

Purpose

Baptist Camping Victoria delivers a range of programs for young people in the Surf Coast region of Victoria. Many of the programs promote activities within the camp grounds and also outside of Baptist Camping Victoria settings.

The Adventure Activities Policy was developed to protect the health and safety of young people, staff and other people during planned activities by undertaking a risk assessment of each proposed activity and developing appropriate strategies to reduce as far as is practicable the identified risks.

Scope

The Baptist Camping Victoria Adventure Activities Policy is applicable to all Baptist Camping Victoria staff organising and includes volunteers participating in an Adventure Activity approved by the Executive.

Policy Statement

Baptist Camping Victoria will protect the health and safety of consumers, students, staff and the community during planned activities through rigorous and well planned assessment and management strategy.

Baptist Camping Victoria staff will act reasonably when planning and implementing any activity following set guidelines and this policy.

Reasonable Practice

In determining what is reasonable in providing sporting, recreational and outdoor activities, a number of factors must be considered:

- The risk of harm and the likelihood of the risk occurring
- The sorts of injuries that may occur, and how serious they are
- Precautions which could be taken
- The usefulness of the particular activity which involves risks
- Any statutory requirements or specific directions from funding body; and
- Current professional standards.

The factors all need to be considered together to determine what is reasonable. No single factor can be relied upon by itself to justify acting in one way rather than another.

Often the current medical condition of the student and or person can affect the reasonableness of the person taking part in a particular activity.

A medical condition may also determine the precautions which need to be taken in order for a particular person to do a particular activity. Accordingly, medical information is an important issue.

Other factors that can affect the reasonableness of an activity include the skill of the leader, location of the activity and the maturity of the participants.

Procedure

- Identify proposed activity
- Match with activity list (DHS)
- Complete Baptist Camping Victoria Risk Management Form

- NB: If activity falls into "banned" category it is to be avoided.
- Present form to manager (at least one week prior to activity)
- Complete Activity Itinerary Form
- Complete Medical Form for each participant
- Complete Activity Checklist prior to activity
- Complete Activity Permission Form prior to activity

First Aid

- All staff should participate in relevant training and information sessions in first aid and emergency procedures.
- At least one staff member attending a moderate to high risk or special activity must have current First Aid qualifications.

Water Sports – Life Jackets and Personal Floatation Devices

- All staff and clients must wear properly fitted and secured life jackets or personal floatation devices whilst participating in water activities such as windsurfing and small boat activities. Such devices must be in accordance with Australian Standards (1512/88).

Emergency Contacts

- Staff conducting activities should have access to some form of communication such as a mobile phone, particularly in situations where there is no public telephone access.
- In some circumstances, for example, white water canoeing in remote areas, it is advisable to contact local emergency services in advance to provide details of the itinerary, including departure and estimated arrival times and route to be taken.

Activities Provided by an External Agency

- Baptist Camping Victoria needs to make reasonable choices in selecting external agencies to provide activities for clients. In selecting external agencies Baptist Camping Victoria would have to be satisfied that the agencies are reputable, that they implement appropriate practice and are qualified to provide the activity.
- Baptist Camping Victoria must ensure the agency has relevant insurance, qualifications etc.

Activities Involving Departmental Clients and Staff and External Agencies

Where external agencies are involved in conducting activities arranged by Baptist Camping Victoria and where departmental clients and staff are attending or participating in the activity, management and staff need to ensure that:

- Reasonable choices have been made in selecting the external agency;
- The risk level of the proposed activity has been assessed and the principals of reasonableness have been applied;
- Medical clearance has been obtained and any special requirements noted;
- All forms are completed; and
- Relevant approval and consent has been obtained.

Activities Conducted Solely by an External Agency

Where external agency is providing activities and where statutory client(s) are attending and Departmental staff are not attending or participating in the activity, management and staff need to ensure:

- The appropriateness of the external agency;
- The appropriateness of the individual to participate in the activity; and
- The appropriateness of no DHS staff involvement.

Management and staff then need to ensure that:

- The client has consented to be involved in the activity;
- The approval form: Activities Organised and Conducted by External Agencies
Appropriate approval has been obtained;
- Approval is sought from participating clients to inform the camp of any known medical conditions/disabilities requiring special care; and
- The camp is informed of any known medical conditions/disabilities requiring special care for clients, students participating in the activity.

Responsibility

Camp Staff & Managers are responsible for ensuring the Baptist Camping Victoria Adventure Activities Policy is implemented by all program staff.

Resources/Documentation

[JJ Guidelines Sporting & Recreational Activities](#)

DEET Adventure Activities Guidelines

Outdoor Education Guidelines

Review

The Adventure Activities Policy will be reviewed on a 12 month basis by the Quality Assurance Committee and the Committee of Management.