

# SCHOOL CAMP HANDBOOK

for teachers



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**PLAN YOUR CAMP**

<b>Step 1</b>	
<input checked="" type="checkbox"/>	Confirm your booking (signed booking form & deposit paid)
<input type="checkbox"/>	<p>Refer to our resources: <a href="http://www.peninsulaoutdoors.au/camp-resources">www.peninsulaoutdoors.au/camp-resources</a></p> <p><b>Obtain copies of the following for school compliance:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accreditation</li> <li><input type="checkbox"/> Certificate of Currency</li> <li><input type="checkbox"/> Emergency Management Plan</li> <li><input type="checkbox"/> Site Risk Assessment</li> </ul> <p><b>Your school may also require:</b></p> <ul style="list-style-type: none"> <li>• First Aid Policy</li> <li>• Safeguarding Children Policy</li> <li>• Bush Fire Policy</li> <li>• Staff Provider Information</li> <li>• Code of Conduct</li> </ul>
<b>Step 2</b>	
<input type="checkbox"/>	<p><b>Organise your camp buses to and from School/Peninsula Outdoors</b></p> <ul style="list-style-type: none"> <li>- We can do this for you, contact us for a quote</li> </ul>
<p><b>DO YOU HAVE ACTIVITIES?</b></p> <p><input type="checkbox"/> YES – CONTINUE TO STEP 3</p> <p><input type="checkbox"/> NO – SKIP TO STEP 4</p>	
<b>Step 3</b>	
<input type="checkbox"/>	<p><b>Know your per student budget:</b></p> <ul style="list-style-type: none"> <li>- Does this budget include transport cost to and from camp?</li> <li>- 2024 Meals and Accommodation are \$105.50 per person per night *exclusive of single night stay surcharge</li> <li>- How much money is left in the budget for activities?</li> <li>- Calculate your minimum student numbers: e.g. total cohort size – 10-15%</li> <li><input type="checkbox"/> Arrange a phone call with our Program Manager to discuss activity details</li> </ul>
<input type="checkbox"/>	<p><b>Finalise your program with us &amp; sign a quote confirmation</b></p> <p>Does your activity program include any of the following activities: Surf, SUP, Tree Surfing, Mountain Boarding?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Yes – obtain indemnity form for specific activity from:</b> <a href="http://www.peninsulaoutdoors.au/camp-resources">www.peninsulaoutdoors.au/camp-resources</a> (include with student camp permissions)</li> <li><input type="checkbox"/> <b>No – continue on below</b></li> </ul>
<input type="checkbox"/>	<p><b>Obtain relative activity risk management plans from:</b> <a href="http://www.peninsulaoutdoors.au/camp-resources">www.peninsulaoutdoors.au/camp-resources</a></p>
<b>Step 4</b>	
<input type="checkbox"/>	<p><b>Send out participant and parent information:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use our Student Handbook for information</li> </ul> <p>Include:</p> <ul style="list-style-type: none"> <li>-The dates</li> </ul>

	<ul style="list-style-type: none"> <li>-Costs</li> <li>-A draft of the program</li> <li>-The indemnity form (if required)</li> <li>-Parent/guardian medical consent section</li> <li>-Any further information you require and when this is all due</li> <li>-Allow enough time for parents to save towards camp costs</li> </ul>
<b>Step 5</b>	
<input type="checkbox"/>	Ensure you have received information from parents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Collect camp consent forms &amp; camp payments</li> <li><input type="checkbox"/> Collect medical forms</li> <li><input type="checkbox"/> Collect dietary requirements</li> <li><input type="checkbox"/> Indemnity forms (if required)</li> </ul>
<input type="checkbox"/>	Arrange activity groups <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure you spread out your students evenly between activity groups (refer to your program)</li> <li><input type="checkbox"/> Appoint staff to activity groups</li> </ul>
<b>Step 6 – (6 weeks out)</b>	
<input type="checkbox"/>	Finalise student & teacher numbers + pre-confirmation details
<input type="checkbox"/>	Dietary Requirement's for students & teachers
<input type="checkbox"/>	Arrange Room Allocations
<b>Step 7</b>	
<input type="checkbox"/>	<b>Send the following information to Peninsula Outdoors 2 weeks prior to arrival:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-confirmation details</li> <li><input type="checkbox"/> Dietary Requirements</li> <li><input type="checkbox"/> Arrival and departure times</li> <li><input type="checkbox"/> Activity groups</li> <li><input type="checkbox"/> Cabin allocations for students &amp; teachers</li> </ul>
<b>Step 8 - Before Arrival</b>	
<input type="checkbox"/>	Arrange duty groups for each meal (6-8 students) -Try not to use groups that are about to go offsite or are coming back onsite
<input type="checkbox"/>	Arrange First Aid Kits (per activity group)
<input type="checkbox"/>	Communications (mobile phones)
<input type="checkbox"/>	Organise any evening/free time activities and sports equipment you wish to bring
<input type="checkbox"/>	School Emergency phone numbers
<input type="checkbox"/>	Advise students their room numbers and activity group before arrival
<input type="checkbox"/>	Pack your bags!

## **UPON ARRIVAL**

To ensure a smooth and prompt start to your camp the staff at Peninsula Outdoors will:

1. Peninsula Outdoors will take the opportunity to address the whole group upon arrival – (allow 20-30 min)
2. That will lead into a talk with the teachers/leaders involved with the camp to confirm details, program logistics and emergency management plan before activity program commences (allow 20 min), whilst students have a snack. \*Ensure you know what students haven't arrived, we will cross them off the room allocation form.
3. The teachers will then get students and themselves settled into cabins. Students and teachers have the opportunity to get changed if needed, ready for their first activity.
4. Generally, students will then have lunch \*refer to the program timeline, before starting their first activity.

## **IN AN EMERGENCY**

Please make yourself and your group familiar with the emergency management plan which is located on the wall in the dining room. Note that the Emergency Evacuation area is the basketball court, on the right as you drive into the site.

## **FIRST AID/INCIDENTS**

The group is required to bring a first aid kit to camp.

Peninsula Outdoors has first aid kits located on the wall in all dining halls for emergencies only. The site has a defibrillator located on the outside wall of the office & in the Lakeside dining hall.

The designated first aider for the group is responsible for any incidents and collecting all reports. If any incidents occur during the camp, please complete an incident report, detailing the time, date, person/s details involved, location, what/how is happened. On departure Peninsula Outdoors will attain a copy.

## **FIRE EXTINGUISHERS**

Fire extinguishers are there for emergencies only and are not used for any other purpose. Misuse of any fire-fighting equipment will result in the group being charged for replacement equipment. Fire extinguishers are located outside all lodges, in the recreation hall, kitchen and dining hall.

## **FIRE ALARMS**

Fire alarms on the property are not to be tampered with, any misuse, including using aerosol sprays in the cabins, which can result in the fire services attending site and/or replacements will be directly charged to the group.

In the case of a fire alarm going off, please refer to our emergency plan. Contact the emergency on call immediately and notify of details. If fire or smoke can be seen call emergency services immediately (000).

### WHAT TO BRING

- ☐ Lunch and snacks (morning & afternoon tea) for the first day
- ☐ Sleeping bag rated to 0 degrees
- ☐ Fitted Single Sheet
- ☐ Pillow & slip
- ☐ Toiletries
- ☐ Towel
- ☐ Plastic bags for dirty clothes/shoes
- ☐ Pyjamas
- ☐ Shorts
- ☐ Long pants
- ☐ Jumpers
- ☐ T-Shirts
- ☐ Bathers & rash vest (for water activities)
- ☐ Socks and jocks
- ☐ Waterproof Jacket
- ☐ Enclosed toe shoes/runners
- ☐ Water shoes e.g. old sneakers or water shoes (for canoeing)
- ☐ Drink bottle
- ☐ Day pack for activities
- ☐ Sun hat and beanie
- ☐ Deodorant, Sunscreen and Insect repellent **\*Not aerosol spray**
- ☐ Medication (if needed)
- ☐ Torch

### WHAT **NOT** TO BRING

- ☐ Best clothes
- ☐ Valuable items
- ☐ Jewellery
- ☐ Technology (phones/tablets)
- ☐ Aerosol spray cans

### TEACHERS/LEADERS SHOULD BRING

- ☐ First Aid Kits (all groups going offsite should also have one)
- ☐ Staff Car (for emergencies)
- ☐ Mobile Phones
- ☐ Sports Equipment (for free time)
- ☐ A HDMI input laptop to play movies or board games if desired for night activities
- ☐ *\*there are 5 rooms in Lakeside with double beds, check if you need to supply double bed sized sheets*



## ACTIVITY/PROGRAM INFORMATION

Our Program Manager will contact you to design your program activities based on the group's camping goals, objectives & budget. You will then be provided with a draft program and once activities are confirmed will form the basis of our formal quote.

You can look through our **activity list** through our website resources:

<https://www.peninsulaoutdoors.au/resources>

Peninsula Outdoors strives to provide participants the opportunity to:

- Develop effective communication and problems solving skills.
- Share ideas respectfully and collaboratively within group situations.
- Act responsibly and learn to accept consequences.
- Build confidence and resilience.
- Interact with and gain further knowledge of local flora and fauna and the local landscape.
- Extend personal boundaries and comfort zones.
- Create lifelong lasting memories and friendships.

Creating an unforgettable adventure in a safe environment for every camper.

Many of these outcomes can be aligned with Australian and Victorian curriculum and all incorporate cross curriculum priorities.

## CATERING INFORMATION

**AS WE ARE A NUT AWARE CAMP, PLEASE ENSURE THAT ANY FOOD BROUGHT ON SITE DO NOT CONTAIN NUTS INCLUDING DIPS, NUT MILK, SNACK BARS, CHOCOLATE PRODUCTS.**

Unless alternate arrangements have been made the first meal provided will be dinner on the night of arrival and last meal for lunch on the final day of camp.

\*Please refer to your program for mealtimes – every camp can differ

Morning and Afternoon Tea on-site is left for distribution by a teacher within each group in between activities. Dietaries will be the teachers responsibility of each group, ensuring they are served first.

If group activities are off-site during the day, students/teachers will collect their morning tea, lunch and/or afternoon tea before departure. Teachers are responsible to distribute alternatives for dietaries which will be labelled with the student or teachers name.

Tea, Coffee, Hot Chocolate, Sugar and Milk are available to teachers and supervised students (upon the teacher's decision).

A fridge and microwave is available in the dining hall for school use.

Birthday cakes can be prepared with at least 2 week prior notice if requested.

## MEAL EXAMPLES

Continental Breakfast: Toast, Spreads (Honey, Strawberry Jam, Vegemite & Margarine), Cereals (Rice

Bubbles, Corn Flakes, Just Right, Weet Bix), Milk & Juice.

Hot Breakfast: Waffles or Pancakes with Maple Syrup, Berry Compote & Yohgurt/ Scrambled Eggs & Has Browns / Ham & Cheese Croissants

Lunch: Hot Potato with diced bacon, sour cream, cheese and homemade coleslaw/ Chicken Wraps with a choice of salads / Ham & Cheese Pizza with homemade coleslaw

Dinner: Pasta Bolognese with garlic bread & Garden Salad/ Nachos with the lot/ Chicken Schnitzels with Gravy, Mash Potato, Honey Carrots & Broccoli

Morning or Afternoon Tea: Cake/Slice/Chip Packet

## **DUTY GROUPS**

Duty groups are an essential part of camp experience and are designed to teach students important life skills while helping to maintain the camp environment. It offers students the opportunity to actively contribute to the camp community while gaining life skills that extend beyond the classroom. By involving students in these responsibilities, we help them develop crucial skills such as teamwork, responsibility, and respect for shared spaces.

Duty groups between 6-8 participants are required 15 minutes prior to each meal. They will also be required to stay and wash up after the group. Their responsibilities include:

- Setting the tables before the meal (cutlery, glasses, cordial/water)
- Cleaning the dining hall using a vacuum cleaner
- Washing, drying and putting away all crockery and cutlery used by the group
- Wiping down the tables

***Teacher supervision is required to assist the duty group with their tasks.***

Each duty group will have teacher supervision to ensure tasks are completed safely and correctly. The teacher is responsible for monitoring and providing guidance for the student's where necessary. Kitchen staff will direct the students with what to do at each wash up time, during this time it's important that the teacher supervising is present during this explanation, so they too understand the process.

If the group would prefer not to do duty group an extra charge will apply.

## **DIETARY REQUIREMENTS**

Groups must have an appointed teacher to assist the camp staff and students with dietary requirements (the dietary coordinator). This includes the teacher taking responsibility for reviewing the menu and ensuring the students with a substitute meal has received their meal.

Further information is provided on the Pre-Camp Confirmation form.



## ABOUT THE PROPERTY

### LOCATION

Peninsula Outdoors is an accredited campsite, located on the Mornington Peninsula, only one hour from Melbourne CBD, in a coastal but rural area, close to beaches and other main attractions.

Balnarring is the closest township and is 5 minutes north of the camp and is within 30 minutes of Frankston and Rosebud (closest hospitals).

### FACILITIES

Peninsula Outdoors is divided into 2 separate accommodation areas:

- **Lakeside (106 beds)**
- **Hillside (64 beds)**

Most rooms accommodate four people in two double single bunks, with shared amenity blocks. Rooms can be interconnected to make larger rooms of 8 beds.

Hillside contains 2 Teacher/Leader units with 2 bunk beds and ensuites.

Lakeside includes 5 teacher rooms with a double bunk bed with a single on top and has separate shared bathroom facilities from the students.

Both venues have their own commercial kitchen and dining areas.

### Meeting Rooms and Lounges

The dining rooms can be used as a function/meeting room which both have data projectors.

### Shared Outdoor Facilities

- Large grassed sports fields
- Basketball/Netball court
- Volleyball Net
- Gaga Pit
- Multi depth swimming pool (1.2m, 2.5m and 4.5m deep)

### Campfire areas

Both Hillside & Lakeside have fire pit areas, fires can only be lit in the designated fire pit and must be attended with adult supervision at all times and extinguished before leaving unattended. Groups must inform management if they are planning on using the fire pit.

There will no fires on high-risk days or total fire ban days. Management has the right to extinguish any fire if the above conditions are being followed or the weather conditions change and the fire is deemed unsafe.

### **Technology**

Lakeside has a projector, AV system with HDMI & VGA laptop capability.

Hillside has a projector/TV screen, AV system with HDMI laptop capability.

### **Parking**

Lakeside: Parking is available opposite the swimming pools.

Hillside: Parking is available along the banked verge of the oval.

## **SUPERVISION**

### **GENERAL CAMP SUPERVISION – TEACHER ON CAMP WILL:**

- Always supervise students
- Be responsible for the behavior of all guests
- Inform Peninsula Outdoors staff of any potential dangers/damage
- Supervise swimming pool sessions if qualified to do so
- Ensure students are keeping to the camp times

### **ACTIVITY SUPERVISION**

#### **PENINSULA OUTDOORS PROGRAM FACILITATORS WILL:**

- Ensure the safe conduct of Peninsula Outdoors facilitated activities
- Provide instruction and direction to participants to complete each activity safely
- Perform an equipment safety inspection prior to the activity
- Monitor any hazards which may arise during the activity and take appropriate action

#### **SCHOOL STAFF WILL:**

- Support the Peninsula Outdoors staff on any behavioral issues
- Inform the Program Facilitator of any learning or behavioral information
- Assist where required according to the DET specific activity guidelines
- Liaise with the Program Facilitator throughout the activity
- Remain at the activity until the completion
- Where possible join in the activity

## **POLICIES/INSURANCE/ACCREDITATION**

Please refer to our website for all our Policies, Public Liability Insurance Certificate & Accreditation details [www.peninsulaoutdoors.au/camp-resources](http://www.peninsulaoutdoors.au/camp-resources)