



ADULT ROLES & RESPONSIBILITIES

Responsibilities and roles of teachers and parental helpers assisting APOEC staff on camp activities.

Your role may involve assisting the APOEC staff member leading the activity or at times you may be asked to run one of the activities (arranged prior to camp).

Adult Helper = a supervisor of the children – no previous experience with the activity is required

To do this you should:

- Be an extra set of eyes – alert instructor if you see something amiss/unsafe
- Support the instructor in managing behaviour and boundaries – it is especially important when listening to safety briefings, but also important throughout the activity and at debrief/pack up.
- Be a positive role model to the children, demonstrating appropriate behaviour and clothing suitable for the session, as outlined below.
- Support The Kind Foundation philosophy of 'challenge by choice. Participants should not feel pressured to undertake any activity to the extent that they have a negative experience, feel embarrassed or humiliated, or feel that lack of 'success' = failure. Encourage participants to try their hardest according to their own personal goals.
- Let the instructor in charge know if you have done the activity before or not.
- You may be asked to drive your vehicle to transport your group. If an accident were to occur whilst you were driving the driver is liable according to the Land Transport Act.
- Follow our policies, procedures and emergency management plans as well as those of the school.
- Please respect the decisions of the APOEC staff member in changing of activities/routes in terms of safety management.
- If any first aid is required during APOEC activity time, please refer to the APOEC staff member who is trained appropriately.
- A meeting will be held between the APOEC staff, teachers and parent helpers each morning to run through the plan for the day.
- **Please feel free to ask our instructors any questions at any time in regard to your role.**

Instructor-Led Activities

Adults must stand back and let the participants learn by doing. It is important that all the answers to problems are not given straight away but that participants are given time to develop solutions themselves. Please support the instructor by following their lead.

RIVER CROSSING

- We have a ratio in the water of 1 adult : 4 children. We have a maximum of 10 children in the water at a time.
- We usually have two adults in the water alongside the APOEC staff for the activity. These adults **MUST** be confident in the water and be prepared to get wet.
- Adults in the water must wear sturdy closed toe shoes that can get wet.
- Additional adults will remain on the bank and must be supervising the other children – managing their behaviour, boundaries and ensuring they are staying warm after their crossings.

HIKING

- Please follow the instructions of staff. You may be asked to be the 'lead' person or the 'tail-end charlie'. These adults will be given a radio for communications within the group.
- Additional adults will be asked to spread out within the rest of the group to manage behaviour, safety.
- You may be asked to carry gear for emergency management such as a sleeping mat, shelter, first aid kit, radio, sleeping bag etc.

Self-Led Activities

- No technical expertise required – Team Building, Orienteering, Shelter Building, Sensory Trail etc.
- Adults must stand back and let the participants learn by doing. It is important that all the answers to problems are not given straight away but that participants are given time to develop solutions themselves.
- Please support the instructor by following their lead.
- Questions asked by the instructor are intended to be answered by the participants please.
- These are the activities that you may be asked to lead yet this will be organised prior.
- Assist in road crossings and group management to all activities.

Free Time & Self-Led Activities

- The APOEC staff member is off duty during this time.
- Please follow the instructions of the lead teacher during this time.
- All children outside must be supervised. You are in charge of behaviour and boundary management – please ensure they are not playing near the road or the manager's house.
- An adult must be present if the children want to visit / swim in Avalanche Creek Falls. Swimming must be approved by teachers first due to risk management.
- During afternoon free time the cooking will need to take place as well as showers. Manage the showers to ensure everyone gets a hot shower (limit time) and please ensure the bath mats/mops are used to prevent slips on the bathroom floor.

Meal Times

- Teachers and adult helpers are responsible for the preparation of the meals. Recipes are provided on the wall in the kitchen. APOEC staff will run you through this prior to the first dinner.
- Follow food hygiene policies (washing hands, coloured chopping boards, segregate food for dietaries if required etc.)
- Run the meal alongside the teacher and help to manage the clean-up.

Bed Time

- APOEC staff will be off duty here.
- Assist the teacher in ensuring the children go to bed at the appropriate time. Manage behaviour and follow the instructions of the lead teacher.

Cleaning

- All adults will receive a briefing from the APOEC staff member on expectations.
- Use the cleaning sheets and information provided to ensure the cleaning is completed to a high standard.
- Supervise and assist the children if they are helping with the cleaning.
- All rooms must be checked and “ticked off” by the APOEC staff member before departure. If this does not occur, the group will receive a cleaning fee (\$45 per hour).