



GROUP LEADER INFORMATION PACK

Residential Excursions

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OVERVIEW

Located in rural Cobbitty (one hour southwest of Sydney), Teen Ranch is a non-denominational Christian camp, registered as a non-profit charitable organisation, and has been in continuous operation since 1961. Our site is situated on the Nepean River overlooking the beautiful Camden Valley. Each year Teen Ranch greets approximately 6000 campers through its many camps. The following information has been compiled to make your time at Teen Ranch as safe and enjoyable as possible.

OUR STAFF

We pride ourselves in providing enthusiastic Christian staff which has a deep commitment to the mission of Teen Ranch. Our camps are fully programmed by our staff which are qualified and experienced in their various specialised areas. This means we will:

- Tailor your camp to your specific aims and objectives through our customised pre-camp liaison
- Provide Programmers who will oversee your camp, ensuring it's smooth running
- Run all specialised activities by appropriately trained activity staff
- Organise and run evening activities
- Prepare, serve and oversee all meals
- Clean up after mealtimes
- Provide 24-hour emergency assistance
- Open our swimming pool at various scheduled times when a qualified lifeguard will be on duty
- Run Connect sessions to help campers live in a diverse Australian society by giving a clear understanding of the Christian faith

MEALS

All meals are prepared on site in a commercial kitchen which is overseen by qualified catering staff. Special dietary requirements can be catered for, providing all relevant information is supplied at least **10 days** prior to arrival for campers and teachers/leaders. We have a no nut policy in the Kitchen, however some of the products that we use may contain traces of nuts. When collecting dietary information, please find out if campers and teachers/leaders are able to eat traces of any particular product that they are allergic to. We ask that one teacher/leader is present when special dietary requirements are being served to campers to ensure that all campers are present and being provided with the correct meal. We also ask that a teacher/leader is responsible for monitoring physical distancing during meal service.

Campers are asked not to bring food or drinks to Teen Ranch (unless for specific dietary requirements). Fruit is provided for morning and afternoon tea, with cakes provided on request. A snack bar is available for campers and teachers/leaders at specified times, if chosen by your group prior to camp. Please liaise with the Program Coordinator to look at Snack Bar options.

ACCOMMODATION

Our two bunkhouses are fully air conditioned and our total capacity is 202 for campers and 16 teachers/leaders, including two ensuite cabins in each of the bunkhouses. Two additional motel-style rooms for teachers/leaders are available on request. Please allocate all group members to sleeping accommodation prior to your arrival at Teen Ranch. See the separate accommodation plan for a layout of the bunkhouses. An additional accommodation plan is available for groups over 120.

ORGANISING YOUR PROGRAM

We have residential and all day formats to suit all needs. Some groups use their time at camp to achieve specific objectives and outcomes for campers. Others are happy to utilise the experience of Teen Ranch staff to create a program that is appropriate and challenging for students.

STREAMLINED PRE-CAMP LIAISON PROCESS

Initial enquiries are generally handled by the main office. Once a group has selected dates and a deposit has secured the booking, details will then be passed to the Program Coordinator. They will then contact the group leader approximately four to six weeks prior to the camp to discuss the program details. They will require activity choices as explained below and will seek to incorporate specific program requirements individual groups may have where possible. A finalised program will be sent to you at the end of this process. Please do not show the finalised program to campers.

WHAT TO BRING ON CAMP

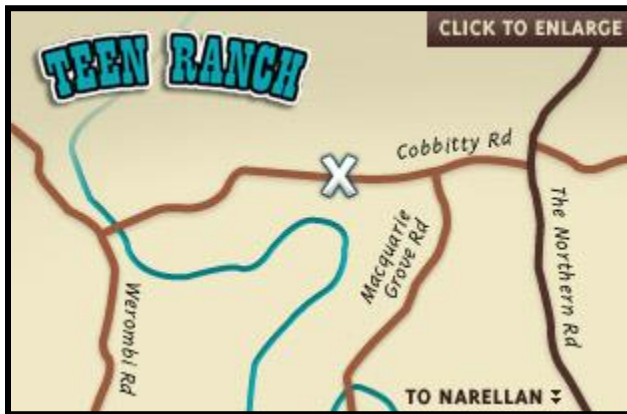
- All bedding, bottom sheet and pillow, plus either sleeping bag or doona (teachers/leaders will also need these items)
- Enclosed shoes, 2 pairs are advisable
- Casual clothes including T-shirts (not tank tops or singlets)
- Swimmers & rash shirt OR older clothes and footwear for canoeing (if applicable)
- Long pants for horse riding (if applicable)
- Swimmers and a rash shirt or T-shirt for the pool/wet games & slide (if applicable)
- Rain jacket
- Warm jumper for evenings
- Towel and toiletries
- Sunscreen, drink bottle and hat
- Insect repellent
- Torch
- Pocket money for snack bar and souvenir shop (if applicable)

WHAT NOT TO BRING ON CAMP

- Mobile Phones, Laptops, iPads, Tablets
- Jewellery
- Speakers, iPods, mp3 players
- Scooters, Skateboards
- Nuts, food items containing nuts

TRAVEL

Teen Ranch is ideally located only one hours travel southwest of Sydney. A larger scale map of our location can be viewed at our website.



For groups travelling by bus, we require that at least one leader travels by car for emergency purposes, as transport of campers to and from medical services is the responsibility of the group.

ACTIVITIES

Every group will have a number of activity sessions incorporated into their program, dependant on their length of stay and size of group. Campers are to be divided into activity groups (no more than 24 campers per group) and will rotate around the activities set for that program. A number of sample programs are available from our website.

Group leaders have a degree of choice regarding activities. For Health and Safety reasons, those participating in activities must meet age (and other) criteria. Due to specialist staffing requirements, no more than **two** activities can be chosen from List A. Weather conditions during camp may necessitate changes to your selection. Our program coordinator will assist you in selecting activities appropriate for your campers.

List A		
Canoeing	Minimum recommended Year 3 and above	Younger campers will canoe in launch area of river only
Rock Climbing	Minimum recommended Year 3 and above	Younger campers may need more assistance when belaying
Horses	Year 5 and above	Younger campers will participate in horse grooming only
Rock Climbing & Abseiling	Year 7 and above	A minimum physical, mental and behavioural capacity is required to ensure safety of participants
High Ropes	Year 7 and above	A minimum physical, mental and behavioural capacity is required to ensure safety of participants

List B		
Archery	Minimum recommended Year 3 and above	Younger campers may have trouble pulling bow string back
Bush Skills	Minimum recommended Year 3 and above	
Challenge Course	Minimum recommended Year 3 and above	
Orienteering	Minimum recommended Year 3 and above	
Pool Games	Minimum recommended Year 3 and above	
Giant Swing	No minimum age requirement	
Wet Games & Giant Slide	No minimum age requirement	

Archery

The aim of an archery session is to instruct and supervise participants in acquiring the skills of archery in a safe environment. The participants will be given multiple opportunities to develop this skill in the session. An archery session assists participants in developing spatial awareness and hand-eye coordination as well as being an ideal introduction to this popular leisure activity.

Bush Skills

This is an outdoor activity which involves participants building huts in the bush, cooking on an open fire (weather permitting), and possible other bush-related activities/games. The activity encourages participants to work together as a team, communicate and be resourceful.

Canoeing

The aim of this activity is to instruct the participants in the basic aspects of canoeing and to provide the opportunity for them to experience canoeing in a safe and supervised environment. The activity seeks to improve participants' confidence around water while equipping them with the motor and technical skills required for canoeing. There is often the opportunity for a swim in the river during the activity session with the group leader's permission.

Challenge Course

Purpose built in native bushland, the challenge course is designed to develop different facets of teambuilding. It involves a series of exciting initiative challenges in which the participants cannot solve each problem unless they work together as a team. Communication, coordination, lateral thinking and trust are just a few of the qualities developed as participants progress through the course.

Crate Climb

The aim of this indoor activity is to instruct and supervise participants as they construct and ascend a tower built from milk crates. This activity is an excellent for developing teamwork, trust, problem solving and communication skills.

Giant Swing

The participant is seated in a customized harness and suspended by four 10m cables. A crowd haul system is used to raise them. The participant activates a self-release mechanism to begin the swing. This activity develops skills in assessing risk, decision making and working as a team, as well as being a lot of fun!

High Ropes

The aim of this activity is to instruct and supervise participants in their use of the nine elements of the high ropes course. This activity is an excellent context to assist participants in overcoming fear, assessing risk and developing trust, balance, confidence. Instructors ensure a physically and psychologically safe environment for all participants.

Horse Riding

The following aspects are incorporated into a horse riding session: safety when dealing with horses, grooming, and basic riding instruction within the corral (no trail rides). This activity seeks to create a safe and fun environment which will increase the confidence of participants around horses as well as providing the opportunity for improving horse skills. Please note that horse riding is not available on the weekends.

Rock Climbing

The aim of this activity is to instruct participants in basic climbing and belaying skills (session permitting) and provide an opportunity for them to use these skills safely in a supervised environment on an outdoor artificial climbing facility. It is an excellent activity for improving confidence and developing trust, teamwork, accountability and sense of responsibility.

Rock Climbing & Abseiling

In addition to rock climbing, this activity allows participants to experience a 10m abseil on an outdoor artificial climbing facility. Basic climbing and belaying skills are also taught. It is an excellent activity for improving confidence and developing trust, teamwork, accountability and sense of responsibility.

Orienteering

This activity introduces participants to the basics of using landmarks to navigate their surroundings and basic map reading. Participants will be split into smaller groups to encourage each individual to learn new skills and participate whilst working together as a team. Teams have to follow their map in the bush to find markers with unique codes. They must collect the codes in the correct order using landmarks, maps and their teammates.

Pool Games

Pool games consists of a number of planned team and individual based challenges that develop water safety skills in participants as well as increasing their confidence around water. There is also the opportunity for some supervised free time towards the end of the session.

Wet Games & Giant Slide

Wet games consists of a number of planned team and individual based challenges that encourage physical activity, good sportsmanship and team moral whilst having fun getting wet! The session concludes with some time at the giant water slide.

ROLE OF TEACHERS/LEADERS

Expectations of Group leaders:

- 1) Cabin and Activity group allocation is completed prior to arrival at Teen Ranch (please refer to page 8 for activity group details and page 9 for an accommodation plan).
- 2) Our Programmer will be your primary point of contact during your camp. He/she will be on duty from breakfast until the end of the night activity. We expect teachers/leaders will assist the Programmer to ensure all campers are present at designated meeting times (e.g. meal times, night activities) and that appropriate camper behaviour is maintained. Overnight, teachers/leaders are solely responsible for the campers. It is expected that campers will be in bed with the lights out at the time designated by teachers.
- 3) Teen Ranch provides accredited staff for each activity. For legal and supervisory reasons, however, we require at least one teacher/leader to accompany each group during the activities. For example, if you have four activity groups, then there must be at least four teachers/leaders at camp to supervise each of the activity groups. The maximum size of activity groups is 20, so minimum supervision ratio is 1:20.
- 4) For pool supervision, we will provide at least one qualified lifeguard as well as other staff when needed. During free time, with large numbers of swimmers, we may ask teachers/leaders to provide extra supervision to maintain a 1:20 ratio.
- 5) Teen Ranch has a no alcohol, no drugs and no smoking policy. Please ensure that everyone in your group abides by this.
- 6) Please familiarise yourself with the Teen Ranch Emergency Response, First Aid and Evacuation Procedures (page 7). To enable teachers/leaders to deal effectively with emergency situations, we require at least one mobile phone to be brought to Teen Ranch and independent means of transport if group is travelling by coach.
- 7) Teen Ranch staff members have first aid certificates, we ask that it also be made known to the campers which teacher/leader will be the designated first aid officer for the camp.
- 8) Teachers/leaders must have access to a first aid kit which the school/group has provided.

Expectations of Group Leaders considering COVID Safety Plans in place:

- 1) We ask that teacher/leaders encourage appropriate 1.5m physical distancing, good personal hand hygiene (regularly washing & sanitising hands), follow appropriate cough/sneeze etiquette and avoid unnecessarily touching surfaces where possible and ensure that campers do the same.
- 2) Maximum room occupancy is displayed on all communal areas and must be adhered to
- 3) We encourage campers not to share belongings and require campers to sleep only on their allocated bed for the duration of their stay.
- 4) Please note that under no circumstances will any guest be allowed on site if they are experiencing flu-like symptoms and if they should develop during your stay, then appropriate COVID-19 response plan will commence. All guests are required to be temperature checked and asked screening questions prior to the commencement of camp. If you are unable to complete this check before arrival, then time will be made available for Teen Ranch staff to complete this check immediately on arrival to our site.
- 5) Any other visitor to the site, e.g. Principal or visiting teacher will also need to be temperature checked and asked screening questions on arrival.

To assist you:

- 1) A key for the cabins and windows will be provided for you. Please ensure this key is returned to the Programmer at the end of the camp.
- 2) Tea, coffee and fruit are available for you at any time in the dining hall. There is a lounge available to teachers/leaders only, which is adjoined to the dining hall.
- 3) At the end of a mealtime or when the whole group is together, the Programmer will always give you a chance to talk to the campers.
- 4) You will be given the mobile phone number of the Resident Manager who can provide assistance should there be an emergency during the night.
- 5) Wi-Fi is available for teachers/leaders to use. The password for this is in the group leader folder which you will receive on arrival. Please do not give this password out to any campers or anybody who is not staying at Teen Ranch.

CHANGES TO CAMP BOOKINGS UNDER COVID-19:

All teachers/leaders and campers must be temperature checked prior to your arrival. If you are unable to complete this before your arrival, we can allow time on your program and allow use of non-contact thermometers. Anyone with a temperature above 37.5 degrees will not be allowed to attend camp.

Our rooms including cabins, bathrooms, dining room and recreation hall are limited. Our Program Coordinator will liaise with you about specific numbers prior to your camp based on current COVID-19 legislation.

Please liaise with our Program Coordinator to discuss Snack Bar options.

EMERGENCY RESPONSE, FIRST AID AND EVACUATION PROCEDURES¹

- 1) Teen Ranch has emergency response procedures in place for reasonably foreseeable emergencies
- 2) Schools maintain the primary responsibility for duty of care to students². As such:
 - a. All minor first aid situations are the responsibility of the school
 - b. Major first aid or emergency scenarios can be divided into two categories and have the following responses:
 1. Scenarios that occur during Teen Ranch supervised activities
 - In these scenarios, Teen Ranch staff have been trained to assume primary responsibility for safety of participants until such a time that responsibility can be safely handed back to the school delegate.
 2. Scenarios occurring at all other times
 - In these scenarios, responsibility remains with the school. Teen Ranch supports the right for schools to phone emergency services when deemed appropriate by the school. Teen Ranch requires that the Programmer be informed immediately (day or night) to provide logistical advice and assistance.
- 3) To fulfil their duty of care in relation to first aid and seeking medical attention where necessary, schools should provide the following:
 - a. independent transport and communication (i.e. **a car and mobile phone**) – several medical centres and two hospitals are within 15 minutes drive of Teen Ranch
 - b. **At least one (1) member of staff who possesses current accreditation in cardiopulmonary resuscitation and emergency care and a first aid kit.**
- 4) Transport to/from Teen Ranch remains the sole responsibility of the school (e.g. arrival/departure, visit to hospital)
- 5) In the event of an evacuation procedure, schools are to maintain responsibility for students with assistance from the Programmer. Other Teen Ranch staff will respond under the direction of the Teen Ranch Staff Coordinator.
- 6) Regarding communication with the media and other offsite entities, the following guidelines are to be followed in the event of an emergency:
 - a. there is to be no contact with the media until jointly agreed with Teen Ranch Management
 - b. School superiors should be informed immediately in the event of an emergency. All other phone calls should be kept to a minimum whilst an emergency is current. The intention is

¹ In accordance with NSW Department of Education and Training (DET) Excursion Policy (as at 2020) available at: <http://policies.education.nsw.gov.au/policy-library/policies/excursions-policy>

² As outlined in DET Excursion Policy Section 4.3

1. to prevent unnecessary escalation of the situation until its severity has been correctly assessed and appropriate action has been taken
2. that land lines are kept clear for communicating with the necessary emergency services
3. to limit the potential for parents or members of the public to arrive and interfere with an efficient emergency response

7) Regarding COVID Safety Plans and relevant Risk Assessment:

- a. If a guest (camper, teacher or leader) starts to experience flu-like symptoms, please let Teen Ranch Staff know immediately.
- b. The unwell guest will be immediately isolated and placed in a room dedicated for quarantine with bathroom facilities (if it is a camper that is unwell, there is a room nearby for supervision) until they can be removed from site. NSW Health require that anyone experiencing flu-like symptoms be tested for COVID-19.
- c. In the event that a guest or staff member result in a positive test of COVID-19 then anyone who has had immediate contact with the infected person go into isolation and be tested for COVID-19, NSW Health will be contacted, the entire site will be thoroughly cleaned and disinfected appropriate to guidelines and appropriate contact tracing will follow.

ACTIVITY GROUP LISTS

It is essential that group leaders send the Program Coordinator a complete list naming all leaders and campers who will be in attendance (either partly or wholly) of their camp **at least 10 days prior** to the commencement of the camp. This list should be arranged into activity groups.

Along with a list of names, to ensure that our duty of care to guests is met, it is also essential that group leaders supply Teen Ranch with a summary of all necessary medical and behavioural issues that would affect campers' participation in activities. If water based activities (canoeing or the pool) will be undertaken during the camp, please also indicate any weak or non-swimmers in the group. Also, for catering purposes please include any dietary requirements for everyone attending the camp including teachers/leaders.

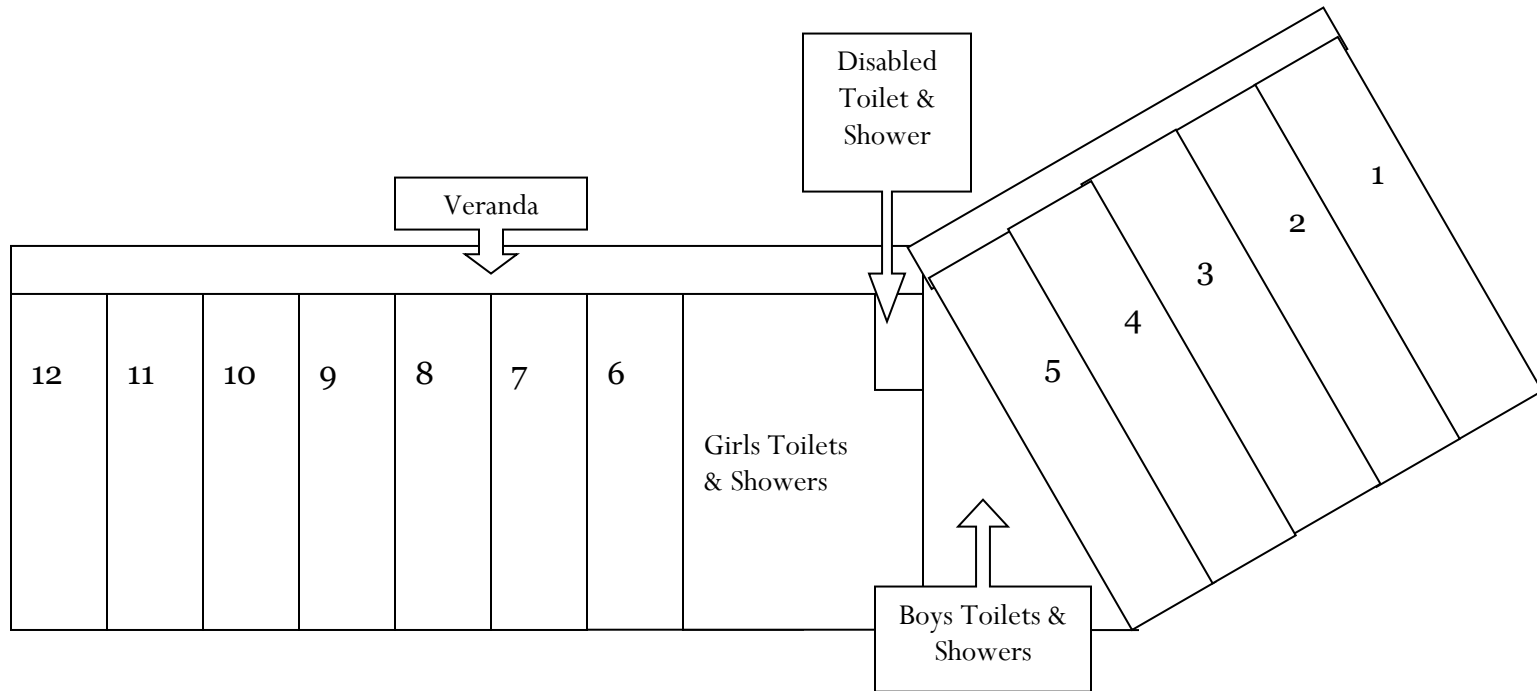
Please be assured that this information is treated with confidentiality and is only seen by management, programmers, activity instructors and kitchen supervisors.

Here is a brief example of the type of information we expect:

NAME	ACTIVITY GROUP	ALLERGIES (see note)	MEDICAL PROBLEMS	BEHAVIOURAL ISSUES	DIETARY REQUIREMENTS
Ann Aitken	1	Penicillin		Non-swimmer	Vegetarian
Bill Black	1			ADHD	
Chris Cole	1 Leader		Severe asthma		Lactose intolerant
Dawn Dyer	2		Impaired hearing	Weak swimmer	Allergic to nuts (can have food that contains traces of nuts)
Eric Evans	2	Mosquito Bites			No red meat
Fiona Fry	2 Leader				Anaphylactic to nuts (cannot have any traces of nuts)
George Gates	3		Diabetic-insulin dependant	Requires firm boundaries to be set	
Harry Hill	3				
Irene Ivans	3 Leader	Mild hay fever			No seafood

NOTE – If anyone is allergic to any food items it is important to find out if they can have food which may contain traces of the food they are allergic to.

ACCOMMODATION PLAN (Not to scale)



All cabins except 5&6 sleep 12 people:

Bunk bed	Bunk bed	Bunk bed
Bunk bed	Bunk bed	Bunk bed

Cabins 5&6 sleep 10 people with an ensuite (normally reserved for teachers):

Bunk bed	Bunk bed	Bunk bed
Bunk bed	Bunk bed	Shower/Toilet

Please allocate cabin groups prior to arrival at Teen Ranch, making every effort to fill cabins used. For example, if there are 30 girls, then please use only 3 cabins and not all 7.