

**cyt:** youth and young adults ministries  
catholic diocese of christchurch

# **Policy for Camps Involving Young People**

## Table of Contents

<b>CONTEXT</b> .....	<b>5</b>
<b>REFERENCE DOCUMENTS</b> .....	<b>5</b>
<b>ACKNOWLEDGEMENT</b> .....	<b>5</b>
<b>GLOSSARY OF TERMS</b> .....	<b>5</b>
<b>1. ABANDONMENT</b> .....	<b>6</b>
<b>2. ACCIDENTS/INCIDENTS</b> .....	<b>6</b>
<b>3. ACCOMMODATION</b> .....	<b>6</b>
3.1 LEADERS:.....	6
3.2 PARTICIPANTS: .....	6
3.3 STAFF: .....	7
<b>4. ACCOUNTABILITY</b> .....	<b>7</b>
4.1 RESPONSIBLE PERSON: .....	7
4.2 COORDINATOR(S): .....	7
4.3 LEADERSHIP TEAM: .....	7
4.4 PARTICIPANTS: .....	7
4.5 PRIMARY CAREGIVERS: .....	7
<b>5. ACTIVITIES/GAMES</b> .....	<b>8</b>
<b>6. ADVERTISING</b> .....	<b>8</b>
<b>7. ALCOHOL</b> .....	<b>8</b>
<b>8. ARRIVAL AT A CAMPSITE</b> .....	<b>9</b>
<b>9. ATTENDANCE</b> .....	<b>9</b>
<b>10. AUTHORITY</b> .....	<b>10</b>
<b>11. BEHAVIOUR MANAGEMENT</b> .....	<b>10</b>
<b>12. BELONGINGS</b> .....	<b>11</b>
<b>13. BOUNDARIES</b> .....	<b>11</b>
<b>14. BREAKAGES</b> .....	<b>11</b>
<b>15. BUDGET</b> .....	<b>11</b>
<b>16. CATHOLICITY</b> .....	<b>11</b>
<b>17. CODE OF CONDUCT</b> .....	<b>12</b>
17.1 PARTICIPANTS: .....	12
17.2 COORDINATOR AND LEADERSHIP TEAM: .....	13
<b>18. CONFIDENTIALITY</b> .....	<b>13</b>
<b>19. CONFISCATIONS</b> .....	<b>13</b>
<b>20. COUNSELLING</b> .....	<b>14</b>
<b>21. CURFEWS</b> .....	<b>14</b>
<b>22. CUSTODY</b> .....	<b>14</b>
<b>23. DEATH</b> .....	<b>14</b>

23.1 PARTICIPANT OR LEADER:.....	14
23.2 RELATIVE OF A PARTICIPANT: .....	14
<b>24. DEPARTURE FROM CAMP .....</b>	<b>15</b>
<b>25. DISABILITIES .....</b>	<b>15</b>
<b>26. DISCLOSURE .....</b>	<b>15</b>
<b>27. DISCUSSION GROUPS.....</b>	<b>15</b>
<b>28. DRIVING.....</b>	<b>16</b>
<b>29. DRUGS .....</b>	<b>16</b>
29.1 ILLICIT DRUGS:.....	16
29.2 PRESCRIBED AND OVER THE COUNTER DRUGS: .....	17
<b>30. DUTY OF CARE.....</b>	<b>17</b>
<b>31. EMERGENCY PROCEDURES .....</b>	<b>17</b>
31.1 DISAPPEARANCE: .....	17
31.2 MEDICAL:.....	18
31.3 NATURAL DISASTERS: .....	18
31.4 RESCUE: .....	18
31.5 EVACUATION: .....	18
<b>32. EVALUATION .....</b>	<b>19</b>
<b>33. FIRST AID .....</b>	<b>19</b>
<b>34. GRIEF .....</b>	<b>19</b>
<b>35. HARASSMENT .....</b>	<b>19</b>
<b>36. HOMESICKNESS.....</b>	<b>20</b>
<b>37. HYGIENE .....</b>	<b>20</b>
<b>38. INTRUDERS .....</b>	<b>20</b>
<b>39. KITCHEN.....</b>	<b>20</b>
39.1 MEALS:.....	20
39.2 STANDARD: .....	20
<b>40. LEADERS.....</b>	<b>21</b>
40.1 APPLICATION FORMS: .....	21
40.2 RATIOS .....	21
40.3 RESPONSIBILITIES:.....	22
40.4 EXPECTATIONS OF VOLUNTEERS .....	22
40.5 CAMP MEETINGS: .....	23
40.6 PREPARATION .....	23
<b>41. LOST PROPERTY.....</b>	<b>23</b>
<b>42. MASS AND RECONCILIATION .....</b>	<b>24</b>
<b>43. MATERIALS/EQUIPMENT/RESOURCES .....</b>	<b>24</b>
<b>44. OCCUPATIONAL HEALTH AND SAFETY .....</b>	<b>24</b>
<b>45. PARENTS .....</b>	<b>24</b>
<b>46. PARTICIPANTS.....</b>	<b>24</b>
46.1 AGES .....	24

46.2 BACKGROUND .....	25
46.3 RESPONSIBILITIES: .....	25
46.4 REGISTRATION: .....	25
<b>47. POLICE VETTING .....</b>	<b>25</b>
<b>48. PRAYER .....</b>	<b>25</b>
<b>49. PRECAUTIONS .....</b>	<b>26</b>
<b>50. PREJUDICE.....</b>	<b>26</b>
<b>51. PRIVACY.....</b>	<b>26</b>
<b>52. PROGRAMMING.....</b>	<b>26</b>
<b>53. PUBLICITY .....</b>	<b>26</b>
<b>54. RELATIONSHIPS .....</b>	<b>27</b>
<b>55. SEX .....</b>	<b>27</b>
<b>56. SMOKING.....</b>	<b>27</b>
<b>57. STORING INFORMATION.....</b>	<b>27</b>
<b>58. SWEARING .....</b>	<b>27</b>
<b>59. TRANSPORT .....</b>	<b>28</b>
<b>60. VANDALISM .....</b>	<b>28</b>
<b>61. VIOLENCE.....</b>	<b>28</b>
<b>62. VISITORS .....</b>	<b>28</b>
62.1 INVITED VISITORS: .....	28
62.2 UNINVITED VISITORS: .....	28
<b>63. WATER ACTIVITIES.....</b>	<b>28</b>
<b>64. WATER USE .....</b>	<b>29</b>
<b>65. WET WEATHER.....</b>	<b>29</b>
<b>APPENDIX A: INCIDENT NOTIFICATION FORM .....</b>	<b>29</b>
<b>APPENDIX B: CONFISCATION REPORT .....</b>	<b>29</b>
<b>APPENDIX C: DAILY MEDICATION AND FIRST AID SHEET .....</b>	<b>29</b>
<b>APPENDIX D: RISK ASSESSMENT MANAGEMENT FORM .....</b>	<b>29</b>

## Context

CYT – Ministry to Youth and Young Adults for the Diocese of Christchurch endeavours to provide camps for the young people that will nurture their relationship with Jesus Christ and belief in God and the teachings of the Catholic Church. Such camps will be conducted in a manner that upholds the dignity of each young person and ensures that they remain safe.

This document will be reviewed annually and adapted to ensure that it remains relevant and adheres to duty-of-care expectations, whilst also ensuring that any newly arising safety issues are addressed adequately. Review date is June 30, 2011.

It is the commitment of CYT that all people facilitating CYT Youth Camps will be familiar with this policy. Participants at CYT Youth Camps will be informed of the relevant guidelines from this policy at the start of each camp. A copy of this policy will be made available to parents or guardians of participants via the CYT website, or in hard copy if requested.

This document was formally adopted by the Roman Catholic Bishop of the Christchurch Diocese on 23 September 2010.

Bishop Barry Jones DD

## Reference documents

This policy should be read in conjunction with:

- Church Documents
- *Journeying Together, Hikoī Tahi – Standards for Catholic Youth and Youth Adult ministry in Aotearoa New Zealand, NZ Catholic Bishop Conference*
- *Tu Kahikatea, Standing Tall – A Framework for Catholic Ministry with young People in Aotearoa New Zealand, NZ Bishop Conference*
- *Standards for Volunteers and Employees in Ministry – National Professional Standards committee of New Zealand Catholic Church.*
- Code of Ethics, Canterbury Youth Workers Collective
- National Youth Workers Network Aotearoa Inc, *Code of Ethics*
- Privacy Act (1993)

## Acknowledgement

We wish to acknowledge the following for their kind assistance in the preparation of this document.

Oblate Youth Australia; Catholic Life Canberra, Goulburn Archdiocese; Mike Nolan, Catholic Education Office, Christchurch, Jane Zintl and Mike Dodge, Canterbury Youth Services.

## Glossary of Terms

### Harm

Harm may include, but is not limited to, physical, emotional, intellectual or sexual abuse; contemplating or attempting self-harm or suicide and homelessness.

### **Youth/Minor**

Refers to people under the age of 18.

### **Young Adult**

Refers to people over the age of 18 and those finished secondary education and yet to turn 18.

## **1. Abandonment**

If a participant aged under 18 is not collected within 30 minutes of the conclusion of a camp, it is the responsibility of the Coordinator or an appointee of the Coordinator to ensure the safe return of the participant to the custody of the primary caregiver. Steps to be taken are as follows:

- Contact the participant's primary caregiver (as nominated in the participant's Application Form.)
- If contact cannot be made, notify the second emergency contact.
- If still unable to make contact, notify the Police and arrange to have the participant transferred to their care.

## **2. Accidents/Incidents**

All accidents and incidents must be recorded. This includes not only those incidents which result in personal injury or require first aid but those where human safety was placed at risk and an injury could have resulted. The person reporting the accident or incident must complete an Incident Notification Form (see [Appendix A](#)) and this must be filed by the Coordinator in a secure Register of Incidents folder.

## **3. Accommodation**

### **3.1 Leaders:**

Leaders include anyone who is responsible for running a camp and can be either paid or voluntary. Leadership roles may include, but are not limited to, speakers, MCs, discussion group leaders, musicians, caterers, first aid officers and anyone else who addresses the whole group.

Leaders should be accommodated in as close proximity as possible to, without sleeping in the same rooms as, the participants. At no time should leaders sleep in the same room as participants. Where rooms are adjoining, the leader's room must be partitioned. If it becomes necessary to accommodate leaders in rooms with participants, they must be 18 years of age or over and must be police vetted. Junior leaders who are still at high school can sleep in bunkrooms if needed.

### **3.2 Participants:**

Participants must be accommodated with other participants of the same gender. An exception may be made in the case of siblings and/or families where they may be accommodated together.

### **3.3 Staff:**

Paid staff and camp volunteers who assist on a camp (e.g. kitchen staff) should have access to separate sleeping quarters. Spiritual Advisors and Religious must be provided with separate quarters.

## **4. Accountability**

### **4.1 Responsible Person:**

The Responsible Person for all CYT Youth Events is the Director of CYT. If the Director does not attend the camp, he/she will designate another CYT staff member to be the Responsible Person. The Responsible Person will address any breaches of this or other relevant policies, manage disclosures by minors of actual or potential harm, and implement emergency procedures when required.

### **4.2 Coordinator(s):**

The Coordinator, usually a member of CYT staff, will be responsible for running an event with support from a leadership team and with specialist support from the Responsible Person in the case of emergencies or other serious problems. Specifically the Coordinator will prepare a plan for the event, delegate tasks to members of the leadership team, manage the budget, prepare a risk management plan, evaluate and follow up any outstanding matters after the event. The Coordinator is accountable to the Responsible Person.

### **4.3 Leadership Team:**

The structure of the Leadership Team will vary depending on the camp but shall include employee of CYT. Other volunteers may be invited to be part of the Leadership Team. The Leadership Team will be accountable for all activities that occur during the camp and any directly related outcomes. The Leadership Team must abide by this policy document (CYT Policy for Camps involving young people). They will report to the Coordinator on all matters related to the camp. The Leadership team will include adult leaders and junior leaders. They will be trained in their area of responsibility

### **4.4 Participants:**

Participants attending the camp must abide by the Code of Conduct which will be outlined at the beginning of each camp.

### **4.5 Primary Caregivers:**

Caregivers of participants under 18 years of age have an obligation to provide all the information requested on the Participant's Application Form. The withholding of information may mean the participant has to be sent home early (e.g. if the participant is found to be suffering from an infectious disease). If a participant's application form is incomplete of essential information, the participant may be refused attendance.

## 5. Activities/Games

Camp programmes are to be set in advance by the Coordinator(s) and Leadership Team. Where relevant, the program should incorporate outdoor activities and games that are as diverse as the venue allows. Activities should be appropriate to the age, ability and preferences of the participants. The programme should also take into account environmental conditions (e.g. seasonal). Participants should be asked for feedback on camp activities to ensure their continued enjoyment.

During an activity or game, all those present should be encouraged to participate. Full training on how to prepare and run games and activities safely must be provided to the activity leader prior to the camp.

When the weather demands, participants will be encouraged to apply sunscreen and wear hats for the duration of outdoor activities. Sunscreen may be supplied by the Leadership Team. Shoes must be worn when and where appropriate.

It is essential the Coordinator(s) check the accreditation and insurance of venues to be used to ensure the site meets industry standards. Coordinators must be aware which policy covers which activity.

## 6. Advertising

Upcoming camps are advertised primarily through the following channels:

- The CYT website
- Parishes and schools that operate within the Diocese of Christchurch.
- Other ecclesial groups and movements with a presence within this diocese.

While open to all young people, the primary focus of CYT's camps is the young people of the Diocese of Christchurch. Occasionally and for specific purposes, camps will be promoted to other or New Zealand dioceses; however, this will only occur with the consent of the Director of CYT and in constructive collaboration with the Diocesan Youth Ministry Coordinators of those dioceses and/or the Youth Ministry Projects Officer for the New Zealand Catholic Bishops Conference.

All advertising material will be Christ-centred, uphold the dignity of the human person, present information about the camp in an honest and clear fashion and be clearly identifiable as a CYT camp.

## 7. Alcohol

Possession of alcohol is strictly forbidden at any youth camp in which young people under the age of 18 are participating. If anyone is found to breach this policy, the following steps are to be taken by the Responsible Person and Leadership Team.

- Isolate the offender.
- Immediately confiscate the alcohol, in the presence of a witness. **See Also:** Section 19 - Confiscations
- Store the alcohol in a location known only to the Responsible Person and Leadership Team. When the participant leaves the camp, any alcohol confiscated from a person under 18 years of age will be returned to the primary caregiver.

- If the offender is under 18 years of age, their primary caregiver is to be contacted and advised that the participant was in possession of alcohol.
- At the discretion of the Responsible Person for the camp, the offender may be asked to leave the camp. If the participant is under the age of 18 they will be returned to the custody of the primary caregiver, who will incur any costs involved.
- Any offender who is on the Leadership Team will be asked to leave the campsite. The Responsible Person, together with Director of CYT, will review the incident and implement appropriate consequences.
- A Confiscation Report and an Incident Notification Form must be completed. These reports must be kept in a confidential location (see Appendices A and B for these forms).

If anyone becomes intoxicated, the above steps also apply. A witness is to be present during all steps of the process. The removal of anyone due to the above circumstances should be done with the least amount of disruption to the camps. Anyone found in possession of, or under the influence of, alcohol will be suspended from future camps for a period of time at the discretion of the Director of CYT.

Consumption of alcohol at youth events which do not involve minors should be limited to suitable social events e.g. the Soirée. Planning for any such event will include strategies to discourage binge drinking and driving under the influence of alcohol. Ultimately, however, all adult participants are responsible for their own actions.

## **8. Arrival at a campsite**

Upon arrival at the campsite, Leaders should direct participants to a designated central meeting point, where a Leader must cover the following points that are relevant to everyone on camp:

- Welcome
- Registration
- Introductions
- Rules
- Boundaries (including what areas are “out of bounds”)
- Meal times
- Cabin allocation
- Medical procedures
- Emergency procedures

## **9. Attendance**

On any camp, the following positions must be filled:

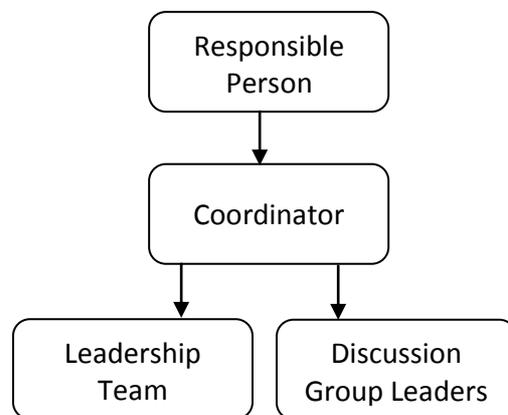
- Leaders (See Leadership on camp section 40)
- First Aid Officer (appointed by the Coordinator) See also: Section 33

For the duration of the camp, all Leaders must remain at the campsite, with exceptions granted in the case of family emergencies. Other exceptions must be negotiated with the Coordinator. All participants under the age of 18 must remain on the campsite for the duration of the camp unless the camp programme includes a designated activity that is off-site e.g. attending Sunday Mass in a nearby parish or going to a patrolled beach as part of the recreational activities. Any exceptions to this rule must have been negotiated previously with the primary caregiver and written permission obtained. Exceptions will also be granted in the event of a family emergency.

Anyone who leaves camp for a reason approved by the primary caregiver (eg. to play sport) must complete the sign out register and sign in when they return.

## 10. Authority

The hierarchical structure regarding CYT Youth Events is as follows:



Leaders must advise the Coordinator if another Leader or Discussion Group Leader cannot or is not fulfilling their duties. This Leader or Discussion Group Leader will be given the opportunity to discuss and explain their actions and The Coordinator, in consultation with the Responsible Person, will then advise the appropriate action to be taken.

## 11. Behaviour Management

With regard to the discipline of participants, the Leadership team shall ensure that each person is:

- Given positive guidance directed towards acceptable behaviour; Leaders should model appropriate behaviour;
- Not subjected to, or threatened with, any form of corporal punishment or any humiliating or frightening discipline techniques;
- Not kept apart from other people for longer than ten minutes. If kept apart they must be in the company of two Leaders;
- Never denied meals as a form of discipline;
- Not overly regimented in their choice of activities;
- Not placed in any situation which exposes them to any risk to their health and safety.

Individual disciplinary action is at the discretion of the Responsible Person and should be specific to the offence. Disciplinary guidelines must be included and applied at any Leaders Training Programme or camp.

## **12. Belongings**

While all assistance and precautions will be undertaken, CYT and its Leadership Team cannot accept responsibility for lost, damaged or stolen property belonging to any individual.

## **13. Boundaries**

Out of bounds areas are to be set by the Coordinator in consultation with the campsite owners and must be explained to everyone at the beginning of each camp (e.g. swimming areas, beaches, kitchen etc). It is the responsibility of the Coordinator to ensure that Leaders and participants are aware of these boundaries and observe them.

## **14. Breakages**

Costs incurred by accidental breakages or damage to the venue or venue equipment will be met by CYT. Costs incurred from wilful damage will be recovered from the offender, unless they are a minor, in which case attempts will be made to recover the cost from the primary caregiver. No responsibility will be taken for breakages of or damage to, personal property. Breakages must be recorded and the report kept on file. See [Appendix A: Incident Reporting Form](#).

## **15. Budget**

Budgets for camps must be prepared as early as possible by the Coordinator, and should be submitted to their direct supervisor for approval. Basic budget items must include:

- Income
- Accommodation
- Food
- Transport
- Training
- Insurance
- Equipment/Materials
- Miscellaneous (prizes, etc)
- Petty cash
- Stipend/gifts

The budget should clearly identify the charge per participant required to cover costs.

## **16. Catholicity**

CYT will present all camps in keeping with the teaching of the Catholic Church and in accordance with any particular requirements of the Diocese. All camps will include recognisable Catholic traditions and practice such as the scriptures, prayer, and the sacraments, the lives of the saints, Catholic social teaching, Catholic imagery and Marian devotions.

Leaders will be expected to uphold the teachings of the Catholic Church in both word and action during all camps.

## 17. Code of Conduct

### 17.1 Participants:

Participants are to abide by the rules and regulations instituted by the Coordinator and to be respectful of the venue, equipment and every person present. In signing the registration form each participant is agreeing to uphold this Code on Conduct. This Code of Conduct will be sent to the primary caregivers with the Participants letter.

#### Don'ts

- No Drugs
- No Alcohol
- No Smoking (for those under 18)
- No mixed bunkrooms at any time
- Do not leave campsite without talking to the camp coordinator
- No violence
- Any other inappropriate behaviour which is against what we are trying to achieve at CYT events.

If any of these guidelines are broken your parent or caregiver will be contacted and asked to come and pick you up.

- Cell phones are to be off during session and once lights are out.

#### Do's

- HAVE FUN!!
- Make new friends
- Be open to learning something new
- Follow instructions of camp leaders
- Comply with all camp rules and procedures
- Respect
  - venue / each other / speakers up front / equipment

#### - Lights Out

There will be an assigned time for lights out. It is acknowledged that everyone on camp has to study or work the following week. For this reason we ask you to respect each other and go to bed when asked and remain quietly in bunkrooms.

- **Sign-out sheet**  
If you have been granted permission to leave during the course of the camp, you must sign out when you leave and sign in when you return.
- **First Aid**  
If you require first aid please ask the first aid officer for help, (don't help yourself to the First Aid Kit). If you have any medication please bring to the First Aide person to discuss.
- **Driving**  
If you are driving your car out to camp please be mindful that you won't be able to take it anywhere until you leave at the end of camp. If you are bringing other participants to camp in your car please make sure your parents and the parents of your passengers have full knowledge of this. Please also make sure your car is fully registered and warranted.

### **17.2 Coordinator and Leadership Team:**

The Coordinator and Leadership Team must set positive behavioural examples and remain constantly aware of their responsibility as role models. Inconsistencies in Coordinator(s) and Leadership Team behaviour must be avoided (e.g. disciplinary actions, favouritism, etc).

## **18. Confidentiality**

The Coordinator and Leadership Team must avoid asking probing/leading questions about a participant's life. Any information obtained regarding the participants is to remain confidential. In the case of disclosure of abuse or other potential harm leaders must mention to the young person that they need to share this with the coordinator so as to best help the young person. Each Small Group Facilitator must make the following disclosure at the beginning of the first small group.

"What we talk about during small groups is confidential, but if what you share is really 'big' then I will need to tell the coordinator. Our job is to make sure that you are safe."

If there are to be no scheduled small groups during the camp, the confidentiality disclosure is to be made at the beginning of the camp to all participants. A confidential incident report must be completed.

## **19. Confiscations**

Any item found to be in the possession of a Leader or participant that is contrary to the rules of the camp will be confiscated by the Coordinator or Leaders, in the presence of a witness and kept in an undisclosed location known only to the Responsible Person and Leadership team. Items confiscated from participants under 18 years of age will be returned to their primary caregiver. In the case of those over 18 years of age, the items will be returned to them upon their departure from the campsite. The exception in both cases is any illegal item such as illicit drugs or weapons. These items will be handed over to the police.

## 20. Counselling

Counselling of participants or other Leaders is not part of the role of any Leaders at CYT youth camps. The only exception would be in the case where a professional counsellor is appointed explicitly for that purpose and the parents/caregivers of the participants are informed. If it becomes apparent that a young person is in need of counselling, the Responsible Person may:

- Where the person is a minor, they should be encouraged to seek professional counselling and to also involve their family or care giver.
- In the case of an adult, encourage the person to seek professional counselling.

## 21. Curfews

“Lights out” time for participants will be set in each Camp programme and is to be strictly enforced for minors. Curfews for Leaders are set at the discretion of the Coordinator but must provide sufficient rest time and also set a good example to minors.

## 22. Custody

For the duration of the camp, the Leadership Team have a custodial duty for all minors attending the camp.

## 23. Death

### 23.1 Participant or Leader:

In the event of a death or suspected death, the First Aid Officer, with the assistance of the Responsible Person, must undertake the following procedures:

- Instigate the Emergency Procedure
- Isolate the area
- Contact Police and Ambulance
- Ensure participants are being adequately supervised and reassured

All those on camp must cooperate with Police in giving statements. Once the situation is under control, arrangements must be made for all those attending the camp to be debriefed, while still on camp, by a qualified person. Access to further support shall be given to participants and their families.

**Please note that the Police will arrange notification of death to the primary caregiver.**

### 23.2 Relative of a participant:

It is the duty of the Responsible Person or their delegate to inform a participant of a death in the family only if an immediate family member is unable to do so. As with other participant confidentiality, this information should remain confidential between the parties involved.

## 24. Departure from camp

On the day of departure, participants and Leaders will pack up their personal belongings and ensure that the venue is clean and tidy. Just prior to departure from camp, all Leaders, Coordinators and participants will meet in the designated central meeting point. A Leader should:

- Attempt to return any lost property to its owner
- Thank everyone for their attendance
- Point out any highlights of the camp
- Coordinate transport departure
- Close with prayer

## 25. Mixed Abilities

Every effort should be made to cater for participants with mixed abilities. Prior knowledge of any disability is required so that the Coordinator can arrange appropriate care and organisation of the camp programme for those participants.

## 26. Disclosure

Should a child disclose information to any leader about potential or actual harm, they need to inform the coordinator. The leader and coordinator will work together to make sure the young person is safe and receives the help they need.

## 27. Discussion groups

Discussion groups (sometimes called sharing groups or small groups) are an opportunity for participants to reflect on, and talk about, the content presented during the camp. Discussion group leaders are allocated to facilitate this process for a small number of participants during specific times during the camp.

- Discussion group leaders should observe the following guidelines:
- Begin with clear guidelines for appropriate behaviour within the group and identify inappropriate behaviour in a manner that is clear and non-humiliating.
- Encourage participants to contribute to the discussion groups to the best of their ability
- Focus on the content of the event, using the questions provided to guide the discussion
- No obscene language
- No racist, discriminatory or negative humour,
- Avoid personal comments regarding participants (particularly anything that could be considered demeaning or unnecessarily sexual)
- Do not share anything that you would not be comfortable sharing in a personal testimony in front of the whole group.
- Do not use discussion groups for any form of counselling or spiritual direction; they are simply an opportunity for participants to share. If it seems that a participant is in need of counselling, refer to [Section 20: Counselling](#)

- Ask participants to keep what is shared in the discussion group confidential. The exception to this would be the case of disclosure of harm then the leader would need to seek help from the camp coordinator. (see [Section 18: Confidentiality](#))

Discussion group leaders will be provided with a description of their role, this policy, other relevant policies and the event programme. Leaders must agree to abide by this policy prior to the camp.

## 28. Driving

**28.1** Those driving the CYT vehicles or young people to and from CYT events will

- Hold a current full drivers licence
- Have their car fully warranted and registered
- Have seat belts for all those in the vehicle
- Be free from alcohol and drugs
- Will drive safe and follow the road rules.

Non CYT staff members need to complete the CYT “Vehicle for Loan Agreement” to carry young people in CYT vehicles. This document is essential for insurance purposes.

**28.2** Young people who bring their car to camp will be asked not to use their car during camp. If they bring other participants to camp this need to be at full knowledge of all parents and they need to be on their full licence. Cars need to be fully warranted and registered.

## 29. Drugs

**29.1 Illicit drugs:**

Illicit drugs are strictly forbidden on camp. If anyone is found in possession of, or under the influence of, illicit drugs, the following steps are to be taken by the Responsible Person:

- Isolate the offender.
- Immediately confiscate the substance(s), in the presence of a witness.
- Store the substance(s) in a location, known only to the Coordinator and Leadership Team.
- If the offender is under 18 years of age, their primary caregiver is to be contacted and advised that the participant was in possession of the substance.
- The Coordinator(s) is to seek advice from the primary caregiver as to what action they consider should be taken.
- If the offender is over 18 years of age, they will be asked to leave the campsite immediately and if necessary, transport is to be provided.
- In the event of illicit drugs being found, the Police are to be contacted.
- A Confiscation Form ([Appendix B](#)) and an Incident Notification Form ([Appendix A](#)) must be completed. These reports must be kept in a confidential location.

A witness is to be present during all the above steps. The removal of anyone on camp due to the above circumstances must be done with the least amount of disruption

possible to the camp programme. Anyone found in the possession of, or under the influence of illicit drugs will be suspended from future camps for a period of time to be determined by the Director of CYT.

### **29.2 Prescribed and over the counter drugs:**

The primary caregiver of any participant taking prescribed or over the counter medication must inform the Coordinator (by completing the relevant parts of the Participant's Application Form). No participant under 16 years of age can self administer medication unless written, signed consent has been received from the primary caregiver.

The First Aid Officer will be responsible for the monitoring and administration of all prescribed and over the counter drugs to participants under 16 years of age and will keep a record of all dosages on the [Daily Medication and First Aid Sheet](#) (Appendix C). Any participant taking prescribed or over the counter drugs must ensure that they see the Chief First Aid Officer each day at the correct time to receive their medication. The First Aid Officer will keep the drugs in a location known only to him/herself and the Coordinator. Leaders and participants over 16 years of age should administer and maintain their own medication.

All prescribed or over the counter drugs should come to the camp in the original packet (where possible) with the doctor's name, participant's name and dosage/instructions clearly marked. Any administration of medication for participants under the age of 16 years must be documented by the First Aid Officer as well as one other person.

## **30. Duty of Care**

Duty of Care is the legal obligation to take reasonable steps to avoid reasonably foreseeable harm to the people for whom you have a duty of care. The definition of a 'reasonable step' under any particular circumstance will generally be dictated by common sense (please refer to 'Hikoi Tahī – Standards for Catholic Youth & Young Adults Ministry in Aotearoa New Zealand'). Duty of care must be exercised at all times to ensure the safety of our participants and Leaders.

## **31. Emergency procedures**

### **31.1 Disappearance:**

In the event of a suspected disappearance, an initial search of the campsite and relevant areas should be conducted immediately by two Leaders. If the participant's disappearance has been confirmed, the following steps are to be taken by the Leadership Team:

- If appropriate, siblings or family members also participating in the camp should be notified prior to making the entire group of participants aware of the situation.
- The disappearance of the participant should be made known to other participants. Other participants may be able to assist with information regarding their whereabouts.

- Leaders must undertake a wider search, keeping in mind that there should be enough Leaders to maintain supervision of the remaining participants
- If the person has still not been recovered after this wider search, the Police and the primary caregiver should be notified by the Responsible Person.

### **31.2 Medical:**

In the event of a medical emergency (not including minor injuries), the First Aid Officer must assess the severity of the injury to determine whether an ambulance is required or if the patient is able to be transported by car to the nearest suitable hospital. If a hospital visit is required by a participant under 18 years of age, then a Leader (appointed by the Responsible Person) must accompany the patient (with their Application Form). In the case of ambulance transport, an accompanying Leader is required. In the case of a participant under the age of 18 years the primary caregiver must be notified immediately by the Responsible Person. The patient must be accompanied throughout their hospital visit until they either return to the campsite or responsibility has been transferred to the primary caregiver.

### **31.3 Natural disasters:**

A plan of action must be in place, prior to the camp, to handle the situation of a natural disaster (e.g. flood, earthquakes, etc). It is the responsibility of the Coordinator to ensure Leaders are familiar with this plan. The plan must include:

- a warning signal or alarm
- a meeting point
- a roll check
- evacuation procedures
- a hierarchy of authority
- procedure for return to campsite/home

At the beginning of each camp, the Leadership Team must ensure that participants are aware of the warning signal and the procedure to follow. Most campsites should already have such a plan.

### **31.4 Rescue:**

Should a rescue becoming necessary, the appropriate rescue services must be contacted by one of the Leaders. No one should attempt to rescue another person if there is the possibility of danger to themselves. The safety of all other participants must be ensured by the Leaders. The primary caregiver(s) of the participant requiring rescue must be informed immediately by the Responsible Person. Any medical emergencies following the rescue must be carried out as mentioned in "Emergency Procedures – Medical" ([Section 31.2](#)).

### **31.5 Evacuation:**

All leaders must be made familiar with all the evacuation points at a camp. At all venues, exit points should be visible and Leaders should be aware of the meeting area in the case of evacuation. The meeting area should be a clear space away from immediate danger. Where appropriate, a practice evacuation may be carried out.

## 32. Evaluation

The Coordinator must undertake a critical evaluation of the camp, in consultation with Leaders, within fourteen days of the camp's conclusion and must include input and general comments from a random selection of participants and all Leaders. This process is to ensure that camps continue to develop and improve in order to best cater to the needs of the participants. A copy of this evaluation must be kept on file and taken into account when preparing for the next camp.

## 33. First Aid

For all camps, at least two Leaders must hold a current First Aid Certificates. Prior to the event, a delegate of the Coordinator must check that a fully equipped First Aid Kit is available and on-site. When the First Aid Officer arrives at the venue, it is their responsibility to check that the First Aid Kit is available and fully stocked. All First Aid Officers must be introduced to the participants during the welcoming address.

All first aid treatments (however minor) must be recorded in a Register of Injuries which should be located in the First Aid room. Where possible a room is to be set aside for the exclusive use of treatment on patients by First Aid Officers. First aid equipment must be sterile. Gloves must be worn when applying first aid.

The first aid kit will contain only the basic recommended items with sufficient supplies to accommodate the number of people attending the camp. People requiring more equipment than that available in the first aid kit should be seen by a doctor. A portable First Aid Kit must be taken on all off-site activities.

**Please Note: Another leader must be in attendance at all treatment of patients by a First Aid Officer.**

## 34. Grief

If a participant is experiencing grief through loss, death, separation, etc, Leaders must only comfort the participant to the best of their ability without taking on a counselling role, and definitely only in view of other Leaders. If the participant continually expresses extreme grief, this information should be passed on to the primary caregiver. The option to return home may be offered to the participant.

## 35. Harassment

Harassment includes and refers to any unwanted, unacceptable or offensive behaviour by an individual or group towards another individual or group within the organisation. This behaviour may be verbal, physical or take the form of written material. It may be related to a person's gender, race, colour, ethnic or ethno-religious background, nationality, marital status, disability, or age (please refer to 'Hikoi Tahi – Standards for Catholic Youth & Young Adults Ministry in Aotearoa New Zealand').

Harassment in any form is unacceptable and will not be tolerated. Any incidence of alleged harassment will be investigated immediately. If the allegation is confirmed for either a participant or a Leader, it is to the discretion of the CYT Director if the offender

will be sent home from the camp and be suspended from future camps for a period of time.

## 36. Homesickness

One of the primary responsibilities of the Leadership Team is to provide the participants with a positive and supportive environment. Suggested steps to overcome homesickness are:

- Ensure the participant is included in all activities.
- Take time to reassure the participant that they are wanted and welcome (attempt to achieve this without displaying favouritism).

Participants are free to leave and should be given the opportunity contact their parent/caregiver to make such arrangements if they so desire.

## 37. Hygiene

Leaders must take the following steps to ensure proper hygiene is maintained:

- Persons in food preparation areas must wear gloves and shoes while preparing food. Long hair must be tied back.
- All food must be covered and refrigerated where necessary.
- First aid equipment must be sterile.
- Gloves must be worn when applying first aid.
- Shower daily will be encouraged.

## 38. Intruders

Anybody entering the campsite that is not known to the Leaders must negotiate permission for their visit. Their visit must be monitored. Any Leaders expecting visitors must first negotiate this with the Coordinator. If permission is denied, the intruder must be asked to leave and to be seen leaving. If a person unlawfully enters the campsite and refuses to leave, the Police are to be called immediately. No one should put themselves at risk by physically attempting to remove an intruder.

## 39. Kitchen

### 39.1 Meals:

Everyone on a camp is encouraged to have at least three meals per day. Leaders are encouraged to eat the same food as the participants. No outside food supply (unless external caterers are specifically engaged) is acceptable as a meal for leaders or participants. Meals must be nutritionally balanced and special dietary needs (e.g. vegetarians, vegans, diabetics, coeliac) met.

### 39.2 Standard:

The kitchen must be kept clean at all times. Cooking utensils and dishes must be cleaned after each meal. When participants assist with kitchen duties, a Leader must ensure that the job was done properly and everything is clean and dry. Only rostered Leaders and kitchen staff should be in the kitchen.

## 40. Leaders

### Staff

- Anyone who is employed by the Catholic Diocese of Christchurch.

### Adult leader

- A person over the age of 20 and have experience in working with young people eg youth leader or teacher. Adult leaders can have a variety of roles from camp parent, cook, small group leader or just being present.

### Junior Leader

- A leader who is in year 12 or 13 or post secondary education and has been part of a Diocesan Leadership Training programme.

### Camp Parent

- A parent who comes on camp to be available and present for the young people.

### All Night Supervision

- At all our camps appropriate supervision will be in place. If it is deemed necessary all night supervision will be put in place. This will include a roster of adult leaders to ensure at least one person is awake at any one time.

### 40.1 Application forms:

All Leaders and participants are required to complete an application form so that CYT can have a complete record of emergency contacts and any medical needs. Leaders who are not youth leaders in a Parish will be also asked to complete a Police vetting form. These will be given to the Director a least a month before the camp. See also: Section 47

### 40.2 Ratios

At all CYT youth camps at least 1 staff member of CYT will be present at all times. That staff member will be the Responsible Person for the camp. When there is only one CYT staff member present at a camp, an Adult Leader over the age of 30 and or with the approval of the CYT Director, will be second to the Responsible Person.

Each leader will be accountable for no more than 8 participants (1:8). All leaders will be over 18. For every 2 leaders who are under 20 we will have an extra adult leader.

For example: A camp with 60 young people attending will require 8 leaders, if 4 of these leaders are under 20 (junior leaders) we would need 2 extra leaders. Making the total 10.

The level of supervision provided for an activity must be adequate to ensure the safety of participants. At no time should a Leader and underage participant be left alone (unless they are members of the same family). Leaders should exercise care in supervision of participants. Leaders should act as a prudent parent would in the supervision of participants. Leaders can be expected to be informed of this policy document (CYT Policy for Camps Involving Young People) and the necessary training provided.

### **40.3 Responsibilities:**

#### Junior Leader

- To lead small groups
- To sleep in bunkrooms
- To build relationship with the young people
- To take part fully in the programme
- To help young people adhere to camp guidelines and help CYT staff with enforcement.

#### Adult Leader

Some of the roles of an adult leader may include

- Leading a small group.
- Building relationship with the young people and being a witness of their faith.
- Taking part fully in the programme.
- To help young people adhere to camp guidelines and help CYT staff to enforce.
- To assist junior leaders and be supportive of them.
- Being camp cook.
- Being camp mum and dad.

#### Staff

- Will have responsibility for the safety of the all present at camp.
- Ensure and maintain the health, welfare and safety of the participants at the event, i.e. sun exposure, warmth, personal hygiene, first aid etc.
- Assume responsibility for the participants' care and encourage participation by all participants in designated activities.
- Will ensure the camp programme is delivered to a high standard.
- Will outline the Code of Conduct and manage any consequences for breaking the Code.
- Maintain close communication with other Leaders, and campsite staff.
- Will build relationships with all young people and act as role models for participants.

### **40.4 Expectations of Volunteers Leaders**

Below are some guidelines that we have for prospective leaders on our events...

#### **A. THE LIFE OF A LEADER:**

##### 1. A Life of Faith

- An acceptance of the beliefs of the Christian Faith (for example in the Creed)
- A belief in God the Father, Jesus, the Holy Spirit and the Catholic Church

##### 2. Celebration of Faith

- Leaders are expected to participate weekly in the Sunday Mass.

##### 3. Life in Christ

- To be trying to live a moral life, formed by the teachings of the Church.
- To uphold the 10 commandments.

##### 4. Prayer

- To strive to be a person of prayer

## **B. HOW WE SERVE YOUNG PEOPLE IN OUR CAMPS**

- To recognise the human dignity of each person by caring for young people at the camp.
- To serve the young people and each other.
- To behave in the way we want the young people to behave e.g. listen when people are speaking, go to bed at bed times etc.
- To recognise that I don't have all the answers and if questions arise that I am unable to answer, to acknowledge that to the young person, and to seek guidance from the CYT Staff member.
- To abide by the policies of the CYT which are outlined in the Policy for Camps Involving Young People.
- To take personal responsibility in keeping to the schedule, attending team meetings and prayer.
- To prepare any camp sessions that you are responsible for, with excellence.
- To mingle and 'get amongst' the young people at free time and meal times.
- To inform the CYT Staff Member on the event if you have any "at risk" young people in your small group.

### **40.5 Camp meetings**

All camp leaders and volunteers will be required to attend at least one camp planning meeting.

On camp - Meetings for all Leaders are to discuss the previous and forthcoming day's activities and must be held daily at a time specified by the Coordinator. Items to include for the discussion are:

- Prayer
- What worked well
- What did not work so well
- Agenda for the next day
- On the first night (or prior to camp) the Coordinator should notify the other Leaders of any relevant information about specific participants e.g. disabilities, serious allergies.

### **40.6 Preparation**

Leaders will be provided with a description of their role, this policy, other relevant policies and the camp's programme. Leaders must agree to abide by this policy prior to the event. As required CYT staff will provide extra training for the leadership team.

## **41. Lost Property**

Lost property will be displayed for everyone at the end of camp. Any lost property that is left after camp will be held at CYT office for 6 months before it is disposed of.

## **42. Mass and Reconciliation**

Mass will be celebrated as the highlight of all camps, wherever possible. Sunday Mass is a mandatory part of any programme that occurs over the course of a weekend. Daily Mass is to be encouraged if a priest is available.

The Sacrament of Reconciliation should also be encouraged and included in any weekend-long camp provided that priests are available. It may also be helpful to include Reconciliation in shorter camps where appropriate.

## **43. Materials/equipment/resources**

These items should be appropriate to the campsite and activities. Purchase of such equipment should be within the approved budget and ongoing maintenance is the responsibility of the CYT Director. Any materials, resources or equipment belonging to the campsite must be treated with care and respect.

## **44. Occupational Health and Safety**

Camp venues and facilities must comply with the Health and Safety Employment Act and Regulations (2002). It is the responsibility of the Coordinator to ensure that Health and Safety requirements are maintained according to the Act, for the duration of the camp. Prior to each camp a Risk Management Form (Appendix D) is to be completed by the Coordinator and approved by the CYT Director.

## **45. Parents**

Before each camp parents and participants will receive the following information

- CYT staff cell phone number. (A warning if the camp may be out of range.)
- Camp site phone number
- Cost
- Transport details and location of camp
- Start and finish time
- Code of Conduct for participants
- Any way in which they can assist.

Before camp parents will be required to provide the following information:

- Emergency contact details
- Child's medical and medication needs
- Dietary needs

Parents will be informed of any incidents on camp as soon as CYT staff is able to.

## **46. Participants**

### **46.1 Ages**

The age of the participants may vary depending on the purpose of the camp.



## 49. Precautions

All Leaders are to take the necessary precautions to ensure the safety of everyone under their care. Areas where precautions are particularly important are:

- Boundaries
- Rules and regulations
- Equipment safety and maintenance
- Kitchen and cooking activities
- Bathroom/shower/toilet facilities

## 50. Prejudice

Prejudice, in any form, is not acceptable and will not be tolerated. Favouritism can be construed as a form of prejudice. See also: Section 35.

## 51. Privacy

Collection of information about young people will be stored on a database protected by computer passwords. Print outs of emergency contact and medication needs will be made for camps. These will be kept in folders in 'staff only' areas.

This information will only be used to communicate to young people about CYT events. Only the names of young people attending CYT camps will be given to parish priests unless permission is given by the young person.

CYT will adhere to the Privacy Act (1993).

## 52. Programming

Programmes are to be prepared well in advance by the Camp Coordinator, with input from relevant CYT staff, clergy and/or volunteers. Programmes will vary greatly depending on the nature of the camp, however key elements that should be included are:

- Talks
- Activities
- Allocation of Leaders to Discussion Groups
- Menu
- Sacraments

The Programme should be made known to other Leaders prior to camp commencement at planning meetings. Participants attending the camp must be advised in advance of camp activities in which they are likely to participate. This can be covered in the welcoming address by a Coordinator. The Programme must take into account the possibility of climatic changes and must be flexible enough to be altered without severe camp disruption.

## 53. Publicity

No publicity should be sought for the personal or professional gain of any individual.

## **54. Relationships**

Sexual relationships, while on a camp, are not permitted with the obvious exception of married couples. Development of romantic relationships between participants will not be encouraged in order to foster friendships among all participants. Leaders or participants on camps who are already “courting” or “dating”, should refrain from any overt demonstration of their relationship as it may adversely influence the camp.

Leaders are not permitted to establish a romantic relationship with any other participant attending a camp, especially with any person under the age of 18.

Any Leader or participant breaching these rules, depending on the severity of the incident, may be sent home and/or suspended from future camps for a period of time to be determined by the CYT Director.

## **55. Sex**

Sexual activity on camp, at any time, anywhere, will not be tolerated (with the exception of married couples). Any offenders may be sent home and/or suspended from future camps for a period of time to be determined by the CYT Director. If the offenders are under 16 years of age, their primary caregiver/s will be contacted.

## **56. Smoking**

Participants under the age of 18 are not permitted to smoke cigarettes. Any cigarettes found to be in a participant’s possession will be confiscated and returned to their primary caregiver at the conclusion of the camp. If Leaders or participants over 18 wish to smoke cigarettes on camp, it must be done during their free time and not in the presence of participants under 18 years of age.

The Coordinator will designate a smoking area well away from communal areas to prevent passive smoking. This area will be identified in consultation with the venue owners. No smoking whatsoever is permitted outside the designated smoking area. Please note that some venues may have a blanket ban on smoking and this must be respected.

## **57. Storing Information**

All programming and resources for camps are to be stored on the Diocesan computer server. All registrations forms, camp volunteers, camp invoices, incidents reports, first aid registers and sign out sheets are to be store in a secure file in the CYT office for future reference.

## **58. Swearing**

Swearing will be discouraged. All leaders must be aware of their own behaviour, as their personal actions will often set behavioural standards for participants. Participants or Leaders who persist in swearing may be disciplined in an appropriate fashion as determined by the Responsible Person. This may include being asked to leave the camp.

## 59. Transport

As a general rule, transport will not be provided for participants to attend camps. Parents, caregivers or the individual participants themselves (where licensed to do so) will make their own arrangements.

If in exceptional circumstances (e.g. illness, abandonment) a Leader is required to transport a minor, another Leader must be present. Preferably one of the Leaders will be the same gender as the young person.

**Note also: CYT Driving Policy**

## 60. Vandalism

Vandalism, whilst on camp, will not be tolerated and offenders will be disciplined.

**See Also:** [Section 14 – Breakages](#)

## 61. Violence

As the Coordinator's first priority is the safety of everyone present, violent behaviour will not be tolerated. When other participants and Leaders are at risk of injury from violent behaviour, the offending participant's primary caregiver must be contacted and counsel sought on appropriate action. Anyone over 18 years of age displaying violent behaviour will be sent home. If assistance is required to restrain the offender, the Police should be called.

## 62. Visitors

### 62.1 Invited visitors:

Invited visitors are to inform the Coordinator prior to camp of the time and date of their visit and must report to the Coordinator upon arrival. Attendance by all visitors is at the discretion of the Coordinator. Visitors must not disrupt the activities of the camp. See also: Section 38.

### 62.2 Uninvited visitors:

Admission of uninvited visitors is at the discretion of the Coordinator. In the case of a parent or friend wishing to visit a participant, under 18 years of age, the Coordinator must first obtain permission from their primary caregiver. The visitor must not be left unattended. If permission for the visit is denied, the visitor will be asked to leave and must be seen leaving. If the visitor refuses to leave, the Police must then be called.

## 63. Water activities

Water activities may be included in each camp programme, where seasonally appropriate, for the benefit of the participants attending. Any activity involving a water location (e.g. beach, lake, etc.) is to be treated as a potentially volatile situation and all precautions for the safety of participants and Leaders must be taken.

All equipment used for water activities must be thoroughly checked by the Leaders before the activity can begin and Leaders must ensure correct usage of the equipment

for the duration of the activity. It is the responsibility of the Coordinator to ensure that all equipment used for water activities is adequately maintained.

## **64. Water use**

In most parts of New Zealand water is a precious resource. The Coordinator must ensure that they are aware of the local water restrictions prior to an event. At the start of the event participants should be told what is expected including such things as shower time limits.

## **65. Wet weather**

All camp programmes must include a wet weather alternative.

## **Appendix A: Incident Notification Form**

## **Appendix B: Confiscation Report**

## **Appendix C: Daily Medication and First Aid Sheet**

## **Appendix D: Risk Assessment Management Form**



What action (if any) have you taken in response to the incident? (Include medical procedures, repair of damaged property and any other relevant actions)

---

---

---

---

---

---

---

---

---

---

---

---

What action (if any) have you taken to prevent a recurrence of the incident?

---

---

---

---

---

---

---

---

---

---

---

---

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Witness (Print): \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**This document is to be filed in the Register of Incidents folder**

**B: Confiscation Report**

Date .....Time.....

Place.....of confiscation

Person from whom the item(s) was/were confiscated

\_\_\_\_\_

Description of confiscated item

\_\_\_\_\_

Reason for confiscation

\_\_\_\_\_

\_\_\_\_\_

What has been done with the confiscated item?

\_\_\_\_\_

\_\_\_\_\_

What other action has been taken in relation to the confiscation (e.g. parents notified of possession of alcohol)

\_\_\_\_\_

\_\_\_\_\_

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return of Confiscated Items (To be completed at the end of the camp)**

To whom were the items returned?

What is their relationship to the person from whom the item was confiscated? \_\_\_\_\_

Date item was returned \_\_\_\_\_ Time \_\_\_\_\_

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This document is to be filed in the Register of Incidents folder**



**Appendix C: Daily Medication and First Aid Sheet**

Date	Time	Name of person treated	Illness/Injury/Condition treated	Medication/procedure administered	Other required	action	First aid officer's name and initials
------	------	------------------------	----------------------------------	-----------------------------------	----------------	--------	---------------------------------------

**Appendix D: Risk Management Form**

Name of event: Date of event: Completed by:

Activity being undertaken	Hazards associated with activity	Hazard management procedure	Procedure completed by (Name, date)	Comments