



# Ignatian Children's Holiday Camp Staff Information

As a staff volunteer, you will meet with the Chief at the beginning of your shift to be instructed on your duties for the day. Your role is very similar to yard duty at the College. Generally there will always be a nurse in sight. In the event of a medical emergency, a nurse and Companion will be first line management. No previous experience or knowledge of disabilities is needed.

There will be a list available of companions and their children and any essential contact numbers if you wish to have one. As mentioned, your role is very similar to playground duty. Just being aware of what is happening around camp, observing who is having fun, who looks exhausted, who may need extra support. Approximately 6-8 staff and 5 nurses are rostered on the day and evening shifts so there is a lot of support. You will be allocated one or more of the duties below when you present for your shift.

Duties may include:

- Running errands
- Supervising recreation and balcony areas
- Chatting to parents
- Reporting observation of refusal or inappropriate behavior by campers
- Support exhausted companions
- Escorting groups to meals and activities
- Driving the buggy
- Assisting with meal preparation

If you chose to have direct contact with a child, some options may include supporting a Companion while they eat or go to the bathroom. If a Companion needs longer assistance e.g rest/sleep this must be approved by the Chief.

We only have a few cautions and you will be reminded of these each shift, they include:

- You must not offer a child food without checking with Companions re: their requirements
- You must not give a Companion a rest break without approval from the Chief
- You can only care for a child if it is a quick cover for the Companion to use bathroom facilities or eat a meal.

Due to OHS issues, we can no longer allow staff to bring their own children to the camp.

## THURSDAY

## Support duties for teaching staff during camp

### Companions prepare for children's arrival

- Set up recreation room
- Welcoming children and parents introducing them to their buddies escort them to their rooms
- Chatting with parents introducing them to the students, Chatting with them if they appear nervous after leaving their child, escorting them to bedroom,

### Children arrive

- Children arrive in staggered start from 8.45-11am. Chat to parents support siblings if parent being interviewed read books in library
- Supervising balcony area, riding on train observing safety, running messages, helping lifting children's equipments out of cars,
- While a companion showers, or goes to the bathroom supervise child
- Ensure parents know the procedure and time for meeting at the Xmas party

### Orientation & Morning Tea

Help with the offering of morning tea

### Set Up Art and Craft

#### Art & Craft

- Observe for refusal behavior, inappropriate behavior, exhausted companion, companion that may require additional support
- Watch and enjoy. Pretend you know what the pictures are! reporting high active/needs children

#### Lunch

- Lunch supervision. Support feed time if a companion requires assistance
- This may be a time when you have direct contact to allow a companion to eat in the case of a demanding child only
- Collect special meals from Ref
- Tidy kitchen area

#### Balloon Show

- Supervise

#### Musical Activities

- Dance like no one is watching

#### Swimming

- Pool supervision making sure you always see a companion with a child
- Help with lifting, transferring, escorting

#### Afternoon Tea

- Feed support -tidy kitchen, cover food items

#### Showers

- Loiter around each shower block in case there is an extra pair of hands needed to collect towel or forgotten items etc

#### Soft Play

- Supervise. Feel free to jump in

#### Dinner

- Same as Lunch

#### Movie and Quiet time

- Supervise

#### Children to bed

- Noting unsettled children

#### Companions Meeting

#### Sleep Over

- Be available in the night if a second pair of hands is needed

## FRIDAY

### Support duties for teaching staff during camp

<b>Wake up/Showers</b>	<ul style="list-style-type: none"><li>• Wonder recreation rooms and halls until group leaves for breakfast</li></ul>
<b>Breakfast</b>	<ul style="list-style-type: none"><li>• Escort group to breakfast</li><li>• Breakfast supervision. Support feed time if a companion requires assistance</li><li>• This may be a time when you have direct contact to allow a companion to eat in the case of a demanding child only</li><li>• Collect special meals from Ref</li><li>• Tidy kitchen area</li></ul>
<b>Depart SIC</b>	<ul style="list-style-type: none"><li>• Supervise area ensuring active children are supported . Chief will allocate a staff member to shadow nominated children for outing. Other staff to mingle</li></ul>
<b>Depart Riverview Wharf</b>	<ul style="list-style-type: none"><li>• Reminder for sun screen offer it around</li></ul>
<b>Arrive at Sydney Wildlife World</b>	<ul style="list-style-type: none"><li>• If not allocated a child to shadow mingle with group chat and enjoy</li></ul>
<b>Lunch</b>	<ul style="list-style-type: none"><li>• Support feed time if required</li></ul>
<b>Depart Sydney Wildlife World</b>	<ul style="list-style-type: none"><li>• Assist transfers on and off boat</li></ul>
<b>Arrive back at Riverview wharf</b>	<ul style="list-style-type: none"><li>• Assist to escort campers to Kevin Fagan</li></ul>
<b>Swimming</b>	<ul style="list-style-type: none"><li>• Help with lifting, transferring, escorting</li><li>• Carry extra linen to Gartlan Pool</li><li>• Pool supervision making sure you always see a companion with a child</li></ul>
<b>Afternoon Tea</b>	<ul style="list-style-type: none"><li>• Clear pool equipment</li></ul>
<b>Set Up Movie Night/Games</b>	
<b>Showers</b>	<ul style="list-style-type: none"><li>• Loiter around each shower block in case there is an extra pair of hands needed to collect towel or forgotten items etc</li></ul>
<b>Movie and Pizza Night</b>	<ul style="list-style-type: none"><li>• Supervise and help with clean up</li></ul>
<b>Children to bed</b>	<ul style="list-style-type: none"><li>• Staff members will be allocated to a floor to supervise while companions are at their evening meeting</li></ul>
<b>Companions Meeting</b>	
<b>Sleep Over</b>	<ul style="list-style-type: none"><li>• Be available in the night if a second pair of hands is needed</li></ul>

## SATURDAY

<b>Wake up/Showers</b>	<ul style="list-style-type: none"><li>• Wonder recreation rooms and halls until group leaves for breakfast</li></ul>
<b>Breakfast</b>	<ul style="list-style-type: none"><li>• Escort group to breakfast</li><li>• Breakfast supervision. Support feed time if a companion requires assistance</li><li>• This may be a time when you have direct contact to allow a companion to eat in the case of a demanding child only</li><li>• Collect special meals from Ref</li><li>• Tidy kitchen area</li></ul>
<b>Set Up Fete</b>	<ul style="list-style-type: none"><li>• Activities helper so this but extra needs may be requested</li></ul>
<b>Fete</b>	<ul style="list-style-type: none"><li>• Enjoy the fun and join in</li></ul>
<b>Morning Tea</b>	<ul style="list-style-type: none"><li>• Meal support</li></ul>

<b>Lunch</b>	<ul style="list-style-type: none"> <li>• Lunch supervision. Support feed time if a companion requires assistance</li> <li>• This may be a time when you have direct contact to allow a companion to eat in the case of a demanding child only</li> <li>• Collect special meals from Ref</li> <li>• Tidy kitchen area</li> </ul>
<b>Swimming</b>	<ul style="list-style-type: none"> <li>• Pool supervision making sure you always see a companion with a child</li> <li>• Help with lifting, transferring, escorting</li> </ul>
<b>Afternoon Tea</b>	<ul style="list-style-type: none"> <li>• Meal support</li> </ul>
<b>Showers</b>	<ul style="list-style-type: none"> <li>• Observe for tired children</li> </ul>
<b>ICHC Beauty Salon and Costume Shop</b>	<ul style="list-style-type: none"> <li>• Help with the interesting dress creation that will be made</li> </ul>
<b>Disco and BBQ</b>	<ul style="list-style-type: none"> <li>• Meal support some staff may escort tired children to bed</li> </ul>
<b>Children to bed</b>	<ul style="list-style-type: none"> <li>• Staff members will be allocated to a floor to supervise while companions are at their evening meeting</li> </ul>
<b>Companions Meeting</b>	
<b>Sleep Over</b>	<ul style="list-style-type: none"> <li>• Be available in the night if a second pair of hands is needed</li> </ul>

**SUNDAY** **Amazing very emotional day**

<b>Wake up/Showers</b>	<ul style="list-style-type: none"> <li>• Wonder recreation rooms and halls until group leaves for breakfast</li> </ul>
<b>Breakfast</b>	<ul style="list-style-type: none"> <li>• Escort group to breakfast</li> <li>• Breakfast supervision. Support feed time if a companion requires assistance</li> <li>• This may be a time when you have direct contact to allow a companion to eat in the case of a demanding child only</li> <li>• Collect special meals from Ref</li> <li>• Tidy kitchen area</li> </ul>
<b>Mass</b>	
<b>Morning Tea</b>	
<b>Swimming</b>	<ul style="list-style-type: none"> <li>• Pool supervision making sure you always see a companion with a child</li> <li>• Help with lifting, transferring, escorting</li> </ul>
<b>Soft Play and Pool Toy Clean Up</b>	<ul style="list-style-type: none"> <li>• Supervise. Feel free to jump in</li> </ul>
<b>Pack up</b>	<ul style="list-style-type: none"> <li>• Help collect equipment and pack up</li> </ul>
<b>Christmas Party</b>	<ul style="list-style-type: none"> <li>• Enjoy and join in</li> </ul>
<b>Formal and Informal goodbyes</b>	
<b>Parents to pick up children from Ramsay Hall</b>	<ul style="list-style-type: none"> <li>• Inform staff if a child's parent does not arrive by 1.15pm</li> <li>• Drive mini bus to drop those without transport home</li> </ul>
<b>CLEAN UP/PACK UP</b>	<ul style="list-style-type: none"> <li>• Each staff member will be allocated to each wing and level to clean</li> <li>• Assist with clean up. This is very quick activity with so many hands so please do NOT start until nearly all parents have left</li> </ul>
<b>All children departed</b>	
<b>Companions Tidy Up and debrief</b>	

