

Event

John Knox Easter Camp

Risk Assessment Management Report

Dates: Easter Weekend
Venue: John Knox Presbyterian Campground

- Places:**
1. 200 Participants will travel to venue with their youth leaders.
 2. The Easter Camp will be based at John Knox Campground.
 3. All activities will be onsite.
 4. All 200 participants will be using the onsite accommodation.

Risks and Management Guidelines

| Risk | Management |
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| Transportation to and from camp Motor Vehicle Accident | <ol style="list-style-type: none">1. Drivers must have a full current NZ driving licence.2. Car must be insured, registered and have a current WOF3. Drivers will be given clear directions to camp ground4. They must ensure that all passengers wear seatbelts while travelling.5. Drivers must not have consumed alcohol or drugs in the previous 12 hours before driving6. Encourage drivers to have a good night sleep the night before driving.7. Drivers must ensure that they have at least a 15 minute travel break every 3 hours.8. Drivers must ensure that there is a notice with emergency contact details in an obvious place.9. Remind drivers there is a 15Kph speed limit in the campground. |
| Participants get lost | <ol style="list-style-type: none">1. Make Leaders aware they are responsible for their young people2. Campsite Boundaries are explained3. Maps provided4. Clear Signage |
| Leaving camp, day visitors, ministers, speakers/presenters visiting camp ground. | <ol style="list-style-type: none">1. Participants must stay at camp unless:<ul style="list-style-type: none">• A pass has been granted before camp (eg for a wedding)• Injury• expelled2. Day visitors (friends and family) are not allowed visit young people.3. Parish ministers are encouraged to visit over weekend, but must let the camp director know in advance. Minister will sign in and sign out at registration desk.4. Speakers/presenters or activity coordinators who are not staying onsite, must have coordinated travel times with camp director in advance, and sign in and sign out at registration desk. |
| Participants get injuries | <ol style="list-style-type: none">1. Campers are supervised through all activities2. Ensure all games and activities are being run appropriately, and rules and RAMS are being followed3. Qualified First Aider is always available4. Appropriate first aid supplies are available |

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| | <p>5. Campers are informed from mainstage of where to go for medical attention</p> |
| Sickness | <ol style="list-style-type: none"> 1. Parents will fill in a medical form before camp, with relevant info given to cook and medical officer 2. Qualified First Aider is always available 3. Appropriate first aid supplies are available 4. Hand sanitiser is provided at meal times. 5. Cleanliness is used in bathrooms and food preparation |
| Home Sickness | <ol style="list-style-type: none"> 1. Leaders provide an inviting and respectful environment. 2. Camp parents care for participants who are suffering from home sickness. |
| Behavioural issue; violence | <ol style="list-style-type: none"> 1. Rules to be on website and given to leaders before camp to share with participants. 2. Leaders are responsible for their group's behaviour 3. Campers are reminded of the rules from the mainstage 4. If a young person informs a youth leader of violence <ul style="list-style-type: none"> • Ensure immediate safety if needed • Take injured party to first aid office • Inform Camp director • The seriousness of the offence will be assessed • If victim wishes to press charges, or the camp director wants to involve the police, the police will be contacted, parents and key youth leader will be contacted. • Camp director will record incident in Incident reporting form. |
| Behavioural issue; Sexual Activity, consensual or rape. | <ol style="list-style-type: none"> 1. Rules to be on website and given to leaders before camp to share with participants. 2. Campers are reminded of the rules from the mainstage 3. If two young people who are not married have consensual sex. <ul style="list-style-type: none"> • Key Youth leader and parents will be advised of zero tolerance of sexual activity • Young people will be sent home. • If one or both parties are under 16 the law has been broken and the police maybe contacted 4. Sexual abuse is against the law of the land. If a young person informs a youth leader of a sexual attack <ul style="list-style-type: none"> • Youth leader must take it seriously • If the young person is in danger or unsafe, act to ensure immediate safety • Inform Camp director • It is not the youth leaders role to do more than this. • Camp director will call police. • Alleged victim will be kept safe until police arrive. • Police will contact parents and will decide next course of action • Camp director will record incident in Incident reporting form. |
| Behavioural issue; theft, vandalism, alcohol or drugs | <ol style="list-style-type: none"> 1. Rules to be on website and given to leaders before camp to share with participants. 2. Campers are reminded of the rules from the mainstage 3. If an act of theft or vandalism, comes to the attention or drugs or alcohol is found by a youth leader and the perpetrator is know: <ul style="list-style-type: none"> • Advise key youth leader and camp director • Camp director will investigate and may involve police. • In the event of theft or vandalism the key leader may need to contact parents to arrange the property to repaired or replaced |

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| Emergency | <ol style="list-style-type: none"> 1. At first meeting, participants will be verbally told what to do in an emergency and where emergency exits are for main meeting 2. Assembly points will be noted in main meeting 3. In the event of emergency everyone goes to the assembly point, and key leaders account for their group 4. Youth groups must remain until advised |
| Bad Weather | <ol style="list-style-type: none"> 1. Back up plans for all activities 2. Wet weather clothing will be on the gear list. |
| Lost property | <ol style="list-style-type: none"> 1. Participants should be advised from mainstage where the lost property office is. 2. Lost property should be handed into office 3. Property not claimed a month after camp will be donated to a local charity. |

Leadership Team at Connect

| Name | Position | Contact number |
|-------------|-----------------|------------------------|
| Simon | Camp Director | 021712700 |
| Wiramu | Camp Director | 0272727716 |
| Mareta | Camp Director | 021 315 467 |
| Jess | Camp Cook | 021 497 823 |
| Sally | Camp Parent | 07 824 8495 0211890749 |
| Dave | Camp Parent | 0211117194 |
| Bob | Camp Parent | (021) 184-7508 |

Overall Leadership

| Name | Position | Contact number |
|-------------|------------------|-----------------------|
| Wayne | Presbytery Clerk | 0275691971 |