



Obligations when running a Children's Camp

C/2.1.8.3

Obligations

1. Legislation

- 1.1. It is a requirement under state legislation, that all religious representatives, and all volunteers and lay workers aged over 18 years, in child-related roles each hold a valid Blue Card or Exemption Card linked to the organisation running the activity. Running a children's camp is a child-related activity.
- 1.2. Refer to [Blue Card Requirements of Lay Preachers Lay Workers and Volunteers](#) and [Obligations of lay workers and volunteers in child-related roles](#).

2. First Aid Officer

- 2.1. It is a mandatory requirement that at least one first aid officer trained in CPR is available to support the participants, volunteers, and leaders for the duration of the camp. An up to date First Aid Kit, and a Snake Bite Kit for rural venues during summertime, must be easily accessible for use throughout the camp.
- 2.2. All First Aid Officers are required to hold a valid Blue Card or Exemption Card that is linked to the organisation running the Children's Camp, in case emergency first aid treatment is required for anyone under 18 years of age.

3. Insurance

- 3.1. Please contact the [Risk and Insurance](#) team to ensure that the activities and location that you are planning for the camp will be covered under the Synod's Insurance policy.

Safe Spaces

4. Safe welcoming spaces

- 4.1. The suitability of the proposed location for a children's camp should be assessed well before planning commences for the camp. This includes any cost associated with the location, and travel, including travel costs required for each child, young person, volunteer, and leader to attend the camp. The management of costs associated with the camp location is essential to ensuring maximum participation of children, young people, and leaders.
- 4.2. It is important that all proposed activities for the camp can be run safely at the proposed location. Once it has been assessed that the location is suitable for the camp, then planning can commence, and approval can be sought from the Church Council for the camp.
- 4.3. The Church has a primary responsibility to care for children and those who are vulnerable in the Church; and ensure they are offered a safe Church environment. More information about Safe Spaces is available on the Safe Church [webpage](#).

5. Sleeping arrangements

- 5.1. Mandatory ratios for adults and children must be maintained throughout the camp. An adult is not to be alone with a child and must always be within the line of sight of other adult leaders. The minimum ratio of two adults for each activity must be maintained throughout the camp, irrespective of the number of children or young people present at any activity.
- 5.2. It is not appropriate to have one leader alone with a child or children. This contravenes both UCA policy and the Safe Church [Policy](#). Abiding by the ratios protects both the leaders and children or young people they are working with.
- 5.3. Sleeping arrangements must provide adequate privacy and personal space for the safety of all leaders, volunteers, and children and young people.
- 5.4. If dormitory or group sleeping arrangements for children **also** include leaders, then, a minimum of two same-gender leaders must be present with each group of children or young people.



- 5.4.1. For example, in accommodation for six people, there will be two female leaders and four female children or young people.
- 5.4.2. In this example, it is **not** appropriate to have one female leader with five female children or young people in this accommodation.
- 5.5. Ensuring safe boundaries by enforcing adequate privacy and personal space will accommodate young people who identify as non-binary, transgender, or gender fluid to safely participate in camp activities offered and run by the Church.

Safe Leaders and volunteers

6. Pre-appointment screening

- 6.1. Each part of the application process is to be completed with prayerful consideration of the gifts and graces of the applicant, their suitability to work or volunteer in the role, and the needs of the Church. For information about the recruitment and pre-appointment screening process, refer to [Supporting and Selecting Leaders and Helpers](#).
- 6.2. All volunteers, leaders and coordinators for a children's camp must be approved by the Church Council, after undergoing pre-appointment screening. This includes:
 - 6.2.1. An [interview](#) or conversation with the person
 - 6.2.2. [Referee checks](#) with two referees
 - 6.2.3. Linked valid blue card or exemption card (or apply for a blue card or exemption card online via [Blue Card Services](#))
 - 6.2.4. Complete and sign a [Statement of Personal Commitment](#) (SOPC)
 - 6.2.5. Appointment to the role by the Church Council

7. Training

- 7.1. All lay workers, volunteers and leaders must comply with the [Safe Church Training procedure](#). This means that all camp leaders and volunteers must have completed all Safe Church training required for their role, and that their Safe Church training must not have expired. All required Safe Church training must have been completed prior to the camp occurring.

8. Transport

- 8.1. If transport is being offered by the Church for children to travel to and from the camp location, then prior approval must occur using the [Driver Information Form](#). Completing a risk assessment if multiple vehicles and drivers are providing transport, is a good way to identify and address risk, and obtain approval from the Church Council for transport. Note the mandatory ratios required for children and adults, particularly when providing transport.

Safe Activities

9. Approval from the Church Council

- 9.1. All activities planned during the camp must be considered and given prior endorsement by the Church Council. Refer to [Planning Safe Programs](#).
- 9.2. A Completed [Safe Programs Planning Tool](#) (Risk assessment) must be submitted for all planned activities to the Church Council (or their delegate) for approval before the activities are due to take place, including assessing and managing reasonably foreseeable risk.

10. Core values and curriculum

- 10.1. As a foundation to safe ministry, the [Church Council](#) should consider and approve the curriculum to be taught within children and youth ministries to make sure it aligns with the teachings of the Church.
- 10.2. An activity can include the use of a visiting preacher or speaker from outside of the Uniting Church. Refer to [UCA requirements of visiting speakers and preachers](#) for the process to follow.



Safe children and young people

11. Attendance records

- 11.1. Attendance [records](#) must be kept of all camp attendees. This ensures leaders have a complete list of people on the site which can also be useful if an emergency evacuation be required.
- 11.2. Attendee [information forms](#) must be received for each child or young person prior to the camp. These forms must include consent for transport, if transport is being offered by the Church for children and young people to travel to and from the camp location. Junior leaders (under the age of 18) are also required to provide information forms and consent from parent/guardians.
- 11.3. Adequate notice must be provided about the child or young person needs. This will enable a risk assessment to be completed to address any high needs or risks, and to ensure that there are adequate ratios of leaders to participants. Refer to the mandatory ratios section of [Planning Safe Programs](#).
- 11.4. Any information that impacts upon the safety of the child or young person must be included in each attendee form, to ensure that adequate preparation can occur to include the child or young person and allow them to participate in the camp safely and successfully.
 - 11.4.1. For example, information about allergies to ensure precautions can be taken, or mobility issues requiring an additional leader to attend the camp, to support safe participation for the child.
 - 11.4.2. Information about young people identifying as non-binary, transgender, or gender fluid is an individual need for that child or young person and should be included as a factor when planning activities, to ensure safe inclusion for the child or young person.
- 11.5. Having a conversation about safety, personal space, and boundaries with young people, including with young people identifying as non-binary, transgender, or gender fluid is important to ascertain their individual needs, validate their feelings of safety, and ensure inclusion.

12. Meeting Mandatory ratios

- 12.1. Accurately recording attendance ensures basic safety can occur, so that [minimum standards](#) are met for ensuring adequate child to adult ratios, and the number of participants attending an activity is known. Minimum ratios also apply to transporting children and young people to and from Church events or activities.

Church Councils

13. Obligations

- 13.1. Church Councils hold specific [obligations](#) where child-related activities are occurring, including the requirement that each Church Council member must hold a valid linked blue card or exemption card, prior to child-related activities commencing.
- 13.2. The Church Council must annually commit to the Safe Church Policy. All Church Council members also have obligations when child-related activities are offered, and must complete Safe Church Training, and annually complete and sign a SOPC.

Information and support

Information and support can be obtained from the Safe Church Assurance and Support Officer on 07 3377 9833 or safechurch@ucaqld.com.au

Insurance information can be obtained from the Risk and Insurance team on 07 3377 9804 or ucinsurance@ucaqld.com.au

Most training materials are now available online, using the Synod's Learning management System (LMS) [edUCate](#). For information or support to access online training, please contact the Learning & Development Team: 07 3377 9990 or learning@ucaqld.com.au



Revisions

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Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	16.01.2024	Strategic Risk Manager	16.01.2024	Strategic Risk Manager	Safe Church Assurance and Support Officer
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