



**camp
cooinda**

Objectives and Program Policies and Leader Code of Conduct

CAMP COOINDA was established in 1960 as an independent non-profit organisation to conduct adventurous camping activities for young people. It is an incorporated Association and an Income Tax Exempt Charity. It is managed by a committee with extensive involvement in the Camp Cooinda program.

OBJECTIVES

The objectives of Camp Cooinda Inc. are to provide camps for young people that provide

- enjoyment
- challenging outdoor activities
- experiences of cooperative relationships
- opportunities to develop initiative and high self-esteem
- reflection on personal values.

PROGRAM AND SAFETY

Camp Cooinda's program is based on a waterfront site on Lake Victoria in the Gippsland Lakes (300 kilometres from Melbourne and 20 kilometres from Bairnsdale) and on its own 6-hectare island ten kilometres by water from the main site.

Responsible adventurous outdoor activities require careful attention to the distinction between an acceptable level of risk that constitutes challenge and adventure and the level of risk that constitutes unacceptable danger.

PROGRAM POLICIES

To ensure responsible, safe, and enjoyable adventure programs on and from its lake sites, Camp Cooinda Inc. has adopted a series of program policies which guide all approved programs it operates, and which indicate clearly to leaders the expectations of the organisation about leadership responsibilities. Acceptance of the following program responsibilities is required of every leader involved in a camp program:

CAMP COOINDA'S CHILD PROTECTION POLICY

Camp Cooinda is committed to promoting and protecting the best interests and safety of children involved in its programs in accordance with the 11 Child Safe Standards for all organisations in Victoria providing services to young people under the age of 18 years.

Camp Cooinda is committed to the cultural safety of Aboriginal and Torres Strait Islander children. All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

Camp Cooinda has zero tolerance for child abuse. Everyone working at Camp Cooinda (volunteer or otherwise) is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between Camp Cooinda Inc., and its volunteer leaders, contractors, associates, and members of the Camp Cooinda community.

Camp Cooinda supports and respects all children and volunteers. Camp Cooinda will consider the opinions of children and use their opinions to develop child protection policies.

The purpose of this policy is

- a) to prevent child abuse at Camp Cooinda
- b) to work towards an organisational culture of child safety
- c) to ensure that all parties are aware of their responsibilities for identifying possible occasions of child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse if it occurs
- d) to provide guidance to volunteer leaders as to action that should be taken where they suspect any abuse within or outside of the organisation
- e) to provide a clear statement to volunteer leaders forbidding any such abuse; and
- f) to ensure that any and all suspected abuse will be reported and fully investigated.

ADDITIONAL POLICIES WHICH LEADERS MUST COMPLY WITH

SAFETY AND WELFARE OF CAMPERS AND LEADERS

1. The highest priority in all activities is the safety and welfare of campers and leaders, and leaders supervise all program activities.
2. Leaders are required to practice the 'two-person rule' to ensure a leader is not alone with an individual camper or minor (under 18 years) attending the camp in a setting where they cannot be seen by other people.
3. The 'two-person rule' also applies beyond the camp program including online such as telephone, text and instant messaging, email and social networking sites.
4. The only exception to the 'two-person rule' which requires that a leader is never alone with a camper or minor is where:
 - there is a demonstrable pre-existing family relationship or friendship (i.e. existing before their leadership role with Camp Cooinda) or
 - the camper's parent or guardian has given the organisation written instructions allowing it.
5. Any incident of sexual molestation in a camp program must be reported to Victoria Police.
6. Leaders must report any reasonable belief that a child's safety is at risk to the Program Directors (or, if a Program Director is involved in the suspicion, to the Camp Director or a responsible person in the organisation) and to the relevant authorities (such as the police and / or the Victorian child protection service) including reporting to police any reasonable belief that a child has been the subject of a sexual offence by an adult, whether at camp or otherwise and fulfil their legal obligations to disclose such information.
7. If any person believes a child is in immediate risk of abuse, they must telephone Victoria Police on 000.
8. Leaders are expected to not in any way discriminate, harass or bully a fellow volunteer leader. Harassment, bullying and discrimination take many forms, including, unwelcome remarks, gestures or physical contact, offensive or derogatory jokes or comments (explicit or by innuendo), verbal or physical abuse or threats, any unwanted sexual contact or advances. Cooinda as an organisation will cooperate with Victoria Police to resolve any matters instigated from any harassment that takes place between Leaders on program.

WATER SAFETY

9. Campers must be able to swim at least 100 metres.
10. All swimming by campers is supervised by a leader.
11. Swimming by campers requires the permission of a leader in charge of the group and shall be approved only when the ratio of leaders present to campers in the water is at least 1 leader to 6 campers.
12. Lifejackets are to be worn when swimming at the Nicholson River and during any night swimming anywhere in the Lakes.
13. No swimming on ocean beaches is permitted except where a recognised Surf Life Saving Patrol is on duty.

USE OF WATERCRAFT AND EXPEDITION SAFETY

14. A lifejacket is worn correctly at all times by campers and leaders in small boats and during stand-up paddle boarding (including giant stand-up paddle board) activities beyond 50 metres from shore.
15. Unless specifically authorised by a Program Director, all paddlecraft activities shall cease as soon as practicable when any one of the following occurs on the water on which the paddling activity is taking place:
 - there are white caps
 - waves reach 0.5 metres in height.
16. When there is 30 seconds or less between lightning and thunder, as soon as practicable all outdoor activities shall be suspended, boats and paddleboards shall be beached or moored in a safe location and all campers and leaders take shelter on land and follow the detailed procedures given to leaders.
17. Craft on the water in an activity group stay together, usually within a 50m diameter.
18. A camp leader is always in the last canoe, kayak or paddlecraft or seated so that all craft and persons are in sight.
19. Expedition routes are approved by a Program Director and keep within 100m of shore except for lake crossings at times and places approved by a Program Director.
20. In the event of illness, accident or equipment damage, the first responsibility of a leader and of the organisation is the safety of every camper.
21. Drones are not to be used at Camp Coinda except with the prior approval of the Committee.

ROAD SAFETY

22. During a camp program a leader requires the approval of the Camp Director or a Program Director to drive campers.
23. P-plate drivers do not drive campers.

VALUES

24. Camp Coinda seeks to operate as a community where there is respect for others and cooperation between campers and leaders.
25. Camp Coinda is committed to practices which protect the environment, and which increase awareness by campers and leaders of environmental issues associated with camp programs.
26. While Camp Coinda Inc. does not teach or study the doctrines of any particular religion, it reflects a Christian perspective in the values commended to campers.

DRUGS & ALCOHOL

27. During a camp, leaders and campers shall not consume alcohol or possess or use illegal drugs.
28. Smoking/vaping is banned for campers and all smoking/vaping paraphernalia will be confiscated and only returned to the parents or guardians of campers upon request. This is inclusive of:
 - Cigarettes, tobacco pouches and rolling paper.
 - Personal lighters or matches.
 - E-cigarettes, e-cigarette fluid, vapes and vaping equipment.
29. Smoking and vaping are discouraged on health grounds and MLC grounds are smoke/vape free. Permission for leaders to smoke/vape in the off-site designated smoking area is to be sought and granted by the PDs and when a leader wants to utilise this area the PDs are to be notified.

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LEADER CODE OF CONDUCT

All volunteer leaders at Camp Cooina are required to abide by this Code.

During the camp program, the Camp Director fulfils the role of the Child Protection Officer. Outside program, this role is fulfilled by the Executive Officer. The Child Protection Officer provides information and support to all volunteer leaders, children, young people and their carers regarding child protection matters.

The Camp Director and Program Directors are:

1. responsible for the overall welfare and wellbeing of volunteer leaders
2. accountable for managing and maintaining a duty of care towards volunteer leaders and children in Camp Cooina programs
3. responsible for relevant administration of programs and activities in their area including the maintenance of records in accordance with Camp Cooina's document management protocols.

All people involved in the care of children on behalf of Camp Cooina will:

4. work towards the achievement of the objectives of the organisation
5. maintain a duty of care towards others involved in Camp Cooina's programs and activities
6. establish and maintain a child-safe environment for children and young people
7. be fair, considerate and honest with others
8. treat children and young people with respect and value their ideas and opinions
9. act as positive role models in their conduct with children and young people
10. be professional in their actions
11. operate within the policies and procedures of Camp Cooina and comply with organisational guidelines on contact with children
12. value diversity and foster an inclusive camp environment for all campers and leaders
13. provide a culturally safe and welcoming environment for Aboriginal and Torres Strait Islander children and people who are part of our camp community
14. respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a "need to know"
15. contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

16. shame, humiliate, oppress, belittle or degrade children or young people
17. unlawfully discriminate against any child
18. engage in any activity with a child or young person that is likely to physically or emotionally harm them
19. initiate inappropriate physical contact with a child or young person or do things of a personal nature for them that they can do for themselves
20. be alone with an individual camper in a setting where they cannot be seen by other people
21. develop a 'special' relationship with a specific child or young person for their own needs
22. show favouritism through the provision of gifts or inappropriate attention
23. arrange contact, including online contact, with children or young people outside of the organisation's programs and activities
24. photograph or video a child or young person without the consent of the child and his/her parents or guardians
25. work with children or young people while under the influence of alcohol or illegal drugs
26. supply cigarettes or vapes to a camper
27. engage in open discussions of a mature or adult nature in the presence of children
28. use inappropriate language in the presence of children
29. do anything in contravention of the organisation's policies, procedures or this Code of Conduct.
30. in any way discriminate, harass or bully a fellow volunteer leader.

What happens if you breach this Code of Conduct?

If you breach this Code of Conduct, you will face disciplinary action, including possible termination of your engagement with Camp Cooina.

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