



FINLAY PARK ADVENTURE CAMP

Holiday programs

Management plan

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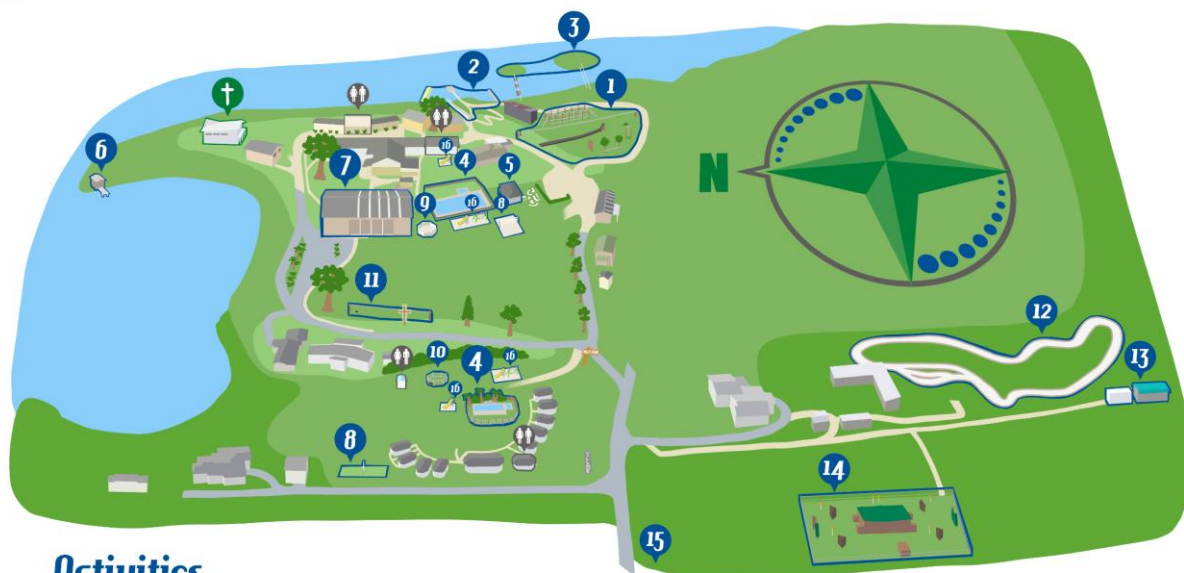
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A) VERSION

Version	Date	Changes made	Approved by
1.0	10 Oct 2019	Document created	Ian Fraser
1.1	28 th July 2020	Changes to 5a; 2 staff members for recruitment, 11; leader placement in cabins, 19 rules and guidelines	Gus
1.2	5 March 2021	Changes to 21 C Event coordinator or Director follow up in case of an incident	Gus
1.3	3 May 2021	Changes to section 19 and 22 (Abusive and harmful language and actions of an explicit nature)	Gus
1.4	15 June 2021	Updated privacy act info	Gus
1.5	29 th April 2023	Changes to missing child procedures, changes to chapel/ religious instruction, added to homesickness policies	Gus

2. Map



Activities

- | | | | |
|---|----------------------------------|------------------------------------|---------------|
| 1 Confidence Course, Flying Fox, Black Slide | 6 Magic Carpet, Rocket Rides | 11 Flying Fox | Chapel |
| 2 The Blob, Waterslide, Kayaking, Rafting, SUP, Animal Survival | 7 Gym, Skate Park, Climbing Wall | 12 Go Karts | Toilets |
| 3 Island Crossing | 8 Volleyball | 13 Shooting, Archery, Axe Throwing | |
| 4 Pool | 9 Soccer Cage | 14 Paintball | |
| 5 Spa | 10 Low Ropes | 15 Adventure Trail/Bush Survival | 16 Playground |

3. Program philosophy and history

To provide campers with a World Class adventure camp, showcasing the love of Jesus and the beauty of God's creation.

A) WHO WE ARE

Finlay Park is a registered charitable trust under the trading name Finlay Park Adventure Camp. It is owned by the Waikato Baptist Association. The Finlay Park Board of trustees oversees the running of Finlay Park, in cooperation with the Managing Director. The Managing Director (Ian Fraser) is appointed by the trust board to run the organisation.

Finlay Park is located at the end of Finlay Rd, on the shores of Lake Karapiro in the heart of the Waikato. It was established in 1949 by the Waikato Baptist Churches to provide a place for people to come and experience God's creation. It operates 365 days of the year. The primary operating area is at Finlay Park, 117 Finlay Rd, Cambridge.

Finlay Park is a Christian camp which promotes Christian morals and values in accordance with the Bible. Holiday programs at Finlay Park are inclusive and open to children from all backgrounds, race, culture and gender. However not all camps or parts of a camp are suitable for all children.

B) WHAT WE DO

Finlay Park Adventure Camp is a place where we want to create memories and build friendships that will last. The nature of Finlay Park is outdoors adventure which goes hand in hand with equipping children for their futures by giving them experiences they will always remember and look back on in their adult lives.

The safety of all participants is paramount during our programs and Finlay Park has an extensive Safety System in place to accomplish that. These policies and procedures are available to staff, parents and caregivers, updated regularly and reviewed annually.

The special character of our program includes Christian content of a religious nature, such as morals and values, and is advertised to parents and caregivers.

The holiday program has been around for over 50 years and has proven extremely popular with children returning camp after camp. Some children even go on to become leaders and growing into adulthood send their own children when they are old enough.

THE PROGRAM

4. The program details

Finlay Park holiday camps or events run usually over the school holidays. With most events running for a maximum period of 6 days. This may vary in some cases.

The program is entirely organised and run by Finlay Park staff and volunteers.

The program is aimed at the 8 - 14 year old age group, with an age group split for a more targeted aim.

Each holiday program is made up out of several separate events:

- Activities
- Games and recreation
- Free time
- Chapel time
- Meals
- Bed time

5. Staff and volunteers

Finlay Park will ensure quality care is provided through robust and consistent recruitment procedures and supervision and training of all staff and volunteers.

A) RECRUITMENT

The selection and recruitment of staff is the responsibility of the Managing Director. Finlay Park has a staff recruitment policy in place based on the vulnerable children's act 2014 guidelines.

All volunteers and staff must:

- Release details of their police records to camp management
- Sign a statement they will abide by Finlay Park policies

- Provide referees
- Undergo training and assessment for their specific roles

All staff and volunteer details including training and appraisals are logged and filed. Two staff members collaborate over volunteer/ leader suitability for the program as well as which leader is suited for which cabin.

B) TRAINING AND SUPERVISION

Prior to the commencement of our holiday camp program, volunteers undergo comprehensive training in our programs policies and procedures. This includes training on our Child Safe policies, emergency procedures, and all aspects of the program, such as activities.

Volunteers receive their training before the camp begins, while staff undergo annual training to ensure that they are up-to-date with any changes to our policies and procedures. Our training program is designed to ensure that all staff and volunteers have a thorough understanding of our policies and procedures to provide a safe and secure environment for all our guests.

C) PERFORMANCE APPRAISAL

Finlay Park records and files all staff and volunteer training and appraisals. All feedback aims to be constructive and non-judgemental with child welfare at the best interest of those being appraised at heart.

6. Activities

Finlay Park is committed to providing activities fit for purpose accordance with the Health and Safety at Work act 2015, and the adventure activity legislation of 2016

Finlay Park activities are almost always adventurous and, in the outdoors, where the main object is to enjoy, learn and grow in skills, abilities and self-confidence.

All activities have Standard Operating Procedures and hazard registers and are annually reviewed by Finlay Park staff. Some of these activities are classed under the 'Health and Safety at Work (Adventure Activities) Regulations 2016'. These include kayaking, High ropes, and the Flying Fox.

All activities and free time are managed in accordance with the FP safety management plan (SMP). Activities are separated into three groups:

A) ACTIVITIES WITH NO SUPERVISION (ACTIVITY SIGNAGE: ✓)

These are activities children are able to enjoy unsupervised. Some examples are the small flying fox, the playground, mini golf, and cage soccer.

B) ACTIVITIES WITH VOLUNTEER SUPERVISION (ACTIVITY SIGNAGE: !)

The activities supervised by volunteers are of a simple, straight forward, common sense nature. Each volunteer is sent the Adult Supervision Training before the camp commences. Supervision training is finalised on the day before camp starts, or before their first session. Training and assessment is provided by a Finlay Park staff member, who is competent in the activities. Volunteers are required to sign off that they have received training. A trained staff member will then carry out surveillance when these activities are in progress.

C) ACTIVITIES WITH FINLAY PARK INSTRUCTORS (ACTIVITY SIGNAGE: X)

Instructed activities always involve Finlay Park trained staff who are assisted by volunteers where necessary. Instructors are either trained in house or by a third party provider (Skills Active, NSawyer, Maritime NZ, etc) depending on the activity and the availability of training.

D) SUPERVISION STRUCTURE

Supervised by ↓	Water	Land		
		Indoor	Outdoor	
			Onsite	Near park
Finlay park staff (*) Number or ratio of volunteers to help <i>staff instruct</i> the activity safely	Glow Worm trip (*3)	Indoor Climbing, high ropes (*3) Shooting, Archery and Axe throwing(*4) Power Station Study (*1)	Go Karts (*3)	Animal Survival (*3)
	Kayaking Instructed (*1:5)		Sling Shot Paintball (*2)	Bush Hike (*1:10)
	Flat Water Rafting (*3)(1:10)		Top Team (*3-6)	Out camp (bridge building, Burma trail, flat water tubing) (*1:8)
	The Rocket (*3)			Power Station Study (*2)
	Paddle boarding (1:8)			
FP Volunteer (*) Number or ratio of volunteers to run that activity (<i>Vol/minors</i>) <i>Activities marked</i> 👍 are under camp staff surveillance.	Hydro Slide (*2) 👍	Indoor games (on request)	Cage Soccer	Adventure Trail (*1:10)
	Spa and Pool (*2) 👍		Confidence course (*2)	Out camp (*1:10) 👍
	Pool Inflatable course (*2) 👍	Indoor Skate Park Balanz Bikes (*1)	Island Crossing (*2)	
	The Blob (*2) 👍		Brazier/ Bon Fire (*1:10)	
	The Black Slide (2*) 👍		Flying Fox (*2) 👍	
			Mini Golf	
			Top Team (*6)	

7. Games and recreation

These types of events are based around team challenges, projects, crafts and other similar recreation.

Staff is required to file a hazard management plan for each planned event which are checked by senior staff prior to camp commencing.

Hazard management plans include; all identified hazards for that particular activity, supervision ratios, where supervision is placed, game/ activity rules, and how Finlay Park manages the hazards.

8. Free time

Part of the program includes free time, when children can enjoy using the non-supervised activities, simply hang out with friends, or make use of the canteen (lollies shop) at the camp grounds. Canteen fees are included in the registration fee and no money exchanges hands as staff simply keep a record of amounts spend by each individual.

At the end of a free time period a roll call is organised. Children are checked into their cabin groups and accounted for.

9. Chapel/ Religious instruction

Our vision is “to be life changing every time” and our mission is “To provide campers with a world class adventure camp, showcasing the love of Jesus and the beauty of God’s creation”. During our holiday program, we aim to achieve this by sharing the Gospel of Jesus Christ and the teachings of the Bible with all our guests.

Our program is based on participation, even if it means passive participation, such as being present but not actively joining in. Therefore, during chapel time, all attendees will be present to ensure the safety and well-being of all children.

The chapel time talks are focused on age-appropriate topics that explain the Bible and give children a new perspective on life, spirituality, and their creation in God's image. We take great care to ensure that all our interactions with the children, including the chapel times, are delivered in a way that is easy to understand and digest and the topics covered are age appropriate.

We aim to create a pressure-free environment where no one feels compelled to participate in any activities or discussions through peer pressure or emotional manipulation. Although we are passionate about adventure and fun activities, we are also passionate Christians who love to share the Gospel of Jesus Christ with everyone. Our holiday program is designed to provide an exciting and enjoyable adventure while also allowing us to share our faith.

10. Meal times

Finlay Park is under the Food act of 2014 and has a Food control plan in place which is audited by the Waipa District council annually. All Finlay Park meals are planned and prepared in such a way as to provide children nutritional and enjoyable meals.

Children will be provided with Breakfasts, Morning Tea, Lunch and Dinner, with fruit available in the afternoons.

Some dietary requirements can be catered for such as Gluten, Dairy, and vegetarian. Other more comprehensive requirements can be catered for if arranged with management prior to camp commencing. This might involve a parent or caregiver supplementing food requirements through frozen meals or pre-packaged food which can be handed over at registration.

Parents/Caregivers are expected to brief staff fully on any food allergies, nutritional requirements or special dietary needs that their children have. This information is recorded on the registration form so that Finlay Park chefs may cater to their needs.

Cabin groups will eat their meals together under supervision of their leaders.

11. Bed time and sleeping arrangements

Finlay Park’s accommodation blocks consist of multiple bunk rooms with the number of beds in each room ranging from 5 to 12 beds.

Children can be roomed with other children they chose on their registration form if those children are; of the same sex, in the same age bracket, and have requested the same arrangement. If no requests are made children are put into an appropriate same sex / age cabin.

Finlay Park will not sleep children of one biological sex in a room with children from another biological sex.

Where gender complications have been identified and disclosed to camp staff prior to camp commencing, other arrangements can be made in cooperation with the parents/ caregivers of that child. Finlay Park will always work with the parents/ caregivers to reach a satisfactory outcome.

In order to meet Finlay Park’s health and safety requirements a gender diverse child can be accommodated if;

- Finlay Park has an available cabin for the child and,
- Finlay Park is able to provide two leaders to supervise in the cabin next to the child during the night and,
- A separate bathroom is available for the child's use, and
- The parents / caregivers are satisfied the child will need to join the biologically same sex group for activity, chapel, game and recreation and meal times.

All cabin groups are supervised by cabin leaders and camp staff. Finlay Park aims to always sleep two leaders in a cabin group. If this is not possible, younger cabins have priority for two leaders, and older cabins either have one or no leader in their cabin. The utmost care is taken to select the right leader for the right cabin.

Bed times are arranged in such a way to accommodate the age of the children.

REGISTRATION

12. Program registration

The enrolment process is completed online. It is parents/ caregivers responsibility to fill out the enrolment forms correctly and to notify the program manager of any changes or other notifications that need to be made in order for Finlay Park to look after their child correctly and safely.

A) ENROLMENT INFORMATION WE REQUIRE:

- Child's name and sex
- Parent/ Guardian names, address, e mail, and contact phone number
- Emergency contact details (2x)
- Names of people with no, or restricted, access to the child
- Instructions regarding diet, medication, health, allergies, and other information to provide proper care
- Child's confidence concerning water activities
- Permission to use photos and/ or videos taken for promotional purposes.

B) REGISTRATION INFORMATION WE DELIVER:

- A link to our website where parents and caregivers can find all the information regarding activities and the hazards linked to those activities.
- List of expectations for children and what (not) to bring to camp
- Terms and conditions

C) RECORD KEEPING

Finlay Park will keep records for the following reasons:

- It will show the management structure for each specific camp. Records will include the name of the camp coordinators, supervisors/ staff and their roles, volunteers and their roles.

- Evidence of supervision ratios being met, by recording all staff, volunteers, and campers
- List of who sleeps in what cabin, facility names, and staff members/ supervisors/ leaders in that cabin.
- List of staff / supervisors and their different roles around camp grounds and accommodation, including gender specific supervisors/staff who are rostered on to patrol camping/ sleeping areas whilst cabin leaders are not available.

D) CONFIDENTIALITY

Finlay Park will ensure staff, volunteer and participant confidentiality. It will comply with the requirements of the privacy act 2020 at all times. All information collect for each participant is directly sourced from the parent or caregiver of that child.

- All forms are kept securely on our bookings system which is only accessibly by password
- All information is collected to determine in what way we can provide the best possible care (age, swimming capabilities, health, diet, etc.)
- Information is only shared with individuals who have a direct connection of care for the participant (Camp manager, participant's cabin leader, our kitchen chef, First aid officer, etc.).

13. Children with special needs

Children who require specialist care and/ or attention will not be excluded from camp, providing that the camp manager is confident that; 1) the child's needs can be catered for without negatively affecting the health and safety of that child or that of other children, and 2) The child in question will be able to enjoy and experience the camp as it was intended.

Full information about the child's requirements including medication, diet and supervision, must be obtained from the parents/caregivers and be included with the child's enrolment form. It is the camp manager's responsibility to ensure that all staff and volunteers are fully aware of the child's requirements and that they feel confident to provide the necessary care.

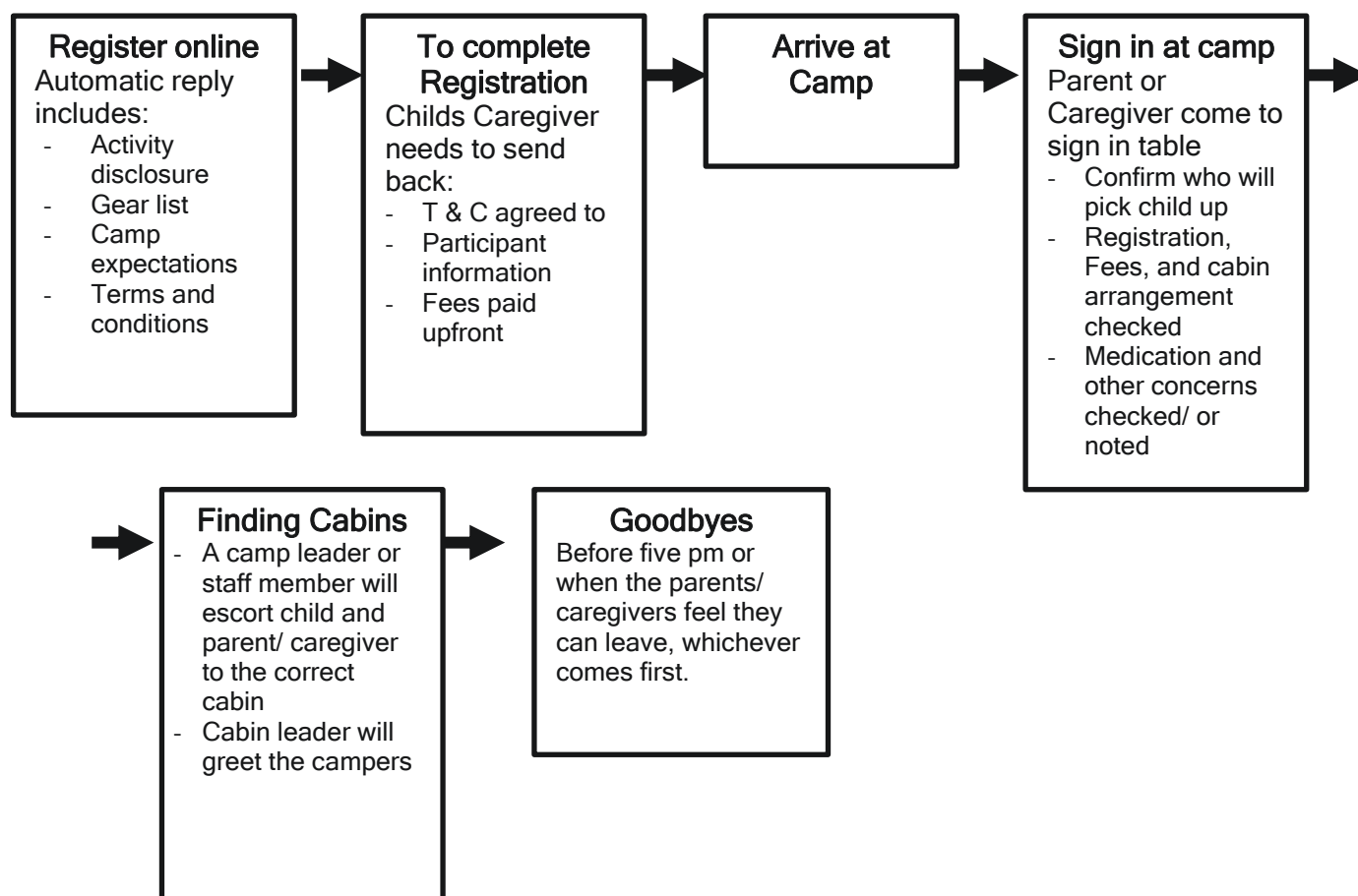
Each case will be considered individually and every effort will be made to include the child within the limits and the resources of the program. If a child needs one on one supervision it is up to the parents/caregivers to provide this type of service at their cost. This supervisor still needs to complete the Finlay Park Volunteer vetting process before being approved.

14. Signing in process

Parents and care givers are expected to sign their children in and out of the holiday program at the appointed times.

The drop off and pick up times and dates are posted on Finlay Park's web page, and reminder e mails are send to all those registered conveying this information

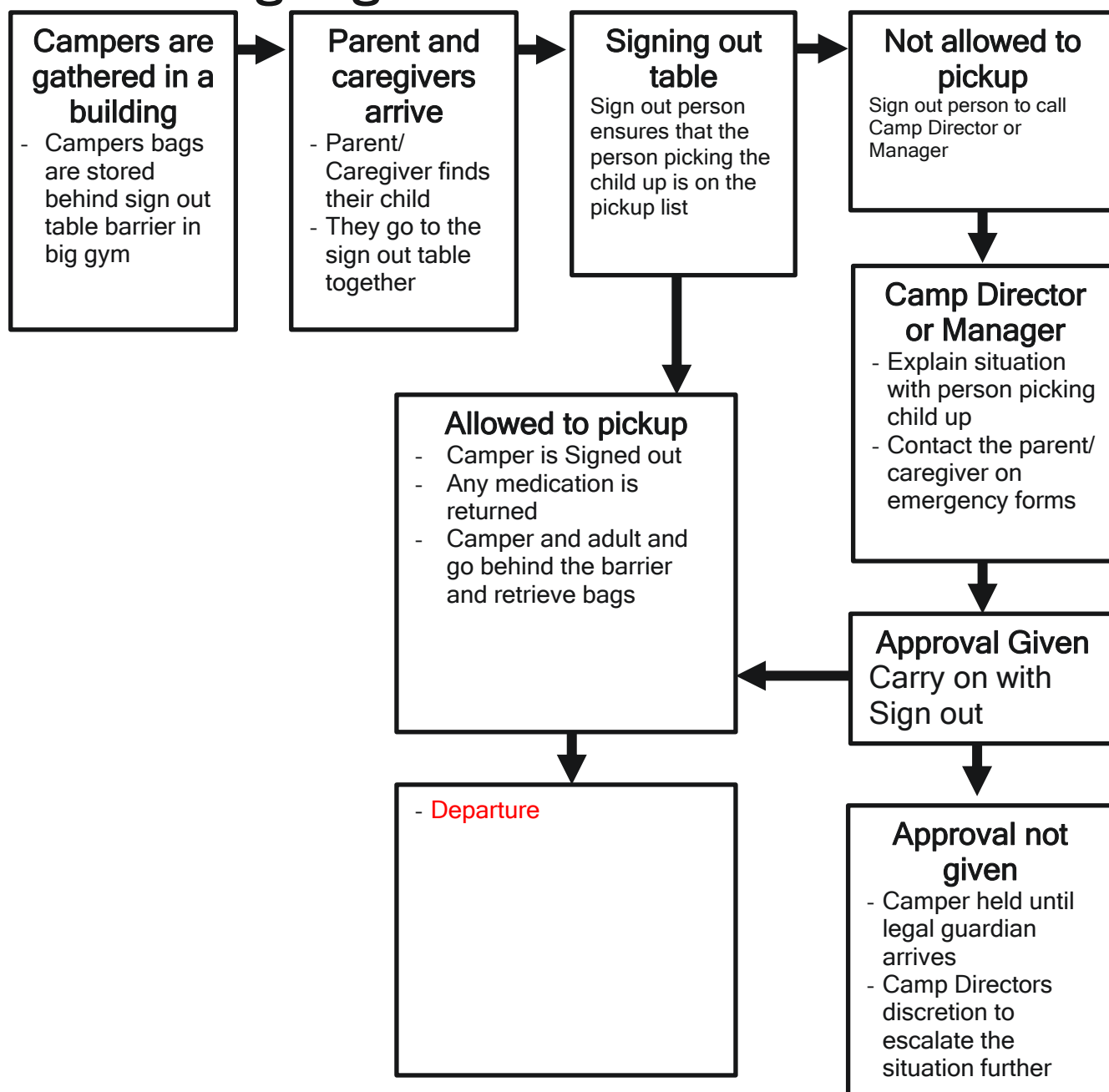
PROCESS



At the end of registration any children who have not arrived will be contacted and adjustments made to registration.

A final list of participants including their emergency details is compiled and handed to the camp coordinators.

15. Signing out Process



Parents and caregivers are giving precise instructions at what time pick up will commence. Caregivers and parents have to prearrange for their children to be picked up sooner or later than the specified time.

If children need to be picked up at a different time or are leaving the program at any one stage due to other engagements, we require parents and caregivers to notify us either prior to camp commencing or on registration day. The same process will apply as above however the location of pick up will be different.

Children who have not been picked up in the designated time frame will be collected by a staff member and their parent/ guardians contacted. If they cannot be contacted the next emergency contact on the list will be contacted.

16. Lost Property

Finlay Park takes no responsibility for lost property. Where possible at the end of camp items will be reunited with their rightful owner.

All other lost property will be collected into one place for parents and caregivers to check prior to departure.

Any items left at the end of that process will be washed and stored for 2 months after which they will be disposed of.

17. Complaints process

If a parent or caregiver has a complaint or a concern they would like to communicate to Finlay Park they can do so by;

- Contacting the Camp coordinator who will attempt to rectify the situation.
- If still unhappy with the outcome parents and caregivers should contact the Camp Director.
- If further action is necessary and of a serious nature, complaints should be made in writing and include all information. Responses will be made within 14 days.
- download the complaints form from our webpage at <https://www.finlaypark.co.nz/booking-info/downloadable-forms/>

Finlay Park will investigate any complaint and try and resolve any issue which might arise.

THE DETAILS

There are a number of procedures integral to the organisation of a holiday camp program. Below in alphabetical order are the items and procedures in order to keep an event running as smooth as possible.

18. Building and facilities

Finlay Park buildings and facilities are maintained and checked by Finlay Park staff. An external check is provided on its Fire alarm and evacuation system. The Building WOF is kept current and checked of by the Finlay Park trustees at its 6 weekly meetings.

Where necessary external contractors are used to replace and/ or maintain building and facilities.

A) DUTIES

Managing day to day duties is a part of the holiday program and all participants are encouraged to be part of this process, as it will teach them team work, a work ethic and to be part of the greater good for the community and society as a whole.

The following duties are carried out every day;

- Daily cabin clean up
- Set and clear of dining room
- Dining room dishes
- Cooks dishes
- Toilet Blocks
- Emptying rubbish

During an event, each cabin group is given a duty. These duties are rostered amongst the cabins and include cleaning responsibilities. During duties the cabin leader is expected to oversee and assist with the duty.

19. Camp rules and guidelines

It is the purpose of the following rules and guidelines to create an environment where every child feels safe, valued and at home. The rules and guidelines are communicated to participants at the start of the program. This normally happens prior to the first meal. At that time key staff like the first aid officer, and the camp coordinator, are introduced to the participants.

A) VALUES (WHAT WE EXPECT TO SEE IN PEOPLES BEHAVIOUR TOWARD OTHERS AND ONESELF)

- **Compassion: Willingness to help, empathise with, or show mercy to those who suffer** (helping another, do the right thing, actions speak louder than words, don't put yourself first, walk in their shoes, make their problem yours as well)
- **Consideration: Willingness to be kind, thoughtful and consider the interest of others before self** (Be nice to others, let other learn, make people happy when you enter a room not when you leave a room, consider how your actions affect others)
- **Duty: Willingness to do what is right or what a person ought to do; obligation** (do what needs to be done not because people tell you it needs to be done, just do it, do it even when no one is looking)
- **Honesty and truthfulness: Willingness to not steal, cheat, lie, or be unfair** (honesty is best policy, want to be trusted? Tell the truth, when someone lies someone loses, honesty first chapter in the book of wisdom)

- **Kindness: Willingness to help, show concern for and be friendly to** others (words are seeds not bullets, show kindness in your face, smile, and actions, be random with acts of kindness)
- **Obedience: Willingness to obey rightful authority** (following the rules keeps you safe, learn to trust then obey, do what you know to be right, you win or lose by what you choose)
- **Respect: Willingness to treat with courtesy; to hold in high regard; to honour, to care about yourself and others** (treat other as more important than yourself, respect right to be listened to,)
- **Responsibility: Willingness to be answerable, to be trustworthy and accountable for your conduct and behaviour** (with privilege comes responsibility, being responsible for your actions is the responsibility of everyone, whatever happens take responsibility)

B) : NON NEGOTIABLE RULES

- No cell phones for campers
- No stealing (including borrowing something without asking)
- No boys in girls cabins or girls in boys cabins
- No helmet no ride
- No bikes and/ or skate board in cabins
- No explicit talk (swearing or inappropriate topics like sex and pornography)
- No taking matter into your own hand (getting angry, frustrated, and becoming physical)
- No name calling, bullying, or being disrespectful to other people

C) GENERAL

- If you have any problems or you need to talk to someone, please find a staff member

D) HEALTH AND SAFETY RULES

- Finlay Park **activity signs**
 - ✓ = no adult supervision required. This sign is displayed on the playground, the small flying fox, and parts of the confidence course (for adult supervised parts see ! mark)
 - ! = adult supervision required. This sign is displayed on the Blob, the Hydro Slide, and The Flying Fox, parts of the confidence course (bridge crossing, Rope Bridge and wall climb), the Black slide, the Skate Park, the Spa pool and the Pool. See the Finlay Park Adult Safety Briefing (part 2) Adults need to be trained/ assessed/ sign off. Only trained adults can instruct these activities!
 - X = Instructor required. This sign is displayed on all other activities that do not fall under a or b. For example the climbing wall and high ropes.
- **Emergency instructions** (see also the OSH emergency instruction manual)
 - Fire (alarm). In case of a fire or fire alarm all Finlay park occupants are required to meet immediately at the assembly point area, the big playground on the main field
 - Earth Quake. In case of an earth quake all FP occupants indoors should stay indoors until shaking stops, and exit buildings when it is safe to exit. All outdoors occupants should stay clear of buildings, trees and power lines and when possible head to the assembly area. After which all occupants are required to assemble on top of Finlay Road hill.
- **Water Safety**
 - There will be no swimming in the lake, unless it is a part of a supervised activity run by Finlay Park staff or supervising adults (for example the Hydro Slide, Rafting, etc)
 - Everyone on the Lake has to wear a well-fitting life jacket for their shape and size.

- c. No one shall enter the pool area unless there are two supervising adults present. Those particular parents have to be easily distinguishable.

- **House Rules**

- 1) Black bins are for paper and plastic
- 2) All bins marked food scraps or pig scraps are food only bins
- 3) No smoking in or near buildings
- 4) No alcohol or non-prescription drugs on site
- 5) No shoes, food or drinks in cabins
- 6) Please conserve water, turn off lights and keep grounds clean
- 7) Please report accidents or incidents to your host ASAP

20. Electronics and valuables

Participants are made aware in the registration process that electronics and valuables are not to be brought to the event. Items can be handed in at registration on the day.

Canteen money for confectionary and treats is included in the registration fee. This means that children do not need any money at camp.

If electronics are found during the event they will be stored in a secure place.

21. Emergencies

Finlay Park has a comprehensive emergency scenario plan. Only the Fire, flood and earthquake scenarios are shared with participants on site. Other less common scenarios are kept on hand but are only available to staff and volunteers when the need arises.

A) MISSING CHILD

At our Holiday program, the safety and well-being of our participants is our top priority. In the event that a participant goes missing, we have developed the following search policy:

1. **Notify Finlay Park Staff:** If a participant is reported missing, staff should be notified immediately. The Holiday program coordinator or designated staff member will take charge of the search operation.
2. **Assess the Situation:** The Holiday program staff will assess the situation and gather as much information as possible about the missing participant, including their name, physical description, last known location, and any medical conditions or special needs.
3. **Search the Finlay Park grounds, buildings, activities and Immediate Surrounding Areas:** The Holiday program staff will immediately search the Finlay Park grounds and surrounding areas, including nearby land, streets, and roads.
4. **Alert Authorities:** If necessary, the Holiday program staff will alert local police and request their assistance in the search.
5. **Notify Parents/Guardians:** The Holiday program staff will notify the parents or guardians of the missing participant and provide them with regular updates on the search.
6. **Follow-up with Law Enforcement:** The Holiday program staff will work closely with local law enforcement to coordinate the search effort and provide any information that may be useful in locating the missing participant.

Note: Participants numbers are checked throughout the day, specifically at meal times, prior to activity times and at bed time. This approximately adds up to 8 roll calls a day.

B) SICKNESS/ INCIDENTS

Parents and caregivers are asked in pre camp forms and at registration if there have been or are any medical conditions, sickness, or injury that may affect their child staying at camp.

Parents and caregivers are advised to keep their child home if he or she has had a stomach bug in the last 48 hours.

Parents are also asked to advise registration staff if there has been a stomach bug in the family which has not affected their registered child.

All medical information extracted from registration forms is passed on to the assigned 1st aid officer who will manage any medication, first aid, and other wellness needs of participants.

Finlay Park has a stocked first aid room which is checked prior to events. All activity groups have their own first aid kit or make use of the first aid room if that activity is in its vicinity.

C) IN EVENT OF AN INCIDENT OR ILLNESS

- Appropriate First Aid will be administered by staff or volunteers. Disposable gloves will be worn when administering first aid with open wounds.
- The first aid officer will be notified and follow up care organised.
- Based on the severity of the injury the camp coordinator will be advised and will make a decision if outside medical help is appropriate. If outside medical help is appropriate;
 - Participants caregivers/ parents need to be contacted
 - A decision must be made as to the type of transport needed; urgent (ambulance) or non-urgent.
 - If Finlay Park transports the injured person please see 'Transport' heading in this document.
 - It is always preferred to have parents/ caregivers collect their child(ren) and seek medical advice.
 - A & E or Emergency services must be contacted prior to arrival
- All incidents and near miss incidents will be recorded by staff in an incident register. This register is used to look at incidents trends and how to manage hazard areas better.
- All medical fees incurred are to be invoiced and reimbursed by the parents/ caregivers of the child.
- The Finlay Park director or event coordinator will follow up with parents and caregivers as to the incident outcome and welfare of the participant.
- Caregivers and parents will be asked to collect their child immediately if he/she contracts a (suspected) stomach bug.

Below is a list of the most common incidents or illness where we will notify parents as soon as possible. These will most likely be events that require immediate medical attention or are going to require medical attention in the future (based on severity scale by Alpine Club NZ. Incidents relating to a rating of 4 or higher)

- Concussion
- minor burns
- Hypo or hyperthermia
- Fractures
- Flu
- Food/ hygiene related diarrhoea/ vomiting
- Lacerations
- poisoning

In the unlikely incident of medication being given to the wrong child the following procedure will be followed:

- Advice will be sought from Poison centre 24h if the medication taken is harmful and in need of immediate attention.
- Poison centre advice will be followed.
- Parent / caregivers will be notified and apology made.

22. Child protection policy

(This section refers to our Child Safe policy document)Finlay Park is committed to the prevention of child abuse, and the protection of children and young people in NZ. This commitment means that the interest and wellbeing of children is our prime consideration when any decision is made about suspected child abuse. Everyone at Finlay Park is committed to and has a role to play in the protection and wellbeing of children who attend the holiday program.

Finlay Park sets out to protect children at our holiday program through the following preventative measures:

- Adult to child ratios during a holiday program. Finlay Park aims to have approximately 100 children at their program at any one time. These 100 children are supervised and cared for by 10 full time staff and approximately 20 - 30 volunteers
- All volunteers and staff receive training and refresher training (these procedures) prior to each holiday program event
- All staff and volunteers are police vetted every three years.
- Finlay Park staff recruitment policy is based on the vulnerable children's act 2014
- Due to its Christian nature and principles Finlay Park has a zero tolerance for;
 - Alcohol
 - Non prescriptive medication and drugs
 - Pornography
 - Abusive and harmful language of an explicit nature
- Visitors must notify prior to visitation, sign in at arrival and are accompanied during the program.
- Where possible two volunteers will sleep in a cabin with children or no volunteers in a cabin if only one is available. In that case a volunteer is stationed either in the cabin next door or a cabin in near proximity.
- No staff or volunteer must be out of sight alone with a child. Where private conversation must take place a suitable location in view of other people is used (such as dining hall, big gym, office with open doors and glass windows and a second adult positioned in line of sight.
- Appropriate physical contact is encouraged (pat on shoulders, high fives, praise and reassurance)
- Inappropriate physical contact is discouraged

A) DISCLOSURE

Finlay Park applies the following principles in the identification and reporting of abuse and/ or neglect;

- **Listen to the child.** We listen but do not interview. Notes may be taken.
- **No one is to act alone.** Anyone concerned about a child's welfare is to raise their concern directly with senior leadership, who will take steps to protect the child.
- **No delays in raising concerns made in good faith.** Leadership will immediately take the appropriate action as set out in our disclosure procedures to protect the child, record the concerns and report to the statutory agencies. Any staff member or volunteer under investigation will be required to suspend duties around child care or direct contact with children whilst the investigation occurs.
- **Avoid gossip and speculation.** Concerns will be raised directly with the right person who will facilitate appropriate actions taken.

- **Take expert advice.** Finlay Park will always act on the recommendations of statutory agencies such as Oranga Tamariki and the NZ police.

These principles apply regardless of whether the concerns are about a Finlay Park staff member, Volunteer, other participant or other adults at home.

B) ALLEGATIONS

Finlay Park applies the following principles in dealing with allegations against staff and/ or volunteers;

- **Protection.** All allegations are taken seriously and will be investigated.
- **Stand down.** The volunteer or staff member accused is stood down for a period of time, in order to ensure safety of the child, the staff member and time for an investigation.
- **Support.** Staff members and volunteers are entitled to a support person at all times

23. Home sickness

Homesickness can be common in young children and is managed at Finlay Park with the help and input from the parents and caregivers.

Parents and caregivers are asked to disclose this type of information to the camp in order for staff and volunteers to manage the child in a positive way.

Often homesickness can happen due to;

- Unfamiliar environment
- Missing mum and dad
- Not feeling he/she fits into cabin dynamics
- Not feeling part of camp program

Sometimes some children are just more prone to homesickness than others and wherever possible management in collaboration with parents and caregivers will create a plan to manage it as well as possible.

Under normal circumstances staff/ volunteers will; 1) distract the child, 2) if not successful, contact parents and create a plan, 3) suggest to the child they can contact their parent/ caregiver in the morning at breakfast time, 4) Liaise with cabin leader to keep child involved and included in the camp program. 5) records are kept to log our interaction with the child and their parents/ caregivers.

At times even with the best effort a child may end up leaving camp early. The registration fees are non-refundable.

24. Multi groups

On occasion Finlay Park may host other groups in our Village camp, alongside our school holiday camps. This will be carefully monitored to ensure the programme still provides a safe, positive and child-focused environment.

Approval for these groups will be gained by the Office Manager and the programme will be written by the Programme Manager.

Clear boundaries are always set out between the Village and the Main Camp. Groups are only permitted to come across at pre-established activity times, or to access the Lake front. This is communicated to other groups by the Program manager.

25. Phones

Participants are not permitted to have a cell phone on them during camp. Participants' parents and guardians can call the programme room phone during meal times to talk with their children if needed. Participants can also request to make calls during this time.

Any phone calls made will be supervised by camp staff to protect minors from contacting or being contacted by people who should not have legal access to them.

26. Poor behavior

Programs will be designed to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. Behaviour is managed in a positive way that enhances children's development and self-esteem. Children will not be punished physically, disciplined or treated in a way that is degrading, humiliating or causes for fear and/or anxiety.

At the beginning of each camp, staff and children will formulate a set of rules for the program (see camp rules and guidelines) and discuss the consequences of not upholding these rules. Program rules will be based on respect for each other, staff and equipment. Staff will encourage children by outlining what is expected of them and explaining the consequences of making poor choices. Positive reinforcement will be used at all times and a stimulating and varied program will be provided.

When children are in conflict with each other, staff will encourage the children to resolve the situation themselves and aid them by making suggestions on how to do so. If children cannot resolve the conflict they will be removed from the situation and alternative means of resolve sought.

A) CONSISTENT POOR BEHAVIOUR GUIDELINES

1. Remind the child in an assertive but not aggressive manner what is expected and the consequences of their poor choice.
2. If the behaviour continues the child will be reminded again of the consequence that will result.
3. If the child continues to make poor choices after two reminders, the consequence will be enforced.

B) CONSEQUENCES MUST BE APPROPRIATE AND MAY INCLUDE:

- Being asked to complete a camp duty such as cleaning the life jacket shed or helping with cooks dishes.
- No canteen.
- Being removed from the activity and put into time-out, that is; the child will be made to sit away from the group in a clearly visible spot for a period determined by the camp coordinator/s or staff member (usually about five minutes). Before the child returns to the group the staff member will review with them what behaviour is expected.
- Not being allowed to play with a certain piece of equipment or participating in an activity (for example, when a child continually misuses that piece of equipment or is unable to abide by the rules of the activity).
- If a child continually is unable to abide by the camp rules, parents/caregivers will be called and asked to remind the child about their behaviour.
- If a child continually misbehaves in a manner that endangers them or other children, despite the above measures, parents/caregivers will be notified by the Camp Manager and asked to remove their child from the camp. The registration fee is non-refundable.

Staff will conference with children to decide what is expected of them and the resulting consequences.

Children will only be physically restrained if their or others immediate safety is at risk and verbal commands have failed and only as a last resort. This is a short term action that will be ceased as soon as the risk to themselves or others has been eliminated.

27. Smoke free

During Finlay Park events the facilities are a smoke free zone which includes vaping.

28. Sun Safe

All people attending Camp will be encouraged to wear hats and apply sun block, especially between Labour weekend and Easter. Sun block is made readily available to both cabin leaders and children throughout the camp event.

Alternatively shaded area are available to participants at all times.

29. Transport

Vehicles used to transport children must comply with all mandatory legal requirements, such as a current Warrant of Fitness and registration. All drivers must hold a current full driver's license and must agree to drive safely and maturely.

Drivers transporting multiple participants must have:

- their Class 1 license for at least 2 years
- Drive a vehicle which carries 12 or less passengers. Or hold a Class 2 or 4 license with P endorsement
- Be police vetted

Within a group of transport (multiple vehicles) one staff member or volunteer will hold a 1st aid certificate.

Transport of participants only happens when an activity is off site.

In case of an incident a participant might be transported with a minimum of two other people present. These two people should be made up of a staff member and a volunteer.

Where possible parents/ caregivers would first be informed prior to transporting an injured participant.

In case of injury or illness it is always preferred to have parents/ caregivers collect their child(ren) and seek medical advice.

APPENDIX 1