



Anglican Adventure Ministries

Policy & Procedures Manual

Anglican Adventure Ministries

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| Postal Address | PO Box 80271, Green Bay, Waitakere 0643 |
| Physical Address | 6 Hilling Street, Titirangi, Waitakere 0604 |
| Phone | 09 817 2339 |
| Email | mail@aam.org.nz |
| Web | www.aam.org.nz |

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Accountability

The Policies and Procedures of AAM work under the Policies and Procedures of the Auckland Diocese of Auckland and alongside the ChildSafe Programme. Not all information covered in the publications of these organizations are repeated in AAM's Policy and Procedures Manual. Therefore AAM policies and procedures need to be read in conjunction with:

- Policies and Statutes of the Anglican Diocese of Auckland
- ChildSafe: A ChildSafe Organisation
- ChildSafe: Coordinators Guide
- ChildSafe: Team Leaders Guide
- ChildSafe: Team Members Pocket Guide

Where there is a conflict between AAM policy and documents and the Policies of the Diocese of Auckland and/or ChildSafe. The hierarchy of which policy or procedure to be follows is:

- First—Diocese of Auckland
- Second—Anglican Adventure Ministries
- Third—ChildSafe

AAM is a member of Christian Camping New Zealand.

Anglican Adventure Ministries is accountable to the Diocese of Auckland through the Diocesan Council. Any concerns or comments about the ministry of AAM should be addressed to:

Diocesan Secretary
PO Box 37242
Parnell
Auckland 1151

Phone: 09 302 7201

Definitions

Anglican Adventure Ministries uses the ChildSafe System. This system uses a range of terms to describe people in different roles.

Child Safe Terms and Definitions

Child

- A person under 18 years of age.

Risk Management Officer

- A Risk Management Officer provides an overall monitoring role and sets the agenda for training in safety and care.

Coordinator

- A coordinator has an oversight role and is responsible for ensuring all programmes and events within an area operate according to ChildSafe policies and guidelines.

Team Leader

- A Team Leader has responsibility for a team and for the conduct of a particular programme or event. Team leaders are accountable to the coordinator and must be 18 years of age or over.

Team Member

- A Team Member includes anyone who engages in a responsible role within the organization.

Junior Team Member

- A Junior Team Member are those under 18 years of age who take on valuable roles but carry a reduced responsibility and require closer supervision.

Anglican Adventure Ministries Definitions

Coordinators

- Coordinators are appointed by the Auckland Anglican Diocesan Council to have overall responsibility for Anglican Adventure Ministries (AAM), the running of its programmes, activities and appointment of the leadership team. The current coordinators are Thomas Felton and Rochelle Grace—a husband and wife team.
 - ChildSafe Role: Coordinator, Team Leader, Team Member

Senior or Junior Programme Director

- Senior or Junior Programme Directors are appointed by the coordinators to oversee a particular section of the camp programme. They have responsibility to lead a staff team to ensure the smooth running of an AAM camping programme. They must be a minimum age of 18. They also have permission to organize programmes after having received permission to proceed from the coordinators.
- The current Senior and Junior Programme Directors are the coordinators.
 - ChildSafe Roles: Team Leader, Team Member

VIP's

- VIP's are members of the AAM leadership team who have been appointed to carry out specific tasks and do not have responsibility for a team of participants. They can be attached to either a Junior or Senior camp or to the camp as a whole. The minimum age is 15 years old and the corresponding ChildSafe role depends on age and assigned tasks.
 - ChildSafe Roles Could Include: Team Leader, Team Member, Junior Team Member, First-Aider-In-Charge

Visiting Specialist

- Visiting Specialists may be members of the AAM staff team or may be specially invited people with expertise for a particular task. If the person is not an AAM staff member, or have current approval in the ChildSafe system, then their contact with participants will be supervised in an appropriate manner to ensure participants safety i.e. no sole responsibility for participants.

Junior Team Leader or Senior Team Leader

- Senior or Junior Team leaders are leadership team members 18 years or over who have been appointed by the coordinators to be a Junior or Senior Team Leader. They have responsibility to lead a team of participants (Junior Leader— year 4-8 & Senior leader— year 9 & 10) but also have a mentoring role to younger leadership team members. They also have permission to organize and lead out of activity events after having received permission to proceed from the coordinators.
 - ChildSafe Roles: Team Leader & Team Member

Junior Leader

- Junior Leaders are leadership team members who are a minimum age of 16 years old and who have been appointed by the coordinators to be a Junior Team Leader. They have responsibility to lead a team of participants year 4 –8. While leading they are under closer supervision and do not have permission to lead out of activity events.
 - ChildSafe Role: Junior Team Member

Leader In Training

- Leaders in Training are leadership team members who are in year 11 or older and who have been appointed by the coordinators to be a Leader in Training. They work under close supervision and do not have overall responsibility for a team of participants. Their role is to assist the Senior Team Leader, Junior Team Leader or Junior Leader. Leaders in Training do not automatically assume the role of Junior Team Leader, Junior Leader or Senior Team Leader if they reach the age for these roles—Leaders In Training remain leaders in training until the coordinators deem they are ready for this responsibility and appoint them to this position.
 - ChildSafe Role: Junior Team Member

Staff

- Includes all of the above, except when defining supervision ratios when people under the age of 16 are not included.

Junior Camper

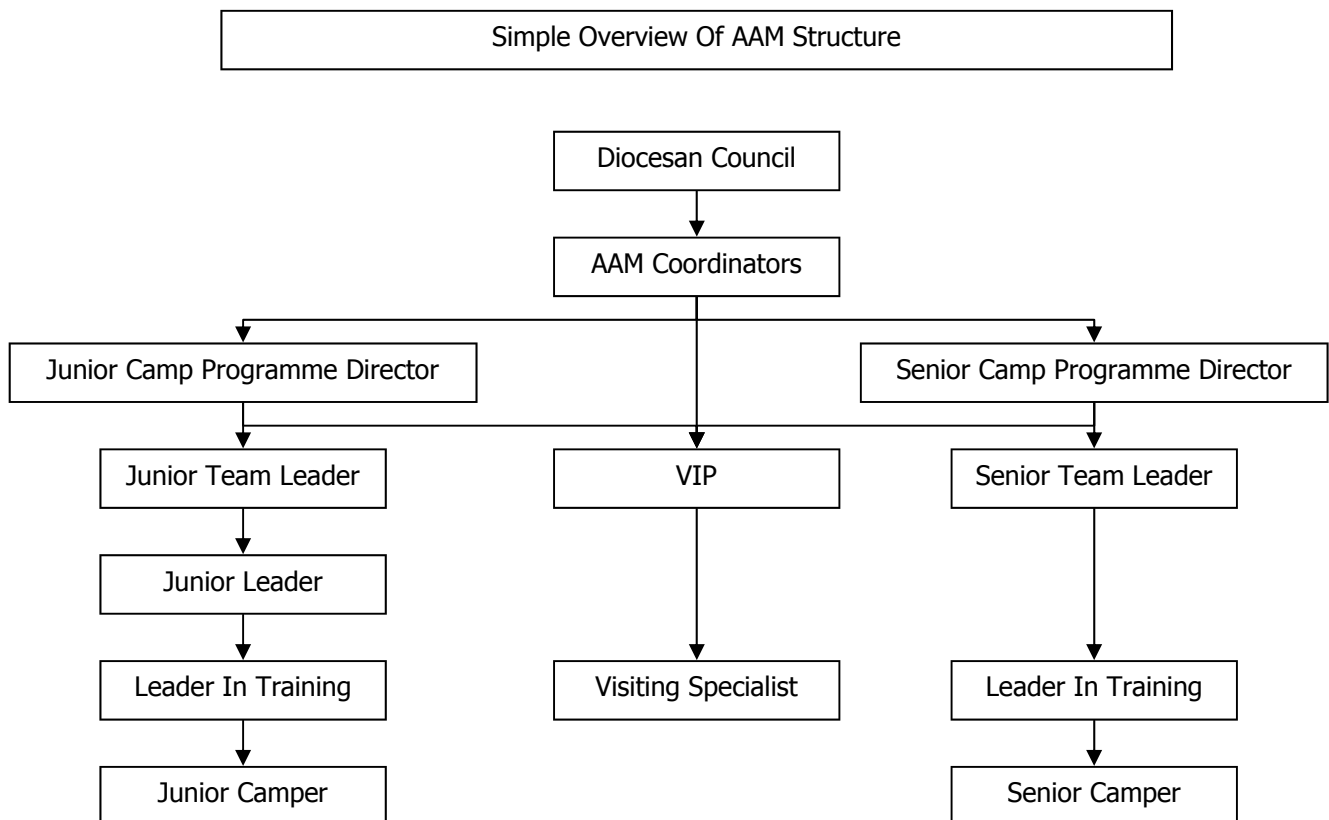
- Junior campers are children in years 4—8 (8—12 years of age) and are enrolled in the Junior Section of AAM.
 - ChildSafe Role: Participant

Senior Camper

- Senior Campers are children/youth in years 9 & 10 (13 & 14 years of age) and are enrolled in the Senior section of AAM.
 - ChildSafe Role: Participant

Participant

- A Junior or Senior Camper



Introduction, Vision & History

What is AAM?

Founded in 2009, Anglican Adventure Ministries (AAM) is the Anglican Diocese of Auckland—Children and Junior Youth Camping Ministry. It's prime focus is the evangelism and nurture of young people, and the training and resourceing of children, youth and their leaders.

AAM's Vision

"To create environments where young people are inspired and equipped for a life long discipleship with Jesus Christ."

This is advanced by running three, five day, fun filled quality Christian camps per year, along with occasional activities, and publications. The activities are staffed by carefully selected leaders who have a heart and a passion to see children come to know Jesus as their Lord and Saviour and then grow in that commitment. AAM runs both a Junior and a Senior camp: the Junior camp is open to anyone in years 4– 8 and the senior camp is open to anyone in years 9 & 10.

Brief History

In August 1988 Roy & Jan Felton, Chris & Pam Watson and Thomas Felton, with the help of various others, started running Diocesan wide children's camps for the Diocese of Auckland—Nurture Council. The vision was to build up Anglican children & youth and equip them for service within the Anglican Church. Many Anglican churches are small, the children and young people isolated and not in large enough groups to feel community. Also some churches do not have a Sunday School or its equivalent, and no camps were being run by the Diocese for this age group.

These camps came under the umbrella of Church Army on 8 July 1991 and Church Army—Adventure Ministries (CA-AM) was founded. In May 1992 the age range was extended to include teenagers. This section was headed up by the Watson's who continued with this until September 1997 when they resigned, and the teenage section was placed in abeyance. In November 1995 Roy resigned, leaving Thomas and Jan to continue with the junior camps and the expansion of CA-AM's ministry with the help of a very dedicated team of leaders. After the abeyance of the teenage camps, several older campers were appointed as team captains as a way of providing them with leadership training. This culminated in April 2001 with the starting of a senior team within the junior camp ministry. In November 2006 Jan resigned and Rochelle Grace became a coordinator with Thomas Felton.

In January 2009 after much prayer and heartbreak the coordinators made the decision to finish the CA-AM camps. The camps were still playing a very valuable role in the Diocese of Auckland but the costs of running them had increased to such a point that it was no longer financially sustainable with the present structure. In March 2009 Rochelle Grace gave a presentation to the Diocese of Auckland—Diocesan Council about the closing of the CA-AM ministry. The Diocesan Council caught the vision for the ministry and agreed to underwrite the organisation. Thomas Felton and Rochelle Grace were appointed as coordinators and Anglican Adventure Ministries was born.

Many of the previous CA-AM leadership team became actively involved in the forming and shaping the new organization and it held it's first leadership training retreat in October 2009. This was quickly followed with it's first Children and Youth Holiday Camp in January 2010. One of the big changes between CA-AM and AAM is the introduction of a Senior camp (year 9 & 10) to run concurrently alongside the Junior Camp (year 4—8).

Programme Content

AAM is a Christian organisation and this shall be reflected in the programme content and delivery. Its structure and activities are designed and implemented to provide a fun, safe and stimulating programme which meet the needs of the participants at an appropriate developmental level. AAM's programmes are designed to challenge and enhance the spiritual, emotional, intellectual and physical aspects of the participants, and will be inclusive, equitable and culturally sensitive.

Both the Junior and Senior camp programmes will normally be initially drafted by the coordinators. The draft will then be worked through with the appropriate camp leadership team and modified to incorporate team ideas and suggestions, if appropriate. Junior and Senior programmes outside of this time maybe drafted and planned by an appointed staff member with the programme being given permission to proceed before the commencement of the programme or activity.

A programme will vary from camp to camp, activity to activity. However a mixture of indoor and outdoor, loud and quiet, physically demanding and relaxing, directed and free choice activities will be planned. Participants will be encouraged to participate in planned activities, however they also have the choice not to, as long as an alternative is available and they are not bored or disruptive. Wherever possible, alternative activities will be planned.

An AAM camp will incorporate both Junior (year 4-8) and Senior (year 9 & 10) camps. These will be held at the same venue at the same time. The Junior and Senior sections will combine for first afternoon activities, meals, morning activities, final night bonfire and various other activities. However, at other times both sections will run separate programmes.

During a camping programme one male junior team, one female junior team, one male senior team and one female senior team will combine during the day to create one group. Activities, duties, etc. will be done with this assigned team. Leaders of both Junior and Senior camps will have authority over both Junior and Senior campers.

After each AAM camp a review is held by the leadership team, this will also include a review of any other activities, which have taken place since the last review meeting.

Programme Permission To Proceed

ChildSafe: Team Leaders Guide C & D

AAM is committed to the safety of staff and participants. As such AAM uses the ChildSafe Permission to Proceed process.

All programmes and activities have hazards and risks, however proper design and planning can minimize and eliminate many of these. Risks must be identified, analysed, reduced/avoided or transferred and monitored and reviewed.

AAM can only take responsibility for programmes, events and activities it knows about. Therefore before any programme, event or activity which could in any way be considered as being connected to AAM takes place it needs to have been given permission to proceed by the coordinators.

In AAM only Coordinators, Junior and Senior Team Leaders and who have been given authority by the coordinators can plan and run an AAM programme or activity. For example: If a Junior Leader wishes to hold an after camp team reunion they would need to ask a Junior Team Leader who has been given authority by the coordinators, to prepare and run this event. The Junior Leader would be involved as it was their team, however the Junior Team Leader would be the one approved by AAM to run the event where Permission To Proceed was granted.

Permission to Proceed is done through the AAM ChildSafe website: <http://www.strandz.chiltsafenz.org.nz>

Important inform detailing the Permission to Proceed process is detailed in the Team Leaders Guide D.

Programme Operation

All participants in any of AAM's camps, programmes or activities have the right to be and feel safe. The following policies, procedures and guidelines attempt to protect this right.

AAM coordinators and staff will review policies and procedures at least two-yearly, and all staff will be made aware of any changes. In an emergency the coordinators or authorized person will set policy and procedures in place, these will then be discussed at the next staff meeting. AAM procedures will be updated when needed to ensure they reflect current practice.

AAM's policies & procedures will be made available to parents/caregivers to read. They will be published on the AAM website (www.aam.org.nz), will be available at programmes or on request an electronic version will be e-mailed to them.

Confidentiality & The Privacy Act 1993

AAM will do all it can to ensure the privacy of all the staff and participants in its programmes.

At all times AAM will comply with the requirements of the Privacy Act 1993. No information is to be shared except with the owner's permission or as required by legislation, for example, the Health and Safety Act. All files holding confidential information will be duly secured, preventing access by unauthorised persons. This information will be made available to participants/staff/caregivers to check for accuracy if requested.

Upon registration the parents/caregivers and staff shall give signed permission for AAM to use the information for the provision of the current programme and for the information to be kept on file for sending out future AAM information or for participant networking.

All sensitive and personal communications (including telephone conversations) shall be handled as discretely and privately as possible.

Programme Hours

AAM camping programme currently operate during the January, April, and October School holidays, other activities also operate occasionally. The dates of these programmes and activities are normally published on the AAM website or in its official magazine 'AAMPed'. Application forms for the school holiday camps are sent out approximately six weeks before hand.

Fee and Enrolment

AAM's programmes are open to anyone in year 4–10 who will co-operate with AAM's aims, providing they also meet the Children with Special Needs Policy. The Junior Camp is for children in year 4-8 and the Senior Camp is for children/youth in year 9 & 10. AAM coordinators reserve the right to refuse enrolment where they feel:

- the programme is not suitable for the child.
- the child will detrimentally effect others in the programme.
- the child does not have sufficient command of English (i.e. to understand safety instructions).

Each case will be considered individually and an effort will be made to include the child/youth within the limits of the resources of the programme.

Fees are clearly published in the registration forms which parents/caregivers must use to register their children in the programme.

Registrations close when the programme is full or the advertised enrolment cut off date, whichever comes first. Normally at least a deposit is required to reserve a place in the programme. The balance of the fees is required when physically signing in the child/youth at the programme. In cases of financial hardship there are sometimes subsidies available at the discretion of the coordinators. These depend on the level of donations received for each programme.

Once an application form has been received the participants and or parents/caregivers will be notified if their enrolment has been successful or not.

Where an enrolled child/youth is unable to attend a programme, early notification is requested as another child/youth maybe able to take their place in the programme. The programme enrolment fee will be refunded less a \$20 administration fee and any monies already outlaid. This fee may be waived at the discretion of the coordinators.

It's the parent/caregivers responsibility to inform the cocoordinators of any changes to their enrolment form, contact details, medications, authorised 'pick up' persons, etc.

Signing In and Out

Drop Off

When arriving at a AAM programme the parent/caregiver is to accompany the participant to the enrolment desk. The parent/caregiver will enrol their child/youth by signing them in, updating any information AAM may need and giving any medication the parent/caregiver wishes AAM to be responsible for and complete a Medicine Consent Form.

AAM does not accept early drop off's of participants without prior approval of the activity organisers. If permission is granted, the activity organisers will ensure suitable supervision is available for this period of time.

Pick Up

At the end of the programme parents/caregivers are to sign their child out before leaving the venue and are expected to collect their child promptly at the advertised finishing time.

Parents/caregivers must inform the coordinators if a person who is not listed on the participants enrolment form will be collecting them from the programme. If a person who is not listed wishes to collect a participant permission will be withheld until the parents/caregivers have been contacted and permission granted.

Permission must be given by parent/caregiver for a participant to leave unaccompanied at the end of the programme.

Participant Not Arriving At Programme Procedure

If a participant does not arrive at the programme the coordinators will make every reasonable effort to contact the parents/caregivers to find out the reason for the absence.

Participant Not Collected At The End Of Programme

If a participant is not collected at the end of the programme the following steps will be taken:

- At least two staff members will remain with the participant.
- Parents and emergency contacts will be contacted. If no contact can be made the participant will be asked for other possible contacts.
- Staff members will remain with the participant for as long as possible. When this becomes no longer possible, or when it becomes unreasonable to do so, the participant will be taken to the nearest Police Station. A note will be left at the programme indicating where they have been taken.

Access To Participants During A Programme

If a person who is not listed on the participant's enrolment form wishes to gain access to a participant during the programme permission will be withheld until the parents/caregivers have been contacted by AAM and permission granted.

Transporting Participants

(ChildSafe: TL Guide D3, TM Guide C3)

If travel by car is required for an excursion then this will be made clear on the registration form and parents/caregivers will be required to give signed permission.

- All vehicles must have a current registration and warrant of fitness.
- All vehicles must be up to warrant of fitness standard.
- All drivers must have a current, full license, a good driving record and have been driving for a minimum of two years.
- All drivers will declare they will not consume and alcohol or drugs prior to driving and will not drive under the influence of alcohol or drugs, or permit smoking within the vehicle.
- All drivers are to complete a Drivers Declaration Form prior to transporting.
- A Vehicle Summary form must be completed.
- All passengers must wear a seat belt.
- All vehicles preferably to have a cell phone.

- Any music played must comply with usual AAM guidelines and must be age appropriate.
- A head count must be undertaken at the beginning and end of each trip and before commencement again after any stops.
- Appropriate off-site ratios for any trip are to be enforced.
- If the travel is not within the metropolitan area then a plan covering driver fatigue, rest stops, etc must be completed.

Complaint Policy

If parents/caregivers have a complaint about the programme or a staff member they should approach one of the coordinators who will attempt to rectify the situation to the parents/caregivers satisfaction, if reasonable or possible.

If the parent/caregiver is still unhappy or the complaint is about one of the coordinators they should contact the Diocesan Secretary for arbitration. This should be done in writing and must contain details of the grievance and desired outcomes. The Diocesan Secretary will investigate and respond to the complaint as soon as possible (within 14 days). Where possible, a mutually agreeable outcome will be sought.

The coordinators will keep the Diocesan Secretary informed of all written complaints and any verbal complaints that the coordinators believe are substantial.

If a parent/caregiver complains to a staff member, the parent/caregiver will be referred to the coordinators.

When a parent/caregiver complains to the coordinators the coordinator(s) will:

- If appropriate ask another person to be present.
- Let the parent/caregiver explain the complaint fully. If it's a substantial complaint, in the coordinators opinion, this will be written down and read back to the parent/caregiver to make sure the complaint is fully understood.
- The coordinators will investigate the complaint and try to come to an agreement about a course of action, remedy, or some kind of positive action.
- If it's a substantial verbal or written complaint the coordinators will inform the Diocesan Secretary.
- If the parent/caregiver is still unsatisfied then the coordinator will refer the parent/caregiver to the Diocesan Secretary.

Where possible and advantageous to the programme, the requests of parents/caregivers will be incorporated into programme planning, design and delivery.

Diocesan Secretary
PO Box 37242
Parnell
Auckland 1151

Phone: 09 302 7201

Child/Youth With Special Needs

Children/youth with special needs will not be excluded from AAM's programmes, providing that in the coordinator's sole discretion, they are confident the child/youth's needs can be catered for, without negatively affecting the other participants, and that they will benefit from being at the programme.

Full information about the child/youth's requirements including medication, diet and supervision, must be included with the enrolment form. It is the coordinators' responsibility to ensure that all staff are fully aware of the participants requirements and that they feel confident to provide the necessary care.

Each case will be considered individually and an effort will be made to include the child/youth within the limits of the resources of the programme.

Behaviour Management

At the beginning of the AAM programme all participants will/ be provided with clear guidelines understandable from an age appropriate point of view, as to what behaviour is expected while attending the programme. The clarity of these rules and the consistency of how they are applied effect the standard of behaviour at the programme.

AAM rules seek to protect all the participants attending the programme. Participants have the right to be and feel safe, receive appropriate care and attention from staff, be treated fairly by staff and other participants, be included in activities, and enjoy the activity. However, these rights carry responsibilities. All participants are responsible for how they behave at the programme. This means staff will expect participants to make choices about how they behave.

What is Discipline?

Discipline is Biblical and necessary for the smooth running of a programme. When we hear the word discipline we automatically think of it as having negative connotations. However, the root word for discipline is actually disciple. Discipline is a way of correcting and training children and youth in a way that is helpful to their personal growth, and in a way that conveys love, acceptance, security, and care. It is a way to guide children/youth into right and proper behaviour. The goal is to help the child/youth internalise a set of boundaries (conscience), which they stick to whether or not someone is watching them.

There are many and varied reasons why children and youth misbehave, and there is no simple answer. Generally, they have a desire to please and be affirmed rather than be punished, which is generally the outcome of misbehaviour. However, there are some issues that may help us understand - children and youth need attention, do not know the rule, confused by different rules and expectations, are bored or frustrated, don't 'fit in,' have unresolved issues, or have reacted to a situation instead of responding.

Discipline Procedures

The rules of the programme are set out by the coordinators, however often it's other staff members who will enforce these. How this is done is to some degree a matter of personal leadership style, however, the following points are AAM policy:

- AAM's first approach to discipline is the setting of clear boundaries/expectations and ensuring participants understand these. Wherever possible positive encouragement will be used to encourage good behaviour.
- No corporal punishment will be used. i.e. spanking, washing out a participants mouth with soap etc.
- No verbal punishment will be used i.e. derogatory, belittling, or put down remarks.
- Participants will only be physically restrained if their or another's immediate safety is at risk, they are causing damage to property or their behaviour is a major disruption to the programme.
- There will be no unusual confinement and food/drinks will not be withheld.
- Staff will not make threats. i.e. loss of meals.
- Not every misbehaviour issue is to be sent to the coordinators as this reduces the 'clout' they have when they do need to discipline.
- Time out is to be used in this programme, allowing for a cooling down period.
- Repeat offenders, participants who threaten or use physical force, participants who consistently disobey, swear or use inappropriate language, show disrespect for staff or fellow participants, and participants who break the main rules as spelt out at the beginning of the programme will be referred to the coordinators.
- Serious or repeated cases of unacceptable behaviour will be reported to the parents/caregiver, and depending on the seriousness of the offence(s) the parents/caregiver may be asked to come and collect their child.

Guidelines For AAM Staff

Respond, Don't React

It's not the participants fault if you have had a bad morning. Staff may need to take a step back, and then respond appropriately.

If you feel angry, then you need to count to ten, or alternatively ask the participant to sit in some other part of the room. Then once you have distanced yourself from the immediate heat and had a chance to cool down, you're then able to respond out of compassion, not react out of anger. Note: Adrenaline has a half life of eleven minutes—meaning it psychically takes half an hour to return to pre arousal adrenaline levels.

Be As Harmless As A Dove

Staff need to come to a situation with an attitude and frame of mind that will defuse conflict, and not ignite it. There is no winner in a conflict situation. Where possible talk to the participant individually rather than in the hearing of other participants. This has several advantages. You're in a better situation to find out what is going on behind the behaviour. It gives the participant a chance to cool down, and it also removes the audience. Some participants will play to fellow group members - why act if there is no stage?

Approach the participant with empathy. Ask questions like: "It looks like you have had a bad morning, is there anything I can do to help?" "Would you prefer to sit out for a while?"

"A gentle answer turns away wrath, but a harsh word stirs up anger." Proverbs 15:1

The old saying of 'Sticks and stones may break my bones, but names will never hurt me' is a lie. The Bible describes our tongue as being 'a restless evil, full of deadly poison' (James 3v8), and a few misspoken words will do more harm than good. You must never try to belittle, embarrass, or punish a participant through your tongue, it will only make the participant feel hurt, lose respect for you, or make the problem worse.

Hear Both Sides Of The Story

Things are not always as they appear on the surface. There are always two sides to the story, and it is important to hear both of them before making your decision. Quite often the person who gets in trouble isn't the troublemaker. Where possible encourage the participants to sort out the problems amongst themselves, encouraging them to come up with solutions, emphasising ones that are win-win.

Discipline Is Training

Discipline is not punishment. While actions have consequences the main purpose is to train the participant, and help them learn from their mistake. This means that time needs to be spent with the participant so they know why the behaviour, action, or attitude is not acceptable. When a participant verbalises what they have done wrong they start the process of owning the behaviour. By asking the participant to give you examples of other ways they could respond, you're empowering them to make different choices in the future. The person we are today, and will be tomorrow, is shaped by our environment and our response to it. Participants need to learn to own their responses.

The Consequences Must Fit The Crime

Children and youth have a keen sense of justice, and need to feel they are being treated fairly. Consequences should be natural, and not seem to be forced. Some examples could be:

- Time Out – If they cannot participate appropriately they perhaps need to be given time to think about appropriate behaviour.
- Make a mess - Clean it up.
- Bad attitude - Time out until attitude changes.
- Talking - Being moved so they cannot talk.

Show Christian Forgiveness

Once an issue has been sorted out, wipe the slate clean. Ignoring a participant, giving them the silent treatment, etc. is not a Christian approach. Ask yourself "What am I teaching this person about God's forgiveness by the way I am disciplining them?"

Once Disciplined, Get The Participant Back On A Positive Track

It is important to follow discipline with praise or affirmation. A good opportunity for communication often occurs after discipline. The participant needs to know you care about them - this, not the punishment, should be the overarching memory. After being disciplined it's important to get the participant involved in another activity. If the consequence of their behaviour means they cannot rejoin the activity, provide them with something else.

Pray With The Participant

This is not always appropriate or possible. However when it is, it is a good way to bring healing into the situation.

Use Bible Verses Appropriately

The Bible is not a club to bash participants into line with. Using it as such is spiritual abuse, will create a negative impression of the Bible, and could cause long term damage. If you do use a Bible verse, use it sparingly, pick it carefully, ask yourself why you are using it, and make sure it is appropriate and understandable.

Adults Make Mistakes

Staff need to be aware that they also make mistakes. If a staff member has disciplined a participant, and then found out they were wrong in doing so; they need to ask for their forgiveness. They also need to be humble enough to admit it when their behaviour was not within the acceptable boundaries.

Staff have different styles and ways in which they discipline. Because of differences in personalities and relationships with the participants there is not one method that is suitable for everyone. One of the best ways of learning how to discipline in the camp is by watching 'old hands.' These are people who have had experience in how to handle different situations. Look at their methods, and modify them to suit your own personality - don't be a clone of another staff member.

In a lot of cases simply listening to a participant and praying with them can resolve the situation, also reminding them of the rules and appropriate behaviour. Time out is also very effective, because it removes the participant from the situation, and allows them to cool down before you talk to them. This can be effective at bedtime if a participant is consistently talking/disturbing others. By asking them to stand outside the cabin it allows both the cabin and the participant to settle down, but make sure the participant has a jacket on to keep warm.

A lot of potential problems can be avoided, just by the way a staff member handles the situation. If a participant refuses to help with a duty, don't yell at the participant, reason with them. Say 'It would be great if you could come and help us, we really need you'. The way staff treat a participant greatly affects their reaction to them and the rest of the group. i.e. If staff want their group to be disciplined, the staff member must be disciplined and set an example for them to follow. This means getting stuck in with the duties, having beds made first, etc.

Don't be afraid to ask for advice. It is a mark of maturity to admit when you need help. You must remember when disciplining participants never to discipline in anger, to make sure they know why they are being disciplined, and to always be consistent.

It is sometimes helpful to think about what you would do before an incident happens. Before participants arrive staff should decide what to do if they: fight, swears, will not come to a meal, will not keep quiet after lights out, runs off, will not help with duties, is disobedient, etc.

Health and Safety

All AAM programmes and activities will take place in a safe and healthy environment suitable for the care and needs of all participants. At all times the well-being and safety of the participants is paramount and all relevant legislation will be adhered to. Each leadership team member will be provided with a AAM Manual and ChildSafe Team Members Pocket Guide detailing health and safety requirements and procedures.

Prior to each programme/activity, there will be a staff training/briefing time. During this time any new Health and Safety requirements and procedures will be discussed and staff will be reminded of standard operating policies.

Hazard and Risk Management

AAM will adhere to all suitable hazard and risk management policies and procedures a venue has in place. The venue is responsible to conduct regular recorded safety checks of facilities and equipment, including play ground equipment and report to AAM any known hazards.

Additional policies and procedures are to be put into place prior to the commencement of the programme if the staff deem the venue policies or procedures are not satisfactory, or the programme introduces new hazards or risks to the venue.

When a venue does not have satisfactory Hazard and Risk Management plans in place, AAM will ensure the safety of the participants by:

- Identifying and recording all potential health and safety hazards at the programme / venue.
- Assessing the risk to participants of all identifiable hazards.
- Putting controls in place to remove or minimise the risks i.e. providing safety equipment.
- Where a hazard cannot be eliminated or isolated all relevant persons involved in the AAM activity will be informed of the hazard and any additional precautions they need to take.
- Using healthy and safe work practices together with the coordinators providing staff with appropriate information and/or training.
- Regular inspections by coordinators, or staff member assigned by them to check identified hazards have not changed.
- Comply with all relevant codes of practice and regulations.

It is the responsibility of the coordinators to ensure procedures and policies are in place to ensure the safety of all participants.

All staff will be involved in hazard identification, and will have been given appropriate Risk Analysis and Management Systems information.

Accidents, Incident, Illness & Medication

ChildSafe: Team Leaders Guide: D5 & D6; Team Members Pocket Guide C5

For each activity or programme the coordinators will appoint a suitably qualified First-Aid person. The coordinators or organizer of the activity will ensure the venue has a suitable first aid kit which has been checked and restocked where necessary.

A first aid kit will be kept at the programme venue. When at Carey Park this will be stored in the First Aid Room. The kit and medication will be kept away from participants by shutting the door when the room is not in use. When using an alternative venue care will be taken in selecting an appropriate sight for the storage of medication.

Before each activity or programme the coordinators will ensure the first aid kit has been checked and restocked.

A first aid kit will be taken on all activities which are located away from the programme venue.

In event of an incident, accident, medical incident or sickness the following procedure will be followed:

- The person assigned to First Aid will be informed.
- If it is a serious accident, injury or illness the coordinators will be informed immediately.
- Appropriate first aid will be administered by the assigned first aider.
- All staff giving first aid will wear disposable gloves.
- If the participants illness is considered to be of short term duration i.e. mild headache and it's judged in the best interests of the participant for them to have a rest or a period of quiet, they will be given a walkie-talkie, instructed in it's use and directed to a quiet place. They will be checked up on periodically

to check their progress.

- If the participant's illness is not of short term duration or potentially contagious, but not requiring medical attention, then parents/caregivers will be contacted and asked to collect their child. The participant will be isolated, made comfortable and their condition monitored until parents/caregivers arrive.
- If a participant needs medical attention then parents/caregivers will be contacted to inform them of the situation. They will be asked if they would prefer to take their child themselves or whether they would prefer a AAM staff member to take their child to a medical centre.
- If a serious injury or medical condition occurs the ambulance will be called and the parents/caregivers notified. Where it is not possible to call an ambulance or it is considered quicker, a participant may be transported in a private vehicle.

If a participant is emotionally traumatised, parents/caregivers will be contacted, along with additional services if appropriate. For staff the coordinators will ensure that professional assistance is made available.

All accidents, including near misses or medical incidents will be recorded by a staff member, and if necessary investigated. If the venue has an accident policy this will be followed i.e. reporting to OSH through the venue. If the venue has no accident policy AAM will report the incident to OSH as soon as possible after its occurrence and the prescribed accident form submitted to OSH within seven days.

Parents/caregivers will be asked to reimburse AAM for medical costs incurred in caring for their child.

On the programme registration form parents/caregivers must inform AAM of any illness, disability, allergies, or dietary needs of their child.

Parents/caregivers are requested not to bring sick or unwell children/youth to a programme, as they will not be admitted.

On arrival and sign-in any parent/caregiver who wishes a AAM staff member, authorised by the coordinators, to administer medicine to their child during the duration of the programme must fill out and sign a Medicine Consent form. Staff are to ensure this form lists the dosage and times for administration. All medicine must be labeled showing the participant's name and dosage and must be stored out of the reach of participants. This form must be filled out and initialed each time by the staff member who administers the medication and be available at the end of the programme for the parent/caregiver to check.

On the AAM registration form parents/caregivers will be required to sign the following:

- I acknowledge in signing this form, that participation at AAM programmes could be physically or emotionally demanding. I also understand that there are inherent risks in the activities my child will be participating in and that every reasonable step will be taken to minimize exposure to known risks. However, I understand that not all risks, hazards or dangers can be known or maybe outside the control of AAM or it's staff. By signing this I agree Anglican Diocese of Auckland, AAM or it's staff will not be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at AAM programmes.
- I give AAM permission (if necessary) to administer throat lozenges, cough medicine, or Paracetamol to ease short duration symptoms (i.e. mild headache). At all times this will be administered cautiously, within the manufacturers guidelines, and will be recorded. If AAM is concerned about my child's health, my child will be made comfortable and designated emergency contacts will be notified. In an emergency, and the designated emergency contacts can't be contacted, I give permission for AAM to take all steps necessary to ensure my child's continued wellbeing. This includes permission to be taken by private vehicle to a medical facility, authorise emergency medical care and/or dispense prescribed medication at my expense. I accept all operation, blood transfusion and/or anaesthetic risks involved in the event that such procedures are deemed necessary.
- Under the Privacy Act 1993 I give AAM permission to use this information for the provision of the current programme, and keep it on file for sending out future AAM information or for participant networking. At all times I retain the right to access this information to ensure its accuracy.
- I understand that photos which may contain my child will be taken as part of the normal AAM programme. I agree to these being provided to AAM activity participants and being used for publicity purposes.
- Senior Campers Only: I authorise my child to participate in out of venue activities, and to be transported in a private vehicle for this purpose.

The staff member authorised by the coordinators to administer throat lozenges, cough medicine, or Paracetamol will ensure signed permission has been given by the parent/caregiver before administration of the above.

Emergency Response Team

ChildSafe:A ChildSafe Organisation H-L, Team Leaders Guide D6

There will be times when an incident is critical and requires the intervention of the Emergency Response Team. If a critical incident occurs and a coordinator is not at the scene the next most senior staff member will take control of the incident until a coordinator or Emergency Response Team Member arrives.

A full Emergency Response Procedure can be found in the Team Leaders Guide D6, but a brief summary is:

- Secure the safety of the group.
- Contact any emergency service needed.
- Contact a coordinator (the coordinator will decide if Emergency Response Team needs to be notified and if so, notify.)
- If any participants need medical treatment ensure they are accompanied (preferably by a staff member).
- Reassess future activity plans and plan for appropriate activities for the group until a coordinator or Emergency Response Team Member arrives.
- Once a Emergency Response Team Member has been contacted they will decide on an appropriate course of action.
- Ensure confidentiality is kept. Only coordinators and Emergency Response Team Members are authorized to talk to the media or release any information.
- Prepare to look after participants and other team members who are not injured or involved as they may go into shock or experience trauma.

When there has been a critical incident the coordinators will ensure a Critical Incident Report is filed and the Diocesan Secretary is notified.

Buildings And Facilities

It's the coordinators or activity organisers responsibility to check that the programme venue has a current building warrant of fitness (except if the programme is in a private home) and that it complies with other relevant fire and safety requirements. The final responsibility lies with the owner of the facility. The coordinators will liaise with the owner in the event of any problems.

AAM will adhere to the facilities' daily cleaning plan to ensure the venue is kept clean and free of rubbish. Where there is no daily plan the coordinators or activity organiser will develop plans to ensure the health and safety of the programme participants.

At each programme venue either a landline or cell phone will be easily available. If an activity is taking place where there is no land line or cell phone coverage then a plan must be put in place to ensure contact can be made quickly in an emergency situation.

Accommodation Areas

Junior Camp

Junior campers will be separated into same gender cabins and will either have two gender specific staff members (i.e. Junior Team Leaders or Junior Leaders) sleeping in the same room or none. If no staff members are in the room, procedures will be in place to ensure participants easy access to a staff member during the night. When using Carey Park, the Junior Campers will use the top cabins which are divided into two rooms with a dividing door. This means a staff member can sleep separately from the participants and still be easily accessible. When two Junior Team Leaders or Junior Leaders are in the cabin then both may sleep in the same room as participants.

Leaders In Training will sleep in separate accommodation to the participants, except where specifically authorised by the coordinators. If this authorised the above procedures apply.

Senior camp

Senior campers will be separated into gender specific cabins and when at Carey Park will use the bottom cabins. As Senior campers are year 9 & 10 it is permissible to have one Senior Team Leader per cabin.

Toilet & Shower Areas

During programme and activities staff and junior campers (year 4—8) are not to use the same toilet facilities at the same time. The following procedures are in place to ensure the separation of staff and junior campers.

Carey Park

Staff are to use the staff toilets located behind the kitchen.

Junior campers are to use the toilets beside the top accommodation area.

Senior campers are to use the bottom toilets beside the gym.

Staff may use the senior camper toilets after the senior campers go to bed and before they get up, i.e. before 6.30am in the morning.

Off Site

When an activity is taking place away from the venue i.e. using a public toilet, then a staff and junior campers will not be allowed to use the toilet area at the same time. While campers are using the toilet area a staff member will ensure the safety of the participant and toilet area.

Exceptions

In exceptional circumstances i.e. a toilet block is out of action, then temporary signs will be put up and a junior campers' bathroom may be restricted to staff use only for a certain time. Alternative facilities will always be available for junior campers.

Food

ChildSafe: Team Leaders Guide D4, Team Members Pocket Guide C4

When AAM is holding a programme at Carey Park Christian Camp, Henderson Valley Carey Park is responsible for the delivery of healthy, balanced and tasteful meals. The resident chef plans and cooks the main meals, and provides morning & afternoon tea along with supper. Details for a specific programme may be obtained from the coordinators.

As part of the AAM programmes special meals i.e. order in pizza, allowing the participant to cook their own food i.e. pancakes, dampa or popcorn. Sweet treats may occasionally be given out.

If the AAM programme or activity is not taking place at Carey Park, well balanced, hygienically prepared meals will be organized by AAM.

On the registration form parents/caregivers are expected to inform AAM of any food allergies, dietary or special medical requirements that their child may have.

Animals

Only authorised caged or suitably controlled/restrained animals will be allowed at AAM's programme venue. These will be kept clean and disease free and will not be allowed to compromise participants health or safety i.e. participants with allergies. Any animals encountered on outings will be treated with respect and if not part of a programmed activity will be avoided.

Smoke-Free

A smoke-free policy will be adhered to when AAM's programmes are operating. No one will be permitted to smoke at the programme, and "No Smoking" signs will be displayed at the venue. Signs will not be required if the activity is taking place in a private home.

Sun Safe

It's AAM's policy to follow the best research available and work towards a sun safe environment for all participants in its programmes.

All AAM participants will be encouraged to use hats, shirts and sun cream when appropriate, especially during the high risk time of 11 am to 4 pm in the summer months. If a participant refuses to protect themselves adequately from the sun, they will be supervised in a shady area.

Staff will be encouraged to act as good role models, and will encourage participants to wear hats or play in shady areas.

There will always be a plentiful supply of suntan lotion available at all programmes.

Participant Protection

ChildSafe: Team Leaders Guide B3, Team Members Pocket Guide B3

As a Christian organisation AAM is committed to the recognition and prevention of child abuse and to the protection of children and young people. The spiritual, emotional, mental and physical well being, wholeness and safety of children/youth is the primary goal of our organisation.

AAM has a responsibility to ensure a safe environment where all participants are treated with dignity and respect. An environment where participants are free from spiritual, emotional, physical, mental and sexual abuse, and are encouraged towards increased spiritual, emotional, mental and physical wellbeing and maturity.

The interest and welfare of the participant will be the primary consideration when making any decision about suspected abuse. Where abuse has been disclosed by the participant or reasonable grounds exist that the participant has suffered, is likely to suffer abuse or neglect then AAM will take steps to ensure the immediate safety of the participant and will seek advice from appropriate professionals and/or statutory bodies (i.e. Child, Youth and Family Services—Phone 0508 Family or Police). If after consultation the appropriate authorities advise a notification, this notification will then be made.

Important Points:

- It's not necessary to prove abuse has or is about to take place, only reasonable grounds for belief is needed.
- It's not the role of AAM or it's staff to investigate any disclosure or allegation of risk of harm. This is the role of statutory bodies.
- Permission from parents/caregivers does not need to be gained before notification, or do they need to be informed a notification has been made. A decision as the appropriateness of this will be made by the coordinators.

Coordinators will not assume responsibility beyond the level of their experience and training.

All staff will be provided with information on the indicators and signs of abuse and information on how to respond to child protection issues. All staff will have access to online training and face to face training will also be provided at periodic intervals.

Legal Definition of Child Abuse For The Avoidance Of Doubt

"Child abuse means the harming (whether physically, emotionally or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person." (Section 2, Children and Young Persons Amendment Act, 1994.)

- *Sexual abuse* refers to a situation in which a person uses power or authority over a child to involve them in sexual activity. Physical force is sometimes involved. Sexual abuse includes a wide range of sexual activity. It includes fondling of the genitals, masturbation, oral sex, vaginal or anal penetration and exposure to pornography. (Child Safe Team Members Pocket Guide)
- *Physical abuse* refers to a situation in which a child suffers or is likely to suffer significant harm from an injury inflicted by another person. The injury may be inflicted intentionally or may be an inadvertent consequence of physical punishment or aggression. (Child Safe Team Members Pocket Guide)
- *Emotional (or Psychological) abuse* refers to a situation in which a person repeatedly rejects the child or uses threats to frighten them. This may involve name-calling, put-downs or continual coldness to the extent that it significantly damages the child's physical, social, intellectual or emotional development. (Child Safe Team Members Pocket Guide)
- *Neglect* refers to a situation in which an adult fails to provide the child with the basic necessities of life to the extent that the child's health and development is, or is likely to be significantly harmed. It includes failure to provide food, clothing, shelter, medical attention or supervision. The failure to adequately ensure the safety of a child may expose them to extremely dangerous or life-threatening situations. This situation of neglect can also result in physical injury and significant harm to the child. (Child Safe Team Members Pocket Guide)
- *Spiritual Abuse* refers to a situation in which a person misuses their power, leadership or influence to control, coerce or manipulate a child for seemingly religious purposes. It includes intentional and unwitting abuse in both formal and casual situations. Spiritual abuse includes enticements, threats of rejection, evoking fear, emotional appeals, accusations of demon possession and involving children in spiritual

activity against their will. (Child Safe Team Members Pocket Guide)

- *Family violence* may be witnessed/experienced by children and involve physical, mental, sexual and/or emotional abuse.
- *Bullying* refers to the conscious and willful act of aggression and/or manipulation by the bully against others. (Child Safe Team Members Pocket Guide)

Responding To Suspicions Or Revelations Of Child Abuse

Disclosures of child abuse are not frequent events, but its vital that both staff are properly prepared and procedures are in place and followed. The safety and privacy of the participant is of primary concern. The coordinators will act in the best interests of the participant.

- If a participant discloses abuse, a disclosure seems imminent, or abuse is suspected – the coordinators must be informed immediately.
 - Staff are not to question the participant or in any way attempt to elicit information. They must stop, advising the participant that they need to inform the coordinators so this can be taken care of properly. Under no instances are staff to allow the participant to keep talking or promise to keep secret what they know.
- From this point the coordinators will take over, but will likely ask the staff member to be present to help reassure the participant.
- The coordinators will determine immediate safety needs. i.e. Where is the person who is reported to have committed the abuse? When was the last time the reported abuse occurred? If there is an immediate danger or safety issue the coordinators will act with urgency.
 - The participant will be listened to and reassured they have done the right thing, and they are not at fault.
 - Any factual concerns or observations about the safety of the participant will be written down and dated. What the coordinator and participant say will be written down either during the talk or as soon as possible afterwards. Documentation may be subsequently used in court as evidence for either side. The participant should not be questioned about the abuse by anyone not professionally trained.
- Where abuse has been disclosed by the participant or reasonable grounds exist that the participant has suffered, is likely to suffer abuse or neglect then AAM will take steps to ensure the immediate safety of the participant and will seek advice from appropriate professionals and/or statutory bodies (i.e Child, Youth and Family Services—Phone 0508 Family or Police). If after consultation the appropriate authorities advise a notification, this notification will then be made.
- The coordinators will get support for themselves, staff or anyone else involved (if needed).
- Where it is suspected or reported that abuse has been perpetrated by another participant or a staff member in the programme, the matter must be immediately reported to the coordinators (If this is not appropriate then the matter should be directed without delay to the Diocesan Secretary.)
 - The previously described procedures are to be followed, with the exceptions that under no circumstances should the participant making the allegation be exposed to unnecessary risk. This may mean monitoring, restricting the activities, or asking the participant or staff member to leave the programme while this allegation is investigated.
 - During this time AAM will take all steps to ensure the well being and safety of the participant involved, while where appropriate also provide appropriate support for the alleged abuser.
- The coordinators will inform the Diocesan Secretary and will complete an incident report.

Supervision Guidelines

During a AAM activity or programme there may be times when a staff member finds themselves alone with a participant. This is not to be encouraged. However, acknowledging the residential nature of AAM activities, these times will occasionally happen, i.e. a participant in a cabin resting or doing a quiet activity and a staff member goes into the cabin to check on them. These times have potential risks and call for extremely careful judgment. It's the staff members responsibility to act with extreme care and ensure that nothing that is said or happens that could be misunderstood or taken the wrong way.

If a participant wants to talk with a staff member privately or vice versa this needs to be done in public view, but at a distance so that privacy can be maintained.

When outside instructors, helpers or parents/caregivers are involved in AAM activities, staff are to be extra cautious and monitor contact with participants.

Unless requested by participants/parents/caregivers there is no need to assist participants with toileting. If this is required, e.g. because of injury, the staff member will acknowledge the potential risks of this situation and take extra precautions (while at the same time protecting the participants privacy).

Staff must avoid inappropriate physical contact with participants. Physical contact would almost exclusively be participant initiated, to meet the participant spiritual, emotional, mental or physical needs. Staff must be conscious about physical contact and must not touch a camper in an area normally covered by swimming togs. The only exception to this is for first aid treatment, and with the full informed consent of the participant, and also after gaining permission from the coordinators (except in an extreme emergency situation.)

Staff and Participant Contact Outside AAM Programmes Or Activities

Contact between staff and participants outside the normal programmed AAM activities is to be encouraged as it helps build friendships, and helps in the ongoing Christian discipling process. However, in the current New Zealand environment of child abuse suspicion, AAM must ensure that this contact is safe, and actions cannot be misconstrued or taken out of context, bringing Christianity into disrepute. Therefore the following guidelines will be adhered to:

- Permission to proceed must be gained from the coordinators of AAM before any group activity, which is organised by staff for participants, or where the staff member could be seen as 'in charge'. This applies where staff member and participants meet together outside AAM activity time where there could be any chance that parents/caregivers could believe the activity comes under the 'AAM banner'.
- Staff should not have a physical meeting with a participant alone. i.e. One staff member and one participant should not go to the movies together unless there is a friendship that exists outside of the AAM setting.
- The same guidelines, which cover counselling during AAM activities also apply outside of this time. i.e. Never counsel alone. Always have a staff member of the same sex present. Talk in the eyesight, but not necessarily in the hearing of others.
- Ongoing repeated personal contact between staff and participants of opposite sex is to be discouraged (i.e. frequent personal letters, e-mail's, text messages, FaceBook, and phone calls). It is very easy for a participant to form a 'crush' on a staff member of the opposite sex, this is to be actively discouraged. It's the staff member's responsibility to discourage and not continue this contact.
- Contact after AAM activities with participants who have not been in a staff members team or previously been in their team is not normally appropriate. If in any doubt the staff member will check with the coordinators.
- When a staff member contacts participants outside AAM activity time the same Christian and professional obligations that are upheld during a AAM activity will be adhered to. As the senior party to the communication the staff member takes the responsibility to guide, monitor, and ensure the Christian standard of the communication.
- When any concerns exist with contact between staff members and participants the coordinators are to be informed immediately. If this is not appropriate then the Diocesan Secretary will be informed.
- There will be limited times when contact between staff and participants may be appropriate outside these guidelines i.e. a staff member having contact with friends they have made at camp who are slightly younger than themselves and are still campers. However, if the staff member is unsure they will contact the coordinators for guidance

Programme Supervision

An AAM coordinator will be in attendance at AAM activities and programmes. Where this isn't possible or the coordinator has to leave the venue then this responsibility will be delegated to an approved person twenty years or older. The exception to this is when a small group activity is being organised by a staff member eighteen years or over and the coordinators are satisfied with the supervision arrangements and permission to proceed has been granted.

At all times there will always be at least two staff members on duty.

There will always be on duty at an programmed AAM activity venue a person who holds a current First Aid Certificate or appropriate higher qualification.

All staff and volunteers counted for the staff/child ratio are 16 years of age or older. Staff and volunteers under age 16 will be actively supervised by a person over the age of 16 years at all times. This means that for the purposes of the below ratios Junior Leaders In Training are not to be counted in the staff ratio.

Staff to Junior Camper ratio at programmes or activities will be no more than 1:8.

Staff to Senior Camper ratio at programmes or activities will be no more than 1:10.

Staff to participant ratio will be no more than 1:4 when participants are involved in a water activity. i.e. swimming or use of canoes, rope swing, or zoom slide.

The coordinators are responsible for ensuring staff members are rostered so participants are supervised at all times. Staff will, when appropriate and physically possible keep participants in view. Staff will inform the participants of the boundaries they are expected to stay within at all times. This also includes not playing on a car park (unless it has been specifically cordoned off), near an unfenced boundary or near a road. Participants must inform a staff member if they are wanting to leave a specific activity boundary.

In AAM programmes the staff members allocated to look after teams of participants are required to make regular head counts during the day. In the case of a camp this must at least be done at the following times: at wake up, breakfast, lunch, dinner, and bed time. If a participant can't be found the following procedure will be followed:

- The coordinators will be informed.
- The coordinators will organise a thorough search of the programme venue and surrounding area.
- If the participant cannot be located the parents/caregivers will be contacted.
- If necessary the Police will be contacted.

Excursions

Parents/caregivers will be notified in advance if an activity is planned away from the programme venue (except a walk to a nearby paddock or tree area). Participants will not be allowed to participate on an excursion unless the parents/caregivers have given written permission for them to do so, and permission to travel in private vehicles if the excursion requires this.

Coordinators must give permission for all excursions, and will ensure appropriate planning, risk assessments, excursion ratios and procedures are implemented to ensure the safety of participants. Excursion risks will be discussed and assessed before commencement of any excursion.

Walks to nearby paddocks and tree areas do not require a reduced leader ratio but all excursion safety procedures still apply.

While Junior campers are using a public toilet, a staff member will stand outside.

If a First Aid pack is not available at the excursion venue (or an appropriate first aid kit is not in one of the private vehicles) a first aid pack will be taken. If easy access is not available to the participant's emergency information then this will also be taken on the excursion.

If transporting participants on an excursion than the 'Transporting Participants' policy also needs to be followed.

When on an excursion a list of the participants participating will be left at the programme venue, and if not staffed, also a note describing the group's whereabouts and expected time of return.

Emergency and Disaster

When using a venue, the emergency or fire evacuation schemes will be followed. If no scheme exists then AAM will formulate and implement a scheme prior to a programme being offered at that venue.

All staff will be provided with the Emergency and Disaster Procedures and at the beginning of each programme, all participants will be instructed on the emergency or fire evacuation schemes for the venue.

If You Discover A Fire

- Raise the alarm immediately by operating the nearest Fire Alarm Call Point.
- If safe to do so, quickly check that the floor is clear of all other people.
- Leave immediately by your nearest escape route.
- Assemble at the prearranged assembly point.
- Ensure the Fire Service is notified per 111.
- Report to the Fire Service on their arrival.
- Do not re-enter the building until the Fire Service has given the all clear.

Fire or Emergency at Carey Park

When an activity or programme is located at Carey Park, Henderson, the venue staff, during the administration hours of 8am to 5pm Monday to Friday, will be responsible for doing evacuation checks of rooms. Outside of this time, AAM staff will be responsible until Carey Park Staff members relieve them of duty. The coordinators will become the Fire Wardens and other AAM staff become the Deputy Fire Wardens. The coordinators may ask staff to take over parts of the Fire Warden duties if necessary. Evacuation procedures are displayed in all rooms at Carey Park.

The Evacuation Assembly Area is on the main field.

Coordinator or Programme Director Duties (Fire Wardens)

Upon hearing the alarm:

- Ensure that the evacuation has started. Assign staff to check areas not covered by absent staff members.
- Ensure the Fire Service has been notified by a 111 call. (This may be delegated and reported back to the coordinator.) This may be done using telephone in neighbouring premises, cellphone, or, if safe to do so, from within the building. Clearly state the service required, premises, and contact number.
- Proceed to the front entrance evacuation location. Stay near phone if safe to do so.
- Receive staff reports. Maintain the front entrance evacuation location if safe to do so.
- Make enquires if no report is received from any staff.
- Meet the Fire Service on their arrival and advise them of the evacuation status of the building and occupants.

Staff Duties (Deputy Fire Wardens)

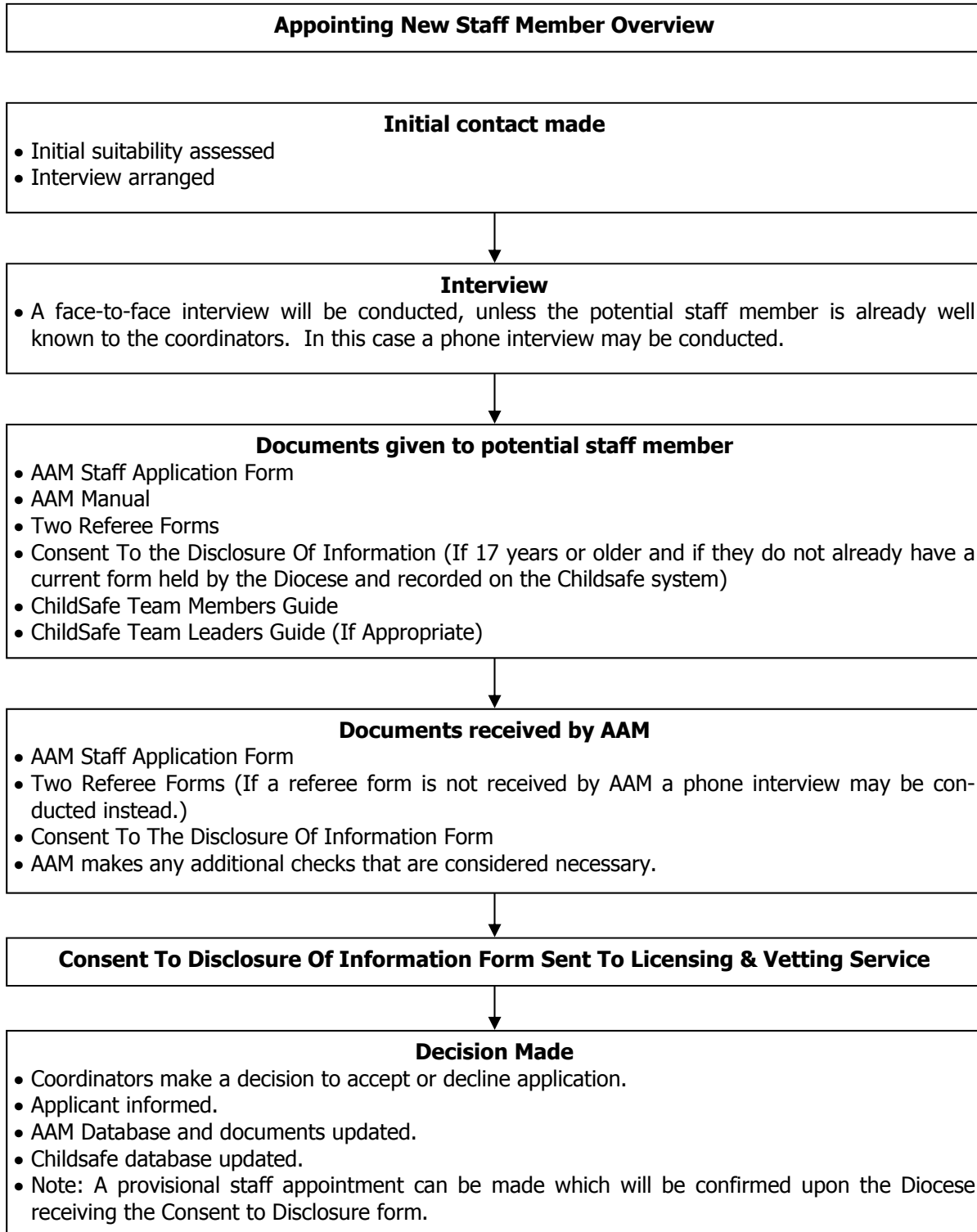
Upon hearing the alarm:

- VIP's are to clear the dining room, foyer, stairwell, gym and staff toilets. They are then to proceed to the Evacuation Assembly Point to assist with supervision.
- The Senior Leaders are to clear the gym, gym side rooms, downstairs rooms, and downstairs toilets. They are then to proceed to the Evacuation Assembly Point. Here they are to arrange the senior campers into team lines and take a head count. The head count results and confirmation of which rooms have been cleared will be relayed to the coordinator stationed at the front entrance evacuation location.
- Junior Leaders are to clear their cabins, the appropriate gender camper toilets, and then proceed to the Evacuation Assembly Point. Here they are to arrange the junior campers into team lines and take a head count. The head count results and confirmation of which rooms have been cleared will be relayed to the coordinator stationed at the front entrance evacuation location.
- Junior Team Leaders and Leaders In Training are to proceed directly to the evacuation point, and start organising the participants into team lines, except if the Junior Leader of their team is absent – in which case they are to fulfill the Junior Leaders duties).
- Staff are then to stay with the participants until the all clear is given. On no account are they to allow anyone to re-enter a building before the all clear is given.

Staff and Management

ChildSafe: A ChildSafe Organisation G1, Coordinators Guide B1, Team Leaders Guide B, Team Members Pocket Guide B1

Being a Christian organisation AAM aims to have the highest quality voluntary Christian leadership team possible. This team will consist of people who can fully support the Christian aims and ethos of the programme. They will be maturing Christians who have a passion for working with children and youth, have some skills and are willing to learn more, work well with a team, have a mature and responsible outlook, and will provide through their life and faith a positive role model for the participants.



Appointing A New Staff Member

AAM Coordinators are appointed by the Diocesan Council, and are appointed with the authority to make staff appointments within AAM.

New staff appointments will follow the previous flow diagram.

All potential staff must fill in an application form, signing agreement to AAM policy and declaring any criminal record (convictions which meet the eligibility criteria stipulated in section 7 of the Criminal Records (Clean Slate) Act 2004 legally do not have to be declared). Potential staff 17 years and older will also be required to complete a 'Consent to the Disclosure of Information' form, except if a current form is held by the Diocese. Staff under the age of 17 will be required on turning 17 to complete the above form in order for them to continue as part of the leadership team.

Referee forms from two different people (not including family members) are to be received. If more information is required or referee forms are not received then a phone interview may be held with the referee.

Any person who has been convicted of sexual crimes or for any offence involving the harm or exploitation of children will not be considered. If a criminal record is disclosed the coordinators will assess the type of conviction, and if minor, will make enquires as to rehabilitation, counselling undertaken etc. before making a decision as to acceptance.

Where a potential staff member does not have a current Consent to the Disclosure of Information form because it has not been returned from the Licensing and Vetting Service in time for the start of a AAM activity. The coordinators may decide to give the potential staff member provisional appointment to be confirmed when the Consent To Disclosure form is received. However, in doing this the coordinators will ensure there an appropriate level of monitoring of this provisional staff member.

Staff Records

Staff application and referee forms will be securely kept on file by AAM and the Consent To The Disclosure of Information form will be held securely by the Diocese.

Changing Staff Roles

AAM has a variety of different staff roles. These are based on appointment, maturity, age and responsibility. The changing of roles within AAM is based on appointment by coordinators rather than an age being reached.

When a new role appointment is made a record of this will be kept in the AAM database and the ChildSafe website will be updated.

Bi Annual Consent To Disclosure Of Information Checks

Upon reaching the age of seventeen each staff member will need to complete a Consent to the Disclosure of Information form on a bi annual basis to remain part of the AAM staff.

Staff Training

AAM is committed to providing quality training to all its staff. Training will be provided or supported in the following ways:

- On-line ChildSafe training
 - Staff will be provided with a password and access to the AAM ChildSafe website. On the site are core training modules expected to be completed by AAM staff.
 - <http://www.strandz.childsafenz.org.nz>
- AAM Manual & ChildSafe Manuals
 - All staff will be provided with an AAM Manual and with the appropriate ChildSafe manual/s for their role at AAM.
 - Self Paced ChildSafe training is located in each of the ChildSafe Manuals.
- Pre-Programme Training
 - Before each programme, staff will be briefed on any participant needs, new policies/procedures and planned programme. Staff will also be reminded of emergency procedures, expectations and staff code of conduct.
- In-house Training Opportunities
 - AAM will provide in-house training on an ongoing basis at various training events.

- Supporting staff to complete relevant external training
 - Where appropriate courses are found these will be advertised to staff. If funds are available subsidies may be offered.

Staff Performance Management

At the end of every camp the coordinators will reflect on the performance of the staff team and provide staff with verbal and or/ written feedback. Any performance issues will be raised with the staff member directly and an appropriate response will where possible be negotiated.

Finances

Supervision of AAM, its programmes, camps, activities and publications is the responsibility of the coordinators. The coordinators in turn are responsible to the Diocesan Secretary and the Diocesan Council.

The financial records, book keeping and accounts will be controlled, maintained and annually audited by the Diocese of Auckland.

The coordinators are responsible for budgeting and expenditure of monies received, and expenditure must be pre-approved by them. All monies received will be clearly and accurately tracked and recorded in a Diocese of Auckland bank account. Receipting will be done as per Diocese of Auckland requirements.

Government funding, or donations for specific purposes will be accounted for separately from other income, thereby enabling clear accountability and reporting.

Anglican Adventure Ministries fees will be GST inclusive.

Cheques will be made out to "Diocese of Auckland."

Diocese of Auckland GST Number: 10-789-281

Diocese of Auckland Charities Registration Number: CC31449

Diocese of Auckland Bank Account Details: 01-0236-0001122-00 ANZ, Parnell