CAMP ROLES

The Camp School Manager is responsible for the total administration of the camp, including management of camp school finances, staff and maintenance of buildings and grounds. In addition, the Camp School Manager supports teachers using the camp school in the following ways:

* Ensuring a qualified 1st aid person is on site.
* Being familiar with the local area.
* Ensuring adequate educational (and recreational) resources exist at the camp.
* Helping teachers in designing a programme that satisfies their requirements.
* Providing a camp school organizational and information booklet.
* Booking excursions.
* Typing of programme.
* Conducting the camp school orientation.
* Conducting the first meal for camp leaders new to the camp.
* Organising (on request) transport during camp.

TEACHER IN CHARGE (GROUP LEADER)

* Completion and return of the Camp Booking Form and the Booking Confirmation and Acceptance of Hire Agreement Form
* Ensure payment of Camp Deposit to secure the camp booking.
* Liaising with camp staff with regard to the camp programme at least one month prior to camp.
* Completion and return of the Camp Return Form at least two weeks prior to camp.
* Complying with DEWA procedures and policies as outlined in:

Duty of Care For Students
http://policies.det.wa.edu.au/our_policies/ti_view?uid=01b68179c7ccf5539554511a7572e994&iview=summary_view

Excursions: Off School Site Activities

Outdoor Education and Recreation Activities
http://www.eddept.wa.edu.au/hpe

* Discipline of group
* Supervision of students in camp and during activities and excursions.
* Managing all visiting staff and helpers.
* Ensuring that stated rosters, competitions, policies, and programmes run to time.
* Ensuring that the “General Conditions for Hire” are met.

Also:
Other Teachers: Responsible to the Teacher in Charge (Group Leader)
Parent Helpers: Assist with domestic duties, eg. laundry and meal serving.

Note: Parent helpers should have no disciplinary responsibility.