

**PINJARRA CAMP
FAMILIARISATION
PACK**



Fairbridge Camp School

Students and Supervisor Briefing Notes

A nominated member of staff will brief all visiting students and staff within 2 hours of arrival in a familiarization welcome and briefing of the site, its facilities, evacuation strategies and assembly points. The briefing will include:

- Roles and responsibilities of students, supervisors and camp staff
- Location of equipment, facilities and services available (drink fountains, toilet, etc.)
- No go zones
- Appropriate use of any equipment and facilities
- Standards of acceptable behavior
- Consequences of breaching standards or policies
- Emergency warning systems, procedures to follow during an emergency, evacuation points and assembly points

It is the Teacher in Charge's responsibility to ensure all participants arriving late are briefed on the facilities, evacuation strategies and assembly points.

Basic Rules:

1. Pinjarra Emergency Contact is the camp caretaker in this first instance on 0419 919 028 or (Jackson Merrett - Fairbridge Camps Manager) for emergency only on 0421 002 912.
2. **SECURITY:**
 - If you are leaving the site and there are no camp staff on site, please make sure all rooms are locked.
3. **DORMITORIES:**
 - Turn off all fans, air conditioners and hall lights when not in use.
 - Please keep the dorms clean and tidy (no sand).
 - In each of the accommodation buildings there is a teacher's/adult room. In these rooms are the EVACUATION PLAN. Please read and note instructions.
4. **GROUNDS:**
 - No walking through any long grass
 - No sitting on verandah rails, etc.
 - No running on paths
 - Shoes must always be worn
5. **DINING ROOM:**
 - Wash hands prior to all meals
 - Kitchen staff will inform groups of table set up, washing up and table clear up
 - After all meal's groups are responsible for cleaning up after themselves including washing any dishes

PLEASE report any **damage/ faults/ repairs** to the Camp Coordinator as soon as possible.

CAMP DUTIES

It is important that students are familiar with their duties prior to arrival at camp. A duty roster should be on display at the Camp School.

Staff are expected to supervise duties but not do all the work.

Dormitories

1. Make beds each morning.
2. Ensure clothes etc. are neatly folded or hung. Nothing is to be left on the floor.
3. Remember that food and drink are not to be consumed in the dormitory (except water bottles)
4. Bathroom should be neat with nothing on basins or in showers and all taps turned off.
5. Turn all lights/ fans off when you leave for an activity.

Meal Setters and Servers

1. At least 15mins before each meal, wash hands and report to the dining hall.
2. Arrange tables and chairs into position.
3. Set tables with knives, forks, spoons, cups and water jugs.
4. In the evening collect water jugs and other requirements from the server and place on tables.
5. Assist in serving meals if needed – please check with the cook.

Washers and wipers

1. Ensure everyone takes their dishes and scrapes leftovers into the bin then stack dishes in a pile on your table.
2. Take all dishes from your table into the wash up area and stack into the blue crates ready for the dishwasher.
3. Wait for the dishwasher to finish then dry dishes and utensils thoroughly.
4. Stack all clean dishes back onto the server and utensils into the trays.
5. Wipe down tables and return to end of hall.
6. Sweep floor.

Before departure

1. Check all cupboards and under beds etc. for personal items
2. Put any rubbish in the bin.
3. Strip the sheet from the bed you slept in and place in a central place not to cause obstruction.
4. Ensure you leave the Camp School pillow on the bed.

PINJARRA CAMP

EVACUATION PROCEDURE

1. Camp School Coordinator or Nominated Representative will alert all persons onsite of emergency via loud hailer or alarm.
2. All staff, supervisors and students move to the Emergency Assembly Area via signed route in dorms. Students to be escorted by their allocated supervisor.
3. Teacher/supervisor to check that all are present and report anyone missing to the Camp School Coordinator.
4. Teacher/supervisors ensure everyone remains in assembly area and monitors wellbeing. Await further instruction from Coordinator.
5. Camp School Coordinator will organise a final check of all buildings, ensuring doors are closed upon exit.
6. Camp School Coordinator will monitor situation via all available means. If necessary, the group can move further away from danger to the oval or beach.

Thank you for your cooperation

Jackson Merrett (Fairbridge Camp's Manager)

0421 002 912

SERIOUS INJURY

Any incidents that occur on Fairbridge property must be reported to the Camp Coordinator, so an incident form can be completed.

Fairbridge staff can assist when required.

If you discover a fire

- Warn personnel in the immediate vicinity that a fire exists.
- Inform the reception staff (9531 1177) during office hours, or the Caretaker (0419 919 028) outside office hours, that a fire exists.
- If you are trained and confident that you are not placing yourself at risk of injury, attempt to extinguish the fire using appropriate fire extinguisher.
- Evacuate the area by following the emergency exit signs and proceed to the Assembly point at the Oval (see map).
- If you are responsible for a group, please ensure all persons are escorted to the assembly point at the oval.
- You should render assistance to injured personnel if capable but do not put yourself at risk.

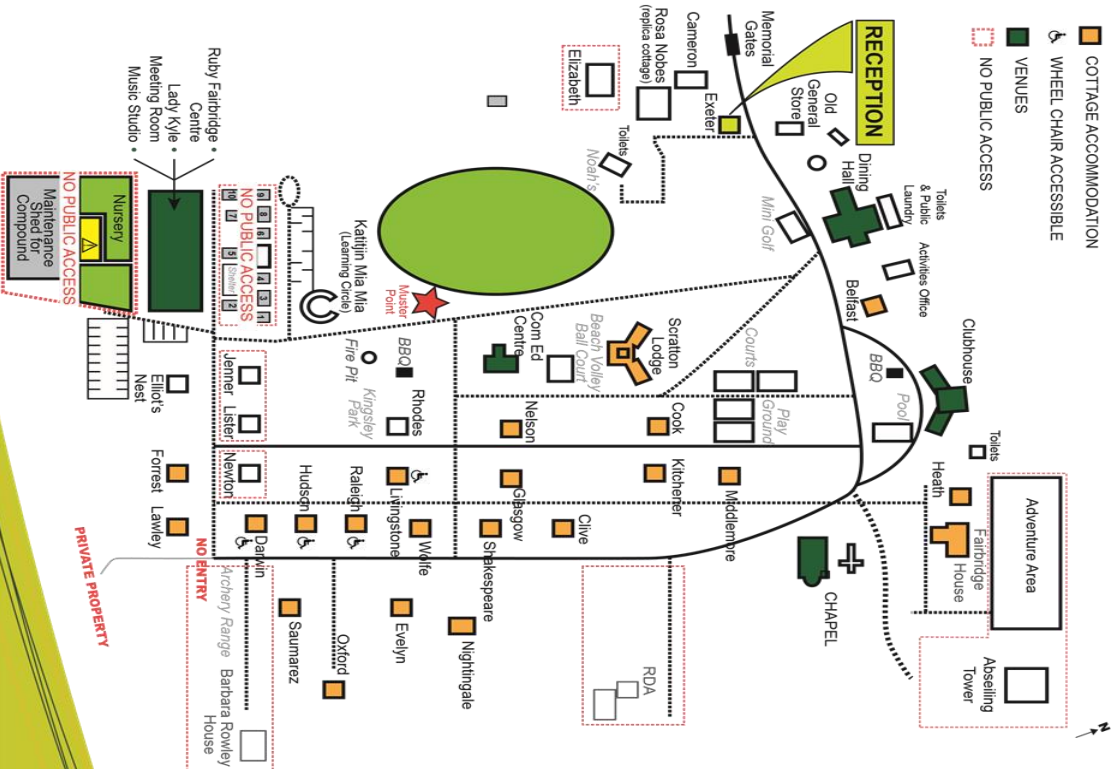
Evacuation

If you are instructed by Fairbridge staff, or hear a continuous siren, there is a requirement to evacuate, you must:

- Cease your activity immediately.
- If possible, retrieve any attendance list that can be used as a fire roster.
- Immediately evacuate, by following the emergency exit signs and proceed to the assembly point at the Oval (see map).
- The fire wardens will be wearing pink fluorescent jackets and will coordinate the evacuation process

Do not return to your activity until directed to do so by the Fire Warden.

EMERGENCY CONTACT NUMBERS	
All Emergencies	000
St John's Ambulance	000
Pinjarra Fire & Emergency	000 (FIRE)
Pinjarra Police	9531 7111
Peel Health Campus	9531 8000
Pinjarra SES	13 25 00





Certificate of Currency

Date of Issue: 21 October 2020

Susan Snowball
Fairbridge Western Australia Inc
PO Box 173
PINJARRA WA 12/29/1916

Contact: Pauline Holbeck

t: 08 6317 4081
e: pauline.holbeck@aon.com

We hereby certify that the under mentioned insurance policy is current as at the date of this certificate, please refer to the important notices below.

Policy Type	Public & Products Liability
Insured	Fairbridge Western Australia Incorporated, Fairbridge College including all affiliated and associated bodies.
Insurer	QBE Insurance Australia Limited - ABN 78 003 191 035 (& Chubb Australia Insurance Limited - ABN 23 001 642 020 where limit exceeds \$50,000,000 and does not exceed \$150,000,000)
Policy Number(s)	AQEF07101PLB
Period of Insurance	From: 4.00 pm 1 November 2020 Local Standard Time To: 4.00 pm 1 November 2021 Local Standard Time
Interest Insured	Insured's legal liability to pay compensation in respect of death or injury to any person (including disease), or damage to property, caused by an occurrence in connection with the business activities of an Educational Institution
Limits of Liability	Public Liability \$50,000,000 any one event, except Products Liability \$50,000,000 any one period of insurance
Special Extension	Policy includes as an insured party, any person, principal, organisation, trustee or estate to whom or to which the Insured is obligated by virtue of any statute or of a contract or agreement to indemnify or to provide insurance as is afforded by this Policy, but only to the extent required by such statute or contract in any event only for such coverage and limits of liability as provided in this Policy. The policy has a cross liability clause.
Situation of Risk	Anywhere in Australia, and elsewhere in the world in respect of temporary visits

Further Information

Should you have any queries, please contact us on the details set out at the top of the page.

Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- Subject to full payment of premium
- This certificate does not:
 - represent an insurance contract or confer rights to the recipient; or
 - amend, extend or alter the Policy
 - contain the full policy terms and conditions

Aon Reference: Error! MergeField was not found in header record of data source.

Aon Risk Services Australia Limited ABN 17 000 434 720 AFSL 241141
Error! MergeField was not found in header record of data source. Error! MergeField was not found in header record of data source.

Fairbridge Western Australia Inc.

COMPLIANCE STATEMENT

Company / Trading Entity: Fairbridge Western Australia Inc. **ABN:** 16028434077
Address: South West Highway, Pinjarra WA6208
Primary Contact Name: Kim Tantrum **Phone:** 95317903
Position: OHS & Compliance Manager **Email:** Kim.tantrum@fairbridge.asn.au

I hereby confirm the following for the Company / Trading Entity listed above:

1. has a written Working with Children Card and Police clearance procedure within the staff recruitment process
2. the recruitment process is reviewed at least annually
3. the Company / Trading Entity shall ensure that any person employed by The Company / Trading Entity has a valid working with children card and police clearance
4. WWC card compliance monitored on an ongoing basis.

The information provided in this Statement is true and correct.

Signed:



Signatory Name: Kim Tantrum

Position/Role: OHS & Compliance Manager

Date: 2/2/21

2021 review

CAMP PACKING LIST



- Sleeping Bag or Blanket
- Fitted Sheet
- Pillow
- Bath Towel
- Shorts
- T-Shirts (long sleeves are best)
- Long pants
- Warm Jumper/s
- Underwear
- Socks
- Thermals (if you have them)
- Beanie
- Sunhat
- Comfortable enclosed shoes
- Rain Jacket
- Hair ties to tie up long hair
- Bathers and Rashie vest
- old shoes or reef shoes for water activities***
- Additional thermal/wetsuit/fleece jumper for water activities (Southern Camps)
- Dirty clothes bag (bin bag will do)
- Sunglasses (optional)
- A small backpack to carry your possessions
- Water bottle
- Beach towel
- Sunscreen
- Notepad and pen
- Torch
- Prescription medication
- Personal toiletries (toothpaste, soap etc)
- A camera (optional)
- Insect repellent (optional)
- Books (optional)



REMEMBER!!

- Be prepared for extremes of weather – very hot to very cold -

-ALL ITEMS ARE TO BE LABELLED & NAMED-

- Security & responsibility for money, mobile phones, cameras, I-Pods, and electronic games rest with the students not the teachers or camp!

Just a reminder - Don't Forget your Bedding including PILLOW

CAMP FEEDBACK FORM

To assist us in providing continual improvement in our services please take the time to complete this form and return on departure.

Name of Group: _____ Your Name: _____

Camp Location: _____ Camp Dates: _____

(Please tick all relevant boxes and make comment where applicable)

1. Why did you select this camp?

- I had used it before
- Referral (By whom): _____
- Programmes offered (Please specify): _____
- Advertising (Please indicate source): _____

2. How did you find out about us?

- Email
- Website
- Social Media
- Word of Mouth
- Sign as you drove past
- Other, please specify: _____

3. Nature of your visit?

- School/Youth Group
- Work (eg. Team Building/Conference)
- Function (eg. Wedding/Birthday)
- Other, please specify: _____

4. Age Group?

- Primary School
- High School
- 19-34 years
- 35-54 years
- 55 years and over
- Mixed age group

5. How satisfied are you with the following aspects?

Please tick all boxes applicable to your visit.

	Poor			Excellent	
	1	2	3	4	5
Your Overall Visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Booking Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Venues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value for Money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

6. Do you have any further comments or suggestions for our continual improvement? _____

7. Would you like to book again?

- YES – Dates:** _____ **Approx. Numbers:** _____
- Maybe**
- No – Comments** _____

If selected YES, someone will be in touch to confirm your dates. You can also access our booking forms at
www.fairbridge.asn.au/camps

Your time and comments are important to us, thank you