



TAUPO | WHAKAMARU | RUAPEHU



# MICAMP LEADERS MANUAL

June  
2020

07) 386 7967

[www.micamp.co.nz](http://www.micamp.co.nz)

[bookings@micamp.co.nz](mailto:bookings@micamp.co.nz)

[@micamp\\_trust](https://www.instagram.com/micamp_trust)

## TABLE OF CONTENTS

|  |    |
|--|----|
| Thank you                                    | 2  |
| The Staff                                    | 3  |
| About Micamp                                 | 4  |
| Mission, Vision & Value                      | 4  |
| Statement of Faith                           | 4  |
| Description of Ministry camps                | 5  |
| Purpose of the Leader                        | 5  |
| Your Goal as a Leader                        | 5  |
| Your Role as a Leader                        | 5  |
| Your Responsibilities as a Leader            | 6  |
| Your Expectations as a Leader                | 6  |
| Daily Focus Breakdown                        | 7  |
| Kids Camp - Good to know                     | 7  |
| Taupo Site Plan                              | 9  |
| Whakamaru Site Plan                          | 10 |
| Tips for Free Time                           | 12 |
| Tips for sharing the Gospel                  | 12 |
| <b>Policies &amp; Procedures for Leaders</b> |    |
| Emergency Procedures                         | 13 |
| Access to Children                           | 14 |
| Camp Conduct                                 | 15 |
| Working with Children                        | 19 |
| Illness and Injuries                         | 21 |
| Facilities                                   | 21 |
| Activities                                   | 22 |
| Hygiene and Cleaning                         | 23 |
| Relationships                                | 23 |
| Volunteers on Social Media                   | 24 |
| Leaders Contract                             | 25 |

## THANK YOU

Firstly, thank you so much for choosing to volunteer your time here at Micamp. We know you could have chosen a bunch of other things to do with your time, but we thank God that you're here with us to help make this a fantastic camp! This book will help you find loads of useful information to help you enjoy your time while you're here!



# THE STAFF TEAM

You'll see some of these friendly faces around camp



**TED & ANDREA**  
Micamp's super friendly Managers they look after the 3 sites



**CHRIS & KEZIAH**  
On site Managers of Micamp Whakamaru help with ministry camps



**ALEX**  
Activities Coordinator and helps with ministry camps



**HENZ**  
Maintenance, grounds and helps with ministry camps



**KAYLA**  
Ministry Coordinator, Instructor & general camp worker



**RYAN**  
Chef extraordinaire #1



**MICHAEL**  
Apprentice Chef



**WAYLON**  
Apprentice Chef



**JULIA**  
Housekeeping



**KRIS**  
Accounts



**GLENN**  
Maintenance at Whakamaru

## OTHER STAFF & VOLUNTEERS

We'll often have other instructors onsite and local or international volunteers working with us. We'll introduce them to you at the start of camp if they're around.



## ABOUT MICAMP

MiCamp Trust is a registered charity that has been established to oversee 3 different campsites, Whakamaru, Taupo & Ruapehu. These campsites have been serving in their communities since the early 60's.

The aims of MiCamp are:

- To provide children and young people with the opportunity to engage in healthy outdoor pursuits which builds their self-esteem and challenges them physically.
- To provide settings for campers and all stakeholders to appreciate the beauty of their environment and to realise the role they need to play in its preservation.
- To provide values based programming, including life skills education - offering alternative choices to the negative pressure of violence and abuse present in today's society.
- To provide an opportunity to develop children socially through communal living and shared duties and responsibilities.
- To provide Youth Leadership training to help build young people into tomorrow's leaders.
- To provide safe, warm, comfortable accommodation and excellent food for any group that uses our facilities.
- To make the gospel known and show the relevance of Christian life in today's world.
- To supervise a volunteer program for both international and NZ volunteers. They become part of our extended camp family and therefore ambassadors of camping NZ to the world. They help serve the community, gain outdoor education skills, leadership skills, motivational skills, social skills and good work ethics.

## MISSION, VISION & VALUES

Our MISSION is to provide an environment where people can experience and know God, growing emotionally, physically, socially and spiritually.

Our VISION is to provide a high quality experience with responsive, caring and inspiring service in a clean and safe environment.

Our VALUES are integrity, respect, fun, encouragement, community-minded, welcoming, generous, God-honouring.

## STATEMENT OF FAITH

We believe in:

1. THE Divine Inspiration, Authority and Sufficiency of the Holy Scriptures.
2. THE Unity of the Godhead with the distinction of Persons in that Unity namely the Father and the Son and the Holy Spirit to Whom equal honour is due.
3. (a) THAT the Son of God truly became man being begotten of the Holy Spirit and born of the Virgin Mary.  
(b) THAT His death was a sacrifice to God and a propitiation for the remission of sins.  
(c) THAT He was raised from the dead.  
(d) THAT He ascended to the right hand of God and is now the all-sufficient High Priest of His people.  
(e) THAT He will come again to receive His people to Himself and to set up His Kingdom.

4. THAT in consequence of the fall of Adam man became “lost” and at “enmity against God”; that he is also “without strength” to do the will of God.
5. THE need of the Holy Spirit’s work in regeneration and sanctification.
6. (a) THAT the justification of the sinner before God is by faith alone.  
(b) THAT every justified one is also born of God.  
(c) THAT such new birth results in and is made evident by holiness of life and good works.
7. (a) THAT at death the spirit of man does not cease to exist or become unconscious.  
(b) THAT the dead will be raised either to life or to condemnation and that the blessedness of the righteous and the punishment of the unrighteous will be alike eternal.

## GENERAL DESCRIPTION OF MINISTRY CAMPS:

MiCamp Taupo and Whakamaru run a Kids Holiday Camp for one week each during the school holidays throughout the year. We are OSCAR registered and approved and adhere to the rules and regulations.

## PURPOSE OF THE LEADER’S ROLE:

The importance of this role is one above all others, if we didn't have you, the leader, we wouldn't be able to run these holiday camps and share the gospel with so many young people who may not have had the opportunity to hear it before.

The overall responsibility of Leaders at camp is to ensure the campers are shown the love of Jesus Christ our saviour, that they are cared for and safe, behaving appropriately and enjoying camp. They must also ensure their part of the program runs smoothly, duties are completed and OSCAR regulations are adhered to throughout camp. Together with this you are to ensure every camper has the opportunity to hear the saving Gospel of Christ.

You are responsible to:

- Camp Managers
- The Kids Camp Coordinators

## YOUR GOAL AS A LEADER

You're here to help the children grow spiritually, mentally, socially, and physically while also keeping them safe and helping them to enjoy their time at camp.

While you're here for the children first and foremost, we also want you to grow from the experience too! In short, we want you to LEAD. That is, to receive a **Leadership Experience And be Discipled**.

## YOUR ROLE AS A CABIN LEADER & LIT

For a typical Kids Camp, you will be paired with another leader and will together “co-lead” a cabin of 6-12 boys or girls. This means you and another leader work together to look after these campers. We'll take care of the programme, the food and everything else, all you need to do is focus on the kids and help give them the best week of their lives! Make sure you don't try to do this by yourself – we're a team so make sure to work as part of it! ☺

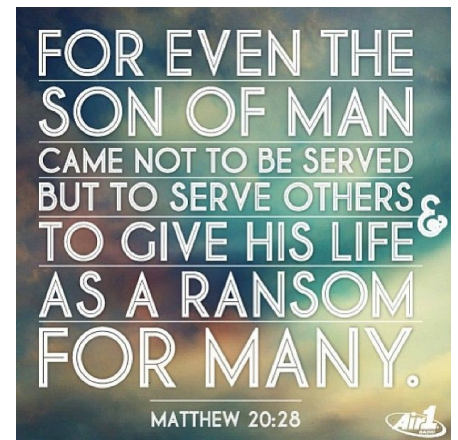
If you have any questions about being a leader, ask the Camp Staff.

## YOUR RESPONSIBILITIES AS A LEADER

Throughout camp we believe a good leader (that's you!) will:

- Pray for campers (before, during and after camp).
- Build relationships with assigned campers.
- Take every possible opportunity to assist and form relationships with campers and relate to them as friend and mentor.
- Provide a positive, safe, healthy and loving environment, while maintaining order and discipline.
- Be available to serve and assist in any way possible.
- Actively lead in all camp activities (lead by example)
- Maintain confidentiality (if a camper tells you something that you legally must share – share it only with the staff).
- Abide by safety and risk management requirements.
- Seek to help campers in whatever way they can to help them come to terms with the issues of life and the struggles they may be facing.
- Control the cabin during meal times & devotional times (ensure campers are quiet when needed).
- Supervise and be involved in duties when rostered on.
- Help campers get to bed on time.
- Endeavour to get campers to programme activities on time and be responsible to know their whereabouts at all times.
- Be responsible to see that campers abide by camp rules.
- Be involved in the greater camp programme as required.
- Openly talk about God and the Bible and lead cabin devotions.

*IF YOU'RE REALLY HERE TO SERVE THE CAMPERS, THEN THESE RESPONSIBILITIES WILL NOT BE A CHORE, BUT WILL BE A JOY TO PERFORM.*



## YOUR EXPECTATIONS AS A LEADER

While there are necessary responsibilities for leaders, there are also expectations. We expect you, as a leader, to:

- Behave in a manner that reflects your Christian calling. (Ephesians 4:1)
- Set an example in speech and conduct. (1 Timothy 4:12)
- Exercise wise judgement and discipline. (James 1:5)
- Dress in a modest manner and not be offended if any Staff or Area Head ask you to change. (1 Timothy 2:9-10 & 1 Peter 3:3-4)
- Put any personal attractions to any of the other leaders on 'hold' until the end of camp. (2 Timothy 2:22)
- Serve each other and the campers.

Just think, the campers may have never seen someone put someone else's interests above their own. (1 Corinthians 10:24)

- Be involved! We can't expect the campers to be involved if we're not! You may get tired, you may get grumpy, but fix your eyes on the goal of why you are here. **Keep the campers and each other motivated by being motivated yourself.** (Galatians 6:9)
- Respect the decisions of the Camp Staff. Feel free to discuss any decisions, but please don't dispute them - and certainly not in front of the campers. (Romans 13:1-7)

## DAILY FOCUS BREAKDOWN

**DAY 1**– Leaders arrive and get briefed for the week ahead. Campers arrive! Focus on establishing camp rules. It is easier to set “strict” boundaries early on rather than try to “tighten” them later on. So before campers arrive, sit down with your co-leader and make a plan. Then, do the same with your campers when they arrive.

**DAY 2** – Focus on getting to know your campers *personally*. Obviously, by now, you will know their name. But, go beyond this and ask questions about their life & family. Find out their favourite colour, food, sport, music, books, etc.

**DAY 3** – Focus on getting to know your campers *spiritually*. Ask questions about their backgrounds, what they’ve been enjoying/learning at devotions. Take opportunities to pray with them.

**DAY 4** – Focus on getting involved. You may be getting tired by this point so make a conscious effort to be “present”.

**DAY 5** – Last day! Remember to focus on the campers – they’re still here. There’ll be time to hang out with the other leaders – but wait until *all* the campers are gone.

## KIDS CAMP - GOOD TO KNOW!

### Arrive and Sign-in

All Leaders arrive early on the first day and after a brief the Leaders sit at the sign-in tables and welcome their campers allocated to their cabins/lodges.

### Set an Example

Your main responsibility at camp is to lead your campers with maturity and wisdom and to set an example in all areas of camp, as those in your care are always looking up to you.

### Meals

Together, the Leaders must ensure that their campers are at meals on time, are well behaved throughout meal time and that they clean up before they leave the dining room.

### Duties

Leaders must ensure that their campers are on time for duties and that you encourage them to complete their duties to a high standard. Leaders may be asked to complete certain duties at specific times – eg. Dishes after supper, vacuum an area. All leaders are rostered to help do a final clean at the end of camp. Each leader will be assigned to an area to clean, and will report back to the person in charge once the task is complete.

### Devotion/Cabin Time

The Cabin Leader, in conjunction with other leaders is responsible for running the cabin devotion and prayer each day at camp. Please ensure that you use the devotional sheet and you discuss the questions with your campers. If you have any questions about the devotion please speak to the Camp Coordinator or Speaker.



## **Bedtime**

The Leaders need to work together to settle their campers down, ensuring they go to sleep at the designated time, dealing with homesick campers, accompanying campers to the toilet at night and ensuring the campers are not left on their own in their cabin at night. Leaders themselves are to go to bed at this time, and not disrupt their campers by staying up late and talking or using phones etc.

## **During the day**

All Leaders need to participate and organise/encourage their campers in all activities. If you are asked to run or supervise an activity you must make sure you are organised beforehand and that the activity runs smoothly.

## **Medicines and Injuries**

All medicines (for campers and leaders) should be handed in to the Nurse/Camp Staff on arrival. If any of your children have an injury or are feeling unwell please ensure that the Camp Nurse is advised as they keep records of all medicines and injuries. You can take a child to see the nurse if they are feeling very unwell, and the child can have quiet time out in the nurse's room. If they are very unwell (ie. vomiting) they are to go home.

## **Auditorium Worship and Teaching Time**

Leaders will need to sit with the children to encourage those who can't sit still to make it through Worship and Teaching Time. There may be an Altar Call during the week, which will give the children an opportunity to respond to the Gospel message they have heard throughout the week. Please ensure that if any of your children respond to the message that you are there to walk them through their choice and to pray with them. If you feel a child needs specific prayer then please discuss this with the Camp Coordinator or the Camp Speaker. If children ask questions or you feel out of your depth ask for help from the staff and team members that will be around.

## **Home sick Children**

Children that are home sick feel miserable. Part of the leader's role is to encourage the homesick camper to get involved as often a distraction and some support is all it takes to get the campers mind off missing home. Ensure that you send any home sick children to Camp Staff if they continue to feel upset.

## **Visitors**

Any visitors who come to camp (parents, friends, relatives or ANYONE) to visit a child during camp must sign in with the camp office. If you see anyone without a Visitors badge and team member escort, please advise staff urgently. No children can leave camp, even with a parent, without the Camp Coordinator being advised and that child being signed out. All leaders and Team Members that wish to visit during camp may only do so after confirming with the camp coordinator.

## **Behavior and Discipline Procedures**

Never be on your own with a child or another Leader, always be in common areas. Have an Open Door Policy. MiCamp OSCAR policy and procedures state the discipline process, please refer to the OSCAR and leadership manuals for details. All incidents of bad behavior need to be reported to the Camp Coordinator as soon as possible. If there are any problems with children's behavior, verbal or physical, or you suspect that any child has been abused please see the Camp Coordinator immediately and we will discuss a plan for each child. Often knowing their backgrounds can determine the best way for us to handle problems. We do not accept bullying, constant teasing or verbal abuse of other children or leaders, please be aware and advise the Camp Coordinator if it is ongoing in your cabin/lodge.

## **Final Clean up**

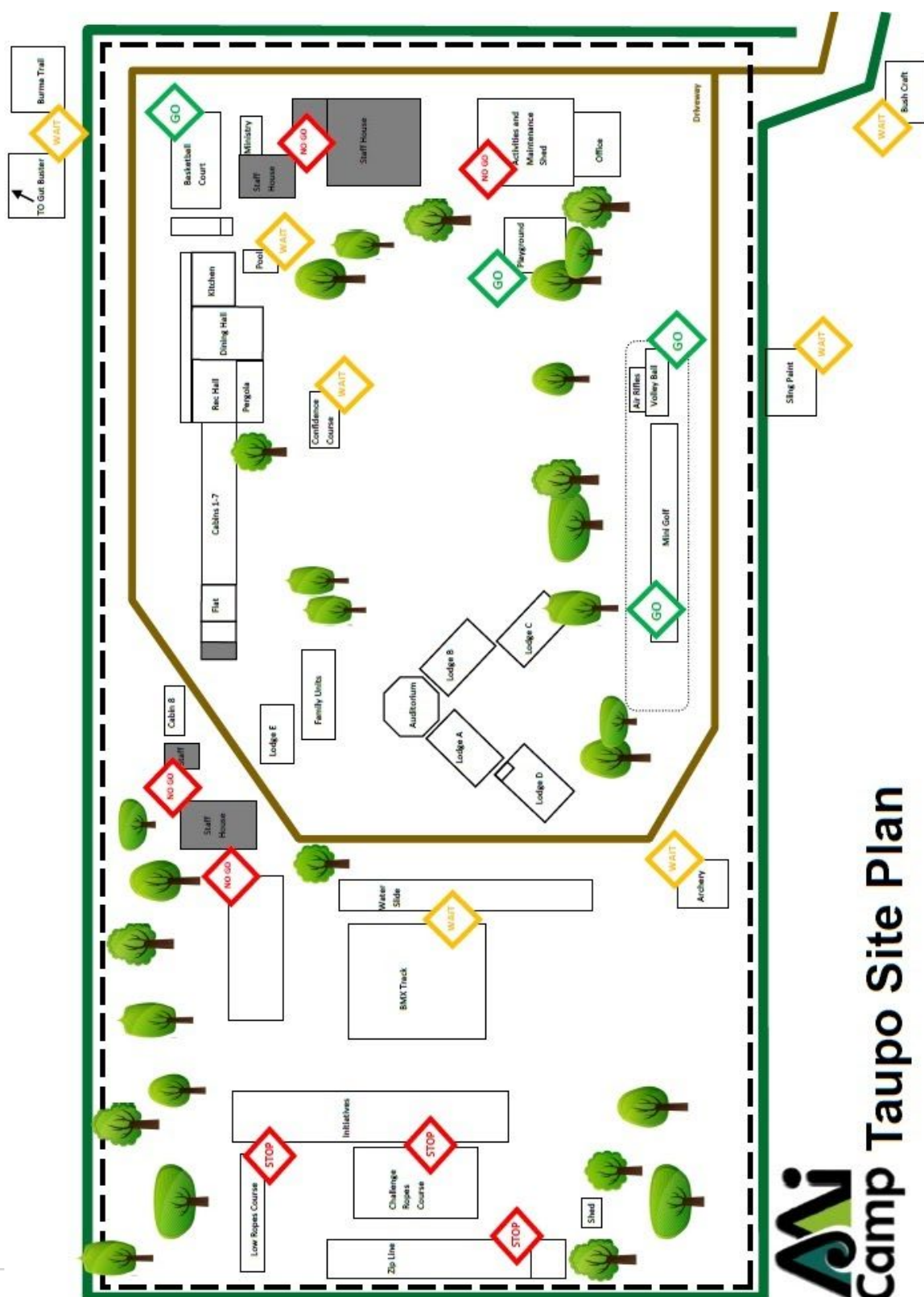
End of camp and the final clean up is always a challenge! We understand that by this time you have had a long week and that you will be extremely tired. MiCamp staff will endeavor to assist



cabin groups during the week to maintain and keep clean the areas of responsibility. Please set a good example, get stuck in yourself, and encourage and motivate your cabin to get the job done. Leaders will also be assigned areas to clean. If everyone pulls his or her weight the cleaning will be done quickly and painlessly.

## End of Camp Debrief

You are required to attend this. Please see the Camp Coordinator and talk to them if you must leave earlier. It is a good time to discuss any issues you may have had and to give Staff and the Camp Coordinator any feedback/insights about the camp. This is also a great time to give 'kudos' to any leaders that you may have seen doing a great job during the week.



**AMi**  
Camp Taupo Site Plan



## TIPS FOR FREE TIME

Make the most of free time by hanging out with the kids and continuing to build strong relationships with them. Here some tips about free time for you guys:

- Try to keep the campers out of their cabins and in the main areas instead (Field, Dining & Rec Hall). We don't have enough leaders to supervise all areas/cabins at camp.
- Make sure you guys, the leaders, are spread out and are supervising all of the main areas.
- Always be supervising and keeping an eye and an ear out. This way we can stop anything bad happening before it escalates.
- Keep the kids busy - make sure you offering suggestions to keep them play/busy during this time

Here are some suggestions of how you can use free time with your cabin group or campers in general:

- play sports on the field
- get an all-in game started like: duck, duck, goose // Ninja tag // the name game // game of cards // etc
- ask for some board games from the staff
- talk with them
- ask for some craft supplies from the staff

Another thing you should make use of free time is taking some quiet time for yourself, we understand camp is busy, and we want to make sure you have some rest & personal time with God. So come see the program directing staff and check in with your co-leader to make sure it's an appropriate time for you to have a little break.

## TIPS FOR SHARING THE GOSPEL

During the week of camp we get lots of opportunity to share the gospel! This is a time when we can show them Christ's love for us, talk with them about what Jesus has done for us and pray with them.

Think about these tips

- **Pray** for the campers even before camp has started, ask God to soften their hearts
- **Be prepared** - its the best thing to be mentally ready for when a conversation comes around, know your scripture and know your story of how God has worked in your life
- **Show it** - our actions speak a thousand words. Be a good role model and show them your love of Jesus and therefore your love for others.
- **Talk about it** don't be scared to bring God into the conversation. And if they ask you questions you can't answer, that's okay, find someone who can help you with that
- **Use Scripture to back it up** - its always a great idea to bring it all back to God's Word! If you're talking about how we are to be nice to each other, then maybe give them a scripture that follows that up.
- **Don't underestimate them** - these kids are smart and probably can understand more than we know.
- **Use the teachable moments** - through activities or when something happens, we believe they are all teachable moments. For example, in archery, talk about how Jesus is the bullseye of your life and you're aiming to please him in all you do. Or, when you hear language that isn't nice, share with them how
- **Pray** - all through camp and at the end of camp we pray for our campers. God hears these prayers. Prayer to God has the power to change things we can't change, like peoples hearts

**If they want to become a Christian:**

- Make sure that it's clear that that's what they want.
- Ask questions, find out where they're at.
- Based on the info you've gathered make sure they UNDERSTAND what they are committing to. (Explain anything they are confused with – i.e. what is sin, how does God remove it, what did Jesus do?)
- Give the child an “easy out”, don't pressurise – ask them if they want to think about it.
- Encourage them to pray in their own words.
- List 4 points to cover in prayer:
  - Jesus please come into my life
  - Forgive my sin against you
  - Help me to live for you
  - Thank you for dying for me.

**When they have finished**

If they become a Christian, be excited! They have just done the most exciting thing!

Encourage them to tell people about it; that they should sign up for our follow-up Bible study and to read the Bible and Pray to God on a daily basis.

---

# POLICIES AND PROCEDURES FOR LEADERS AT HOLIDAY CAMP

---



# EMERGENCY PROCEDURES

It is vital for leaders, staff and Team Members to know what to do in an emergency. Make sure you are familiar with these procedures, and remember to always stay calm. If you panic, the children definitely will. If they see that the adults are calm, they will feel much more secure.

## FIRE

---

Activate fire alarms by breaking glass and switching on.

Inform camp staff of fire, staff will instruct the group on what to do.

Dial 111# immediately and follow instructions given.

Everyone must leave the buildings immediately by the nearest exit and proceed to the assembly point.

The cabin leader's first responsibility is to ensure that children are all accounted for at the assembly point. Keep the children calm, young children can be upset by fire alarms.

A senior staff member will ensure that the Fire Department has been called and then attempt to put the fire out if this can be done safely.

A senior staff member will check with all cabin leaders that all people are out and at the assembly point

A senior staff member will report to the senior Fire Officer when they arrive.

There will be a fire drill every camp – when this happens make sure all your cabin is accounted for in the middle of the field. There will be a check to make sure that everyone on site is safely out on the field.

## EARTHQUAKE

---

Take cover under strong tables, bunks or in doorways during the shaking.

As soon as the quake stops, move to the assembly point.

Adults are to assist children as required.

Don't go back into buildings until advised by the Camp Coordinator/senior staff member.

A senior staff member will contact emergency services as required.

Leaders are to make sure they know where all of their campers are.

## VOLCANIC ERUPTION

---

If you see signs or have heard via media sources of a volcanic eruption, please notify staff immediately who will notify everyone onsite as to what to do next.

Or in the case of an immediate volcanic eruption please stay indoors. The ash is toxic and it is important that it does not land on your skin or get inhaled. Wait for your host to attend to you before exiting the building.

## MISSING PERSONS

---

If a camper has been deemed missing, the leaders must report straight away to the Camp Coordinator or Manager, who will organise a search.

The cabin leader that raised the alarm will:

Determine when and where the person was last seen.

Give a description of what they were wearing that day.

Management will have some of the leaders, team members and staff to conduct the search, while a staff member continues the programme (if possible) or plays some games with the other campers.

The search team will search camp buildings and property, beginning at places of risk (eg. Water, out of bounds areas.)

A search of buildings, playgrounds and areas that campers spend a lot of time are often fruitful – as campers that decide to run away from the main group or take “time out” often go to places they know.

If a search in those areas is unsuccessful, the roads and surrounding countryside will be searched.

If the camper is found, the search party will be notified by mobile phone or someone to run and give the message.

If a camper is not found within 15 minutes the police will be notified, who will give any further instructions.

Camp Management will contact the parents in this situation.

## LOCKDOWN

---

Should uninvited and malicious persons come onto camp property, the lock-down procedure will be put into place.

The person that becomes aware of these people must alert staff (if not themselves staff.) A staff member will go to the kitchen and ring the siren in a long, continuous wail.

All campers and leaders are to quietly make their way to the auditorium. Once there, all doors will be locked and curtains drawn.

A senior staff member will call the police.

Roll will be called to ensure everyone is accounted for.

Should anyone be deemed missing, staff members will carefully search for the person, starting where they were last seen or known to be.

## ACCESS TO CHILDREN

### DROPPING OFF, COLLECTION AND ACCESS TO CAMPERS

---

Parents are not encouraged to drop off their children before camp starts as there will be no supervision available. However, in some circumstances when prior arrangement has been made with parents/caregivers we will allow a child to arrive early and provide additional supervision until the commencement of camp.

### SIGN IN PROCEDURE

---

- Campers arrive with their caregivers and drive up to the Rec Hall (Taupo) or Dining room (Whakamaru.)
- Afternoon tea will be served at this time and all parents/caregivers and campers/leaders are welcome to eat.
- They go to the sign-in table and sign their child in using the girls/boys form.

- All medication is handed in to the Camp Nurse/Camp Staff and the instructions for dosage and frequency is recorded, and the parent signs the dispensing form to approve the dispensing plan.
- Campers are told which cabin they are in, and introduce them to their leader.
- The leader greets the camper/s, and they will take the camper to the accommodation and help them set up.
- Caregivers are welcome to help get their children settled into the accommodation.
- If any campers have not been signed in by 4:30pm the Camp Coordinator will attempt to call the parents to try and find out if the campers are still coming. If no one answers a message will be left asking them to call back and advise us of their plans.

## SIGN OUT PROCEDURE

---

- Campers and Leaders have brought all their gear to the Rec Hall (Taupo) or car-port (Whakamaru) before breakfast.
- Hosts explain to campers that they must have their parents sign them out and get their hand stamped at the final thanks.
- A mature leader or Team Member (or two) is sent down to the gate to check campers hands. Any that do not have their hands stamped must go back and get it stamped.
- A movie is put on for the campers to watch as they wait for their parents to arrive.
- A sign-in table is at the back of the rec hall where parents are directed to. They must bring their children to have their hand/s stamped. They are also given a snack (chippies or candy)
- They take their bags and can leave. No-one is to hang around once they have been signed out.
- They will have their hand checked by the person on gate duty.
- Any campers that have not been signed out, and are not on the site will be followed up via phone call to confirm that the designated person has collected them.
- If caregivers are to be unusually late (e.g. due to severe weather or accidents) they contact us and advise. We then designate a staff member to supervise them with activities until they can be collected. If they are still here by a normal meal time we will arrange food for them.
- Caregivers that are unusually late without contacting us, will be called to try and find out their arrival time and the campers are informed of the plan.
- If campers are uncomfortable with who they are going home with they are encouraged to let their leader or a staff member know, who will clarify who is supposed to be picking up the child.

## ACCESS TO PHONES

---

Children are not encouraged to contact their parents during camp. We have a 'no cellphone' policy for campers, which is made clear on our registration forms, website and email correspondence.

Parents/caregivers are encouraged not to contact their child while at camp unless absolutely necessary. However, when appropriate a senior staff member will take messages and pass these on to campers or supervise phone conversations.

All campers will hand their phones in at the start of camp and will get them back on Friday at the end of camp.

Leaders may have their phones at camp for alarms and emergencies ONLY – there should not be any cellphones out visible to campers. Cellphones may be confiscated at the discretion of camp staff.

## VISITING DURING CAMP

---

At the discretion of the camp staff a phone call to the parents/caregivers to gain permission for the visitor to see the child may be necessary. The visitor will be taken to the child and supervised by camp staff and encouraged to keep their visit brief.

Any people seen on-site who appear suspicious, are not in uniform and do not have a visitors badge are to be directed to the Camp Coordinator, who will determine the reason for their appearance on-site. They may be asked to leave.

Contractors are required to sign in and out at the office, and must be supervised by a staff member.

## CAMP CONDUCT

### REPORTING SUSPECTED ABUSE – WITHIN CAMP

---

**Abuse:** Any forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Campers may disclose information about sexual or physical abuse or someone suspecting sexual or physical abuse within camp.

Immediately upon becoming aware of a complaint of sexual or physical misconduct, the matter is to be referred to the camp manager.

Assume the person is telling the truth. Do not ask questions of them or have them tell the story several times, especially to different people. The person should be protected and made to feel safe. The camp manager shall appoint a support person and a third person to take notes then hear both parties before making a decision, and before any person's identity is made known to any person outside the complaints procedure.

Ensure that the person complained against is adequately informed as to the nature and extent of the complaint. Withdraw the person from camp unless the accusation is proved false. If the matter involves a dependent child, the parents or caregivers must be informed regardless of the truthfulness and accuracy of the allegations.

If the matter is not resolved or it is deemed appropriate or at the request of the parents / caregivers the police or Oranga Tamariki should be notified.

The Chairperson of the Board must be advised and kept informed.

Records of the allegations must be kept, detailing circumstances, dates and times, persons informed etc.

### REPORTING SUSPECTED ABUSE – EXTERNAL

---

Campers may disclose that they have been sexually or physically abused by someone that they know prior to camp, or leaders, staff or Team Members may suspect that a camper has been abused.



The trust of the child should be maintained by the staff person or leader but this person can not be bound by confidentiality – they are to make that clear to the child, in a gentle and positive way. As soon as possible, make accurate written notes of any evidence or testimony given.

The disclosure or suspicion must be reported in confidence to the Camp Coordinator and/or Camp Manager as soon as possible.

The camp manager will decide on the appropriate course of action to take. The police or Oranga Tamariki may be notified.

Records will be kept on an incident report form detailing persons involved, nature of disclosure/evidence, and further actions required.

Any reporting to Oranga Tamariki will be done as soon as possible.

## POLICIES ON SEXUAL HARASSMENT, LEADERS CONDUCT AND RELATIONSHIPS

---

Sexual harassment is defined as any verbal or physical sexual advance that is unwelcome or sexual conduct which creates an offensive, hostile or intimidating environment. It may include verbal abuse, joking or innuendoes, unnecessary physical contact, demanding sexual favours with implied or overt threats, or physical assaults. This will not be tolerated at any time from anyone at camp.

**Leaders will treat campers and others with the highest of moral conduct.**

**Leaders will never hit or abuse a camper or others.**

No camper is to be deprived of food or washing facilities as a form of punishment.

A high standard of manners and language will be displayed in the presence of campers. Leaders are expected to give equal attention to all campers in their care. Leaders will not allow campers to pick on each other or bully each other.

Leaders will never be one-on-one with campers out of sight or sound of other leaders or staff.

A leader is not to encourage, tolerate or accept romantic advances from campers.

Leaders are not to be alone at any time with any campers of the opposite gender.

Open displays of affection between unmarried leaders or adults is not acceptable at camp.

Leaders need to read, understand and abide by the camp policy on sexual abuse.

## PROTECTING YOURSELF AND THE CAMPERS:

As a leader you need to make sure that you protect yourself when counselling campers. You need to remember that they are children and look up to you; this means that they often take what you say as the “law”, so think before you speak.

If a child discloses any information that you suspect might mean that they are being abused, it is your obligation to report it to the leader of the camp. Do not promise to keep secrets for children; instead let them know that they have done the right thing by telling someone. Your role surrounding the disclosure ends when you tell the leader of the camp. You are not to discuss what you were told with other leaders or campers, but if you need to work through the issue, please talk to the leader of the camp and they will provide support for you.

Do not counsel someone of the opposite gender to you and do not try to counsel a child alone or in a secluded place. Back up other leaders by staying near them when they are counselling. They might need your support or need you to get someone else.

Kids generally want to talk to you because they respect you and although you are an authority figure, they see you as someone who is accessible to them. Kids have lots of issues and often do not have the strategies to deal with them. Some topics might include: relationships, friends, family, smoking, drugs, alcohol, intimacy, peer pressure and self-esteem. As a leader, you need to show sensitivity and discretion during all conversations with campers.

Always be in an attitude of prayer – God does the saving.  
Never forget why we are here.

### SAFE TOUCHING

This is an important area that all leaders need to understand in relation to dealing with their campers. We have campers from many different backgrounds and situations. Do not assume anything about a child or their family situation.

Try to keep a safe distance between yourself and campers. It is best to avoid holding hands with them or sitting them on your knee; sometimes this can be appropriate, but never in a room alone and make sure you don't favour just one child. Kissing a camper is not appropriate at any time.

Watch yourself during physical games as the campers are younger and smaller than you. Size can be intimidating even without any physical contact.

Respect others' space at all times.

Please remember that safe touching is not only between leader/camper, but leader/leader as well. You are a role model and your attitudes and behaviour set the tone for camp: the good, the bad and the ugly! ☺

### SMOKING

---

During Holiday Camps MiCamp has a no smoking policy. At no time is any staff or volunteer to smoke in or around the camp buildings.

If a staff member or volunteer is a smoker, they need to discuss this with the manager of MiCamp before they come to camp whether they are able to abstain for a week.

### POLICE VETTING

---

All staff and leaders that are 17 or over and are involved with campers or have a support role must agree to be police vetted.

Leaders under the age of 17 will be required to sign a statement declaring that they have not been investigated by the police or come to the attention of the youth justice service.

Police vetting forms are kept on file and will remain confidential to senior MiCamp staff involved in holiday camps.

If results are not available by the time camp starts, provisional acceptance can be made, however that person must be supervised in their access to children.

**MiCamp does not employ or accept volunteer service from any person who has a conviction for sexual crimes or for any offence involving the harm or exploitation of children.**

All staff and leaders over 17 years will be vetted every two years.

## COMPLAINTS

---

If a person has a complaint they should first approach the senior staff member in charge of the program who will then attempt to rectify the situation.

If the complaint is against this person then the parents/caregivers should contact the Camp Manager directly in writing. Or you can ask for a complaint and praise form from the Ministry Coordinator.

A complaints form is available from the Camp Manager. If a person wishes to make a formal written complaint. All written complaints will be forwarded to the Camp Board who will respond to the complaint in whatever way is deemed the most appropriate. A written response will be sent detailing what action has been taken in response to the complaint. A complaint will have an initial response within 3 working days and any issue raised will have been dealt to the best of MiCamp Trusts ability within 4 working weeks.

All complaints are to be kept on record in the Complaints register.

## WORKING WITH CHILDREN

### SPECIAL NEEDS CAMPERS

---

Children with special needs will not be excluded from the programme, providing that the Camp Coordinator is confident that the child's needs can be catered for without negatively affecting the other children and also ensure that the child will be safe and benefit from being at the camp.

If the child requires special aids (modified facilities, extra staff or staff training) the camp coordinating team will make the final decision as to whether the program can cater for the child.

MiCamp will not accept any responsibility for issues arising due to full disclosure not being given by parents or caregivers.

### BEHAVIOUR MANAGEMENT

---

At the start of a camp senior staff will go over the various rules and reasons for the rules with both leaders and campers.

Programmes will be designed to ensure that children experience an environment where they are safe, secure, respected and their dignity is protected.

For each activity children will be provided with some basic safety rules covering aspects such as looking after equipment, boundaries, etc.

Children will be positively reinforced at all times and the activities will be stimulating and varied to ensure against boredom.

If a child misbehaves, leaders will remind that child in an assertive, but non-aggressive manner, what is expected of them and the consequences for misbehaving.

If the child misbehaves again they will be reminded once more of the consequences that will result. If the child still continues to misbehave after two warnings the consequences will be enforced.

Some consequences of a child misbehaving can be;

- Being removed from the activity for 'Time Out' of 5 – 10 minutes. The child will remain in full view of staff at all times. Before rejoining the activity a staff member will remind the child again of what is expected of them.
- Having physical boundaries reduced or limited.
- Not being allowed to use a certain piece of equipment.
- Sent to the Camp Coordinator or camp Manager to explain their actions.

If a child continually misbehaves the Camp Coordinator will notify the parents/caregivers to inform them of their child's behaviour and seek their help on what could be done to encourage their child to behave. They will be informed that the child is on their last warning and they may be sent home. The child is also made to understand this.

If they continue to misbehave, they will be sent home.

If a child continually behaves in a manner that shows disrespect for camp property, camp staff or endangers them or other children, despite the above measures, parents/caregivers will be asked to remove their child from camp immediately.

At no time will punitive discipline be used. This includes punishing children by physically hitting, withholding food and drink, isolation from the group (other than a 10 minute, supervised "Time Out" consequence), verbal or emotional abuse

At all times, staff and leaders will maintain a fair, consistent and positive approach to discipline.

**TIP!** – Never, EVER, threaten a camper with a punishment that can't be followed through. You will quickly lose the respect of the campers and your authority in their eyes.

## SUPERVISION

---

During camp there will never be a staff member or leader with a group of campers out of sight of another staff member or leader. Programs will be designed to ensure that there is always line of sight between leaders with campers.

The supervision ratio for indoor/outdoor activities will be no less than 1:10.

The supervision ratio for "High Risk" activities will be no less than 1:5. High-risk activities are by definition those with a higher intent of controlled risk or perceived danger.

All leaders and Team Members 16 years and older are counted as adults in supervision ratios.

All leaders under 16 years of age only count if there is someone over 16 present.

All cabin groups will have a minimum number of two leaders or more depending on the size of the accommodation, and number of campers, always keeping to the ratio.

There will be at least one Senior leader (16 or older) in each cabin, along with at least one other leader (Juniors or Leaders in Training).

Between the time when campers are put to bed and when they go to sleep, leaders will work together to assist campers to get ready for bed and settle them as they go to sleep.

Leaders, Staff and Team Members are identified and introduced to campers at the beginning of the week.



## ENVIRONMENTAL SAFETY

---

Weather here at camp can be extreme at times.

During the summer months campers will be required to wear a hat during outside programs.

Sunscreen will be available to campers at all times, and water will be readily available for children to stay hydrated.

Leaders will ensure campers are appropriately protected from the effects of the sun.

During the winter we can experience some freezing weather, including severe frosts and snow.

Campers are to be monitored for warmth, ensuring they put on warm clothes and shoes. If campers do not have enough, lost property can be used.

Leaders are to monitor heater use, and ensure they are being used safely (no clothing or towels hung over them, or objects pushed against them).

## ILLNESS AND INJURIES

When a camper needs first aid, please take them to see one of the camp coordinators, they will have the key to the first aid room and will be there to help with whatever you need. If you have taken a child to the first aid room that is **not** from your cabin, you **must** let their leader know immediately so that they can take over for you and you can go back to your own campers.

Sickness and injury require immediate medical attention. If there is a serious accident, send someone else to find camp staff immediately and you stay with the child to monitor the situation. All accidents need to be reported and recorded here at camp.

Medication is only to be given out by camp staff who have a Workplace First Aid certificate. Campers are expected to hand in their medication on arrival and their parent/caregiver will have signed a permission form for Camp staff to give this medication to their child. If you know that a camper in your cabin is using medication that they have not turned in, please tell camp staff and the leader of the camp. Under no circumstances are you as a leader to give medication to a camper. Always refer to Camp staff!

If Norovirus, vomiting or diarrhea is present at camp, please report to a staff member immediately. The campers will be isolated and sent home to help contain the sickness.

For all accidents and incidents an "incident report form" must be filled in by the staff member or team member administering first aid.

# FACILITIES

## Shared use of showers and toilets

Leaders and campers may need to use the same toilets and showers at an alternative time while at camp. Whenever possible leaders will use separate showers and toilets.

Leaders will instruct their campers to close and lock the shower and toilet doors whenever they are being used

Leaders will never go into the shower or toilet with a camper, unless the camper needs assistance. In this case a secondary leader will be needed.

If a camper requires assistance to shower or use the toilet this will be done by one senior staff person and one leader of the same sex in one of the three wheelchair assessable toilets at camp. This will only be done after approval from parents / caregivers.

Campers and leaders are to get fully changed in the shower cubicle before coming out into the bathroom area. A leader is not to use these facilities if there is only one camper using them.

## Cabins & Lodges

**Leaders in a cabin or lodge will always be of the same gender as campers.** No leaders or campers are to go into the accommodation or bathrooms of the opposite gender. In an emergency, a Staff Member may go into the accommodation/bathrooms but will need to be with another staff member or leader.

During the night leaders responsible for campers well-being will be able to contact senior staff at all times via phone. They will also be made aware of all staff accommodation.

Leaders will not be in a cabin with only one other camper.

Cabin doors are not to be locked at night.

Leaders will ensure camper's privacy at all times.

Campers will be in cabins or lodges in age appropriate groups, meaning there will be no more than two years' difference between the oldest and youngest campers.

The only exceptions to this are:

When parents request siblings to be together of no more than three years' gap with the Camp Coordinator's permission.

When the numbers and ages of children, leaders and accommodation layout mean there is no other way to separate into such age groups.

## CAMP ACTIVITIES

Some camp activities may need specialised instruction, such as Kayaking, High Ropes and Flying Fox. Only approved instructors (Trained Camp Staff) may instruct these activities.

Other Activities (Such as Archery and Slug Guns) simply need the instructor to be briefed and deemed competent by camp staff before they can instruct.

Leaders and Team Members 16 years and over are potential candidates to instruct these activities.

All activities with an element of risk have a Standard Operating Procedure (SOP) form that must be filled in before and after the activity is run for each group.

These forms outline any risks and measures to minimise or eliminate those risks.

MiCamp also has an extensive Safety Management System and Manual which outlines Safety Management for the entire camp operations. This is available to be read at the Reception Desk.

## HYGIENE AND CLEANING

### **Daily Duties**

Daily duties will be done as per roster for campers, leaders and team members.

These include bathrooms, dishes, grounds, serving food, and setting up morning tea, afternoon tea and supper.

All toilets at camp are cleaned at least once a day during camps.

Soap is provided in all bathrooms for campers to use after going to the toilet. Campers are encouraged to wash their hands or use sanitiser before meals.

Containers with plastic bags are placed in all toilets for the disposal of sanitary supplies.

### **Kitchen & Dining room**

The kitchen and dining room are cleaned after each meal as per current food preparation and handling practices

All people working in the kitchen must be wearing covered shoes, have long hair tied up and/or wearing a hairnet, and wash their hands with soap and water or wear gloves.

### **Hygiene**

Campers are encouraged to shower at least twice during camp, and change their clothes daily.

If leaders struggle to enforce this they may enlist the help of a Camp Staff.

Campers that do not change their clothing may not have enough to last the week, in which case lost property (that has been cleaned and stored) can be given to them.

The Bedtime routine includes all campers to brush their teeth and go to the bathroom. Campers that are without a toothbrush may get a spare one from the Nurse.

## RELATIONSHIPS

We do not encourage campers to have relationships during camp.

Leaders are not permitted to pursue a romantic relationship with anyone while at camp. Open displays of affection between unmarried leaders or adults are not permitted during camp. You are not under any circumstances to encourage advances from a camper.

### Code of Behaviour

In the instance of inappropriate behaviour, volunteers may be given a warning and if poor choices occur again, consequences appropriate to the actions will be decided by the camp coordinator/s in consultation with the Ministry Director and Camp Manager.

We strictly adhere to the “**rule of three**” - which states that an authority figure that is not a child will never be alone with a child, but will either have another non-child present or another child present to maintain the rule of three. For example, one leader, two children or two leaders, one child are both acceptable ratios.

By volunteering to come to camp as a cabin leader, you are taking on the Micamp code of behaviour. Please do your best to uphold these standards. Ask for support when you need it – that is what we are here for!

## VOLUNTEER SOCIAL MEDIA POLICY

Micamp recognises that the internet provides unique opportunities to participate with campers outside of camp through the use of social media. For the safety of you, the volunteer, and the campers we expect this policy to be adhered to.

- Micamp encourages the responsible use of social media for all volunteers.
  - This means, not posting anything that is offense, immature, insensitive, vulgar or otherwise inappropriate for a Christian Leader and role model.
  - It also means remembering that whether at camp or online you are representing Micamp, and if you are professing Christ as your Saviour you are also representing Him. Please represent us both well.
- Micamp discourages volunteers from initiating contact with campers online.
- Micamp prohibits any volunteers from “friending”, “following”, “liking” or having a private association with any campers under the age of 13 online



# LEADERS CONTRACT

*“Let us not become weary in doing good... we will reap a harvest if we do not give up.” Galatians 6:9*

## **As a leader I will:**

- Follow the same camp rules that campers have to follow.
- Set an example for the campers in my words and actions.
- Put the camper’s safety first in all my decisions.
- Be with my cabin at all appropriate times.
- Treat the campers and their families with respect.
- Ask questions when I am not sure about something.
- Follow the instructions of the camp leadership.

As a leader, my goal this week is to attract people to Jesus. I will do this through the excellence of my work, through my compassion for others, and by sharing about Him. I commit to putting the kids first this week, and to working as a part of a team to help kids and keep them safe.

**I, THE UNDERSIGNED, HAVE READ AND FULLY UNDERSTOOD THE ABOVE PARAGRAPH(S) OF THE LEADER CONTRACT FORM AND AGREE TO ABIDE BY IT.**

**Name:**                      **Age:**                      **Signature:**

NOTES:



THANK YOU FROM



PHONE: (07) 386 7967

FAX: (07) 386 0169

EMAIL: [MINISTRY@MICAMP.CO.NZ](mailto:MINISTRY@MICAMP.CO.NZ)

POSTAL: 100 RAWHIRA ROAD, WAITETOKO, RD 2, TURANGI 3382

MICAMP TAUPO // MICAMP WHAKAMARU // MICAMP RUAPEHU