

Doxa City

Camp

Handbook



Checklist

Camp Checklist for Camp Leaders

The following check list will assist with your camp preparations.

Ten weeks before your camp:	Completed
■ Liaise with Doxa to finalise your booking details and camp numbers..	
Four weeks before your camp:	
■ Confirm number of students and teachers attending camp.	
Two weeks before your camp please provide Doxa with:	
■ Confirmation of final camp numbers, names of all students and teachers.	
■ Completed catering advice form providing information about any dietary needs your group may have. *failure to advise dietary needs may result in appropriate meals not being available	
■ Name of Camp Leader and mobile phone number.	

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Doxa Youth Foundation

Doxa Youth Foundation is a not-for-profit, community based organisation founded in 1972 to assist disadvantaged young people.

Current programs include:

- Doxa City Camp and Doxa Malmsbury Camp
- Doxa School Bendigo and Doxa School Melbourne
- Doxa Cadetship Program

Vision

To improve life outcomes of disadvantaged young people

Mission

To create opportunities for disadvantaged young people by investing in education related programs that help them achieve their potential and meaningfully participate in the community

Feedback

Doxa values your feedback and you should note that there is an expectation that all schools who use the camp will fill in the evaluation form which will be sent to the school in the week following their camp.

We hope you enjoy your stay at Doxa!

For more information about Doxa see our web site: www.doxa.org.au

Doxa City Camp

General information

Booking:

Your booking will be confirmed upon receipt of a completed booking form, an Accommodation Deed, signed on behalf of your group, and a \$500 deposit.

Itinerary:

■ Doxa staff will plan your stay, and then book your group's itinerary for the length of your stay prior to your arrival.

■ Generally once the itinerary is finalized, it is not possible to alter it.

Supervision:

■ It is the responsibility of each group to provide suitable supervision for children participating in a City Camp.

■ Doxa takes no responsibility for any supervision.

What to bring to Camp:

■ The camp provides bunk accommodation with pillows. Campers will need to bring a pillow case and sleeping bag, a towel and toiletries.

■ You will need to bring your own lunch on the first day.

■ Remember to bring your bathers and a towel for the swimming pool at MSAC.

■ Children should only bring as much luggage as they can carry themselves, as they are required to walk to the accommodation from Southern Cross Station. They are also expected to carry their luggage up four flights of steps: there are no lifts in the building

Type of accommodation:

■ All teachers rooms have an ensuite.

■ Accommodation is available for up to five teachers and 30 students.

■ The Children's rooms have a combination of bunks and single beds.

■ There are 7 showers and 7 toilets for children to use.

■ There is a common room and a small outdoor recreation space for teachers with an outdoor gas heater and tea/coffee facilities.

Location:

■ The Doxa City Camp is centrally located at 2/315 Elizabeth Street (corner of Little Lonsdale Street) and has its own separate entrance.

■ Meals are provided in the dining room on the first floor which is used exclusively for your camp during your stay.

■ The ground floor at 315 Elizabeth Street is utilized by Doxa Social Club which operates The Meeting Place which is a licensed venue. There is no access to The Meeting Place by campers staying at the City Camp.

Catering:

■ All meals are provided with the exception of lunch on the first day. Children must bring a packed lunch on day one.

■ Breakfast and dinner will be in the dining room (first floor) unless otherwise specified.

■ The group is expected to be in the dining room at the specified meal times. **Groups must only enter this room at meal times.** A key will be provided to the Camp Leader if **emergency access** is needed.

■ Ingredients for a packed lunch will be provided each day for each camper to make their own lunch and take with them.

■ Every effort will be made to meet special dietary requirements; however adequate notice (2 weeks) is required.

General information cont.

Cost:

■ The all inclusive cost which includes accommodation, food and entry into all booked places on the itinerary is \$75 for four nights and five days.

■ Personal spending money is the responsibility of each camper.

Transport

■ The My Train program is a V/Line school education initiative which provides complimentary train travel for a maximum of 20 students and 4 accompanying adults. Extra fares are provided at a 50% discount.

For further information please see www.vline.com.au/about/general/mytrain/html or contact Anthony Cox from V/Line on 96192338.

Schools are encouraged to utilize this program.

Group Information:

■ The Camp Leader must provide his/her mobile telephone number and a list of campers to Doxa staff two weeks before arrival.

Emergency Plans:

■ A Doxa staff member will inform the Camp Leader on day one of the emergency procedures. The Camp Leader will be required to sign an Emergency Procedures form to show that they understand and will abide by the procedures.

■ **It is the responsibility of the Camp Leader to pass on the safety briefing to the remaining staff and students.**

■ Emergency plans are on display in the hallway, common room and also in staff rooms.

■ **The Lead Teacher will become Chief Fire Warden in the event of a fire after hours.**

Camp Rules:

■ For a safe and enjoyable camp there are some rules which will help things operate smoothly. These are listed in a separate information sheet and it is expected that the Camp Leader will ensure that all campers are aware of these rules and abide by them.

First Aid:

■ It is the responsibility of your school to provide your own First Aid Kit.

■ Each group must have at least one Leader who is trained with a first aid qualification and is the nominated first aid officer.

■ The first aid officer is responsible for assessing the first aid needs of the group and providing any necessary first aid.

Special needs:

■ Please let Doxa know in advance if any members of your group have special needs, such as food allergies, vegetarian diets or disabilities. Doxa staff will do their best to assist.

Camp Cleanliness & Housekeeping:

■ All Leaders are asked to encourage groups to keep their accommodation clean and to take care of the camp environment.

■ Please leave all mattress and pillow protectors on beds and leave the rooms as you found them.

Phone:

■ As Doxa City Camp is located right in the heart of Melbourne, mobile phone coverage is excellent. Camp Leaders are expected to provide their own mobile phone.

Excursions:

■ We would ask that your group makes every effort to attend all scheduled activities, as failure to turn up at a pre-booked venue will still require payment by Doxa.

■ In the event of changed circumstances, please contact Doxa staff immediately and alternative plans will try to be arranged where possible.

Accreditation:

■ Doxa City Camp is formally accredited by the Australian Camps Association.

Doxa City Camp

Management of Critical Incidents

Doxa takes no responsibility for any supervision at the camp.

In the event of a serious accident or incident occurring it is expected that the Camp Leader will complete an Incident Report (see Appendix 2) and report the matter to the Chief Executive Officer, Doxa Youth Foundation as soon as practicable.

The type of matters falling within this category includes:

- Death of, or serious injury, (i.e. requiring medical attention) to a staff member or camper;
- Allegations of, or actual serious sexual or physical assault of or by a staff member or camper or any other person;
- Serious fire involving death or serious injury;
- Serious property damage;
- A camper absconding or going missing;
- An event that has the potential to subject Doxa to high levels of public or legal scrutiny.

It is not possible to stipulate every possible incident, and it is expected that the Camp Leader and staff will use their judgement in considering the sensitivity and appropriate grading of incidents.

Camp Rules

Accommodation:

- Rooms are to be left neat and tidy as they were found.
- No food or drink to be taken into rooms.
- No jumping from the bunks.
- All doorways are fire escapes, so please keep them clear.
- Use litter bins provided.
- Smoking is not permitted within the building.
- The first floor dining room is only to be accessed at meal times.

Supervision:

- It is the responsibility of each group to provide suitable supervision for children participating in a City Camp.
- A formal Accommodation Deed will be required to be signed by the School Principal.
- Doxa takes no responsibility for any supervision.
- If an accident or incident occurs an Incident Report must be completed by the Camp Leader, with a copy forwarded to the Chief Executive Officer, Doxa Youth Foundation.

Care of Emergency Equipment:

- Extinguishers, smoke detectors and signs are in place for your protection - do not interfere with this equipment.

Care of Camp Property and Equipment:

- All breakages and losses to camp equipment/property are to be reported to Doxa staff. Deliberate and willful damage will be charged to the group. Doxa takes no responsibility for the loss or damage of personal property.

Out of Bounds:

The following areas are out of bounds for all campers:

- Ground floor, The Meeting Place.
- Kitchen, pantry, cool room, store rooms.
- Emergency stairwell unless in case of emergency.

Behaviour and Terminating Occupancy:

- Doxa staff are empowered to take action where necessary for the proper conduct of the camp. Doxa reserves the right to terminate the occupancy without breach of the 'Camp Rules'.

Alcohol Policy and Smoking Policy:

- Members of staff are advised that they owe a legal duty of care to their students during their entire period of the camp. The consumption of alcohol on campus or excursions is inconsistent with the standard of professional conduct necessary to maintain community confidence in such activities.

Frequently Asked Questions

Who arranges the itinerary?

There is a set City Camp itinerary. Doxa staff will liaise with the Group Leader and make the bookings for the attractions your school will visit. Once fixed, it cannot be changed except in exceptional circumstances.

Do we have to pay for anything?

The \$75 cost per participant, including teachers, is the only cost associated with the Camp. Doxa will cover all costs associated with accommodation, catering and itinerary during your camp.

Personal purchases and pocket money are the responsibility of the camp group. We encourage the school to be mindful of security.

Where will we be staying?

You will be staying at Doxa's own venue, Doxa City Camp, which is located in the heart of Melbourne. It is on Elizabeth Street, directly opposite Melbourne Central. The second level of this building will be your accommodation for the duration of your stay.

How do we get there from Southern Cross Station?

You walk or catch a tram straight up Bourke Street (4 blocks) and turn left into Elizabeth Street. You will be staying at number 315, which is on the corner of Little Lonsdale Street (3 blocks). Doxa recommend that all participants bring as little luggage as possible. Bags with wheels on them, or a fold up trolley are also recommended for the walk. The children will need to carry the bags up four flights of steps – there are no lifts.

What do we do when we arrive at 315 Elizabeth Street?

A friendly Doxa staff member will meet you at the camp and show you up to the second floor. The Camp Leader will be briefed whilst the school group is addressed by Metlink Adventures who will provide a lesson on the safe use of public transport.

What happens for meals?

On day one of your camp please bring a packed lunch from home. All other meals will be provided by Doxa during your stay. Breakfast and dinner are served on the first floor of Doxa City Camp unless otherwise specified. This is a private room and your group will be the only occupants.

Ingredients for a packed lunch will be provided each day for each camper to make their own lunch and take with them.

Meal times may change on different days- depending on your itinerary.

Is linen provided?

Linen is not provided. Campers must provide their own sleeping bag, pillowcases and towels.

How do we get to and from venues?

Most of the venues you visit are within walking distance or a quick tram ride away.

Frequently Asked Questions continued

Do you have a television and recreation area?

The camp has a common room with a DVD player, books, board games and activities for use at the City Camp. Please feel free to bring your own DVDs from home. Doxa provides 6 DVD's at the City Camp.

The common room has couches, bean bags and board games. It is a great relaxing place to wind down after a busy day of sightseeing.

Does each room have its own ensuite?

Staff member bedrooms (n=3) have an ensuite while the children utilise one of the bathrooms located on the second floor.

What happens with our rooms during the day?

Only your group will be staying at the City Camp during your visit to Melbourne. The entrance to the entire second floor is only accessible to your school group. The building is accessed via a key code provided to the Camp Leader. The Camp Leader will be provided with a master key if required.

Is there tea and coffee?

There are tea and coffee facilities provided in the outdoor recreation area.

A 24hr convenience store is located below in Elizabeth St for milk and snacks. It is crucial that the kettle only be used in the outdoor space as it has previously set off the smoke detector/alarm.

In the event that the alarm is set off due to the steam from the kettle then the school will be responsible for any costs incurred.

Cleaning

The Camp is professionally cleaned at the conclusion of the camp. We do expect the camp to be left in a similar condition to the way it was found – rubbish placed in bins, board games/ books/DVD's put away.

Attention to Energy Use

Doxa is mindful of its energy use and we would encourage schools to recycle, turn off lights and heating/air-conditioning when not in use.

Who should we contact if we need assistance?

If it is a fire, medical or police emergency it is recommended that you call 000 for immediate assistance. Doxa should then be notified as soon as possible.

If assistance is required in relation to any other aspect of the camp, please contact Doxa to discuss.

If assistance is required in relation to any other aspect of the City Camp, please call Doxa to discuss: 9328 8100 or 0400695232.

Contact Details

Doxa City Camp address:

Level 2, 315 Elizabeth Street, Melbourne

Doxa Youth Foundation:

City Camp coordinator: Anna Montgomery

Email: amontgomery@doxa.org.au

Mobile: 0400 695 232

Doxa office: 9328 8100

Other Useful Contacts:

Emergencies: (police, fire, ambulance): 000

Royal Children's Hospital - Switchboard: (03) 9345 5522

Poisons Information: 13 1126

V/Line My Train Program: Anthony Cox 96192338

Metlink Adventures: 9619 5266

For any queries during your stay please contact

Anna Montgomery: Mobile 0400695232

APPENDIX 2 – INCIDENT REPORT

Doxa City Camp

Incident Report

- An incident report must be completed. Section A of the incident report should include a form completed by the most senior witness to the incident, or the person to whom the incident was reported if there were no witnesses, and an injured person's statement (if possible).
- The incident report should contain all the necessary factual details. It must include who was involved; how, where and when the incident occurred; who is injured and the nature and extent of injuries (if applicable); and what action is being taken in response to the incident.
- Once an incident report has been completed by a witness or the person to whom the incident was reported, the completed sections of the report must not be changed, amended, or altered in any way or for any reason.
- Section B of the incident report covers the response to the incident, and is to be completed by the Camp Leader. It is important that immediate local action in response to the incident is recorded.
- Consistent with privacy requirements, incident reports will be stored in locked cabinets or cupboards, and copies that are no longer required will be destroyed. Care must be taken when faxing or emailing to ensure they are directed to correct numbers/addresses.

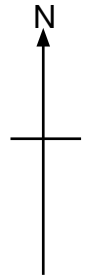
Please forward a copy to the Chief Executive Officer, Doxa Youth Foundation

Fax: 9328 8045



Diagram Of Accident Scene

To Be Completed By Camp Leader or Witness



Completed by: _____ Date: ____ / ____ / ____

(Please print name)

(NOTE: Measurements taken and recorded above must be as accurate as possible.)



Incident / Accident Report

Witness Statement

Name of Witness:

Position Held:

Address:

P/Code:

Telephone / Mobile:

DOB:

Email:

Driver's Licence No:

Diagram completed? NO YES By:

Witness's description of incident:

Description of activity:

Where were you positioned at the time of the incident?

What action did you take?

Signature:

Date: / /

NOTE: Please print, fill out and attach blank form if necessary to complete additional information.



Incident / Accident Report

Group Leader

Name: _____

Position Held: _____

Address: _____

P/Code: _____

Telephone / Mobile: _____

DOB: _____

Email: _____

Driver's Licence No: _____

Exact location of incident: _____ Time of incident: _____ am / pm

Description of incident: (complete over page if insufficient space)

Description of activity: _____

Where were you positioned at the time of the incident?

Description of activity: _____

What action did you take?

Injured person's verbal description of incident (please record his/her EXACT words):

Checklist

Diagram completed? NO YES (If yes, please attach)

Witness Statements obtained? NO YES (If yes, please attach)

Photographs of accident scene and nearby area taken? NO YES (If yes, please attach)

Signature: _____

Date: / /

NOTE: Please print, fill out and attach blank form if necessary to complete additional information.



Additional Contact Details

Name And Address Of Witnesses Or Other Person/S
Involved In Incident / Accident

1st Witness / involved person

Name:

Address:

Phone:

Witness Statement Attached? NO YES

2nd Witness / involved person

Name:

Address:

Phone:

Witness Statement Attached? NO YES

3rd Witness / involved person

Name:

Address:

Phone:

Witness Statement Attached? NO YES

4th Witness / involved person

Name:

Address:

Phone:

Witness Statement Attached? NO YES

Person completing report (Block Letters): _____

Signature: _____ Date: / /