



# EDMUND RICE CAMPS HANDBOOK



(2008)

# Purpose

This handbook is a resource/information tool to describe the Edmund Rice Camps programme to young adult volunteers, referral agencies and other interested persons. Edmund Rice Camps is a ministry of the Christian Brothers Oceania Province and a significant aspect of the work of the Queensland Young Adult Formation Team (YAFT). This handbook should be read in conjunction with the *Edmund Rice Mentoring Support (ERMS) Programme Manual* for a broader illustration of the work of the YAFT. The Young Adult Formation Team also provides a range of formation courses, community engagement programmes, and opportunities for young adults to engage with issues of social and eco justice which are not detailed in this handbook; however documentation on additional programmes and opportunities is available from the office.

The purpose of this handbook is to provide volunteers, referral agencies, and others interested with information about Edmund Rice Camps, its vision, aims and objectives, policies and procedures. All have been developed to ensure all the activities the YAFT office runs are safe, fun and successful.

This handbook contains information as a guide to organisational requirements, employee/volunteer/participant services, specific policy requirements, and is also used to serve as a part of the orientation materials for all new volunteers and referral agencies, to help them better understand the operations and structures.

Please note this handbook is not the same as the *Policies for Edmund Rice Schools, Ministries and Initiatives St Francis Xavier Province of the Christian Brothers; or Oceania Province (Queensland Region) Child Protection Policy, Screening Policy and Guidelines, or Child Protection Risk Management Compliance Policy interim policies*, although extracts from these manuals may be provided and contained in the handbook. These policies can be accessed at any time at the office.

If you have any questions with regard to the contents of this handbook, or any other matters regarding the programmes of YAFT, please feel free to contact the office.

## Disclaimer

This handbook is not a binding contractual document. It is intended for informative purposes only and may be subject to change at any time at the discretion of the YAFT office.

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# EDMUND RICE CAMPS & MENTORING SUPPORT

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## Hours of Operation

The Edmund Rice Camps office has expanded before and after hours on top of normal business hours. We often have meetings and gatherings after hours and on weekends to suit the availability of our volunteers. If the office is unattended, each telephone has a message bank.

Staff mobile numbers are provided to parents for making contact while on camp.

## Roles and Responsibilities

Below are brief descriptions of camp-related responsibilities for the ERC staff and contact details for the people filling these roles.

### Support Worker:

- Agency support – regular visits to agencies
- Finances
- Administration support – letters, forms, etc

*Sylvia Wilson - (07) 3327 2237, SVWilson@edmundrice.org*

### Camps and Activities Project Worker:

- Logistics – booking buses, campsites, Child Protection Training, etc
- Mentoring volunteers
- Coordinating Activity Days
- Supporting working teams
- Responding to new volunteer enquiries
- Attending camps
- Conducting formal and informal evaluations after camp

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### Programme Coordinators:

- Mentoring volunteers and ensuring adequate volunteer training
- Managing Participant's waiting list
- Allocating volunteers to Leadership and Support positions on camp
- Conducting formal and informal evaluations after camp
- Chairing Consultative Group, and offering support to Working Teams
- Coordinating best practice, adherence to Province Policies, and Risk Management
- Attending camps

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# Theology

*Adapted from the writings of Brian Garrone*

Blessed Edmund Rice, the founder of the Christian Brothers – sought to free children from the cycle of poverty and marginalization through personal relationship and education.

Edmund Rice believed passionately that the Christ he loved was deeply present in the children who lived on the streets of 19<sup>th</sup> Century Ireland. This led him to set up free schools where the children were fed and clothed, taught to read and write and provided with the skills to learn a trade, helping them to feel valued and loved.

The recent Directions of the Congregation of the Christian Brothers challenged us to *Open our hearts to the cry of the earth and the poor and be moved to prophetic action through advocacy and works for justice*. The Edmund Rice Camps programme seeks to encourage its young adult volunteers to do this by moving closer to those most marginalised in our society, whilst reflecting on the stories of Jesus and Edmund Rice. They are supported in this by being part of a meaningful and life-giving ministry of Edmund Rice Camps which gives children currently experiencing disadvantage fun, safe and recreational holiday experiences.

We trust that this same passion that propelled Edmund Rice to make a real difference will continue on in young adult volunteers today, and inspire them to take the risk and reap the benefits that come from supporting children currently experiencing disadvantage.

A volunteer on Edmund Rice Camps is a wise, fun and trusted friend. They may act as a friend, teacher, support, advocate, and role model. Most of all, they develop a safe, positive, stable, one-on-one relationship over the week.

Societal change, family breakdown and a variety of other factors play an integral role in the level of disadvantage experienced by children, which leaves them ‘at-risk’. Many young people today are lacking stability in their life situations and relationships. They do not have role models to lend support and confide in. Many of the supports available to children at this time are both institutional and impersonal, and can often mean that young people get caught within the “system” rather than “break free” from it. Edmund Rice Camps aim to support the young people by providing role models, friendship and a well-needed break within a supportive, structured program.

Additionally, young adults benefit from the experience of forming a trusting relationship with a child experiencing significant levels of disadvantage. They are provided with opportunities for personal growth and challenge within a professionally supervised and supported environment.

## The Beginnings of Camps in Brisbane

*Adapted from a story told by Damien Price*

In 1990, Br Damien Price was on the staff of St. Patrick's College, Shorncliffe. He was looking for a new ministry with which to be involved and had heard of Edmund Rice Camps. The Province Leadership Team made contact with Damien and asked him to go to Melbourne over the Christmas holidays and investigate the camps. During January 1991, Damien attended three different camps in Victoria along with Brother John Henry Shepherd from New Zealand who had brought over three young adults to look into setting up the camps there too.

The camps were great fun and exactly what Queensland was looking for. Upon his return to Queensland, Damien Price was posted to St. Laurence's College South Brisbane as Campus Minister. During the Easter holidays of 1991 the first Queensland Edmund Rice Camp was held at Camp Laurence, Moogerah Dam. Some young adults were approached to be leaders: Megan Roseworn a young lady from St. Rita's College, Clayfield involved in the Antioch Movement and Wayne Chapman a past College Captain at St. Patrick's College, Shorncliffe. The children for the trial were from the boarding house at St Joseph's College, Nudgee and some children came from Carole Park and Kingston. The first camp was a huge success.

The future of Edmund Rice Camps in Brisbane depended upon connecting with children who would benefit from the camps, and on engaging quality volunteers to run the camps. Sister Rosemary Grundy pbvm, a Presentation Sister, was working at that time at a Community Centre at Carole Park. She was very enthusiastic, and had several children in mind. Sister Alvera at St. Rita's College responded to an invitation from Br Damien Price and invited 8 young women to be a part of the next camp. Some old boys of St. Patrick's College and some of the St. Laurence's seniors joined the young women from St Rita's and a team of volunteers was formed.

An information evening was held at Carole Park. The mothers present at the meeting asked some really difficult questions but were friendly. The presenters, Br Damien Price and Wayne Chapman were affirmed in their work and the rest, as they say, is history!

## **Mission Statement – Edmund Rice Camps**

ERC makes a positive contribution to the lives of young people. The target group is young people (aged 6 to 16) who have been affected by the injustices of our society.

- We respond to the needs of the young people through the development of mutual, caring relationships in a fun-filled and safe environment.
- We provide adventure-based programs.
- We provide opportunities for personal growth and challenge to action for all drawn to the ideals of Edmund Rice.

## **Target Groups**

The children who attend Edmund Rice Camps are aged 6 – 16 years. They come to us through contact with Agency Groups within the community. Many come from families that may not be in a position to provide such experiences for their children, or are under pressure in some way. Referrals are taken from agencies, schools and the families themselves. Our agencies work in a variety of fields including disability support, mental health, community housing, family support, social work and education. They are located in wide range of areas in and around Brisbane, including Ipswich, Pine Rivers and Caboolture.

Post-school aged young adults volunteer to act as leaders and role models giving parents and care providers a much needed break. Most of the volunteers are recruited from Brisbane schools in their final year of schooling, or are university students or friends of current volunteers.

## **Organisational Objectives**

- To support young people experiencing some levels of disadvantage through the provision of one-on-one friendships with young adults within a one-week, appropriately supported environment.
- To work in partnership with relevant Christian Brother/Edmund Rice Network Agencies, community agencies and families where young people are already supported.
- To recruit, screen and train volunteers; and offer on-going formation in the manner of formal formation experiences/courses, support, supervision and training throughout their involvement.
- To develop and implement policies and procedures relevant to the program and consistent with existing policies.

## **Programme Aims**

- To assist in the development of the young person's self-esteem and independence through camp activities.
- To provide regular and meaningful ministry options for young adults.
- To provide formation within the Edmund Rice Charism for those involved in ministry.

### **Specific aims of the camp relationships:**

- Establish a positive personal relationship.
- Encourage interaction with other social and cultural groups.
- Experiences of friendship, fun and sharing

### **Formation aims for young adults**

- Offer daily, group reflection sessions on the ministry, and encourage individual reflection
- Assist in the development of self-esteem and leadership skills
- Encourage meaningful relationships between volunteers
- Encourage meaningful networking within the Edmund Rice Network
- Positive peer role-modelling

# Types of Camps

There are three different types of camps currently running. Other styles are implemented as trials, evaluated, and may become permanent. Each camp is run according with the Edmund Rice philosophy, but caters for its participants in a different way.

## **Traditional Camp (“Trad Camp”):**

- Ratio of volunteers to young people: 28 – 42 volunteers to 17 – 30 children
- Participants are buddied up one to one with a leader.
- Each pair is allocated a place in a team, with a Team Leader supporting and providing direction to the team.
- Each camp has up to 12 volunteers who have responsibility for the overall organization of camp activities, behaviour management, medication distribution, first aid, pastoral care of volunteers, and general support of the camp programme.
- Two age groups are offered camps: Ages 6 to 10 years; and Ages 11 to 13 years
- It is a four-day camp experience in dormitories
- Activities include: adventure based learning opportunities (e.g. canoeing, high or low ropes, abseiling etc), craft, sports, games (indoor and outdoor), singing, and swimming.

## **Soft Top Camp:**

- A tent camp, with similar activities to the trad camp
- Ratio of volunteers to young people: 10 – 12 leaders to 10 – 15 young people.
- It is offered to the age group 14 – 16 years
- It is a four-day camp experience.
- **Connected Soft Top** involves the connection of the same (or mostly the same) group of participants and leaders in two soft top camps 1-2 months apart. Participants have a project for the second camp to work towards in the time between camps and all are able to look forward to reconnecting with the group.

### **Hybrid Camp:**

- A cross between a traditional and a soft top camp
- Ratio of volunteers to young people same as soft top
- It is a four-day camp experience in dormitories
- It is offered to the age group 14 – 16 years

## **Activity Days**

Edmund Rice Camps' Activity Days are one-day experiences similar to camps, with the aim of providing our ERC kids with a positive day of fun, friendship and engaging activities.

These days are often a valuable way for some of our regular kids to connect in between camps, or for new kids to be introduced to ERC through a smaller experience than a whole camp. They are also a great way for our volunteers to be actively involved with ERC activities between camps and if they work full-time and therefore not as able to participate in full camps as regularly.

# Leadership and Support Structure on Camp

**Camp Coach:** The person with overall responsibility for the running of the camp. Because of this, either a teacher, Christian Brother, social worker or a senior leader with extensive experience with ERC will normally fill the role. Their responsibilities include behaviour management, medication distribution and first aid.

**Debrief Leader:** The volunteer active in their pastoral care for leaders, assisting in processing their experiences of camp. The debrief leader will be an older leader with teaching, social work or extensive ERC experience. Their responsibilities include running a daily group debrief session, and dealing with the individual pastoral and support needs of each volunteer throughout the week.

**Camp Captains:** The people who coordinate the activities and successful running of the camp. Camp Captains are young adults who may have completed many ERCs in the role of Leader and Team Leader. This role is a very large one, before, during and after the camp. There are always 2 Captains – usually one male and one female. Their responsibilities include planning and risk assessing the programme, developing a resource list and ensuring it is filled, allocating buddy pairs and teams, and implementing their previous work.

**Support:** The two to three people allocated to this role provide support to participants, Leaders and the Leadership Team for the general smooth running of camp. They are proactive and enthusiastic in their approach to the role.

**Team Leader:** The usually four people allocated to this role – generally two male and two female - have the role of being responsible for a small group of leaders and their buddies. It is rare that the Team Leader will have a buddy during the week, although it can happen. Their responsibilities include providing activities during ‘wait’ times, organizing the buddy pairs to be ready for activities, making sure activities are on time, building a sense of team and team spirit, and stepping in for Leaders if needed.

**Leader:** This is the primary role that accommodates the aims of ERC. Leaders are foundation of the camps program. Their responsibility is to provide a safe and fun experience for their buddy. This includes facilitating their own friendship, facilitating friendships between participants in their team, engaging with their buddy in activities, and generally being a best friend for the week. There are typically 25 Leaders on a Trad Camp – one for every participant.

**Participants/Buddies:** These are the children who come on camp. They are usually experiencing some level of disadvantage. Their responsibility is to have fun, and provide challenges for the adults on camp!

# **A Day on Camp**

Camps are usually designed around a theme. Each of the activities tries to reflect the theme. On the opposite page is an example of a typical day on a Trad Camp.

If a child wakes throughout the night, at least 2 adult volunteers will supervise them. If children wake up early, they are supervised by at least 2 of the Leadership and Support Team in a designated room (from approximately 5am). Their day is full of activity from 6.45am until 9.30pm. The volunteers are expected to function from 6.30am until at least 11pm, so while we cannot advise a set bed time, we do advise self care by going to bed at a reasonable time.

Children are encouraged to participate in all activities, but if they cannot or choose not to, there are always alternatives, and sufficient volunteers to supervise the other activity.

Time	Red Team	Blue Team	Green Team	Yellow Team
6.45am	<b>Pre-brief:</b> Everyone to wake up and play the pony game (or similar activity)			
7.00am	BREAKFAST			
8.30am	Activity 1 E.g. Swimming	Activity 2 E.g. Craft	Activity 3 E.g. Concert Prep	Activity 4 E.g. Adventure-based activities
10am	MORNING TEA			
10.30am	Activity 2 E.g. Craft	Activity 3 E.g. Concert Prep	Activity 4 E.g. Adventure-based activities	Activity 1 E.g. Swimming
12pm	LUNCH			
1pm	Activity 3 E.g. Concert Prep	Activity 4 E.g. Adventure-based activities	Activity 1 E.g. Swimming	Activity 2 E.g. Craft
2.30pm	AFTERNOON TEA			
3.00pm	Activity 4 E.g. Adventure-based activities	Activity 1 E.g. Swimming	Activity 2 E.g. Craft	Activity 3 E.g. Concert Prep
4.30pm	<b>Buddy Break:</b> The buddy pairs spend time apart. The participants are entertained and supervised by the Leadership and Support Team. The volunteers can rest, and have the opportunity to debrief with a friend, their Team Leader or the Debrief Leader. It is a chance for them to refresh for the night ahead.			
5.30pm	<b>Showers:</b> The participants have their daily shower. The Leadership and Support Team meet to evaluate the day so far, and consolidate the evening and following days plan.			
6.30pm	DINNER			
7.30pm	<b>Whole Group Activity:</b> Everyone on camp participates in a fun activity. It gives the participants the opportunity to have positive interactions with a greater variety of people.			
9.30pm	<b>Sleeping Soldiers:</b> A very quiet game that settles the participants. The participants are gradually sent to bed. The Support and the Camp Coach supervise the children until they go to sleep.			
10pm	<b>Debrief Session:</b> The volunteers gather to debrief their day. The session includes individual reflection time, time with one other volunteer, team and whole group time. It is an opportunity to discuss issues and plan for a positive following day. This session also changes the upbeat mood of the days so the volunteers can get adequate rest. This session goes for about 1 hour, depending on the day.			

# Volunteer Screening, Induction and Training

All prospective volunteers are required to submit a New Leader Application Form which includes submitting names and contact details for three referees and a signed declaration about their intentions. Referees are checked prior to the volunteer coming on camp.

New volunteers are invited to attend a group induction (an individual induction occurs if this is not possible) where they learn more about the camp and how it is implemented, a brief interview is conducted, they hear the Edmund Rice story and they have the chance to ask questions and complete relevant forms.

One form that volunteers complete is an application to the *Commission for Children and Young People and Child Guardian* (the Commission) for a Volunteer Positive Notice Blue Card. All volunteers over the age of 18 years must hold a current Blue Card if volunteering on Edmund Rice Camps. The organisation continually updates Blue Card procedures in keeping with changing requirements from the Commission. Volunteers who have acquired a Blue Card through another organisation are required to complete an Authorisation to Confirm a Valid Blue Card/Application form. Records of Volunteer Blue Card applications and confirmations are tracked and kept securely filed in the office.

Volunteers also attend Province Compulsory Child Protection Training before they attend a camp, and must renew their training every two years to ensure they are familiar with any policy changes and to remind them again of the expectations.

The day before the camp with participants begins; the volunteers meet all day for preparation. They have refresher sessions on first aid, child protection, and common scenario training, as well as participating in camp games and team bonding exercises. They are very well prepared for the coming camp experience.

### **Additional training for leadership roles**

Experienced volunteers who have been selected to fill roles of extra responsibility are given additional training by the camp workers. The Coach, Debrief Leader and Captains are taken through a training folder including best practice examples and are closely supervised in their preparation for camps. Team Leaders and Support are trained in group discussion settings and supported throughout the camp preparation and experience in their roles. Training documents are available at the office.

### **Leaders' Training Weekends**

Leaders Training Weekends started regularly in April 2002. They have run approximately three times a year since then, and are a successful and fun part of the programmes we offer for young adults.

At Leaders Training Weekend, volunteers are given the opportunity to experience skill-based training, camp-relevant training, interesting guest speakers, and social time.

The cost of the weekend is subsidised by Edmund Rice Camps, but a fee is charged to help cover food and accommodation costs.

## Other Programmes

Edmund Rice Camps is the beginning of a movement of young adults into other ministries, and into deep personal and spiritual reflection. The following are brief descriptions of programmes. We try to respond to the needs of the young adults who are in turn, responding to the needs of others in our community.

**Edmund Rice Camps Working Teams** – allows volunteers to have a key role in the outcomes of camps, and supports them as they learn the skills required to work closely in teams and have responsibility for events and resources. The teams change every year (members and focus) as the group of interested volunteers determines what is required for the coming year.

**Edmund Rice Mentoring Support (ERMS)** – links young people aged 8 to 16 years in a one-to-one friendship with a young adult generally aged between 20 and 35 years. Mentors provide a safe, stable, positive relationship for their mentee by getting together with them three times a month for at least a year, doing something the pair enjoys.

**Nudgee Camp** – an opportunity for volunteers run a camp where volunteers mentor Year 10 students from St Joseph's Nudgee College to act as leaders for children experiencing disadvantage from Northside Catholic schools.

**Leaders Training Weekends (LTW)** – give volunteers the opportunity to experience skill-based training (e.g. First Aid), camp-relevant training (e.g. craft and games workshops), interesting guest speakers (e.g. voice preservation and Autism), and social time (structured and unstructured).

**Dinner and Discussion Evenings (D&D)** – encounters with new and topical perspectives and ideas about social justice, shared humanity and cosmologies.

**Justice & Peace Perspectives** – an in-depth approach to building a culture of justice & peace that includes personal challenge & transformation.

**Cross-Cultural Awareness Course** –provides general information about the cultural dynamics of the interplay between Australian and other cultures. It covers migration and refugee experiences, interpreting culture, cross-cultural communication, and focuses on the Indigenous Australian experience and historical context and reconciliation in modern Australia.

**Refugee Family Picnic Days (RFPD)** – run by a group of volunteers for families who have been Refugees. The families who attend the picnics are invited through connections with the Romero Centre. The picnics give volunteers and families who have been refugees the opportunity to get to know each other and experience a sense of welcome.

**Eco-Justice Group** – a group of volunteers committed to eco-friendly living and ensuring that Edmund Rice Camps are run in the most environmentally-friendly and sustainable way.

**Edmund Rice Volunteer Scheme (ERVS)** – YAFT connects volunteers with the ERVS to engage in solidarity with people from the majority world by partnering with Province’s Ministries that work alongside them, as an Edmund Rice Volunteer. The volunteer experience not only supports the work of the ministry, but it also provides great potential for volunteers to refine their justice-work practice, personal spiritual growth and professional development.

IF YOU ARE INTERESTED IN ANY OF THE ABOVE PROGRAMMES,  
PLEASE CONTACT THE OFFICE FOR DATES, COST, ETC.

## Appropriate Behaviours for Volunteers

At all times, volunteers are to model appropriate and acceptable behaviour for the children. When volunteers set this standard, participants can be expected to adhere to the rules of camp. The following are examples: This is by no means an exhaustive list.

- Volunteers must be available for the whole camp, from Leaders Day to the end of final debrief. If taking on a role of extra responsibility on camp, the time required extends beyond those times.
- Volunteers must have attended the compulsory Child Protection Training day and hold a current Positive Suitability Notice for Working With Children and Young People as issued by the Commission for Children and Young People and Child Guardian. Child Protection is most important on ERC and guidelines learnt at the training day must be adhered to at all times on camp.
- Illegal drugs and alcohol are not to be used by volunteers immediately prior to, or on camp.
- At no time can volunteers smoke in front of participants. If you are a smoker, there is a designated smoking area at each campsite. Smoking in buildings and vehicles is unacceptable.
- Swearing by participants and volunteers is strongly discouraged. Volunteers must set the example.
- Sleeping accommodation is to be used for sleeping and changing only. Do not enter any other person's cabin/accommodation under any circumstances, except in the case of an emergency.
- Good manners are expected of the volunteers, and this will encourage a similar response in the participants.
- Volunteers must have a willingness to give everything a go in a safe environment (that is, be a healthy risk-taker).
- An ability to give and take direction as appropriate is expected of volunteers.

- Fair play and teamwork are the themes of all games and activities.
- Volunteers should accept full responsibility for the use and storage of equipment.
- Conversation in front of participants should be appropriate and inclusive.
- Ensure adequate sleep is had every night. All days on camp are important.
- Relational discretion must be used on camp. Displays of affection are not appropriate at camp and relationships must not be apparent in this context.

**Common sense is the key to maintaining a safe and enjoyable camp.**

All volunteers and workers should also have specific regard to the *Code of Conduct to safeguard integrity, clarify professional boundaries and create a safe environment in child related ministries and initiatives within Oceania Province (Queensland Region)* defined in Section 6.2 of the *Oceania Province (Queensland Region) Child Protection Policy*.

# Child Protection as a Priority

The safety (and of course, fun!) of the children and young people is the primary concern of the camp programme. The camps programme is a risk as it involves children experiencing disadvantage being cared for by adults unknown to them. Because of this risk, and because of the care of the Christian Brothers and those who work with them, the Province Child Protection Policy goes above and beyond legal requirements to provide a very high standard of protection for the children and young people who participate.

All volunteers 18 years and over hold current Blue Cards (Positive Suitability Notice as issued by the Commission for Children and Young People and Child Guardian). All new volunteers are required to undertake 5 hours of *Child Protection Training* with the Province Child Protection Officer, and current volunteers must re-complete the training every 2 years. This training includes policies and procedures for identifying and handling disclosures or suspicions of harm and reporting guidelines.

The *Critical Incident Management Policy* meets all legal requirements. Thorough risk assessments are completed and there is a process of evaluating and distributing responsibility for critical and other specific incidents between ERC staff and the volunteer camp coach prior to each camp.

The *Edmund Rice Camps Child Protection Risk Management Strategy* meets legislative requirements and is reviewed and updated annually. This strategy identifies child protection risks and plans for appropriate minimisation and management of the risks. All volunteers undertaking special leadership roles on camp (e.g. Coach, Captain) are required to read and implement this strategy. Copies of the strategy are available at the office.

The *Child Safety Information Brochure* is a summary of Edmund Rice Camps and Mentoring Support's approach to child protection, produced primarily for distribution to families and carers of participants in these programmes. Copies of this brochure are available at the office.

## **Photo and Internet Privacy**

Parents/caregivers are asked on participant camp application forms if they consent to the use of photos of the participant for Christian Brothers' publications. There is no consent sought for public sharing of photos of any participant and in keeping with our child protection standards, it is not appropriate to share photos of any participant.

Volunteers occasionally bring a camera to camp to capture memories of their experiences. They may have photos for themselves to share with their close family and those who were on camp, but no one may distribute photos which include any ERC children further than that. Any form of publishing, including internet publishing is strictly prohibited – this means no photos of kids from camp on Facebook or MySpace etc.

It is asked that all volunteers respect this for the safety of our children and young people and their families as well as for the legal protection of ERC. To this end, volunteers must also refrain from making direct reference to participants on camp and their names on social networking sites such as Facebook and MySpace.

In addition, volunteers, especially in leadership roles on camp, are expected to be vigilant in public environments on camp in watching for unknown people taking pictures of the camp group members and asking them (with confidence) to stop, and delete digital photos of children.

## Relevant Province Policies

The majority of policies that apply to Edmund Rice Camps and all other YAFT programmes come from *Policies for Edmund Rice Schools, Ministries and Initiatives*. Relevant to the YAFT programmes include:

- Policy 4: Critical Incident Management
- Policy 5: Anti-Discrimination, Sexual Harassment and Bullying Policy and Complaints Procedure
- Policy 7: Privacy Policy
- Policy 11: Grievance Policy – Industrial
- Policy 12: Disciplinary Policy and Procedure for Staff
- Policy 13: Performance Review – Staff
- Policy 14: Workplace Health and Safety
- Policy 16: Employment Policy
- Policy 19: Complaints
- Policy 20: Media
- Policy 21: Province Policy Framework

Newly updated and endorsed interim policies which continue to meet all legislative requirements pertaining to child protection for the Oceania Province (Queensland Region) are of particular importance to ERC and associated YAFT programmes. These include:

- Child Protection Policy
- Screening Policy and Guidelines
- Child Protection Risk Management Compliance Policy

The *Policies for Edmund Rice Schools, Ministries and Initiatives* and *Interim Policies for the Oceania Province (Queensland Region)* can be accessed at any time at the office.

## **Community Support**

Edmund Rice Camps run with the support of a great many people in a variety of ways. For the organisation to continue to grow and serve the children and wider community we are continually looking to broaden the support networks that make up the Edmund Rice Camps Community.

There are many ways in which you may be able to help us. For example:

- Donations of equipment or consumables that are needed on camp.
- Donations of prizes for fundraising games or trivia nights.
- Experience or knowledge to support the organization e.g. financial, technical, repairs etc.
- Experience or knowledge to help train our volunteers e.g. First Aid, Behaviour Management, etc.
- Experience or knowledge to share on camp e.g. art and craft activities, sailing, abseiling, environmental knowledge, etc.
- Attending our fundraising events.
- Financial assistance is always a very practical means of support. Tax deductibility is available on request.

Finally, there is one thing that everyone is able to do which would assist our work immensely and this is to **tell other people about the Camps programmes.**

# Sharing our Future

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb State P/code

Phone: \_\_\_\_\_ (h) \_\_\_\_\_ (m)

Email: \_\_\_\_\_

I would like to help ERC in the following way(s):

- I would like to find out more about being a volunteer leader.
- I would like to offer my experience and knowledge in \_\_\_\_\_.
- I would like to make a financial donation to Edmund Rice Camps.
- I would like to hear about fundraising events for ERC.
- I would like to make a donation of resources or consumables, or prizes to ERC.
- I would like brochures to give to others.
- I would like to meet with someone at the ERC office to discuss ways I can support ERC.