for identifying possible occasions of child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse if it occurs;
4. to provide guidance to volunteer leaders as to action that should be taken where they suspect any abuse within or outside of the organisation;
5. to provide a clear statement to volunteer leaders forbidding any such abuse; and
6. to ensure that any and all suspected abuse will be reported and fully investigated.

As a volunteer leader at Camp Cooinda you share in the responsibility for the prevention a detection of child abuse and have a responsibility to:

- familiarise yourself with the relevant laws, the Code of Conduct and Camp Cooinda's policies to protect children, and comply with all requirements;
- report any suspicion that a child's safety may be at risk to the Program Directors (or, if a Program Director is involved in the suspicion, to a responsible person in the organisation);
- report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and / or the Victorian child protection service) and fulfil your obligation as mandatory reporters; and
- contribute to a camp culture that is supportive of all children's emotional and physical safety.

Cooinda Code of Conduct

All leaders are required to accept the conditions in this code during the leader application process.

CODE OF CONDUCT FOR VOLUNTEER LEADERS WORKING WITH CHILDREN AND YOUNG PEOPLE AT CAMP COOINDA

All volunteer leaders at Camp Cooinda are required to abide by this Code.

During the camp program, the Camp Director fulfils the role of the Child Protection Officer. Outside program, this role is fulfilled by the Executive Officer. The Child Protection Officer provides information and support to all volunteer leaders, children, young people and their carers regarding child protection matters.

The Camp Director and Program Directors are:

1. responsible for the overall welfare and wellbeing of volunteer leaders;
2. accountable for managing and maintaining a duty of care towards volunteer leaders and children in Camp Cooinda programs; and
3. responsible for relevant administration of programs and activities in their area, including the maintenance of records in accordance with Camp Cooinda's document management protocols.

All people involved in the care of children on behalf of Camp Cooinda will:

1. work towards the achievement of the aims and purposes of the organisation;
2. maintain a duty of care towards others involved in Camp Cooinda's programs and activities;
3. establish and maintain a child-safe environment for children and young people;
4. be fair, considerate and honest with others;
5. treat children and young people with respect and value their ideas and opinions;
6. act as positive role models in their conduct with children and young people;
7. be professional in their actions;
8. operate within the policies and procedures of Camp Cooinda and comply with organisational guidelines on contact with children;
9. value diversity and foster an inclusive camp environment for all campers and leaders;
10. respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a "need to know"; and
11. contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

1. shame, humiliate, oppress, belittle or degrade children or young people;
2. unlawfully discriminate against any child;
3. engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. initiate inappropriate physical contact with a child or young person or do things of a personal nature for them that they can do for themselves;
5. be alone with an individual camper in a setting where they cannot be seen by other people;
6. develop a 'special' relationship with a specific child or young person for their own needs;
7. show favouritism through the provision of gifts or inappropriate attention;
8. arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
9. photograph or video a child or young person without the consent of the child and his/her parents or guardians;
10. work with children or young people while under the influence of alcohol or illegal drugs;
11. engage in open discussions of a mature or adult nature in the presence of children;
12. use inappropriate language in the presence of children; and
13. do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

What happens if you breach this Code of Conduct?

If you breach this Code of Conduct, you will face disciplinary action, including possible termination of your engagement with Camp Cooinda.

Promoting the participation and empowerment of children

Camp Cooinda's values, philosophy and program design are all about promoting the participation and empowerment of children and young people. Our approach to co-operative group decision making and youth participation, encourages campers to question and speak up about their experiences and needs.

The following list provides examples of youth participation and empowerment at Camp Cooinda.

- Non-directive leadership (especially by patrol leaders) that support young people to make decisions, learn from mistakes and embrace new experiences at camp.
- Avenues for informal consultation and participation.
- Formal consultation and information sharing with Program Directors.
- Camper-directed expeditions, determined by co-operative group discussion and decision-making.
- Reflective practice including 'thoughts for the day' presented regularly, evening discussions in patrols about how their day has been.

Responding to and reporting suspected child abuse

It is Camp Cooinda's policy to report to Victoria Police (telephone 000) if any person believes a child is in immediate risk of abuse or has experienced abuse on a Camp Cooinda Program.

If such a report is made to a Program Director/s or Summer Camp Director by a leader, camper or other person, it is their responsibility to immediately notify Victoria Police on telephone 000.

In situations where a Program Director or senior leader is suspected of involvement in the activity, or if the person having the suspicion does not believe the matter is being appropriately addressed or dealt with, the matter should be reported to the Camp Director or a member of the Executive Group of the Committee of Camp Cooinda.

If the police or the appropriate child protection service decide to conduct an investigation of this report, all volunteer leaders, members and contractors must cooperate fully with the investigation.

Cooinda's policy is consistent with Victorian laws which reflect the responsibility of all adults in our community to protect children from the harm caused by sexual abuse. **This means if you as a leader are told that such an offence is happening or has happened to a child, you are obliged to report it.** Failure to do so is punishable by a term of imprisonment. The Camp Director and Program Directors are here to support you if a report is required and your identity as the person making the report will be kept confidential by the relevant authorities.

There are some exceptions to the reporting requirement under *Section 327 of The Crimes Act 1958*, which include:

- If you reasonably believe the information has already been reported (e.g. you have informed a Program Director and they have reported the information to police on your behalf).
- If you have a reasonable fear for your own safety or that of another person should the information be disclosed.
- If the child has attained the age of 16 or older and requests that the information is not reported.
- If you came to have this knowledge when you were a child yourself (e.g. when you were a camper and another camper told you).

A 'Failure to disclose offence' factsheet can be downloaded at www.justice.vic.gov.au.

Seeking External Support

Lifeline Australia 13 11 14 – Crisis support and suicide prevention

Kids Helpline – 1800 55 1800

1800 RESPECT – 1800 737 732

Centre Against Sexual Assault (CASA) Counselling & Support Line – (03) 9635 3610

Other things to think about

Another important concern in running a camp for teenagers are the issues that surround gendered behaviour. These are sometimes not easy to understand – primarily because different people perceive the same event in a myriad of ways. What you may think is fun and acceptable behaviour may make another person uncomfortable. So it is important to take care in what you say and how you behave towards others.

While there is no doubt that personal relationships can and do make the camp experience that much richer, there are some considerations that need to be kept in mind:

- Leaders must never allow themselves to be in a position where they are alone with a camper.
- If in doubt, exercise caution; and as dull as it might sound, be conservative.

Although these considerations are important they should not overly influence your style. For example, if you need to have a one-on-one chat with a camper (which is pretty likely during the course of a camp) find a place where you can be seen but not heard (e.g. sitting on the pine railings outside the MJC).

As times change, so do social attitudes and perceptions. A lot of these affect the way that camps run.

As a leader, you need to remember that whilst you are having fun, there are some things that we may enjoy doing at home, or in different circumstances, that are not appropriate in the camp situation where we are responsible for young people. It

really is a matter of being aware that managing risks and safety and other serious stuff are an important part of being a leader.

Medications required by campers

In March 2011, after a review by a working group with medical qualifications, the Committee of Camp Cooinda adopted revised policies for medications required by campers.

Details of all medications a camper is likely to require during the camp program are recorded by the parent or guardian on the camper application. This information is reviewed by the person managing Camper Applications to check that information is complete and ensure that campers with complex medication requirements can be appropriately managed at camp.

During camp, medication for campers will usually be stored and supervised by Patrol Leaders.

Medications, in their original containers and complete with the child's name, dose and expiry date, should be handed to Patrol Leaders at the beginning of camp for safe storage. Patrol Leaders will then supervise doses at the stipulated times. Any exception to this must be arranged by the parent or guardian with the Summer Camp Director or Program Director.

Patrol Leaders should be given an opportunity to review Camper Information Forms before campers arrive to become familiar with required medication and address any questions.

Antihistamines should not be administered to campers unless a parent/guardian has recorded this in the medication table in the Camper Application Form or an allergy management plan.

Paracetamol tablets are included in First Aid kits on mainsite, the Island and those used on expedition. Paracetamol can be administered to a camper for pain relief provided a parent/guardian has consented to this in the Camper Application Form.

Patrol Leaders should contact a Program Director before paracetamol is provided to a camper – the PD will record the dose and time. The default maximum dose is one 500 mg tablet each 4 hours (and a maximum of 4 tablets in 24 hours for 12 year olds and 8 tablets in 24 hours for those older than 12 years). All paracetamol use must be documented.

Duty of Care

“What is meant by duty of care is that a person, in a given set of circumstances, is required to fulfill a standard of conduct to ensure that harm is not caused to others.”

From Choose with Care. Building Child Safe Organisations. ECPAT Australia, South Melbourne, 2001

What this means: You must take reasonable care to avoid acts or omissions which you can reasonably foresee would be likely to injure or cause harm to persons to whom you owe a duty of care.

Camp Cooinda's duty of care

Camp Cooinda Inc. as an organisation, and leaders individually, owe a duty of care to each camper. We take responsibility for the safety and well-being of campers from the time they board the chartered bus or are delivered to the site until they are collected from the site or leave the chartered bus at the place and time authorised by a parent or guardian.

Camp Cooinda Inc. is responsible for its policies and practices in selecting, retaining and supervising leaders:

- Selection is about what the organisation knows or should know when selecting a person as suitable to be a leader.
- Retention is about what the organisation discovers or should have learned after a person becomes a leader and what action the organisation takes.
- Supervision is about the policies and procedures the organisation puts in place for the conduct of activities and to guide the behaviour of leaders. This is a focus of pre-camp training.

Leader duty of care

Camp Cooinda leaders have a well-deserved reputation for being friendly, caring, and skillful in a wide range of camp activities. By being alert to factors that affect campers' enjoyment and safety we provide interesting and sometimes challenging activities in which risks are reduced and managed as far as practicable.

The camp situation is very different from leaders' usual life at home or work. Community standards are changing to place higher expectations of care on organisations caring for children and young people (the introduction of Working With Children Checks is a prime example of this). For these reasons, the particular issue of leader-camper relationships deserves attention. Leaders need to give special attention to some matters while at camp **and after the camp has finished:**

- Leaders are role models and representatives of Camp Cooinda Inc.
- As far as practicable all activities with small groups of campers involve at least two leaders.
- Leaders must practice the **"two-person rule"**. A leader should not be alone with an individual camper in a closed setting where they cannot be seen by other people. This protects the camper from inappropriate behaviour by a leader and protects the leader from false accusations of inappropriate behaviour by a camper.
- The two-person rule requires especially careful attention in any situation where campers change clothes, shower or sleep - on expeditions, in tents and in showers. There are many camp activities in groups where some touching is part of good fun and is affirming for the camper (such as a group hug). Leaders must take care to avoid touching on breasts, buttocks and groin and respect any

wishes by a camper (whether expressed in words or indicated by behaviour) not to be touched.

- Any concerns a leader has about his or her relationships with campers or the relationship of any other leader with campers should be raised immediately and in confidence with a Program Director who will be ready to assist sensitively with this important but delicate issue.

Drugs, Alcohol & Smoking

During a camp program, leaders and campers may not consume alcohol or possess or use illegal drugs.

Smoking is discouraged on health grounds. Camp leaders do not supply cigarettes to campers. Any smoking by leaders will take place in a designated safe area out of sight of campers.

Contact with campers after camp

Campers and leaders often form strong bonds during camp, but your role as a leader doesn't end when the camp does. Leaders should continue to treat individual campers with a high level of respect, having regard to the standards of care that Camp Cooinda requires of its leaders, even after the end of the formal camp program.

The 'two-person rule' applies beyond the camp program including online such as telephone, text and instant messaging, email and social networking sites. What this means is that you cannot 'friend' them on Facebook (or any other online forum including SMS/text messages, email, instant messaging, Instagram, Twitter, and so on). You also can't catch up with campers in person unless there's another leader with you. You can continue to chat on the Camp Cooinda Facebook group page – such posts are public to all members of the group, and the site is monitored by administrators from Camp Cooinda.

The only exception is if you are related to a camper (i.e. they are a sibling or cousin), or you had a friendship with that camper and their family **before** your involvement with Cooinda as a leader, or the camper would benefit from ongoing support from a leader (this would require the agreement of the Executive Group).

Risks and Safety

The camp program is about fun, friends and new experiences in the outdoors. It offers young people opportunities to do something different from their lives at home and school. The following information aims to ensure that parents, campers and leaders are aware of the possible risks involved in Camp Cooinda's style of outdoor program and to provide information on how Camp Cooinda manages these risks and implements safety procedures.

The likelihood of a risk occurring depends on many factors, including those influenced by the organisation of the camp, the campers themselves, and other external causes. Camp Cooinda Inc. has an outstanding record of safety and is pleased that for more than 55 years the risks in its camping program have rarely –

and in the case of many risks, have never – occurred. A variety of safety measures are put in place to manage risks: for example, wearing a PFD in a boat reduces the risk of injury in a boating accident. It is important that campers and parents understand and consider the risks involved in the program to assess whether there is any unacceptable risk for the camper.

Accidents and illness

In the camp setting on the Gippsland Lakes in eastern Victoria there are all the usual outdoor holiday risks of such things as sunburn, insect bites, food allergies, sickness, accidents, snake bite, campfire burns, as well as the possibility of accidents travelling to or from the campsite.

Program activity risks

There are also specific risks that arise from Camp Cooinda's program activities – canoeing, kayaking, sailing, archery, fishing, hiking and overnight camping trips away from the main site.

Campers may fall out of a boat, get blisters on a hike, or become tired from energetic activity, particularly from paddling canoes on an overnight trip.

Although it has never happened in the 55 plus years of Camp Cooinda's operation, with lots of activities in and on the lakes and rivers, there is also the possibility that a serious boating accident could occur (causing severe injury or drowning).

Weather and Fire

The weather is not always as forecast, so groups can be exposed to unexpected wind, rain or temperature. The camp is located in an area of high bushfire risk in the summer.

Safety

Camp Cooinda Inc. takes the risks in camp activities into account as far as practicable in planning the camp:

- Leaders are selected and trained to give priority to the emotional and physical welfare and safety of campers.
- Leaders undergo a Working With Children Check or equivalent police check and are trained in their duty of care towards campers.
- Leaders are trained in first aid.
- The ratio of leader to campers in activity groups is one leader for each five campers and in the camp as a whole is not less than one leader for each three campers.
- Equipment is bought, monitored and maintained with the minimisation of risks with provision of swift responses to emergencies in mind.
- Campers and leaders always wear PFD's in canoes, kayaks, stand up paddle boards and sailing boats.

- Swimming by campers requires the permission of a leader in charge of the group and is approved only when the ratio of leaders present to campers in the water is at least 1 leader to 6 campers.
- PFDs are worn when swimming at the Nicholson River and during any night swimming.
- Campers are trained in boating skills and boating safety.
- There is safety back up from powerboats.
- All activities are supervised.
- Special attention is given to weather conditions and forecasts.
- All campers and leaders participate in an emergency assembly and evacuation briefing soon after arriving at the campsite and again at Cooinda Island.
- Camp Cooinda is an alcohol and drug free environment for both campers and leaders.

In addition, campers and parents also play a role in safety. Camp Cooinda Inc. has developed a set of requirements for campers about age, swimming ability, health and clothing that contribute to safety:

- All campers must be at least 12 years of age by the first day of the camp they are in. (The camp program with respect to both the physical activities and the nature of small group living is designed for campers over the age of 12).
- All campers must be able to swim at least 100 metres.
- All campers must be in good general health. (Parents and campers must discuss with the Camper Applications Coordinator any health condition that may impact on a camper participating in the program Camp Cooinda offers).
- Parents, campers and leaders are provided with a list of essential clothing and equipment for safety and enjoyment of the program, particularly emphasising a windproof and waterproof jacket, sunhat and sunscreen. To ensure easy access to what is an expensive item of clothing, Camp Cooinda arranges low cost hire of a japara jacket for campers and leaders who request it.

Driving and vehicle use in the camp program

Being able to drive to collect supplies and to transport campers is a necessary part of our program. Some expeditions wouldn't be possible without road transport but they would also not be possible without our leaders generously offering to drive, and for their vehicles to be used in the camp program, and we are very grateful for that additional contribution.

In 2015, the Committee of Camp Cooinda Inc. reaffirmed and made some important decisions around driving and vehicle use in the camp program. These decisions were made to reduce the additional risks involved with vehicle use as far as possible.

Our policies around vehicle use in the camp program are:

- A driver can drive their own vehicle in the program as long as they are a full licence holder and approved by a Program Director.

- A driver can drive another person's vehicle, as long as the owner has given their permission for another person drive it, the vehicle is comprehensively insured, the driver is over the age of 26 years and they have been approved by a Program Director.
- A Program Director can approve a younger person to drive another person's vehicle if in the urgency of the situation it is judged as desirable.
- Before approving any person to drive in the program, the person's driver licence must be current and sighted by a Program Director.
- Before approving any vehicle for use in the program, the vehicles registration status must be checked and comprehensive insurance documents sighted by a Program Director.
- A Program Director must also check to ensure that the vehicle has lap / sash seat belts for all passengers, head rests for all passengers and that the tyres are in good condition.
- The maximum number of persons travelling in a vehicle must not exceed the number of approved seat belts fitted in the vehicle.
- All campers travelling in a vehicle as part of the camp program shall be briefed in accordance with procedures approved by the Committee of Camp Cooinda Inc. and described in the Program Directors Manual, prior to the commencement of travel.

It is because of these risk management policies that we are now required to ask for this information when you apply to be a leader at camp and to check your driver licence, vehicle registration, vehicles and insurance documents to ensure that we are being as safe as possible in the decisions that we make about vehicle use and drivers in our camp program.

The Committee is now also looking to improve the driving skills of our leaders by providing you with an opportunity to complete a defensive driving course. We are also looking for people who hold (or would like to obtain) a light-rigid driver licence should the need arise where we hire a mini bus for use in the program. If you are interested in either of these things, please speak to a Program Director to express your interest.

Responding to emergencies

Camp Cooinda Inc. operates three motor boats and uses marine and UHF radios and mobile phones for safety backup and to provide activity groups with means of 24 hour communication while camping away from the base site.

Considering risks and safety

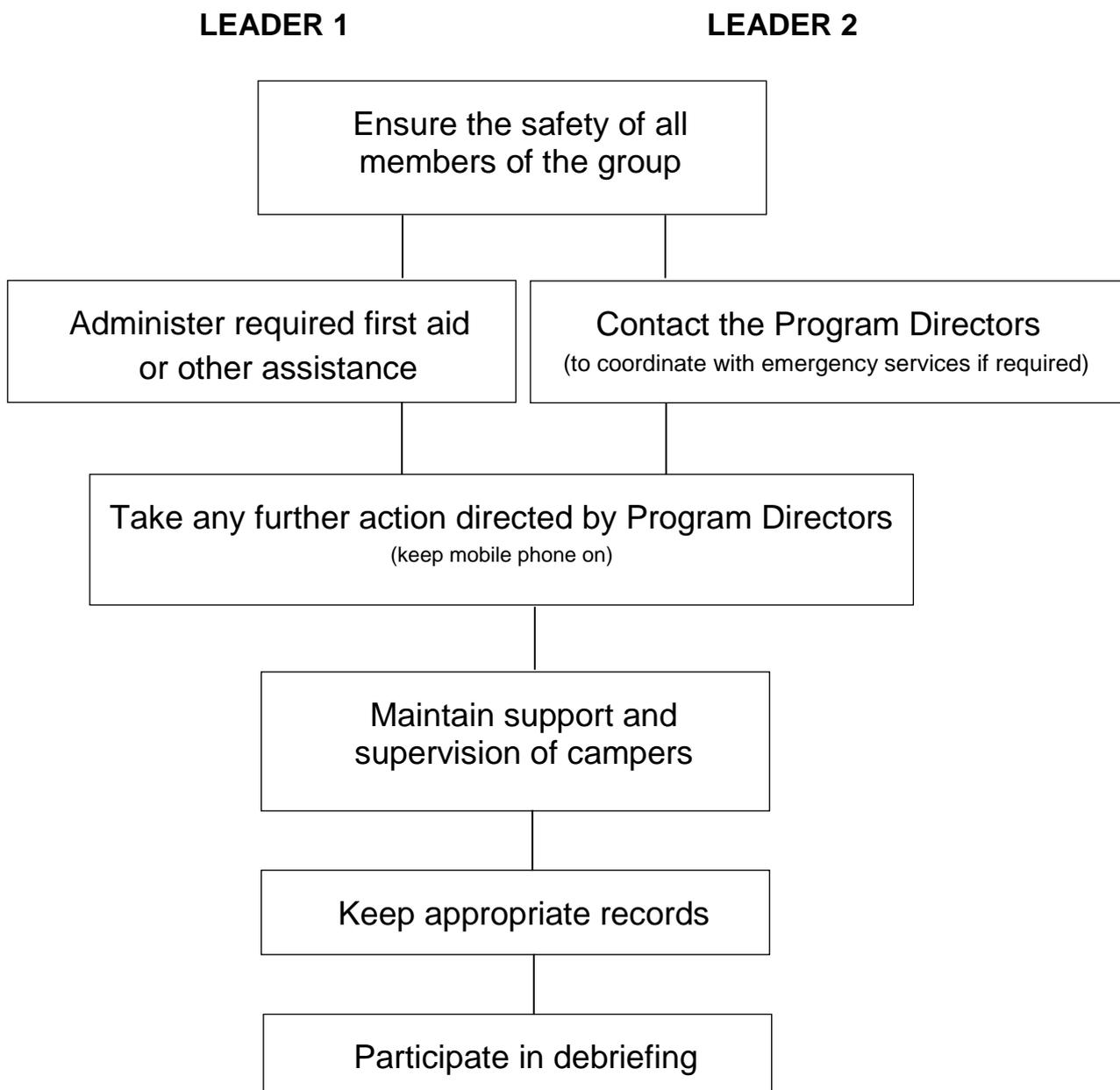
These procedures minimise but do not remove risks. Camp Cooinda Inc. continuously reviews and updates the procedures used to manage and minimise risks.

Much of the fun and special enjoyment of the camp come precisely from the activities that involve an element of risk. Cooperation of parents, campers, leaders

and the organisation is needed to effectively manage the risks to provide an acceptably safe setting for a great camp experience.

When parents, campers and leaders consider applying to participate in the camp, they must decide whether the level of risk is acceptable to them, and are invited to discuss risks and safety with the Summer Camp Director or the Executive Officer of Camp Cooinda Inc.

Emergency response actions by leaders



Extract from *Emergency Response Plan*, Camp Cooinda Inc. 2008

Public Statements

Leaders should be aware that the only persons authorised by the Committee of Camp Cooinda Inc. to make public statements about any incident involving or affecting Camp Cooinda are the President, Executive Officer, Summer Camp Director, and Program Directors of a particular camp.

Glossary

Camp Director's Cabin: "Barton Place". It is the camp office with phone and computer. The UHF radio base station is located here as well. This is where the Summer Camp Director is usually based during a camp.

De-briefing: After an expedition, the Program Directors will usually invite Patrol Leaders to discuss their trip with them over a relaxing drink and some well-deserved treats. The purpose is to support the Patrol Leaders, hear how the patrol is going and if there are any issues that need to be addressed.

Duck Arm: The long stretch of usually sheltered water along the north side of Banksia Peninsula. Camp Cooinda Inc. has a second area of land (2 hectares) with frontage to Duck Arm and shares a jetty in Duck Arm with Camp Mallana (Wesley College).

Easter Camp: Leaders and potential leaders (who are 18 years or older) are invited to come down to camp for the Easter break. Activities may include a short expedition or some skills instruction, and there is usually a focus on leadership training.

Escort: The smaller powerboat used to teach sailing and to accompany sailing expeditions.

Expedition: This is when a patrol packs up and heads off into the wild blue yonder. They may choose to canoe, kayak, hike, launch or sail.

Launch: This is the big boat which can be used to transport patrols to sites around the lakes. It is also used as a safety escort boat for lake crossings by canoes and kayaks and to rescue a patrol unable to paddle because of bad weather.

Leader Training Weekend: Usually held in the last weekend of November or start of December. It is an essential part of preparation for summer camps – a chance for leaders for the coming summer to get to know each other better, to improve some leadership skills, to become familiar with the way camp programs operate, and to be introduced to the site and equipment used in programs.

Mainsite: The 4 hectare base camp where all leaders and campers stay when they arrive at camp. All expeditions leave from and return to here.

Marine Radio: The three Camp Cooinda powerboats carry marine radios but communicate with mainsite primarily with UHF radio.



“Nargun Chaser”: The 5.1 metre boat with 90 HP outboard used for rescue and support.

Pacers: These are the sailing boats we use in the camp program.

Patrols: The basic unit on camp is the patrol. It usually consists of eight to twelve campers of approximately the same age, and two leaders.

PDHQ: The ‘headquarters’ of the Program Directors – where they do their program planning. Sometimes this is in the same cabin as the Camp Directors Cabin, in other camps it may be in a different cabin.

PFD (Personal Flotation Device): This is what is also called a life jacket, and is required by law to be worn at all times on stand up paddle boards, in canoes, kayaks, sailing boats, Escort and as required by law in the launch and the fast rescue boat. The powerboat operator will direct when PFDs must be worn in the launch and the fast rescue boat (the Nargun Chaser).

The Island: Cooinda Island is owned by Camp Cooinda Inc. and is located on Lake Bunga, near Ninety Mile Beach, and is reached by canoeing, kayaking or riding in the launch. Cooinda Island has two sites on which patrols can camp. These are called Island mainsite and Canoes X.

Tripping: Preparing for an expedition involves packing food and equipment – this is known as tripping.

Tripping Room: This is where tripping takes place.

UHF: A UHF radio is used on Cooinda Island and on the three powerboats to communicate with mainsite. UHF radios operate on a different band to marine radios. The camp office and Cooinda Island each have a UHF radio base station. Program Directors and the Commodore of the day carry UHF radio handsets. There is a UHF handset in the kitchen if you need to reach a PD or the Commodore quickly.

WWC: Working with Children Check.

Yacht Club: The Yacht Club are leaders who are not Patrol Leaders – usually based on mainsite. They teach skills (canoeing, kayaking, sailing, archery, fishing), operate powerboats and perform important tasks such as cooking, expedition supplies, first aid, evening programs, shopping and equipment maintenance. It also includes the Commodore, Program Directors and the Camp Director.

WHAT TO BRING TO CAMP – LEADER CHECKLIST

Some essential items plus suggestions to make camp safe and enjoyable:

- This Leader Manual & a pen
- Groundsheet (full length of your sleeping bag)
- Pillow for use in tents and cabins. Bring an old pillowcase as it will get dirty (a small/ inflatable pillow is great for taking on expeditions)
- Sleeping bag (Some people also like a bed sheet for use on vinyl mattresses in cabins)
- Sleeping mat or air mattress
- Bed sheets for cabins if you don't like sleeping inside your sleeping bag
- A pair of aqua shoes or old runners to wear in water to protect your feet
- A second pair of good sneakers / walking shoes
- Thongs (these are only for going to and from the bathrooms and for walking down to a morning swim – they are NOT suitable protection for your feet when boating)
- Waterproof & windproof jacket / japara
- Long sleeved woolen or polar fleece jumper
- At least 3 changes of shorts and t-shirts
- 1 or 2 long sleeved shirts for cool evenings, protection from the sun and mosquitoes
- 2 pairs of tracksuit pants or other long trousers for walking, cool evenings and protection of legs from sun and / or mosquitoes
- Underclothes and socks
- Swimming gear
- Canoeing attire: An old pair of pyjamas are great for canoeing – they fit loosely and protect from sun
- Hat with brim to protect your head from the sun
- 2 towels (it is surprising how quickly one can get wet, especially if it drops out of a canoe!)
- A water bottle (600 – 750ml) for your personal supply of drinking water in canoes / kayaks to keep up essential fluids

- A small torch (*Don't forget to bring spare batteries*). Campsites are dark at night.
- Toiletry requirements (toothbrush, toothpaste, soap, shampoo, deodorant, etc)
- Mosquito repellent such as "Rid"
- Sunscreen (for personal use, a group bottle will be provided by camp for use by patrol groups)
- Sunglasses (not expensive ones!)
- Waterproof watch
- Strong garbage bags to keep your gear waterproof on canoe / kayak expeditions (6+)
- WWC card (or evidence of your exemption) or another form of photo identification**
- Driver Licence (if you've offered to drive in the camp program)
- Powerboat Licence (if you have one)
- Fishing Licence (if you have one)

Optional Extras to think about:

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| <ul style="list-style-type: none"> • Hiking Pack • Waterproof camera • Personal dry bag for use in water craft • Frisbee, Hacki Sack or deck of cards | <ul style="list-style-type: none"> • Guitar or other musical instrument • A book • Sparklers or noise makers (for New Year's eve) • Modeling balloons • Lollies |
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