Camp Compliance Checklist

This is not a comprehensive list as each camp is unique; rather this document is intended to assist organisers and endorsing institutions to meet key requirements for conducting a camp.

This does not replace the Child Safe Environments Policy or the Standards of Conduct for Working with Children and Young People.

Camp Coordinator (s) - C: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Endorsing Institution -I: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Requirement/Guideline** | **Person responsible** | **Completed****✓** |
| **APPROVAL** |
| Obtained the formal endorsement of a Local Spiritual Assembly or the Regional Baha’i Council | I/C |  |
| **SUPERVISION/VOLUNTEERS/HELPERS** |
| Determine the number of supervisors/facilitators required for the camp and each activity. **There is a minimum of 2 adult supervisors.**  | C |  |
| **All supervisors/facilitators are accredited under the Child Safe Environments Policy or formally exempt by the endorsing institution (e.g. in neighbourhood settings, some parent helpers may have verified WWC Checks but not have undertaken the full accreditation process yet).**  | C/I |  |
| Those supporting in the background for example with cooking, cleaning and activity preparation, who are not undertaking any supervisory role have a working with children check at a minimum if they have direct contact with children or are in the immediate vicinity of children.  | C/I |  |
| Names of all supervisors/facilitators/helpers have been recorded by the endorsing institution | C/I |  |
| **At least one adult supervisor has first aid training** | C |  |
| The camp coordinator or another supervisor has been designated as the contact person for emergencies or child safety concerns | C |  |
| If there are mixed gender groups, there are supervisors or each sex.  | C |  |
| Assigned 2 supervisors to stay until all children/youth have been collected at the end of camp (if applicable.) | C |  |
| If this is a family camp, all children have an assigned parent/carer/guardian and parents/carers have been informed that parents are expected to fully supervise, in person, their children during meals and outside of the regular child/youth activity times. The camp does not provide supervision for children/youth outside their scheduled activities. | C |  |
| **TRANSPORTATION** |
| Confirm that formally organised transportation has been approved by endorsing institution. e.g. any bus or private vehicle has appropriate registration and the driver has appropriate licence and comprehensive insurance  | C/I |  |
| **EMERGENCY AND RISK MANAGEMENT**  |
| **Complete a Risk Management Plan to assess and mitigate risk in relation to all activities including supervision, sleeping arrangements, bathing/toileting/dressing** injury, illness, allergies, activities undertaken, unconducive behaviour, emergency, cultural and child safety … | C |  |
| Ensure with the centre manager that all areas accessible to children/youth are safe and free from hazards | C |  |
| **Ensure with centre manager/host sleeping accommodation is separate for males and females, there is no sharing of beds, supervisors are accommodated for separately or 2 in each dormitory room of the same sex** | C |  |
| Ensure with the centre manager/host that all centre/home residents have working with children checks | C |  |
| Ensure with the Treasury Department prior written agreement of the insurer is obtained for high-risk activities such as caving, outdoor rock climbing, canoeing/kayaking/rafting (above class 2 rapids), bungee jumping, go karts, martial arts and boxing activities. It is noted that overnight and residential camps, gardening/tree planting, environmental clean-up, assisting elderly persons homes, craft and artistic activities, picnics, BBQs, hikes, bushwalking, patrolled beaches and rockpools, attending sporting/entertainment activities like bowling or skating at licenced venues are listed as covered.  | C/I |  |
| **COMMUNICATION WITH YOUTH/PARENTS/CARERS** |  |  |
| **Obtain written or electronic consent from parents/carers for camps. Parents/carers must be provided with sufficient information about the camp, including contact person, place, timing of the event and any risks involved.** | C |  |
| Obtain medical information, such as any information on allergies or medical conditions, as well as contact details of parents/guardians for emergencies, and the permission of the parents/guardian to seek medical attention in case of an emergency when the parent/guardian is not contactable in writing or through an electronic form | C |  |
| **Set/ discuss clear expectations of behaviour with the child/youth prior to camp (and with parents)** | C |  |
| **Organise a welcome and orientation clarifying the purpose of the camp, the creation of a spiritual and joyful environment, the expected standards of conduct, consequences for disruptive behaviour and any other guidelines established for the smooth running of the camp e.g. emergency procedures, child safety contact person, etc.**  | C |  |
| Provide parents/carers the telephone numbers for the designated contact person in event of emergency/ child safety concern | C |  |
| **FINAL PREPARATIONS** |
| Ensure the coordinator, emergency contact person and endorsing institution have a copy of:-Telephone number emergency/safety contact person- Names and family contacts all children/young people- Copies consent and medical advice forms- Risk Management Plan and/or Emergency Response Plan including numbers of police, ambulance, doctor, hospital, fire brigade | C |  |
| Ensure there is a first aid kit available appropriate to proposed activities | C |  |
| **All supervisors are aware risk management and/or emergency response plan** and familiarised with any medical histories of participants and any behavioural issues requiring additional support and their roles and responsibilities including child safety reporting during the camp.**It is noted that:** * **Sleeping arrangements should be supervised, however venues should allow for the privacy of all parties to be respected, particularly when changing clothes, washing and toileting.**
* **It is good practice for supervisors to announce entry to any room and supervise areas in pairs, with at least one supervisor being the same gender as the children and young people.**
* **Adults should not shower when supervising children and young people, and they should not assist young children with toileting which should be supervised by parents/guardians**
 | C |  |
| **DURING THE CAMP**  |
| If an extreme incident occurs, seek support from Auxiliary Board member for Protection or endorsing Institution to return child/youth home early for illness, unconducive behaviour or other safety/wellbeing reasons. **It is noted that children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the overnight stay** | C/I |  |
| Record any accident/illness using the accident/incident form and submit to the endorsing institution | C |  |
| **AFTER THE CAMP** |
| Submit documentation to endorsing institution for secure filing for 7 years  | C/I |  |
| Review risk management plan to identify areas of improvement  | C/I |  |