

## **OVER THE WALL**



## **TWO ADULT POLICY & PROCEDURES**

### **POLICY STATEMENT**

**The safety and wellbeing of our campers is our top priority and we take all reasonable and sensible measures to ensure they are kept safe from harm.**

**We operate a strict 'Two Adult' policy which ensures that our campers, either singly or in groups, are ALWAYS accompanied by a minimum of two adults.**

**This helps ensure the safety of the children who attend camp and our adults volunteers/staff who provide for their supervision and care.**

Policy Date:	August 2016
By:	Mark Dwyer - Camp Director
Status:	Live
Adopted:	June 2014
Review:	August 2017

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### **1. Policy Statement**

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This policy should be read in conjunction with our Safeguarding Campers Policy & Procedures, and our Missing Camper Policy & Procedures.

### **2. Staff and Volunteer Duties**

Staff and volunteers will comply fully with our Two Adult policy, practices and procedures as the basis for protecting the safety and well-being of our campers.

Camp commences whenever a child or young person comes into our care and therefore the procedures outlined in this policy apply to our transport arrangements to and from camp as well as at camp.

### **3. Communication**

OTW staff and volunteers will be briefed on this policy and its procedures at each camp location.

### **4. Minimising Risk**

The proactive measures outlined below are in place to ensure adherence to the Two Adult policy and a high standard of safety at all OTW Camp programmes.

### **Pre Camp Information**

Successful applicants, both campers and volunteers, receive an information pack

that contains important details that aim to set them up for a positive and successful experience at Camp. Parents/guardians are asked to review the 'Camp Rules', 'Behavioural Challenges', and 'Safeguarding Guidelines' with their child while volunteers are asked to review a number of policies, including the Two Adult policy, and practical information before attending training at Camp so they are aware of expectations and responsibilities while at Camp.

### **Staff and Volunteer Training**

All staff and volunteers are provided with training on a range of issues including the procedures outlined in this policy, our Safeguarding Campers Policy & Procedures and our Missing Camper Policy & Procedures.

Knowledge is checked and verified rather than being assumed.

### **Staff/Volunteer:Camper Ratio**

We operate a staff and volunteer to camper ratio of at least 1:1. In any situation where a camper may have to be on their own away from other campers we insist there be at least two adult volunteers and/or staff present. In this way, we provide safeguards for volunteers, staff and campers ensuring our volunteers and staff are always on hand to identify any developing or escalating problem.

### **Team Rules**

When campers arrive at camp they are placed in teams based on age and gender. On opening night the whole Camp group meet together for a welcome and introduction to the Camp session. During this time, OTW's Camp Rules are reiterated to the whole group. One of the first activities carried out by individual teams is for them to sit down with their Team Leader and Teammates and identify their (the camper's) 'Team Rules'.

Team Rules are written down and are the camper's definition of what is and is not acceptable behaviour whilst they are at camp.

## **5. Procedures**

The following procedures will be applied and, where appropriate, adapted according to each camp's layout to ensure the Two Adult policy is being implemented at all times.

- An adult must be within eyesight of another adult at all times while supervising a camper or group of campers.
- Team Leaders will work out hour off schedules with their team ensuring

appropriate coverage for the group.

- Staff and volunteers carry two way radios to enable quick and efficient communications, particularly in emergency situations.
  
- Volunteers will be informed who is available to them should they need coverage for their group i.e. nearby activity leaders or team mates, the support team, the medical team.
  
- The OTW Support Team will supervise and reinforce the Two Adult policy at every opportunity.
  
- Team Leaders and Team Mates are responsible for carrying out routine 'nose counts' to ensure each member of their team is present. Important times for this are -
  - During activities
  - Transitions from one activity to another
  - Meal times
  - Med Shed visit transitions
  - Once programming has finished at the end of the day
  
- There are a number of daily meetings held during Camp sessions to ensure any information regarding behavioural, medical or safeguarding issues is available to relevant staff and volunteers. Issues are recorded, monitored and addressed accordingly.

## **6. Recording Incidents**

All incidents will be recorded in the Incident Log for that particular session. In the event of a critical incident, a detailed log should be maintained as described in the Critical Incident Management policy and procedures.

## **7. Responsibility and Review**

This policy will be reviewed annually for currency and accuracy by the Camp Director or individual delegated by him/her. This does not prevent any changes taking place to this policy at any other time due to changes in practice or legislation.