



Kids Camp Out

Group Coordinator's Handbook



South Moreton Presbytery
of The Uniting Church in Australia

"Cultivating an inclusive, growing and energised church"

This Coordinators Handbook will inform you about Kids Camp Out, the role of a Coordinator and how your church can participate to get the most out of KCO.



Kids Camp Out is an overnight camp for children 7-12 years of age. KCO aims to assist children with faith exploration, encouraging sharing and relationships with their peers. At KCO, children enjoy a wide range of activities, games, worship and music, all based around a central theme. The theme aims to inform the campers about Jesus' life and teachings in a manner that is understandable and appropriate to their context, as well as being a lot of fun.

Children attend KCO as part of local church groups from across the Presbytery of South Moreton. **Parents are very welcome to attend and join in all the fun.** Campers camp on a grassed area, or under-covered areas, with camping arrangements, catering, supervision and care of campers and leaders provided by each individual church group.

KCO will be held at Calvary Christian College, Carbrook – where KCO will have the use of a hall and sport covered area, grassed areas for camping, ablution blocks and undercover areas. Calvary Christian College is a ministry of Logan Uniting Church and will be a great place for KCO.

A Congregation Group Coordinator is nominated to organise those attending from each participating church. This person is responsible for the church group attending the event, along with choosing leaders (one leader to every 6 children), organising resourcing of equipment and completing administration.

Church leaders are assigned within each church group to provide leadership and duty of care. Parents can be counted as leaders. They may also have a cook, small group leader or even a bus driver! Junior Leaders aged 15 to 18 can assist with leadership and related tasks, all leaders including junior leaders must also be approved by the congregation's Church Council. Volunteer Parents of campers attending KCO are not required to have a blue card.

KCO could not exist without the **KCO Organising Team**, this is the strong contingent of vital volunteers and Presbytery staff who support group coordinators and leaders. The KCO Organising Team manage the program and logistics of the event, and may not be tied to any specific church group.

The KCO Organising Team is made up of leaders and Ministry Agents from across the Presbytery and are part of the Presbytery Children's Ministry Network. These people are the major decision makers for the KCO event

KCO's Vision

For children to experience Christian community and develop their relationship with Jesus.

KCO's Mission

An annual coming together of a Christian community in which children can safely learn, live, show and share their faith.

KCO's Aims

- To have fun with a variety of age-appropriate activities.
- To provide opportunities for children to develop and express creativity.
- To build friendships and relationships with varied age groupings through shared experiences and responsibilities.
- To provide a safe environment where all can experience love, acceptance and caring.
- To offer the opportunity for children to practice life skills in a Christian community context.
- To give campers a wider experience of the Uniting Church in Australia.
- To share ideas and resources, to extend networks.

KCO is a smoke, drug and alcohol free event.

Table of Contents

How to Register a Group for KCO	4
Dates to Remember	10
Finance and Fee Information	11
Duty of Care	12
Definitions of Leaders and Children	13
Registration Form information	15
Using the Who's at KCO... Information Form	16
Check In at KCO	17
Privacy Act	18
Safety at KCO	19
Frequently Asked Questions	21
Map	23

Kids Camp Out contacts:

Presbytery Office: Phone: 3807 7421 Fax: 3807 7620

PO Box 125 Beenleigh 4207

Address: 106/58 Manilla Street, Beenleigh Qld 4207

Presbytery Project Officer Mission:

Rev Beth Nicholls

m. 0407 170 0573



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think before you print

We have worked hard to make your role easier by producing a wide range of high quality resources, but you won't need a hard copy of all of them!

- ✓ Do make use of digital technologies, including laptops and tablets
- ✓ Do consider distributing these resources digitally when possible
- ✓ Do make use of double sided printing when you need a hard copy

Theme

Each year a theme will be selected for Kids Camp Out. It will be a theme that will help children and leaders to get to know Jesus, and to experience God's love and care for them. So it will be Bible based, and the activities and worship times will help us to dig deeper and grow in our relationship with one another and with God.

Congratulations on becoming a Group Coordinator

your official title for registering and bringing a group to KCO. The team at KCO is incredibly grateful and thankful for your decision to invest in the lives of children by engaging them with this wonderful event.

This handbook is your guide to signing up for KCO.

It has been developed to provide the information required to bring a group to KCO. There is lots of information to navigate and multiple forms to complete, so let's get started!

Forms will also be available on the Presbytery web site www.southmoreton.org.au (please Note* some forms will not be available and will be sent to you)

How to get the most out of these instructions:

- Delegate wherever you can and whenever it is appropriate. Not only does this prevent you overworking, it develops the leadership skills of others in your church!
- Pay attention to the dates:
- Make use of fact sheets - they contain loads of helpful information.
- Tick off each task as you complete it. This will save you from double guessing yourself and keep you moving through the process. If you're not sure about something, please ask for assistance or advice - call the Rev Beth Nicholls 0407 170 573 email mission@southmoreton.org.au or the Presbytery Office 3807 7421 email compliance@southmoreton.org.au
- Check your email on a regular basis for updated KCO information as the event approaches.



Sign Up as a KCO Group

We're looking forward to welcoming you and your group at KCO! To secure your group's place at KCO, you will need to do the following:

These forms are on the Presbytery Web site: under KCO

- Complete the Group Sign Up Form as soon as possible.
- Ask your Church Council to minute their support for attending KCO, including leaders.
- Register campers and leaders
- Pay for places at KCO. Purchase places by **14 August 2018**, or sooner is helpful for organisation.

Notes:

- The final date to register your group is **14 August**. (*Early registration is appreciated by the organisers*)
- Refer to the "Finance and Fee Information" (page 12 of this Handbook) for details on registration and cancelation fees.

Useful Resources:

Fact Sheet: Finance and Fee Information

A distributable version of the KCO fees section (page 11 of this Handbook).

Group Requirements Form –

Who's at KCO... Information Form –

Something to know at this point :

Dinner on Saturday night will be organised by the KCO. one less thing for Group Organizers 😊

It is also suggested if you register before lunch that you organize for campers to bring their own lunch for Saturday lunch. This gives you time to set up.

Organise a T-shirt colour for your group- You will be given a transfer to iron on KCO participants t-shirts



Organising & Preparing your Group

A successful and stress-free camp does take some planning and preparation. We recommend you build yourself a team to help you plan and organise the following: (don't be afraid to delegate!)

- Food and equipment costs.** Consider the ways that these might be covered. We suggest splitting these costs amongst the leaders and children within your group, adding this cost to their registration fee.
Tips for keeping the price down:
 - Ask your congregation if they have equipment your group can borrow
 - Invite the congregation to donate food items or sponsor individual young people
 - Share what you're doing with your local butcher/fruit and vegetable shop/supermarket - many groups have been provided discounts from generous businesses
- Promotions.** Promote the event across different groups and schools.
- Leadership.** Invite people in your church to be leaders. Speak with your church's youth/young adult's leaders and coordinators to help identify people who might be interested. Also invite parents of children to attend – make it a family event.
Key positions to fill:
 - Small Group Leaders
 - Transport Coordinator/s
 - Prayer partners
 - Camp cook
 - Sight Coordinator (in charge of tents)
 - first aid
- Fact Sheets.** Read all of the Fact Sheets, and distribute them to the people who need them
- Children's details.** Keep records of the physical, dietary, behavioral and medicinal requirements of your children.
- Children's payments.** Collect and keep records of payments.
- Group requirements.** Complete the Group Requirements Form so we can allocate your site and cater for any special needs. This form will be sent to you. Please complete and return it **by 14.8.16.**
- Group numbers.** Ensure your final group numbers are current prior to your arrival at KCO. Be ready to pay on the spot at KCO for any changes to registration numbers.

Useful Resources on the Presbytery web site:

Fact Sheet: Definition of Leaders and Children

Fact Sheet: Cooking and Food Handling

Providing essential health and safety information for everyone involved in the preparation and handling of food over the KCO weekend.



Register Your Leaders

Leaders at KCO assist with cooking, leading small groups, and much more. These leaders will be able to support and assist you with guiding and organising your church group. All leaders must be registered in order to participate in KCO. To do this:

- Download and print the Leader Registration Form:
- Customise the form for your group, following the instructions available in the “Registration Forms” section (pages 16 of this Handbook. Note Registration forms are a separate document). Photocopy and distribute to your KCO leaders for them to complete and return to you.
- The safety of children at KCO is our highest priority. All your leaders must be approved by your Church Council and leaders (18 and above) must hold a current working with Children Blue Card.**
Get this started ASAP – no Blue Card, no KCO!
Enlist the help of your congregation’s *Safe Ministry with Children* (formerly known as Child Safe Church) liaison person to help you with these steps.
- List all of your Leaders and their relevant details on the Who’s at KCO... Information Form
Name badges will be created for these leaders so they can attend KCO. Any leaders not listed on your Who’s at KCO... Information Form will not be able to attend KCO.
Download Who’s at KCO... Information Form, and all records must be entered by **14 August**
- If children or youth are being transported to or from KCO by someone other than their parent, the driver will need to fill out a Drivers Declaration Form:



Register Your Children

Young people are the reason we run this camp every year. Here's how you register children to attend KCO.

- Download and print the Children Registration Form:
- Customise the form for your group, following the instructions available in the "Registration Forms" section (pages 16 of this Handbook) Note Registration Form template is in the forms section. **Photocopy** (double sided if possible) and distribute to your KCO children for them to complete and return to you.
- List all of your children and their relevant details on the Site Pass Application Form. If you wish, you can use this as your master list of children attending, including listing their details (e.g. physical, dietary, behavioral and medicinal) as well as their age. The Site Pass Application Form is available from the web site, and all records must be entered by **14 August**.



At KCO

So, the time has finally arrived - KCO weekend is finally here! Keep on top of the following things and your group will be prepared for an amazing weekend.

- Supervise the set up of your campsite, and welcome your group as they arrive.
- Check in at the KCO Check In just inside the car park gate. Refer to the site map (page 29 of this Handbook)
 - Bring details of your final numbers for check in
 - Give a copy of camper information to check in.
 - You will receive a Group Coordinator's pack
 - Please check that it's content is sufficient for your group (site passes, wrist bands, etc)
 - Distribute the resources from the kit mentioned above
- Keep your mobile phone switched on please! KCO organisers will be communicating times and 'where to be when' using leaders phones**
- Ensure that Children and Leaders forms are kept safely (privacy), and are available for reference if required.
- Ensure your Children and Junior Leaders are picked up by the appropriate person on completion of KCO.

Useful Resources:

(Note*all fact sheets will be available on the web site or contact the Presbytery office.

Fact Sheet: Check In at KCO

➔ How to check your group in upon arriving at KCO

Fact Sheet: Site

➔ This provides information about Calvary Christian College (last page)



After KCO

You survived! Thank you so much for the investment you have made in the lives of young people - we hope it was an amazing time for you and your group. There are just a few final details to take care of:

- Share with your church about what went on at KCO.
- Thank your leaders, junior leaders, and everyone who supported your group.
- We highly value your feedback. We use it to improve KCO for next year. Please take some time to complete the Evaluation Form and return by the end of August.
- Check the lost property list for any items your group may have left behind. Details of lost property will be posted online after the event.

Dates to Remember

Complete the Sign Up Form and Church Council Form	ASAP
Looking for a form or fact sheet – check the Presbytery web site www.southmoreton.org.au	now
Complete the Group Requirements Form for Congregation information	Monday 14 August
Final date to sign up and payment for KCO	Monday 14 August
Group Coordinator packs available	now
Submit the 'Who's at KCO... Information Form closes for entry of child and leader names	Monday 14 August
KCO – transfers for T-shirts available	Saturday 14 August
Evaluation Forms would be appreciated by this date	Wednesday 31 August

Finance and Fee Information

KCO fees cover the following: resources for craft and activities, promotion, Saturday night dinner, and many hours of fun and togetherness!

Schedule Fees (all prices include GST)

REGISTRATION	FEE
Full time children and junior leaders	\$30.00
Full time Leader/adult helper	\$25.00
Siblings Registrations (5 & 6 years attending with a parent leader)	25.00
Sibling Registration -13 and over (attending with a parent leader)	\$30.00
Visitors for set up (before 5.30pm Saturday) pull down (after 12noon Sunday)	free

Group Costs

When setting the fees for campers, the Congregation's Group Coordinator will need to decide how much to add on to cover additional groups costs (such as food and transport). Groups may choose to implement their own discounts for families, or to subsidise those in financial difficulty. Other ways to reduce costs to families could be by fundraising or asking the church community to donate food items, providing them with a list of what is needed.

Please note reimbursement for places not used is messy and not immediate – so please estimate well, even conservatively.

Payments

Groups need to pay when they register for KCO. If there are any changes to the numbers, the remaining fee will need to be paid by 14 August or at the very latest at the Admin office on the KCO weekend.

[KCOForm-GroupPayment.pdf](#)

Other information

Participants Kits

A kit (made up of badges, diaries, wristbands or Lanyards, etc) is issued to every child, adult leader, junior leader and sibling based on the numbers provided by Group Coordinators on the Group Requirements Form.

Offering

Giving is an important part of being a Christian - giving regularly and generously is an act of worship, as well as a response to God's love, generosity and sacrifice for us all. This giving also meets the needs of others by offering financial support. The offering will be donated to a cause or organisation chosen by the organizing team – usually a children's ministry in Qld e.g. supporting a rural project and overseas Uniting World project. If you have a suggestion please contact Beth Nicholls.

Duty of Care

What is Duty of Care?

Duty of Care is a legal and moral responsibility to ensure the safety of everyone whilst in the care of the Uniting Church. It involves anticipating and avoiding foreseeable harm and minimising harm when it occurs.

Children and young people must be cared for and able to access ministry in an environment that is free from danger and harm. The physical, spiritual and emotional environment must be such that at all times children and young people are affirmed and nurtured in a place where they are safe from physical emotional and spiritual harm.

We do this by following the policy and procedures outlined in Safe Ministry with Children policy and procedures documents, endorsed by The Uniting Church in Australia, Queensland Synod in December 2015.

<http://ucaqld.com.au/safe-ministry-with-children/>The Presbytery of South Moreton is committed to providing safe places where people are cared for, nurtured and sustained and commits itself to compliance with requirements of the Working with Children (Risk Management and Screening) Act 2000 and the Working With Children (Risk Management and Screening) Regulation 2011. In conducting KCO, the Presbytery has adopted Safe Ministry with Children Policy, procedures and resources to assist in the achievement of Duty of Care practices.

Contact the Presbytery Office for dates for Safe Ministry with Children Training.

Smoking, drugs and alcohol

KCO is a smoke, drug and alcohol free event. Individuals in leadership roles are asked to model appropriate behaviour while participating in the event.

Inappropriate drug-use is unacceptable at this event. Those caught in possession of, or under the influence of, illegal substances will be asked to leave immediately. The police may be contacted if deemed appropriate.

Alcohol is not permitted at this event. It is not appropriate to consume alcohol, or be under the influence of alcohol, at any time while participating in KCO.

Definitions of Leaders and Children

Definition of a leader

Leaders attending KCO support the children within their particular group, helping them to grow and learn through the activities of the KCO program. All leaders are appointed by the congregation or organisation associated with their particular KCO group.

KCO is not an open community event. During the official program, only authorised individuals may enter the site (pedestrian access only) and young people must be signed out by an appropriate person (parent/guardian) if they are required to leave.

Group Coordinators and leaders who have a current and valid Blue Card will be issued entry site passes in the form of a lanyard. Individuals found not wearing a lanyard with the site pass included, during the program will be asked to leave unless they can show evidence that they are authorised to be at the event.

There are a number of different types of leaders involved in KCO. They include:

- Group Coordinators
- Adult leaders (adults, including participating child’s parents– 18 years old and over), including cooks, helpers, local support crew, etc
- Junior leaders (15-17 year olds), including cooks, helpers, local support crew, etc

Ratio of Junior Leaders to Adult Leaders

Children	Leaders	Junior Leaders
Up to 6	2 or more	1 max
7 to 12	3 or more	2 max
13 to 18	4 or more	3 max
19 to 24	5 or more	4 max
25 to 30	6 or more	5 max
31 to 36	7 or more	6 max

Definition of Children at KCO

Children between the ages of 7 and 12 are in the focus age group for KCO; references to ‘children’ or ‘young people’ in KCO documents refer to individuals who fall into this category.

Individuals aged 15 and 17 years can register as Junior Leaders if both the Group Coordinator and their parents strongly believe that they are mature enough to handle the responsibilities and can be provided with adequate mentoring and supervision.

If a child wants to come to KCO and hasn’t quite turned 7 or has recently turned 13, please have a conversation with the parent/s to establish whether the child is ready for the KCO experience. Take into account their physical, emotional, and spiritual needs as well as the needs of the other children in the group. If the Group Coordinator and the parent/s, think that the child will benefit from the KCO experience and that other children won’t be adversely affected by their presence at camp, then they are welcome.

Siblings

We acknowledge that there are times when families need to bring younger or older children (referred to as 'siblings' in KCO documents) to KCO as they have nowhere else to go on the weekend. In these situations, siblings are welcome at KCO. But, there are conditions:

- Group Coordinators must take full responsibility for siblings' supervision, safety, and behaviour. This means providing additional supervision, particularly for very young children, so that the care of KCO children is not compromised.
- Siblings can participate in the KCO programmed activities as long as they are supervised and allow KCO children to go first where there is a queue (e.g. during Play and Create).
- A fee must be charged for all siblings aged 2 and over.
- Siblings will be given a site pass, which they must wear at all times.
- Siblings must be listed on the Group Sign-Up Form, the Registration List and the Site Pass Application Form.
- The number of siblings should be kept to an absolute minimum. If too many siblings attend, they affect the total numbers present at KCO. This may have an adverse effect on camping space available (which is already limited), the size of the Main Arena and logistics such as security. All of these will also affect the cost of the event.
- If an older sibling is fulfilling a "helper" role - then they are classed as a junior leader and need to meet the requirements of this role (see above).

Registration Forms

What forms are available?

All of the forms required by individuals attending KCO are available to download from the Presbytery KCO website; southmoreton.org.au. *These forms need to be customised to suit each church group* before they can be photocopied and distributed. There are registration forms for:

1. Children
2. Adult leaders (including cooks, helpers, local support crew, etc)
3. Junior leaders
4. Siblings (when attending with a leader)

Customising the forms

Group Coordinators will need to complete sections of the registration forms to include the appropriate details. For example group name, group contact, costing, and any other information particular to your group.

Registration

Registration Forms must be completed for all attendees, and need to be returned to the Group Coordinator.

Leaders are required to take responsibility for completing their own Registration Form.

Registration forms will communicate attendees' dietary requirements, relevant health issues and photographic permissions. This information should be shared with the other group leaders (e.g. KCO dinner organisers) to ensure the needs of the entire group are understood and met.

Storage of forms at the event

Group Coordinators are required to have the attendees' registration forms in their possession (or in the possession of a trusted person within their group) for the duration of the event. This will allow for ready access of information in case of emergency.

Driver Information Form

Group Coordinators arranging transport for campers must obtain Driver's Information Forms from any potential drivers. Group Coordinators must also complete this form themselves if intending to transport attendees to or from the event. This includes transport via carpool or bus (with exceptions listed below).

A Driver Information Form is not needed in the following situations:

- Where parents/guardians are taking their own children to or from the event.
- Where private transport arrangements have been made between parents/guardians and friends.
- Where the Group Coordinator has employed a commercial bus driver to transport participants to or from KCO.

Driver information forms are available from the Synod Safe Ministry with Children web site:

https://ucaqld.com.au/wp-content/uploads/2017/01/Driver-information-form_form.pdf

Who's at KCO... Information Form (to go to Presbytery KCO Administration)

In order for leaders and children to attend KCO Group Coordinators must complete the Who's at KCO... Information Form. This form creates a database which stores the names of the leaders, junior leaders, children and siblings (see the [Definitions of Leaders and Children Fact Sheet](#) for definitions) who are registered to attend KCO.

***Please note: the Group Coordinator is the only person who can access the Who's at KCO... Information Form.**

The information provided on the Who's at KCO... Information Form will be used to:

1. Ensure all applicants (adult and junior leaders) are approved by Church Council and adults hold a current and valid Blue Card.
2. Provide details for KCO site passes (personalised name tags) which will be issued by the KCO Event Office to all leaders.

Leaders whose names are NOT on the 'Who's at KCO... Information Form' will NOT be issued with name badges to access the site .

All leaders must be approved by Church Council and have a current Working with Children Blue Card to obtain these name badges.

Those without a KCO name badge cannot participate in KCO.

Group Coordinators need to have the KCO name badge list to the Presbytery Office by **14 August**. Check the Dates to Remember Fact Sheet (page 10 of this handbook) for an exact timeline of due dates for information.

Check In at KCO

All Group Coordinators must go through group check in on the morning of **Saturday 25 August**, before the KCO program is due to begin. Check in occurs at the car park gate, which can be located by referring to the KCO map on page 23. Admin will be open from 10.000am on the Saturday morning. This process confirms attendance and provides an opportunity for the collection of kits and name badges etc.. Group Coordinators are advised to arrive in plenty of time to ensure no one is late for opening worship.

Group Coordinators are asked to ensure all group members are wearing KCO name badges and wristbands by the time they attend opening worship.

At the end of the event, members of the KCO Team will collect unwanted site pass holders for recycling.

Reminder: KCO is not an open community event. Registration prior to the event is required in order to attend, helping to ensure the safety of the young people participating.

Wrist Bands

All children, leaders and team members attending KCO will be provided with a wristband to wear throughout the event. This is an added safety measure so staff and volunteers can easily identify KCO attendees even if they have lost their name badge.

If someone is seen without a name badge or a wristband over the course of the weekend, please direct the person to Admin. If you are concerned, please alert a member of the KCO Team either in person or by phone.

Late Arrivals

Group Coordinators are asked to ensure that any children arriving late to KCO enter via the carpark gate check in (refer to the KCO map on page 30) are checked in with KCO Organisers.

All arrivals and departures during the course of the weekend will need to report to the Administration desk to sign in/sign out.

Privacy Act

The Uniting Church Privacy Policy was introduced in order to comply with the Privacy Amendment (Private Sector) Act 2000. The policy details the appropriate ways to collect, use, store and disclose information.

As an event of the Uniting Church, KCO is required to comply with the Uniting Church Privacy Policy. In turn, Group Coordinators need to ensure the personal information they collect upholds the National Privacy Principles (addressed by the Uniting Church Privacy Policy).

Group Coordinators not associated with a Uniting Church congregation should consult the relevant privacy contact person within their church supporting their group.

The Privacy policy is available on the Synod web site:

<http://ucaqld.com.au/administration/compliance/privacy/>

The following summarises the implications of the Uniting Church Privacy Policy for Group Coordinators but in no way replaces a thorough understanding of the policy.

- Group Coordinators are required to be responsible for the information requested on the Children, Leader and Sibling Registration Forms (referred to collectively as 'Registration Forms' for the rest of this document), as well as the ways in which that information is stored, used and disposed of.
- The KCO Presbytery Office and individual Group Coordinators must take reasonable steps to destroy or permanently de-identify personal information that is no longer needed. However, the information provided may be used for other activities of the congregation or organisation associated with each group after KCO.
- In line with the Privacy Act, all Registration Forms will need to be stored carefully before, during and after the event. Group Coordinators must be able to access the forms easily in case of emergency, but they must not be easily accessible to unauthorised persons. Group Coordinators are asked to limit the number of people who have access to the forms.
- The Registration Forms also state that the KCO event will be recorded through visual images for historical and promotional purposes, and that these images may be used in electronic media or print materials.
- If any KCO participants, particularly children under the age of 18, cannot be photographed, Group Coordinators are asked to ensure that all leaders are aware of the situation. This way the young person identified can be protected from having their photo taken. So that the individual's image is not used in any promotional material, Group Coordinators are asked to notify the Presbytery Office and indicate on the Who's at KCO... Information Form

Safety at KCO

Safety Officer

The Event Safety Officer's responsibility is to work towards providing a safe environment for all, and advising groups on how to keep their own sites safe. Reports involving a third party will be treated as confidential, and the Safety Officer will independently assess the risk before making any recommendations.

Please also refer to Duty of Care for safety tips. We advise Group Coordinators take all precautions in an effort to eliminate or reduce danger before it causes injuries, especially within individual group camping areas.

First Aid

Each group campsite should have a first aid box and an appointed, trained first aid person. The Group Coordinator and Leaders will be able to also refer to the qualified First Aid Officer for assistance.

If a camper does require the services of the First Aid Officer, the individual's medical forms should be taken along in case they are needed. If there is an emergency that requires ambulance transportation, children must be accompanied by an Adult Leader until the arrival of their parents/guardian.

Medication

All children's medication (named) should be given to the Group Coordinator with instructions on how and when to administer, as soon as the child is under the care of the Group Coordinator. Where parents have granted their children permission to self-administer, Group Coordinators are asked to support them in finding an appropriate place to store their medication safely. It is vital that coordinators read the instructions and ensure that the child receives their medication (under careful supervision) when required.

Emergency Procedures

The emergency procedures undertaken are dependent on the situation which may occur. The following are some general steps to follow for emergencies which may arise.

Medical

1. Call out for help by shouting to anyone nearby.
2. If it is safe to do so, remove the casualty from any further danger.
3. Find a member of the First Aid team to assist you. If they are not in sight, call the security emergency number which will be advised on the weekend. They will immediately contact the First Aid Officer, who will assess the situation and ascertain whether further medical attention is required.
4. Find the casualty's medical information (on their registration form, stored by their Group Coordinator or Leader).
5. Provide any assistance you can until medical help arrives.
6. If the First Aid Officer cannot be contacted or found:
 - a) Telephone Qld Ambulance Service (000, or 112 from a mobile).
 - b) After this has been done, inform a member of the KCO Organising Team (wearing a purple lanyard) about the situation and what has occurred.

If you are concerned that poisoning has occurred, you can contact the Poisons Information Centre: [\(07\) 3068 1111](tel:0730681111)

If you need to dial 000

Dial 000 and tell them that they will be met at the entrance to Calvary Christian College, Logan - Redland Bay Road. Many of KCO Team (people wearing site passes) will be carrying mobile phones, which can be used if needed.

Emergency Assembly Area

The Emergency Assembly Area will be defined on the site map. KCO Team members will direct people to the Emergency Assembly Area.

In the event of a security incident requiring a lock-down to be implemented, people will be directed to assemble in the Football Clubrooms (see map on page 30 of this handbook).

If a situation arises where the Oval becomes inappropriate as an emergency assembly area, a back-up location will be communicated through the KCO Team.

If a leak is detected in a gas cylinder:

1. Notify the fire service (000, and the KCO Security Team).
2. Place the cylinder in an open space (keep people away).
3. Ensure no naked flames or other sources of ignition are used.
4. Allow the cylinder to discharge completely.
5. (Evacuation will not normally be necessary)

Frequently Asked Questions

Below are some of the questions frequently asked by Group Coordinators. The following questions and answers are directed at Group Coordinators, and should address most of the pressing questions about bringing groups to KCO.

Further questions can be directed to the KCO Presbytery Office on 3807 7421 or smpres@gmail.com

What if my group is arriving at KCO by bus?

Those groups who are planning to arrive via bus must provide the details including an approximate arrival time, on the Group Requirements Form. This will allow the KCO leadership Team to prepare for the arrival of the bus and to arrange a suitable parking space.

How do I collect t-shirt transfers?

You can choose which way you would like to receive your transfers. Available after 14 August and can be picked up:

- from the Presbytery Office (Unit 106, 58 Manilla Street Beenleigh) – you may arrange for someone else to pick this up, please contact the Presbytery Office first.

What do I do with all of the forms once they have been completed?

Registration Forms aren't required to be sent to the KCO Event Office (Presbytery office), but you must keep the forms in a safe place and bring them along on the weekend in case they are required. The forms that are required to be sent into the office are the Group Sign Up Form, the Group Payment Form and the Group Requirements Form. The Who's at KCO... Information Form will be available on the web site.

Can I leave a car on my camp site?

Yes, you are allowed to leave **your** car in the car park but you must ensure that the car can be moved in case of emergency. This car can be used for storage of valuables if necessary.

Is there power available on the site? We ask that you use battery power for lighting in tents. All cooking equipment, b-b-ques, cookers and gas rings will be supplied by KCO organisers.

Can I bring a sibling to KCO?

There are times when families attending KCO need to bring younger or older children (referred to as 'siblings' in KCO documents) to KCO as they have nowhere else to go on the weekend. In these situations, siblings are welcome at KCO. But, there are conditions: Check page 18 of this handbook.

How are site allocations calculated?

At this time, because KCO is not a large camp, camp sites are self selected. There are plenty of places to pitch your tent, all in close proximity to one another.

Map

A more detailed map will be supplied closer to the day

KCO
Check In



Kuca Camp Out Venue Map

