

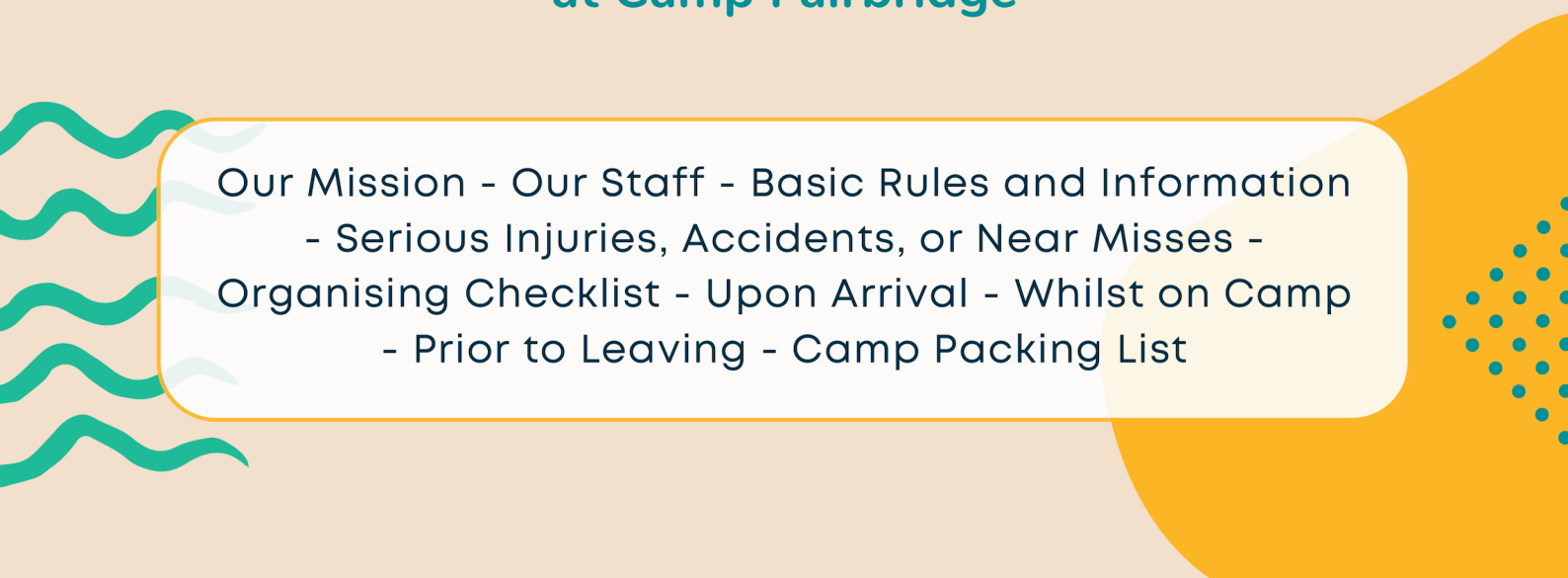


CAMP FAIRBRIDGE

Learn. Explore. Have Fun.

FAMILIARISATION PACK

All you need to know for your upcoming camp
at Camp Fairbridge



Our Mission - Our Staff - Basic Rules and Information
- Serious Injuries, Accidents, or Near Misses -
Organising Checklist - Upon Arrival - Whilst on Camp
- Prior to Leaving - Camp Packing List

This familiarisation pack is a guidebook for teachers to understand the dos and don'ts and help prepare the essentials before, during, and after camp in all Fairbridge Camps.

OUR MISSION:

Fairbridge Western Australia Inc. creates space and opportunities for young people to grow – within themselves, within society, and with the earth to bring about positive sustainable change in their lives, their families, and the community.

OUR STAFF:

In accordance with the Department of Education guidelines and WHS Adventure Activity Standards, all staff have a current Working with Children Check. Instructors receive ongoing training for all activities covering emergency procedures and safe operating procedures. All instructors are highly trained and qualified to industry standards.

BASIC RULES AND INFORMATION:

Security:

- Make sure the main entrance gates are checked and locked at night (if applicable).
- Relock beach access and rear carpark gates after use (if applicable).
- Report anyone on site who does not appear to belong or any unusual activity.
- If you are leaving the site and there is no camp staff, please ensure all rooms are locked and lock gates if necessary (if applicable).
- Contact the Caretaker if you need further assistance.

Accommodation:

- Turn off all floodlights, fans, air conditioners, and hall lights when not in use.
- Keep accommodation doors shut.
- All beds will come with a mattress protector, fitted sheet, pillow, and pillow protector.
- **Strictly no food in dorms.**
- Please keep the dorms clean and tidy (no sand). Floors clear of obstacles, and bags zipped against wildlife.
- In each of the accommodation blocks/cottages there is an **EVACUATION PLAN** and **CRISIS MANAGEMENT RESPONSE ACTIONS**. Please read and note the instructions.

SERIOUS INJURIES, ACCIDENTS, OR NEAR MISSES:

Any incidents that occur on Fairbridge property must be reported to the Camp Coordinator/Caretaker/Staff member, so an incident form can be completed as soon as possible. Fairbridge staff can assist when required.

ORGANISING CHECKLIST/GROUP LEADERS:

We require forms to be returned within the set timeframe to ensure your booking progresses smoothly.

Once your camp is booked – BOOKING DATE:

- Please return the Activities Form to camps@fairbridge.asn.au as soon as possible.
- Booking confirmation and deposit request sent, deposit to be paid within 14 days.

Twelve weeks prior to camp – DATE:

- Check student numbers to ensure space allocation is correct.
- Organise a site visit (if applicable).
- Check booking details and contact the Booking Team to discuss any changes, if required.

Ten weeks prior to camp – DATE:

- Organise a supervisory team of school staff/adults for camp.
- Liaise with the Booking Team regarding numbers, activities, and any special requests.

Six weeks prior to camp – DATE:

- Distribute details of the camp to parents, including information for parents, excursion information letter, and medical and consent forms.
- Begin a collection of consent and medical forms – including dietary requirements and collect camp fees.

Four weeks prior to camp – DATE:

- Confirm student numbers with Bookings Team plus any students with specific requirements.
- Confirm with students their “What to Bring” checklist.

The checklist continues to the next page >>

Three weeks prior to camp – DATE:

- Advise the final number of students.
- Return the Catering Form along with all [Dietary Requirements](#).
- Supply supervisory team information regarding roles, responsibilities, and information regarding your camp program.
- Allocate students to accommodation.

On arrival – DATE:

- Collect keys and information regarding your stay including induction with Camp Coordinator/Caretaker.
- Receive Pre-camp brief (all staff and students) with Camp Coordinator/Caretaker/Staff member.

On Departure – DATE:

- Return all camp keys.
- Report any damage.
- Return Feedback Form.

Post Camp – DATE:

- The final invoice will be sent out.
- Re-book for the following year.

WHAT TO KNOW UPON ARRIVAL:

Teacher's Briefing

When you arrive at the Camp, you will need to check in at Reception to ensure all appropriate paperwork has been completed. We will talk you through your camp program (catering, activities, accommodation) to double-check everything is correct and advise on meeting times and places.

You will also be given keys relevant to the areas you will be using. Any lost keys will incur a replacement fee of \$150 per lost set of keys.

Camp accommodation is ready to check into from 2 PM. Groups will be given access to a space to store luggage until then.

Whole Group Briefing

Your group will be given a site briefing by one of our staff members – the teacher in charge will be advised where this will take place. Please plan at least 15 minutes for this to take place.

WHAT TO KNOW WHILST ON CAMP:

The following things to be mindful of when on camp:

Camp Accommodation

Please be aware that furniture and bedding are not to be moved between or out of accommodation, mattresses are to be left on the beds and not used on the floors. Group supervisors/staff are responsible for ensuring the accommodation is kept clean and tidy and any damage is reported promptly.

Rubbish

Wheelie bins have been provided in various locations for your use. These should be empty (or close to it) upon your arrival onsite. They will be emptied after you depart. Should you notice that your bins are becoming full, please inform a staff member who will ensure they are emptied. Please do not leave rubbish bags out of bins as the wildlife onsite will make a mess of them.

Toilets and showers

Each camp accommodation has its own bathrooms with showers and toilets, some also have universal access facilities. We ask that after returning from the water-based activities, if wet, groups use the taps outside to remove any excess dirt sand prior to entering the accommodation. If you notice the toilet paper supplies becoming low, please inform one of our staff members who will restock them.

Cleaning responsibilities and equipment

Each camp accommodation has cleaning equipment. It is your group's responsibility to ensure your house(s) are kept clean during your stay. This includes any mopping of spilled liquids and

removal of dirt and rubbish from the floors. Housekeeping will service toilets and common areas.

First Aid

- It is the teachers' "Duty of Care" to provide and administer first aid to students.
- It is recommended that small portable First Aid Kits are brought for offsite activities.
- All Fairbridge staff are trained in First Aid for emergency purposes only.
- If there is a Defibrillator on-site, locations are explained on arrival. If in a locked box, please dial 000 to retrieve the code.
- A self-contained isolation unit is available for persons who become unwell. Please report any illness to the Site Coordinator as soon as possible.
- Bodily fluid spill kits are available for the safe and hygienic removal of bodily fluids please contact the caretaker for locations.

Dining Room/Catering

- Groups must bring their own esky for packed meals.
- Morning & Afternoon Tea to be collected from the dining hall.
- All meals are to be served by adult supervisors wearing gloves.
- Dietary-specific meals are to be served first.
- Wash hands prior to all meals
- Mealtimes, serving areas, and dining areas are scheduled for all groups and must be adhered to
- Meal setters:
 - 15mins before each meal, wash hands and report to the dining hall
 - Arrange tables and chairs into position. If dining inside
 - Set tables with knives, forks, spoons, cups, and water jugs.

WHAT TO KNOW PRIOR TO LEAVING:

Dorms/Cottages

Dorms / Cottages are to be left clean and tidy **prior** to departure. All rubbish is in bins, and bathrooms are left clean and tidy. Please place the fitted sheet and pillowcases in the laundry bins provided. The doona/quilt and pillows are to be left on the beds. Please ensure that the mattress protector is left on the mattress. Floors to be vacuumed.

Departure Time

We request that your group vacate the houses before breakfast. Should you require this time to be flexible, please arrange this at the time of booking. We may be able to accommodate this however, due to operational requirements, we cannot guarantee we will be able to extend these hours. Baggage can be stored in a pre-arranged area until departure.

Lost Property

Any lost property found during your stay or after your departure is collected and placed with our lost property. Uncollected goods are donated to local charities if they are not collected after two weeks.



Loss or Breakage

Should anything be lost or broken please inform our staff members during your stay. Additional costs associated with repair or replacement may be charged.

Key Return

As you leave the camp, please ensure that you drop all keys at the Reception. If checking out after hours, please talk to our staff prior to your departure to make arrangements for the key return.

Payments

An invoice will be forwarded to your group within 5 days after your stay with details of all accommodation, catering, and program-related charges.

Feedback

Your feedback is important to us as we seek improvement ideas and better ways to satisfy our adventurers. Please take the time to complete our feedback form which you will receive upon arrival.

CAMP PACKING LIST:

Enclosed shoes for water activities

- A second pair of enclosed shoes for dry activities
- Sleeping bag or blanket
- Pillowcase
- Bath Towel
- Shorts
- T-Shirts (including long sleeve shirts) – midriff are not suitable for activities
- Long pants
- Warm Jumper/s
- Underwear
- Socks
- Thermals (if the camp is in cooler months)
- Beanie
- Sunhat
- Rashie/SunSmart swimwear
- Comfortable enclosed shoes (will need additional pair/s not for water activities)
- Dirty clothing bag (bin bag will do)
- Water bottle
- Beach towel
- Sunscreen
- Torch
- Personal toiletries (deodorant, toothpaste, soap, etc)
- Prescription medication

Optional:

- Sunglasses
- Additional thermals/fleece jumper for water activities
- Camera
- Non-aerosol Insect repellent (recommended)
- Books
- Personal activity equipment (used for programmed activities such as snorkels/bike helmets/climbing harnesses) will be inspected by Fairbridge instructor before use and Fairbridge is not held responsible for any loss or damage.

Remember: please be prepared for the extreme weather – very hot to very cold

- All items must be labelled and named
- Responsibility for money, mobile phones, cameras, iPads, iPods, etc rests with the students, not the teachers or the camp
- Don't forget your bedding!