

Berthing Procedure

Purpose

Lord Somers Camp and Power House (LSC&PH) recognises the duty that it has to provide a safe environment for employees, members, visitors, volunteers, program participants and particularly to children and vulnerable people attending overnight camps and programs.

Scope

This Procedure is intended to provide employees, volunteers, and members of LSC&PH with guidance related to safe and appropriate berthing arrangements for members, volunteers and program participants attending overnight camps at Lord Somers Camp.

Definitions

Somers Berthing Plan	Floor Plan of available berthing positions at Somers, including proximity to electrical outlets.
Child	Any person under the age of 18.
Duty of care	<p>A common law concept that refers to the responsibility of the organisation and individual to provide children with an adequate level of protection against harm.</p> <p>It is the duty of the organisation and its individuals to protect children from all reasonably foreseeable risk of or real injury.</p>
Executive Leadership Team	<p>A leadership team for a specific LSC&PH program or activity.</p> <p>Specific members/ roles of an Executive Team are at the discretion of the Program or Activity Leader.</p>
Members	Any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.
Participant	Any person who attends an LSC&PH program as a participant or a grouper.
Volunteers	<p>Any non-Member who attends LSC&PH activities as a member of staff under direction of a Camp Leader.</p> <p>JFS, first year staff and carers are considered to be volunteers (or members) and not participants.</p>

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Vulnerable Person	An individual aged 18 years and above who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.
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Responsibilities

Board	<p>Satisfy their primary duty of care by</p> <ul style="list-style-type: none"> • provision and maintenance of a safe work environment • provision and maintenance of safe systems of work • provision of any instruction, training, information, and supervision
CEO	Ensure that staff are trained in this procedure to ensure their own health and safety and that of others involved in LSC&PH activities.
Executive teams and employees	Ensure that this procedure is applied within their programs and activities.
Volunteers, members, and participants	Follow all reasonable instructions provided by LSC&PH and avoid take any actions that could reasonable be viewed as placing themselves or others at risk of injury or harm.

Procedures

Background

LSC&PH implements a diverse suite of camps involving overnight accommodation at our campsite. Many camps are non-gender specific, involve participants or volunteers across a range of ages or are attended by families.

To ensure LSC&PH is meeting its duty of care requirements, as well as its Child Safety and Client Protection Policy obligations, accommodation facilities and berthing procedures are developed and implemented which minimise the risk of potential harm, particularly to children and vulnerable people.

Managing duty of care

Best practice in relation to managing duty of care requirements for children and vulnerable people participating in overnight camps involves providing separate sleeping quarters for participants of any

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gender with adjacent sleeping quarters for a minimum of two adults who are in positions of responsibility.

Attention needs to be given to providing safe access for children and vulnerable persons to adult leaders and to toilet facilities during the night.

This approach to best practice berthing is possible at a majority of camps implemented by LSC&PH, however due to current physical accommodation limitations and the nature of some of our camps, it is not possible to always achieve best practice. To the greatest extent possible, executive leadership teams should develop berthing schedules that meet this Procedure. Making use of the Somers Berthing Plan can aid in this process.

Key factors to consider when developing berthing schedules include where possible:

- Sleeping huts /rooms should be gender segregated (for participants, members, and volunteers, unless members are of the same family/ies).
- For participants, members or volunteers who are transgender or do not identify as male or female, an appropriate sleeping accommodation solution should be determined in consultation with the person.
- Participants who are children or vulnerable persons must not sleep in the same rooms as members or volunteers (note the group leader room in the grouper huts is considered a separate room).
- If participants range in age, ideally similar age groups are berthed in the same sleeping huts / rooms. For example 15-17 year olds should be berthed separately to 12-14 year olds.
- Families should have their own rooms (for example: VSK, Mirabel, Easter, Christmas and work camps) where logistically possible.
- Special needs of participants or volunteers should be considered such as power requirements for medical equipment.
- Children who are 10 years and under should not be allocated top bunks.
- Participants or volunteers with limited mobility should be allocated bottom bunks.
- Members and volunteers are to ensure they avoid situations where their intentions could be misconstrued. This will include not being in a room alone at any time with participants and ensuring that an appropriate system is set up to allow for privacy when dressing, washing or bathing.
- Participants should be made aware of the sleeping location of members and volunteers who are in positions of responsibility.
- Executive leadership teams will set a curfew that is appropriate to the age and maturity of the participants.

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- For camps involving members and volunteers aged under and over 18 years old, where it is not possible to provide separate rooms, a minimum of two members and volunteers aged 18 years and over are required to be berthed in the room (for example JFS) whilst maintaining gender segregation.

Other relevant policies and procedures

- Somers Berthing Plan
- Child Safety and Client Protection Policy
- Child Safety and Client Protection Procedure
- Risk Management Policy
- Risk Management Procedure
- Code of Conduct
- OHS Policy
- Critical Incident and Emergency Management Plan Management Plan

Procedure review

This procedure will be reviewed every two years by the Programs and Activities Committee, or sooner if warranted by internal or external events or changes.

Changes to the procedure will be recommended the LSC&PH Board for approval.