



Fact Sheet 12. Risk Management General and Code of Conduct

This document contains:

- Set up and Pack Down risk management
- Code of Conduct and Appropriate behaviours for Leaders (*leaders must sign this Code of Conduct*)
- Risk assessment for other general risks at Kids Camp Out

Risk Management Planner

<i>Reasonably Foreseeable RISKS & DANGERS</i>	<i>Potential Risk Factors</i>	<i>Calculate the Risk</i>	<i>Things to do to prevent incident BEFORE and DURING the activity</i>	<i>ACTION to be taken in case of an INCIDENT</i>
General Outdoor on-site set up and pull down.			General Set up is done by adults/leaders during the day before camp and pull down completed by end of Kids Camp Out. - helpers sign in and sign out and complete Volunteer Registration Form - qualified and experienced supervisors to oversee the set up of equipment - be aware of any medical conditions of participants that may affect their ability to participate in the activities	- in case of emergency call fire/ambulance/police on 000 - in case of emergency, call parent/guardian - administer first aid where an accident has occurred - de-brief in KCO Organisers meetings

Injuries	<ul style="list-style-type: none"> - slipping over or tripping - participants colliding with each other or with objects/equipment - tripping on uneven ground 	moderate	<ul style="list-style-type: none"> - participants are instructed to take care when walking around the camp site - remove any equipment that's in the way or not being used 	<ul style="list-style-type: none"> - first aid - in emergency call 000 - if serious call - fill out an or INCIDENT REPORT FORM - report property issues to KCO Organisers - revise activity
Equipment	<ul style="list-style-type: none"> - faulty or misuse of equipment 	low	<ul style="list-style-type: none"> - ensure equipment is in good working order - explain and demonstrate how to use equipment properly 	<ul style="list-style-type: none"> - remove faulty equipment
Property damage	<ul style="list-style-type: none"> - broken equipment, other property 	low	<ul style="list-style-type: none"> - instruct correct and appropriate use of equipment - make participants aware of potential accidents 	<ul style="list-style-type: none"> - isolate area where breakage occurred and clean up immediately - revise activity - fill out INCIDENT REPORT FORM - report damage to KCO Organisers
Sun	<ul style="list-style-type: none"> - sunburn - dehydration 	low	<ul style="list-style-type: none"> - give participants a list of things to bring and include sun cream, water, hat, protective clothing 	<ul style="list-style-type: none"> - first aid - re-hydrate with fluids - seek help from lifeguards if serious

			<ul style="list-style-type: none"> - encourage participants to drink plenty of water throughout the day 	<ul style="list-style-type: none"> - fill out an INCIDENT REPORT FORM if serious
Burns & scalds	-cooking burns	moderate	<ul style="list-style-type: none"> - Place warning signs near hot equipment or surfaces. - Supervisor is appointed and active when bar-b-ques are in use. - Cover equipment containing hot fat or fluids, when not in use. - Follow safe working practices (for example, when using b-b-q). - Implement routine safety checks (b-b-q working properly) - Have heat resistant gloves available for use. - Ensure leaders are trained - Take notice of warning signs regarding hot equipment. 	<ul style="list-style-type: none"> first aid - in emergency call 000 - if serious call emergency contact - fill out and ACCIDENT or INCIDENT REPORT FORM - revise activity
Climbing and falling	- injury resulting from climbing (e.g. buildings)	low	<ul style="list-style-type: none"> - no climbing on equipment unless that is an intended part of the set up - have appropriate supervision and help with set up 	<ul style="list-style-type: none"> - first aid - in emergency call 000 - if serious call emergency contact person - fill out and ACCIDENT or INCIDENT REPORT FORM - revise activity

Fire	- fire in area of activity	low	- explain emergency evacuation plan - ensure leaders know the evacuation plan	- evacuate immediately and assemble at designated area for roll check - call fire department on 000 in emergency - fill out an INCIDENT REPORT FORM - report to KCO Organisers
Cars	- hit by car in car park or on road	low	- have car park and roads clearly identified - set boundaries for where campers are allowed e.g. not in car park - make participants aware of potential risks	- first aid - in emergency call 000 - if serious call emergency contact - fill out an ACCIDENT REPORT FORM
Pests/plants	- injury/poison from plants, insects, snakes etc on grounds	low	- ensure there are no poisonous plants on the grounds. Check with the venue - make participants aware of potential dangers – spiders, bees, snakes etc	- first aid – call poisons hotline on 13 11 26 if needed - call parent/guardian if serious - fill out an INCIDENT REPORT FORM - ensure pests/plants are removed by qualified pest controller
Weather	- slippery surfaces from rain	low	- have a wet weather plan in case activity cannot be run outside - clear debris from storms	- revise activities in the case of bad weather

	<ul style="list-style-type: none">- fallen trees from windy weather- sunburn		<ul style="list-style-type: none">- encourage sun safety – hats, sun cream, protective clothing	
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Kids Camp Out (an activity of South Moreton Presbytery of the Uniting Church)

is committed to the safety and wellbeing of all children and young people, including those who use our services and join in our programs. Our workers and volunteers will treat everyone with respect and understanding and address their concerns at all times. Kids Camp Out will endeavour to provide a safe and supportive environment for children and young people.

In order to ensure children and young people are kept safe from harm we will:

- Supervise the children and young people while they are in our care
- Ensure that no visitors or outsiders have unsupervised contact with children
- Allow the child to go home only with a person for whom permission has been given.

Notify the KCO Safe Ministry with Children Coordinator who will follow appropriate procedures to:

- Notify the Synod Safe Ministry with Children Administrator and Qld Police Service if we suspect or are told that a child is being harmed at home.
- Notify the parent and/or the Qld Police Service if we suspect or are told that a child is being harmed outside the home
- Notify the parent and/or the Department of Child Safety if we are concerned that a child is self-harming.

KCO Safe Ministry with Children Coordinator Beth Nicholls 0407 170 573

Code of conduct for employees and volunteers

Statement of commitment

Kids Camp Out is committed to the safety and wellbeing of all children and young people, especially those who use our services. Our workers and volunteers will treat all children and young people with respect and understanding at all times and listen to their concerns. To ensure children and young people are kept safe from harm, the following code of conduct for interacting with children and young people applies.

Who must comply with the code of conduct?

This code of conduct applies to all paid employees, volunteers and visitors who enter our service environment.

The standards of appropriate behaviour

Behaviour	Appropriate	inappropriate
Language	<ul style="list-style-type: none"> - Using encouraging/positive words and a pleasant tone of voice - Using encouraging/positive words and a pleasant tone of voice - Open and honest communication 	<ul style="list-style-type: none"> - Insults, criticisms or name calling - Bullying, swearing or yelling - Sexually suggestive comments/jokes
Relationships	<ul style="list-style-type: none"> - Being a positive role model - Building relationships based on trust - Empowering children to share in decision making 	<ul style="list-style-type: none"> - Favouritism or giving gifts - Spending excessive amounts of time alone with children - Contact outside of working hours (either physical or via email/phone) - Bullying, harassment - 'Grooming' children or young people
Physical Contact	<ul style="list-style-type: none"> - Allowing for personal space - Touching due to medical emergency or protecting from physical harm - Non-threatening 	<ul style="list-style-type: none"> - Violent or aggressive behaviour including hitting, kicking, slapping or pushing - Kissing or touching of a sexual nature consistent with 'grooming'
Other	<ul style="list-style-type: none"> - Appropriate attire/clothing for role - Use of internet/mobile phone for work related purposes only or during allocated times 	<ul style="list-style-type: none"> - Using alcohol or other substances before or during work - Inappropriate clothing - Sending inappropriate emails

In the event that the code of conduct for interacting with children and young people is breached, actions will be taken in accordance with The Uniting Church's plan for managing breaches of the child and youth risk management strategy.

“I have read, understood, and will act in accordance with the above code of conduct.”

Name: _____ Signature: _____ Date: _____

RISK MANAGEMENT REGISTER

Risks	Likelihood of event	Consequences for the child	Level of risk to the child	Treatment to prevent or reduce harm
Parent does not arrive to pick up child	Possible	Moderate	High	<ul style="list-style-type: none"> • Procedure for drop off and pick up provided to parent and discussed • Parent provides other contact if unable to pick up child • Child to be in sight at all times until parent/carer arrives
Child says that they do not want to go home with parent or carer	Rare	Major	High	<ul style="list-style-type: none"> • Ask child for reason • If answer suggests harm to child from someone at home, report to relevant authorities • If not discuss issue with parent
Child discloses that they are being physically harmed by parent/sibling	Possible	Major	Extreme	<ul style="list-style-type: none"> • Depending on information given either report or discuss with parent • Notify KCO Safe Ministry with Children Coordinator, who will determine if they are to ring Qld Police Service and Synod Child Safe Church Administrator to clarify if unsure and to report disclosure
Child discloses that they are being sexually abused by parent or family member	Possible	Major	Extreme	<ul style="list-style-type: none"> • Notify Presbytery contact, who will Report to KCO • Safe Ministry with Children Coordinator, who will notify Qld Police Service and Synod Safe Ministry with Children Administrator • Provide support to child through Crisis Care if necessary
Child discloses that they are being sexually abused by someone outside the family	Possible	Major	Extreme	<ul style="list-style-type: none"> • Notify KCO Safe Ministry with Children Coordinator, who will advise Qld Police Service and Synod Child Safe Church Administrator • Provide support to child and notify parents (is not the abuser)
Child complains to parent that during they were verbally abused	Rare	Moderate-major	Low	<ul style="list-style-type: none"> • Provide training on Safe Ministry with Children to all leaders prior to camp

				<ul style="list-style-type: none"> • Monitor leader:camper ratios and ensure leaders and campers are never alone • Provide copy of Leader code of conduct and commitment to protecting children from harm • Provide procedures for making complaint, via Presbytery
Child complains to parent that during camp they were physically or sexually abused	Rare	Major	High	<ul style="list-style-type: none"> • Refer parent to code of conduct but also their right to report these claims after having clarified issue with child • Parent to inform leader of any issue that the child has to clarify issue
Child presents with depression, sadness and some talk of self harm	Possible	Major	Extreme	<ul style="list-style-type: none"> • Report behaviour to parent immediately. If no action taken then report behaviour to KCO Safe Ministry with Children Coordinator, who will phone Synod Safe Ministry with Children Administrator & Qld Ambulance
Child's behaviour makes activities untenable and could cause harm to child or leader or others	Possible	Moderate	High	<ul style="list-style-type: none"> • Refer child to code of conduct/Camp Rules • Develop appropriate consequences such as time out if behaviour continues • Speak with parent about child's behaviour • If behaviour continues, require that parent immediately picks up child from Camp • If return to camp is negotiated, require parent/carer to remain on site to ensure child has settled.
Severe Allergies	Possible	Major	Extreme	<ul style="list-style-type: none"> • Monitor camp forms as submitted and note any allergies • If necessary, ensure exposure to allergens is minimised (eg Notify all attending that camp will be a nut-free zone if high nut allergy) • If epipen provided, ensure first aid qualified leaders know how to use, where to find (ensure it is accessible to the child AT ALL TIMES)