**FORM A**

**Notes for Visiting Staff**

## **A**

Runaway Bay Sport & Leadership Excellence Centre prides itself on providing outstanding Outdoor Education programs for all students in a safe and enjoyable environment. Although the camp staff are experts in their field, shared responsibility exists between visiting and host staff to provide a camp program that meets students’ individual learning needs.

While the host staff provide technical leadership, visiting teachers knowledge of individual students is vital in supporting the program. Visiting teachers are a vital part of behaviour management during the camp, and it would be appreciated if they were proactive in this role. Through this shared responsibility host and visiting staff combine to deliver a memorable camp experience.

RBSLEC is an EQ facility and as such, all visitors are required to observe and comply with the DOE Code of Conduct.

**The consumption of Alcohol and Smoking is not permitted on Education Queensland grounds.**

# Supervison Requirements

Each visiting teacher will be assigned a combination of duties for which they will be responsible.

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| --- | --- |
| **Meal times** | Each visiting teacher will be responsible for a combination of duties during meal times. RBSLEC staff member will be there for the first full meal and the beginning of each lunch during the camp. |
| **Morning Play** | Students are taken for a walk or other physical activity on the council ovals or running track behind camp facility (at teachers discretion).  |
| **Free time**  | 4 to 5:30 p.m. BYO own sports equipment for students to use on camp. |
| **Cabin Duty** | Supervise all cabin areas before 9am and after 4pm during camp. |

**Supporting Diverse Students**

At RBSLEC we value inclusion for all students. If your school has students with diverse needs we can arrange a pre camp check in via zoom or a pre camp onsite visit. This has proven to be a very successful strategy to assist students that may be feeling anxious about camp. So we can best support your students please ensure the E2 form attached is filled out in detail (word format) and sent back to us before your camp starts. Our goal is to have every student from your school attend camp so please contact us if you need further assistance to make this happen.

# Student Safety / Teacher: Student Ratios.

# Safety is paramount while at the Runaway Bay Sport & Leadership Excellence Centre. The Centre requires that one visiting teacher for every twenty students attend camp to fulfil workplace health and safety requirements. This ratio will varying depending on the individual and diverse needs of students as determined by your school.

# This ratio must be maintained for the entire time that the students are at camp. All staff variations and/or permanent/part-time teacher variations must be submitted to the Camp Co-ordinator from your school. Change over dates and times for staff must be clearly stated.

# Night Program

The night program consists of a variety of activities such as fitness, pool games, DJ night, social games and a movie. Visiting teachers are expected to actively participate and assist Centre staff during these sessions or facilitate their own activities on certain nights according to the agreed upon program.

# Day Program

# One or more visiting teachers and a camp staff instructor will make up an activity group team.

# Visiting Teacher Requirements at Camp

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| --- | --- | --- | --- |
| **CLOTHING** |  **√** | **FOOTWEAR** |  **√** |
| Casual clothing i.e. shorts, t-shirts, tracksuits, jumper, jeans or trousers (in winter it can become quite cold at night).  |  | Sandshoes x 2 (closed in, one old pair) |  |
|  | Wet shoes for water based activities |  |
|  | Thongs and or Sandals |  |
| Swim wear and swim shirt. Required for many of the activities  |  |  |  |
|  | **BEDDING** |  **√** |
| Old clothes including a long sleeve shirt/rash shirt for water activities  |  |
|  | **BEDDING Supplied by Centre.** |  |
| Raincoat |  | Pillow (if want your own) |  |
| Full Brim Hat |  | Pillowcase |  |
| Pyjamas |  | Blanket/Sleeping Bag  |  |
|  |  |  |  |
| \*Due to the outdoor nature of the program, sun protection is of utmost importance. Singlets and sleeveless tops are unsuitable for camp. RBSLEC employs the 'No Hat, No Play' policy.  |  |  |  |
| **TOILETRIES** |  **√** |
| Brush/Comb |  |
| Soap/ Shampoo/ Lip Balm |  |
| **MISCELLANEOUS** |  **√** | 2 Towels / washer |  |
| Toothbrush/toothpaste |  |
| Pegs (x6) & Plastic Bags (x2) for wet gear |  | Deodorant (No aerosols) |  |
| Back pack |  | Sunscreen (30+) |  |
| School ID Badges |  | Vaseline/lanolin cream/Paw Paw Cream |  |
| Water bottle |  | Insect repellent |  |

This list should be used as a guide only for the minimum requirements. Please feel free to include any extra personal items that you feel will make your camp experience more comfortable.