



**CAMP**  
FAIRBRIDGE

# FAMILIARISATION PACK

**All you need to know for your  
upcoming camp at CAMP Fairbridge**



(08) 9531 1177



[camps@fairbridge.asn.au](mailto:camps@fairbridge.asn.au)



[campfairbridge.com.au](http://campfairbridge.com.au)

PDF



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 (*please see Appendix A*).

### **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 (except Pinjarra camp), 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 please adhere to the following checklist:

### **Once your camp is booked – Booking Date : .....**

- ☐ Please return Booking, Catering, and Activities Forms to [camps@fairbridge.asn.au](mailto:camps@fairbridge.asn.au) within 14 days. Final updates to guest numbers and dietary information due 14 working days prior to check-in date.
- ☐ Booking confirmation and deposit request sent, deposit to be paid within 14 days.
- ☐ Once all completed forms submitted, a camp quote will be sent to you within two working days.

### **Twelve weeks prior to camp – Date: .....**

- ☐ Check student numbers to ensure accommodation is allocated correctly.
- ☐ 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. **Full details for camp planning can be found in this document, please read thoroughly.**
- ☐ 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 (*please refer to the last page*).

**Three weeks prior to camp** – Date: .....

- ☐ Confirm the final number of students and dietary needs list (cut off for final billing reporting is 14 working days prior to check in).
- ☐ Supply supervisory team information regarding roles, responsibilities, and information regarding your camp program.
- ☐ Allocate students to accommodation.

**On arrival** – Date: .....

- ☐ Collect keys and drop luggage at designated location. Camp Coordinator to perform the check in with group leader.
- ☐ Group site safety induction (all staff and students) with Camp Coordinator. Please allow 20 – 30 minutes on arrival for the check in site induction process.

**On Departure** – Date: .....

- ☐ Ensure bed linens stripped, dorms vacuumed, bathrooms tidied, turn off lights & fans, and all rubbish in bins.
- ☐ Return all camp keys to Camp Coordinator.
- ☐ Report any damage.
- ☐ Return Feedback Form.

**Post Camp** – Date: .....

- ☐ The final invoice will be sent out on the departure day.
- ☐ 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 2PM. 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 20 – 30 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 accommodation is 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:
- Before Meals: (*assigned group*)
  - 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
- After Meals: (*assigned group*)
  - Scrape and rinse plates and cutlery
  - Stack on trolleys provided
  - Wipe down tables
  - Empty rubbish bins
  - Sweep up any rubbish

## **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:

<input type="checkbox"/>	<b>Enclosed shoes for water activities</b>
<input type="checkbox"/>	A second pair of enclosed shoes for dry activities ( <b>sandals not to be worn onsite</b> )
<input type="checkbox"/>	Sleeping bag or blanket
<input type="checkbox"/>	Pillowcase
<input type="checkbox"/>	Pillow (for Pinjarra camp only)
<input type="checkbox"/>	Bath Towel
<input type="checkbox"/>	Shorts
<input type="checkbox"/>	T-Shirts (including long sleeve shirts) – midriff are not suitable for activities
<input type="checkbox"/>	Long pants
<input type="checkbox"/>	Warm Jumper/s
<input type="checkbox"/>	Underwear
<input type="checkbox"/>	Socks
<input type="checkbox"/>	Thermals (if the camp is in cooler months)
<input type="checkbox"/>	Sunhat
<input type="checkbox"/>	Rashie/SunSmart swimwear
<input type="checkbox"/>	Dirty clothing bag (bin bag will do)
<input type="checkbox"/>	Water bottle
<input type="checkbox"/>	Beach towel
<input type="checkbox"/>	Sunscreen
<input type="checkbox"/>	Torch
<input type="checkbox"/>	Personal toiletries (deodorant, toothpaste, soap, etc)
<input type="checkbox"/>	Prescription medication

### OPTIONAL

<input type="checkbox"/>	Sunglasses
<input type="checkbox"/>	Additional thermals/fleece jumper for water activities
<input type="checkbox"/>	Non-aerosol Insect repellent (recommended)
<input type="checkbox"/>	Books
<input type="checkbox"/>	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.
<input type="checkbox"/>	Additional thermals/fleece jumper for water activities

**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!



**APPENDIX A:**

Fairbridge Staff Compliance Statement for Working with Children and Staff Qualifications

**APPENDIX B:**

Certificate of Currency for Public Liability

**APPENDIX C:**

Department of Education Appendix D Compliance Statement

# FAIRBRIDGE

Fairbridge Western Australia Inc.

## 2025 COMPLIANCE STATEMENT

<b>Company / Trading Entity:</b>	Fairbridge Western Australia Inc.	<b>ABN:</b>	16028434077
<b>Address:</b>	South West Hwy, Pinjarra WA 6208		

I hereby confirm that all Fairbridge employees who engage with students have the following:

1. Current Working with Children Check
2. All staff hold the required 'competencies' to carry out their role within the organisation.

Working with Children Checks and WWC card compliance is monitored on an ongoing basis.

The information provided in this Statement is true and correct as of the day of signing.

Signed



Date: 13 February 2025

Jacqui Ellingham

Camps Co Ordinator

Fairbridge WA Inc



# Certificate of Currency

Date of Issue: 30 October 2024

Kim Tantrum  
Fairbridge Western Australia Inc  
PO Box 173  
PINJARRA WA 6208

Contact: Tristan Letica  
  
t: +61863174037  
e: tristan.letica@aon.com

**We hereby certify that the under mentioned insurance policy is current as at the date of this certificate, please refer to the important notices below.**

<b>Policy Type</b>	Educators Liability
<b>Insured</b>	Fairbridge Western Australia Incorporated, Fairbridge College (this is a business name) including subsidiaries and anybody corporate, association, group or committee existing for the benefit of the institution or the Insured persons, including but not limited to parents and friends associations, friends associations, foundation, old boys and girls associations, parents groups, mothers groups, fathers groups, learning or tutorial groups, music or other cultural committees and support groups, sporting committees and support groups, staff social clubs, sporting clubs and sports management committees, whether they are incorporated or unincorporated.
<b>Insurer</b>	Zurich Australia Insurance Limited - ABN 13 000 296 640
<b>Policy Number(s)</b>	42EP001000GML
<b>Period of Insurance</b>	From: 4.00 pm 1 November 2024 Local Standard Time To: 4.00 pm 1 November 2025 Local Standard Time
<b>Interest Insured</b>	All Loss which the Insured becomes legally obligated to pay on account of any Claim first made against such Insured during the Policy Period for: <ol style="list-style-type: none"><li>1. Directors and Officers Liability</li><li>2. Entity Liability</li><li>3. Employment Practices Liability - Limited to \$5,000,000.</li><li>4. Professional Indemnity</li><li>5. Superannuation Trustee Liability</li><li>6. Internet Liability – Limited to \$1,000,000.</li></ol>
<b>Limits of Liability</b>	\$5,000,000 any one period of insurance
<b>Insured Means</b>	Any <b>Insured Institution</b> or any <b>Insured Person</b>
<b>Insured Person Means</b>	Any natural person who has been, now is or shall become a duly elected director or trustee, duly elected or appointed officer, dean, personnel director, risk manager, administrator, chaplain, guidance counsellor, student teacher, employee, volunteer, committee member, board member, or any church or religious order representative (whether or not salaried), or any other person for whose acts the institution is legally responsible while acting on behalf of the Insured Institution.

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#### Further Information

Should you have any queries, please contact us on the details set out at the top of the page.

#### Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- Subject to full payment of premium
- This certificate does not:
  - represent an insurance contract or confer rights to the recipient; or
  - amend, extend or alter the Policy
  - contain the full policy terms and conditions

## APPENDIX D. EXTERNAL PROVIDER CHECKLISTS

The Department teacher-in-charge (TIC) must submit Part A and B to site manager for planning approval of the recreation and outdoor education activity.

- Part A: to be completed by the TIC
- Part B to completed, signed and returned by the external provider to the TIC.

### PART A: DEPARTMENT TEACHER-IN-CHARGE EXTERNAL PROVIDER CHECKLIST

The Department teacher-in-charge must confirm the following evidence is attached school planning approval documents:

- ☐ Proof of external provider's level of experience. This can be verified with copies of logbooks or a statement from the approved manager testifying to the competencies of its employees and/or copies of current qualifications.
- ☐ Copy of the commercial operator's permit (if applicable).
- ☐ Copies of any additional permits required by statutory authorities and land owners (if applicable).
- ☐ Copy of a Working with Children Check for any employee who will engage with students. Volunteers assisting an external provider who are exempt from having a Working with Children Check are requested to complete Appendix C: Confidential Declaration Form in the Visitors and Intruders on Public Schools Premises Policy.
- ☐ Copy of current public liability insurance (\$20 million cover minimum).
- ☐ Copy of professional indemnity insurance (\$5 million cover minimum).
- ☐ Copy of the external provider's risk management plan.
- ☐ Copy of the external provider's emergency response plan.
- ☐ Copy of the external provider's planning documents for each specific recreation or outdoor education activity that will be conducted.
- ☐ Copy of emergency evacuation plans for any areas being used in this activity.
- ☐ Signed terms and conditions by external provider at the bottom of the External provider checklist.

If auto belay devices are included in activities for students:

- ☐ Copies of a Certificate of Inspection for all Auto Belay Devices (must be current within 12 months for internal use and 6 months for external use).
- ☐ Statement confirming the level of training external provider staff possess in order to ensure safe operation and effective rescues.

The Department teacher-in-charge is required to send to the external provider:

- ☐ Part B for completion and return to the TIC; and
- ☐ A summary of each supervisory team member's skills, qualifications, roles, responsibilities and experience for their planning purposes.

## PART B: EXTERNAL PROVIDER CHECKLIST

The Department of Education requires the following information from external providers prior to engaging their services. The external provider must complete and return.

Please attach evidence of the following:

- ☒ Proof of external provider's level of experience. This can be verified with copies of logbooks or a statement from the approved manager testifying to the competencies of its employees and/or copies of current qualifications.
- ☐ Copy of the commercial operator's permit (if applicable).
- ☐ Copies of any additional permits required by statutory authorities and land owners (if applicable).
- ☒ Copies of a *Working with Children Check* for any employee who will engage with the students. Volunteers assisting an external provider who are exempt from having a *Working with Children Check* are requested to complete *Appendix C: Confidential Declaration Form* in the *Visitors and Intruders on Public Schools Premises Policy*.
- ☒ Copy of current public liability insurance (\$20 million cover minimum).
- ☒ Copy of professional indemnity insurance (\$5 million cover minimum).
- ☒ Copy of the external provider's risk management plan.
- ☒ Copy of the external provider's emergency response plan.
- ☒ Copy of the external provider's planning documents for each specific recreation or outdoor education activity that will be conducted.
- ☒ Copy of emergency evacuation plans for the areas being used in this activity.

If auto belay devices are included in activities for students:

- ☐ Copies of a Certificate of Inspection for all Auto Belay Devices (must be current within 12 months for internal use and 6 months for external use).
- ☐ Statement confirming the level of training external provider staff have to ensure safe operation and effect rescue.

Terms and conditions:

I understand that the consumption of illicit drugs or alcohol is prohibited and consuming medications that may impair judgement during any school activity or excursion is not allowed.

I understand that Department staff cannot sign indemnities, disclaimers, waivers or other documents which absolve the external provider from liability for their own negligent acts or omissions.

FAIRBRIDGE WA

External provider: Company name

Jacqui Ellingham

Please print full name



Signature

Date: 13 / 02 / 2025