

Breakaway Camps Inc

**VOLUNTEER MANUAL
AND CODE OF CONDUCT**

For Volunteers of Breakaway Camps



TABLE OF CONTENTS

1. Welcome.....	3
2. Policy Scope	3
3. Who We Are	3
• Vision & Mission.....	3
• How We Started	3
• The Breakaway Difference.....	3
• The Young People.....	4
• The Cost	4
• Program Content and Structure.....	4
• Who Benefits?	4
4. The Program	5
• Glendale Base Camp.....	5
• Summer Camp.....	5
• Breakfast Creek	5
• Central Trip	6
5. Rights and Responsibilities	6
• Rights	6
• Responsibilities	7
6. Relationship Boundaries.....	7
• Self-Disclosure	7
• Romantic Relationships	7
7. Health and Safety.....	7
• Work Health and Safety.....	7
• Incident and Accident Reporting	8
• Emergency Procedure	8
8. Fundraising	8
9. Induction, Orientation and Training	8
• Induction.....	8
• Orientation.....	8
• Training.....	8
10. Code of Conduct	9
• Attendance and Punctuality	9
• Dress and Appearance.....	9
• Drugs and Alcohol	9
• Professionalism	9
• Due Diligence	10
• Confidentiality.....	10
• Media.....	10
11. Grievances and Resolving Issues	11
• Informal Complaint	11
• Formal Complaint.....	11
• Resolving Issues.....	11
• Leaving Breakaway.....	12
12. Glossary	13
13. APPENDIX 1: Incident Report.....	14
14. APPENDIX 2: Complaint Form.....	16

WELCOME

Welcome to Breakaway Camps!

This manual is to help you understand more about Breakaway, to learn what is expected of you and to be aware of how to stay safe while volunteering. We hope that you enjoy your time volunteering with us. Thank you for choosing to be involved!

POLICY SCOPE

The Policies and Procedures outlined in this document covers:

- Members of the (governance body)
- Employees (paid, voluntary or contracted)
- Applicants for positions of employment, students undertaking work experience, contractors, subcontractors (and their employees) and volunteers

In this Policy, *employee* is considered to include the above persons.

This Policy applies to:

- The provision of services within Breakaway
- Interactions with service providers, suppliers and members of the public in the course of undertaking duties
- All aspects of employment
- The workplace, which extends beyond the Breakaway's physical boundaries and set times of work, and includes after-hours work, staff meetings, excursions, conferences, functions and activities

WHO WE ARE

Breakaway Vision: *Hope for Life*

Breakaway Mission: *Sense of Belonging
Encouragement
To be Christ-like*

How We Started

Breakaway Camps has been in operation now for more than 25 years and was founded in 1990 by Merv Landy. Merv worked as a prison officer for 7 years and had many conversations with inmates, asking them about what might have stopped them from ending up in prison. The most common answer he received was: "had someone really loved me." Merv then spent another 7 years working for a drug and alcohol rehabilitation program. It was here he realised, "I was still working at the wrong end of the stick." After some in-depth research Merv was convinced that prevention and early intervention was the key; Breakaway Camps was born.



The Breakaway Difference

We recognize that many young people end up in all kinds of antisocial behaviour like drugs, alcohol, early pregnancy and living on welfare, mostly because this is all they see around them. We believe this cycle can be broken and they should have the opportunity to live life to the fullest and reach their full potential. Our program works through early intervention utilising small groups with volunteer leaders as role models and mentors who connect with the young people every month. This means a young person can start at 10 years of age, attend a weekend camp every month that is full of challenges, encouragement, and time with a mentor for the next 6 years. We believe this will change their lives forever.

The Young People

All of the young people are referred to Breakaway by local welfare agencies within the Darebin and Whittlesea regions who work with their families, as well as schools, city councils and churches. They come to Breakaway for many reasons. These reasons include:

- Living in a single parent home
- Family struggling financially
- Substance abuse in their home
- Domestic violence
- Family breakdown
- Difficulty in school and social settings
- Living in out-of-home care.

The Cost

Because these young people generally come from financially disadvantaged situations, there is no charge to the family/carers for the activities. We therefore rely greatly on regular financial support to be able to provide this service to families.

Program Content and Structure

When campers start with Breakaway at the age of 10, their group begins by going on day outings which provides the opportunity for the campers to get to know one another as well as the volunteer leaders, and become familiar with the Breakaway program. The group then begins going on overnight camps once a month, which becomes part of the regular routine for their time with Breakaway. We keep a set group of campers and leaders together during their time in the program as stability and consistency has proven to be beneficial for the campers to get the most out of the program. They are able to build much stronger friendships with their fellow campers, and it also means the young people are able to build trusting relationships with the supportive adults who are assigned to their group which makes a big difference in terms of what they are able to get out of the Breakaway program.



Once a camper's group has finished the program, they are given the opportunity to become a Junior Leader with a younger group. Those who have been a Breakaway camper often make for the best leaders, as they know exactly what it's like to be part of the program and can relate very well to new and younger campers. This also means we are able to easily keep contact with campers who have finished up with the program and can continue to be a positive influence in their lives.

Who Benefits?

The children who attend the program get some time away from their home environment. They learn life skills; develop self-esteem, self-worth and self-reliance; they learn from the caring and positive example of the leaders; and they have fun! Their parents get 10 days respite a year in which to take some time for themselves. Our volunteers benefit from the experience of being a mentor and making a real difference in these families' lives. Society as a whole benefits because children break away from anti-social behavior and a "welfare mentality" to become independent young adults with a sense of direction and skills to do well in life.

THE PROGRAM

Glendale Property Base Camp

Breakaway own a 45 acre property called *Glendale* in Taggerty where we run most of our overnight camps. During the summer we camp out in tents on various parts of the property, and during winter months we use “Millers Lodge” located on the property. Much of the *Glendale* property is covered with natural bush, which is ideal for small bush walks, off-track bike riding, exploring, and for bush camping. There are also areas of open paddock space which are used for wide games, night games, and bonfires. A small creek runs through the property which campers enjoy walking and playing in during. The location of *Glendale* is ideal as it is close to Lake Mountain - for visits to the snow during the winter months; Buxton - which has a small lake and water holes ideal for canoeing and swimming during summer months; and the Cathedral Ranges - which offers a wide variety of places to hike and walk for either short or long treks.

Summer Camp

We take all campers currently involved in the Breakaway program along on a 5 day camp to the Breakaway property "Glendale" located in Taggerty during the summer school holidays in January. The camp involves a variety of outdoor summer activities involving lots of water, group games, and team building activities as well as opportunities for self reflection and teaching of life skills. The young people also participate in duties around the camp, helping teaching respect and responsibility. A highlight of the camp is an 80 metre water slide which we hope to make bigger and better each year. We have found Summer Camp to be a great way to bring all the campers together after a break over Christmas and the school holidays to get outside, build some new friendships, have some fun just being kids, and kick off the year of Breakaway camps with a big splash!

Breakfast Creek

For many years Melbourne Grammar School has partnered with us by generously donating the use of their campsite in the Alpine National Park. Each year in the July school holidays, campers experience what it is like to get “back to basics”. Running water must be pumped from the creek; campers help collect firewood to heat water for their hot shower; electricity is provided by a generator only to allow for lighting between the hours of sunset and bed time. Our nearest neighbour is the Licola General Store, a 20 minute drive away. For kids who have always lived in the suburbs, the isolation and the basic facilities can prove challenging, but the Breakfast Creek camp is ever a highlight amongst campers.



Central Trip

When a group of campers has reached the age of 15-16 they finish up with the Breakaway Program. The final camp that they attend is a 17 day road trip to Central Australia, which takes place over the term 3 school holidays. The course of the trip involves travelling through Adelaide, Coober Pedy, Uluru, Kings Canyon, Alice Springs, and Ellery Creek. As the group has now been with Breakaway for a number of years, they are keen for the challenges of such a long camp and spend the trip cooking out of a kitchen trailer, sleeping in tents or under the stars, going for long walks/hikes, and spending long periods of time with one another in close quarters. This final camp provides opportunity for the group to reflect on the journey that they've had with Breakaway Camps, as well as to think about where they're headed in the future.

RIGHTS AND RESPONSIBILITIES

Rights

As a volunteer you have the right to:

- Volunteer in a healthy and safe environment
- Be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- Be adequately covered by insurance
- Be given accurate and truthful information about Breakaway Camps
- Be reimbursed for out of pocket expenses
- Be given of a position description and agreed working hours
- Have access to Breakaway's complaint procedure
- Be provided with an orientation to Breakaway and your role
- Have your confidential and personal information protected (in accordance with the principles of the Privacy Act 1988)
- Be supported in your role with effective leadership and supervision and receive appropriate and timely feedback about your performance
- Be informed of relevant changes in policy and procedures
- Be heard and to contribute ideas, skills and share knowledge through appropriate communication channels
- Decline or change your mind regarding your volunteer role
- Be provided with sufficient training to do your job¹

As a volunteer you accept that Breakaway has the right to:

- Evaluate your performance
- Require a probation period for your volunteer role
- Require the completion of tasks to a specified minimum standard
- Request your participation in relevant learning and training activities
- Engage only those volunteers who meet specified criteria in volunteer work
- Turn down your application to volunteer if no spot is available or it does not meet the requirements for the specific role

Responsibilities

As a volunteer we expect you to:

- Treat all people with respect, sensitivity and consideration
- Be a worthy representative of Breakaway, it's Mission and Vision, and refrain from behavior and activities that would poorly reflect the organization and/or raise questions about the integrity of the organization
- Comply with Breakaway's Volunteer Manual and Code of Conduct, Child Protection Policy, procedures, instructions and rules
- Carry out your role with due care and diligence as described by your position description
- Respect the privacy and confidentiality of clients, volunteers, staff, and members of the public
- Maintain professional relationships and understand and respect boundaries with clients, fellow volunteers, staff and members of the public
- Work as a team member

¹ This list is comprised from the *National Standards for Involving Volunteers in Not-For-Profit Organizations* published by "Volunteering Australia Inc."

- Give and receive constructive feedback as appropriate
- Be willing to undertake relevant orientation and training
- Be punctual and reliable. If you are unable to attend a volunteer shift then you need to notify Breakaway staff within the specified suggested time frame
- Remain impartial (non-judgmental) of clients, fellow volunteers and staff
- Comply with all reasonable instructions to protect your health and safety and that of others
- Fulfill agreed commitments or renegotiate commitments if necessary
- Undertake your role in mutually agreed locations and times
- Give adequate notice of resignation; preferably a minimum of two weeks

Any reports of discrimination, harassment (including sexual harassment), vilification, victimisation or bullying will be treated seriously by the Trip Leaders, Program Manager and Executive Director. Disciplinary action may be taken against anyone where a complaint of discrimination, harassment (including sexual harassment), vilification, victimisation or bullying has been substantiated.

RELATIONSHIP BOUNDARIES

Self-disclosure

It is not appropriate to disclose any of your personal details to Breakaway clients. This includes phone number, place of work, or home address. This is for your own safety and to maintain a professional relationship. It is also important to respect the privacy of fellow volunteers and staff. It is not appropriate to ask a staff member for their personal details.

Romantic Relationships

Relationships of the romantic nature for the campers are banned on camps. This is to avoid group conflict and provide a place where campers can build strong friendships in a safe environment. Breakaway Camps realizes and understands that relationships within the leadership team will always be present at one time or another, and encourage you to disclose such details to the Executive Director and Program Manager. This is not discouraged, but begins to be a problem when attention and affection above what would normally be shown towards other leaders is displayed in view of the campers. This immediately has an isolating affect towards the leaders involved. Leaders are expected to be able to put a relationship on HOLD during camps. Under no circumstances are two leaders to disappear from the view of the group even if the campers have gone to bed, unless prearranged with the Trip Leader. The campers are not allowed to have relationships and therefore the leaders should be setting the example for them to follow. Married couples attending a camp as a leader may need to sleep in separate quarters depending on the needs of that particular camp.

HEALTH AND SAFETY

Work, Health and Safety

Breakaway is committed to providing a healthy and safe environment for all volunteers, employees, and visitors. It is the Executive Director and Program Managers responsibility to make the workplace environment a safe and healthy place for all concerned, and as a volunteer you are responsible for:

- Knowing and complying with Breakaway work health and safety requirements and processes
- Thinking before acting, where necessary modifying your approach or asking for advice or assistance, to eliminate or minimize the associated risks
- Using and following instructions, training or other information provided
- Reporting all incidents, accidents, injuries, and potential hazards to Breakaway staff for action

Incident and Accident Reporting

Breakaway seeks your help in making our equipment, buildings and grounds as safe as possible for all people who use them. Should an incident, injury or accident occur, you will need to fill out an Incident Report Form (*Appendix 1*). If you are unsure as to whether something counts as an incident or injury, or is a potential hazard, ask Breakaway staff. It is best to act on the side of caution, so if you are unsure always write up the incident/accident.

Emergency Procedure

Make sure you are aware of all emergency procedures specific to the area that you are volunteering in before you start your role. These procedures should be explained to you, if not then it is your responsibility to ask. You must be aware of what you can and cannot do and your level of responsibility.

FUNDRAISING

In your role as a volunteer you may participate in a wide variety of fundraising activities at different points throughout your time with Breakaway. It is a Breakaway policy that under no circumstances should any less than two people be present when money is being counted or transported. If you feel uncomfortable with how funds are being managed during a fundraising activity, please immediately report this to the Executive Director.

If you do participate in a fundraising activity, always perform your role with integrity and honesty as you are representing Breakaway and everything you do or say will reflect on how we operate as an organization.



INDUCTION, ORIENTATION AND TRAINING

Induction

The aim of induction is to help you become familiar with the mission, values and works of Breakaway and feel welcomed into the organization and your role.

Orientation

The aim of orientation is to ensure you are familiar with your work site, and meet staff and fellow volunteers. Orientation will be done by the Executive Director or the Program Manager on your first day. Please do not hesitate to ask questions about anything you do not understand. It is the Executive Director or the Program Managers responsibility to ensure that you are introduced to staff, other volunteers, show service amenities, and have your position description and emergency procedures explained.

Training

Additional training, specific to your role as a volunteer, may be offered if it is felt necessary. If you identify any gaps in your training which you feel should be addressed, do not hesitate to advise the Executive Director or Program Manager.

CODE OF CONDUCT

The Code of Conduct expands on the rights and responsibilities and provides a basis for all volunteers to maintain a working environment that is productive, positive, enjoyable, safe and free from harassment and discrimination. The Code of Conduct provides guidelines for the appropriate behavior of all volunteers.

Attendance and Punctuality

Volunteers are expected to be punctual and regular in their attendance. When a volunteer is unavoidably absent due to sickness or any other reason, the volunteer should notify the appropriate staff (Trip Leader, Program Manager, Executive Director, etc) promptly within the specified suggested time frame.

Dress and Appearance

Volunteers should dress appropriately for the weather, the activity, and avoid immodest or styles that are attention seeking bearing in mind that you represent Breakaway and its programs. Volunteers who are interacting with children must wear tops that cover their shoulders and stomachs. Volunteers are to ensure that their appearance is neat, clean and appropriate for their particular area of work. A high standard of personal hygiene is expected at all times.

Drugs and Alcohol

Smoking is not permitted in Breakaway vehicles or buildings. Volunteers will need to make arrangements with Breakaway staff if they will need to smoke during their volunteering hours.



Breakaway expects volunteers to perform their roles with skill, care and diligence and accordingly, volunteers should not be under the influence of alcohol or illegal substances while they are volunteering. Possession, use, or trafficking in illegal drugs on Breakaway premises is not permitted. Any such activity will be immediately referred to the police and Breakaway will take disciplinary action. This may include termination of your volunteer role.

Volunteers that use legally prescribed drugs in the workplace and have any reason to expect such use may affect their ability to perform their duties must report this to their manager.

Professionalism

Restrict your actions to the specific duties that you have been assigned. Do not prolong contact with clients beyond your hours of duty or initiate contact with clients after your working hours. If you are working with children avoid being alone with them in any situation. Always inform a colleague and keep doors open and be observable. Refrain from touching a child or young person except to ensure their safety, safety of others or to assist them with their permission. Inform other team members of what you are about to do.

In the performance of your volunteer duties you should be welcoming and respectful of all, and provide all necessary assistance to clients and visitors. Volunteers should apply themselves exclusively to their duties during working hours and avoid going on-line or using their mobile phones. Volunteers should work cooperatively with colleagues, support and learn from each other.

Act honestly, impartially and without discrimination. In relationships with others, be fair and respect confidentiality. Volunteers should act ethically and refrain from any form of harassment or put down.

Volunteers must be accountable and work to clear objectives in a transparent and responsible manner. Do not abuse the authority vested in you to offend or humiliate others.

Due Diligence

Volunteers must take appropriate steps to ensure the health, safety and well-being of those in their charge. Model “sunsmart” or other weather-appropriate behaviours, and encourage clients to follow. Revise activity plans in extreme weather conditions.

Recognize duty of care to clients, especially children. Do not leave them unsupervised at any time. When using equipment, follow all standard operating procedures, and check and test before beginning an activity. Refrain from using faulty equipment.



Ensure you keep up your personal qualification, skills and knowledge of all aspects of your duties. Volunteers should request briefing or training from Breakaway staff if you are unsure about any aspect of their work.

When working with children always ask “is this child safe?” Actively take all necessary steps to ensure the safety of children and young people, and avoid any personal actions or behaviours that might be deemed negligent, inappropriate or unlawful.

Confidentiality

Volunteers, via the conduct of their duties, may have access to personal or commercial information relating to individuals, the public, or the financial operations of Breakaway. This information is to be used for Breakaway purposes only and should remain secure and confidential. It is important that the community has confidence that information acquired by Breakaway is only used for the stated purposes for which it was collected. Volunteers must not discuss or release to any person, inside or outside Breakaway, any confidential or sensitive information relating to Breakaway and/or its operation unless the person is duly authorized.



Any documents, plans, ideas, photographs and other data belonging to Breakaway or created for Breakaway within your role as a volunteer is confidential and subject to intellectual property (IP) rights. Please see the Child Protection Policy for more specific information related to photographs and social media.

Media

No one should speak of matters of opinion on behalf of Breakaway without permission. Volunteers should refer any media enquires to Breakaway staff.

GRIEVANCES AND RESOLVING ISSUES

Breakaway is committed to maintaining a workplace that encourages collaboration, cooperation and communication. Bully, harassment and discrimination are not tolerated. If you believe that you have experienced or observed inappropriate workplace behaviour, we strongly encourage you to take action so that it can be resolved.

Informal Complaint

- Step 1.** Collect any notes or diary entries you have made, or write down your complaint with any evidence you can provide.
- Step 2.** Use the *Complaint Form (Appendix 2)* and complete this, being as accurate as you can about the nature of your complaint, dates and times.
- Step 3.** Request a meeting with the Program Manager to discuss your complaint.
- Step 4.** Be prepared to work with the Program Manager to resolve the situation, which may involve confronting the other person, receiving an apology or acceptable explanation.

If you are not fully satisfied with this process, then you should make a formal complaint.

Formal Complaint

A formal written complaint needs to be submitted, including details of the allegations, dates, times and the names of any witnesses. Upon receipt of the complaint the Program Manager or a formally delegated person will commence a formal investigation of the matter. If your allegation is against the Program Manager then you should make your complaint with the support of a formally delegated person. The investigation will be undertaken in a timely manner and will be conducted as confidentially as possible. It may be necessary for the investigator to interview a number of people, including the complainant, the respondent and any other person who may have witnessed the alleged incident/s or behaviour/s. The respondent will be provided with the details of the complaint in writing and asked to provide a formal response within 10 working days, noting that the complaint should be dealt with in a timely and fair manner.

The principle of natural justice demands that the process be based upon an assumption of innocence unless and until evidence shows otherwise. A determination will be made on the basis of the information gathered during the investigation.

Both the complainant and the respondent shall be informed, in writing, of the outcome of the investigation. Reported findings then form the basis of appropriate action by Breakaway to respond to both the individual and organisational matters addressed in the findings.

You are able to seek advice from and/or lodge a complaint with an external agency including the Victorian Equal Opportunity and Human Rights Commission, the Australian Human Rights Commission, the Fair Work Commission and Work Safe Victoria.

Resolving Issues

Breakaway is committed to resolving behaviour and performance issues in the most positive manner possible, such as through support, additional training or supervision, reassignment and/or verbal warnings. However, when a volunteer engages in unacceptable behaviour, disciplinary action, including termination, may be necessary. It is the responsibility of the Executive Director to intervene when behaviour is seen as inappropriate. When it appears there is cause for the services of a volunteer to be

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suspended or terminated, the volunteer will be informed of the issue and given every opportunity to explain their actions. However in serious circumstance of misconduct, the services of a volunteer may be terminated with immediate effect.

Leaving Breakaway

You may resign from your voluntary role at any time and for any reason. The intention to resign should be communicated to the Executive Director or Program Manager with as much notice as possible, preferably at least two weeks and in writing. If you have been working with the young people at Breakaway notifying them of your resignation must be handled sensitively. You and the Executive Director or Program Manager can determine the best approach to take. On leaving Breakaway we would appreciate your feedback about your volunteering experience and also suggestions on areas that could be improved.

GLOSSARY

Bullying

Refers to repeated and unreasonable behaviour directed towards a volunteer/worker or a group of volunteers/workers that creates a risk to health and safety.

Client

Refers to a young person who is part of the Breakaway program or we provide a service to and/or uses our services. Clients may also be known as campers.

Discrimination

Refers to disadvantaging someone unreasonably because of an actual or perceived personal characteristic. These personal characteristics are defined in legislation and include: age, industrial activity, parental status, political belief, personal association, race/ethnic background, carer status, relationship status, gender identity/sex, pregnancy, lawful sexual activity, impairment/disability, unrelated criminal record, religious belief/activity, physical features.

Harassment

Refers to any form of behaviour that is not wanted, not asked for, not returned and that is likely to create a hostile or uncomfortable work environment by offending, humiliating or intimidating a person.

Vilification

Vilification is behaviour, through word or action that incites hatred, contempt or ridicule of another person or group, generally because of that person's or group's race or religious belief.



APPENDIX 1: INCIDENT REPORT FORM

This form is to record the details of any incident which involved the writer of the report, especially where there was an accident, near miss or emotional reaction involving another person.

INCIDENT REPORT

CONFIDENTIAL

Resource Code CSE2-IR

When should this report be completed?

1. An outside emergency service is contacted
2. An individual is taken to hospital, doctor's surgery, emergency dental surgery, or other medical professional.
3. There is an injury to camper or leader
4. There is an alleged illegal act, a participant sent home, serious leader dispute, damage or loss of property.
5. The situation relates to disclosure of abuse, allegation of abuse, or report based on reasonable grounds).

What do I do with this report after I have completed it?

1. Check that all information is correct to the best of your knowledge.
2. Check that the appropriate signatures are given.
3. The Trip Leader forwards the form to the Program Manager or Executive Director as soon as possible

SECTION A

Nature of the Event
Please describe the event in a one sentence summary.

When and where did this event occur?

Time of Event (specify AM/PM) _____ Date _____

Location Name _____

Name of the Group _____

Trip Leader _____

Surname _____ Given Names _____

SECTION B - details of people involved in the event (including witnesses - attach signed and dated reports of witnesses if applicable)

Person 1 (Details of injured person if applicable - remember to fill in Section C)

Surname (Capitals) _____ Given Names _____

Street Address _____

Suburb _____ Postcode _____ Sex M F Date of Birth _____

Phone home _____ work _____ mobile _____

Person 2

Surname (Capitals) _____ Given Names _____

Street Address _____

Suburb _____ Postcode _____ Sex M F Date of Birth _____

Phone home _____ work _____ mobile _____

Attach an additional page or pages if details for additional people are relevant.

SECTION C - to be completed only if the event involved injury. Circle the relevant responses

The injured person was a Camper/ Leader / Other (please specify): _____

Initial Severity Assessment
First Aid (stayed at program) / First Aid (sent home) / Medical Treatment
Hospital / Possible Permanent Disability / Fatal

Part of body injured * *Visit to doctor automatic for body parts marked*

Eye * / Ear / Nose / Mouth / Face / Jaws* / Neck* / Skull* / Head - Other*

Shoulder / Elbow / Wrist / Hand / Finger / Arm - Other

Groin / Hip / Knee / Ankle / Foot / Toe / Leg / Chest / Torso - Other

Internal / Back* / Nervous System / Skin / Respiratory System / Systemic

Other (please specify): _____

Nature of Injury

Superficial / Fracture / Strain-Sprain / Irritation / Hernia / Bruise or Crush

Bite or Sting / Hearing Loss / Laceration or Cut / Poisoning / Infection

Disease / Amputation / Concussion / Allergy / Burn or Scald

Other (please specify): _____

Cause of Severe Injury

Slip or Fall / Aquatic Activity / Burns / Vehicle Accident / Person related

Sporting / Other (please specify): _____

Immediate Treatment Remember, note the times and be as detailed as possible in the action that was taken to care for the casualty (Give details. Attach additional notes if required.)

Doctor _____

Surname (Capitals) _____ Given Names _____

Street Address _____

Suburb _____ Postcode _____ Phone work _____

Hospital Name _____

Address _____

Protective Equipment/Safety Devices:-
 Were protective equipment/safety devices related to this activity being used? Yes No Not Applicable

If Yes, please give details- *attach report if insufficient space*

Pre-Existing Condition
 Does the injured person suffer from any pre existing condition which may have caused or aggravated the injury? Yes No

If Yes, please give details- *attach report if insufficient space*

SECTION D

Were any pertinent instructions/warnings given before the event? Yes No

If Yes, please give details - *attach report if insufficient space*

Factual Description of the event (what happened): *State exactly what appears to have happened, how the incident appears to have occurred, what seemed to be going on, who was claimed to be involved, times. Record facts, not guesses. Attach report if insufficient space*

What action has been taken? *Remember to be specific, noting the timings. Attach report if insufficient space*

What follow-up, in your view, needs to occur and by whom?

Has other action been taken as appropriate?

Parent/Guardian notified? Yes No

Photographs of Event Site Yes No

Police Notified Yes No If Yes, police report number _____

If any other organisations have been advised please state details _____

SECTION E *Use this section for Child Protection Issues*

In relation to disclosure by a child, attach details of what was said by the child to this report. In relation to allegations or belief based on reasonable grounds, ensure that relevant sections of this report are completed, and attach notes to the report that carefully provide factual details and/or describe how you have arrived at the belief that a child is at risk of harm.

What action has been taken? *Remember to be specific, noting the timings. Attach report if insufficient space*

Incident Report Completion

Signatures

Trip Leader Name: _____ Trip Leader Signature: _____ Date: _____

Leader Name: _____ Leader Signature : _____ Date: _____

Please submit this report as soon as possible. Reports dealing with issues of a greater level of severity must be submitted immediately, and all reports within seven days of the event. Thank you for your assistance.

APPENDIX 2: COMPLAINT FORM

To be used for Formal Complaints regarding discrimination, harassment (including sexual harassment), vilification, victimisation or bullying against yourself or another person, as observed by yourself.

	<h3>COMPLAINT FORM</h3> <p>CONFIDENTIAL</p>
Your Name: _____	Role at Breakaway Camps: _____
Is the complaint about offending behaviour directed towards you? Yes / No If 'No', can you name the victim of the behaviour? Name: _____	
Are they: Staff/Leader/Camper (circle one) Other: _____	
Please briefly, but accurately, describe the alleged behaviour about which you are lodging this Complaint Form. (Keep to the facts, without interpretation or opinion.) Who was the offending person: _____ What did he/she say or do? _____ _____ What was your response? _____ _____ Where did the event/behaviour take place? _____ _____ Were there other witnesses? If so, provide name(s) _____ _____ Was this a one-off or repeated offense? _____ _____ What would you like to see as an outcome of the Complaint process? _____ _____ Date/dates and times (even approximate) of the alleged behaviour: _____ _____ _____	
Statement of Intent: I make this complaint in all sincerity, recognising that such a complaint may have a serious or long term impact on all those involved. I will act in good faith in the process and accept the ruling of the 'investigator' where I believe it is fair and transparent. Signed: _____ Date: _____ / _____ / 20____	