

Camp Warrawee

**TEACHER / LEADER
PLANNING GUIDE**



Welcome & Thank You

The staff at Y Camping would like to thank you for choosing Y Camping as the provider of your next school/group camp.

We appreciate the work involved with organising camps and hope this pack will assist you in the process. Through careful planning and preparation, we can ensure that your program runs smoothly and safely, the aims and objectives of the program are met, and all involved have an enjoyable and rewarding experience.

This 'Teacher/Group Leader Planning Guide' includes information relevant for Teachers/Group Leaders. Additional documents you will require include:

- Terms & Conditions of Hire
- Venue Life Work Instruction
- Guest Services Policy
- Special Diets Policy
- Standards of Conduct (Hirers, Lessees & Licensees).

Please note that not all sections of this pack will be relevant to all camp guests. Please ignore any sections/information that is not relevant (i.e., non-program camps).

If you have any questions, please contact the Y Camping office on 07 3882 1436 or email camping@ymcaqueensland.org.au

You can also find resources available on our website at www.ymcacamping.com.au
We look forward to providing you and your group with an unforgettable experience.

Kind Regards,
Graeme Ferguson

A handwritten signature in black ink, appearing to read 'G. Ferguson'.

Camp Manager
Camp Warrawee | Bundalong

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1.0 Camp Planning-Communication Timeline

Timeline	School/Group Task	Y Camping Task
Camp Booking Enquiry ASAP	<input type="checkbox"/> Submit Camp Booking Enquiry Form and Complete Desired Outcomes on YMCA Learning Framework.	Send Proposal Email Including: <ul style="list-style-type: none"> - Camp Quote & Hire Agreement - Deposit Invoice - Benevolence Assistance Application Form & Letter (Schools Only) - General Camp Information Pack - Terms & Conditions.
Camp Confirmation 28 Days	<input type="checkbox"/> Click 'CONFIRM' on Camp Proposal Email <input type="checkbox"/> Pay Camp Deposit Within 28 days of Receipt of Proposal Email <input type="checkbox"/> Return Benevolence Assistance Application Form (As Required).	Upon Receipt of Deposit: <ul style="list-style-type: none"> - Send Booking Confirmation email with links to activity Risk Assessments - Send Teacher/Group Leader Camp Planning Guide & links to Additional Resources - Develop Program based on desired Learning Outcomes - Send to client for confirmation - Send login details for Guest Portal.
Camp Program 10 Weeks Minimum	<input type="checkbox"/> Confirm Camp Logistics <input type="checkbox"/> Confirm Program (activities, timings) <input type="checkbox"/> Confirm if any additional facilities or equipment are required.	<ul style="list-style-type: none"> - Phone Teacher/Group Leader to Lock-in Program Requirements (# of groups, # of activities & confirm timings) - Confirm & roster YMCA activity Instructors - Note if any additional facilities or equipment are required.

Pre-camp Confirmation 4 Weeks to 7 Days Prior	<input type="checkbox"/> Enter camp attendees (participants & adults) in Venue Life portal (portal closes 7 days prior to camp).	<ul style="list-style-type: none"> - Send pre-camp reminder emails - Send Final Camp Invoice (non-school groups) - Confirm Catering and Cleaning staff rosters.
Camp Arrival Day 1	<input type="checkbox"/> Arrive at Camp Warrawee. Please report to the Office to advise staff of your arrival.	<ul style="list-style-type: none"> - Meet group and conduct games (as appropriate) - Meet Teacher/Group Leader and conduct site induction and site tour - Provide group with Group Induction Handbook (emergency procedures, contacts etc.)
Camp Departure Last Day	<input type="checkbox"/> Ensure cabins and common areas are clean and tidy. Return furniture.	<ul style="list-style-type: none"> - Facilitate departure, assist teachers/group leader (as required) and farewell group.
Post Camp Within 14 Days	<input type="checkbox"/> Pay final invoice within 7 days (Schools). <input type="checkbox"/> Complete camp survey. <input type="checkbox"/> Re-book ASAP to secure future camp dates.	<ul style="list-style-type: none"> - Send Final Invoice (Schools) - Send thank-you email and link to camp survey form.

2.0 Camp Planning - Notes/Suggestions

Camp Numbers:

Please provide an accurate estimate of attendees when booking. The final camp invoice will reflect the confirmed numbers as submitted via Venue Life (7 days prior to camp) or 80% of the expected attendance stated at the time of booking- whichever is greater.

To allow sufficient time to secure the services of qualified Outdoor Leaders, we ask that programs are confirmed at least 10 weeks prior to camp.

If attendance numbers decrease after final confirmation, schools or groups may be charged for Outdoor Leaders already rostered.

Expectations:

While at camp, we seek to foster a sense of community through service and teamwork. Research shows when young people are given meaningful responsibilities, it helps build self-esteem, resilience, and a sense of belonging. Assisting others also supports positive mental health and wellbeing.

That's why, during your stay, we kindly ask for your group's help with the following tasks:

- Setting up and packing away Dining Hall furniture
- Sweeping and general tidy-up of common areas after use
- Assisting with meal service and clean-up (Y staff will wash-up)
- Keeping cabins and general areas neat and tidy
- Picking up rubbish and using the correct bins
- Returning furniture, sports equipment, and electrical items after use.

We understand coordinating camps and collecting consent forms can be challenging. If you require additional time or support, please let us know - we're here to help.

3.0 Teacher/Group Leader Responsibilities

VENUE LIFE

Upon payment of the camp deposit, YMCA Camping will send login details for the Venue Life portal. All camp information must be submitted via Venue Life at least 7 days prior to camp.

There are several ways to add data, including:

[] Online Registration – Send camp attendees a private link to complete a simple online registration form.

[] Excel Upload – Upload data directly from an Excel spreadsheet.

[] Manual Data Entry – Enter camp attendee data individually.

Venue Life can also be used to:

- Allocate rooms
- Set up activity and duty groups
- Conduct roll calls/check-ins and check-outs
- Generate reports such as Special Diets and Medical Summary.

Information required:

DATA	NOTES
First Name:	Names for all participants and supervising adults/teachers.
Surname:	The first letter of each person's surname ie Joe B. We do not require their full name. To identify staff or supervising adult please add a descriptor ie Joe B (T). Descriptors: (T) = Teacher (SA) = Supervising Adult (CC) = Camp Coordinator. This will assist when sorting into groups and cabins.
Gender:	Required to assist with allocation of cabins. Client groups are responsible for allocating participants to assigned cabins.
Dietary Needs:	Any special dietary needs for camp attendees. There is a drop-down menu of options.
Medical History:	Relevant medical history for illness or injuries which may impact the participants ability to participate in an activity.
Complex Behaviours:	Any behavioural or learning issues which may impact participation in activities.

A Venue Life Work Instruction document, including screenshots and templates, will be sent with your login details.

Venue Life has been independently assessed by Safe Tech 4 Schools and complies with Education Queensland requirements.

SPECIAL DIETS

Accurate and consistent information about special diets is essential, as these can be complex and difficult to manage. We can only provide safe and appropriate meals based on the information provided to us.

When entering dietary details for camp participants in Venue Life please select the most appropriate Dietary Requirement and indicate the Severity of the requirement. Please add any extra detail in the text box 'Additional dietary requirement information':

DIETARY	DETAIL/NOTES
None To Report	Regular camp meals provided. No dietary restrictions.
Dairy Free	Dairy-free milk, spreads, and snacks provided. Please note if the participant is allergic or intolerant (<i>different to Lactose Free</i>).
Egg Free	Egg-free baked goods and meals. Specify if baked egg is tolerated.
Gluten/Wheat Free	Gluten-free breads, pasta, and sauces. Prepared to avoid cross-contamination. We cannot guarantee a completely Gluten/Wheat free environment, as some products may contain traces of Gluten/Wheat.
Lactose Free	Lactose-free dairy products suitable for intolerance (<i>different to Dairy Free</i>).
Nut Free	A nut-aware menu will be provided; however, we cannot guarantee a completely nut-free environment, as some products may contain traces of nuts. It is essential to specify the severity of the allergy (e.g., airborne or contact) and whether foods labelled "may contain traces of nuts" are acceptable.
Sesame Free	No sesame seeds, tahini, or sesame oils. Please indicate if sesame oil is tolerated.
Soy Products	Soy-free meals and alternatives provided. Specify if all soy or specific types (e.g. soy lecithin) must be avoided.
Vegan	100% plant-based meals. No animal products, please specify if any variations are acceptable (e.g. honey).
Vegetarian	No meat, poultry, or seafood. Please specify if any variations are acceptable (e.g. eggs, cheese etc).

SEVERITY LEVEL	DETAIL/NOTES
Preference	Personal or cultural choice; no medical concern
Intolerance	Causes discomfort (e.g. bloating or nausea); not life-threatening
Allergy	Causes allergic reaction (e.g. rash, hives, swelling); requires avoidance
Anaphylaxis	Severe, life-threatening allergy; requires strict avoidance and an emergency plan (EpiPen, action plan required)

An allergy is a potentially life-threatening immune system response to a food protein, while a food intolerance is a digestive issue that causes unpleasant but not life-threatening symptoms.

Anaphylaxis is the most severe form of an allergic reaction, which can occur within minutes of exposure and may cause difficulty breathing, swelling, or collapse. Immediate medical treatment is required, and an emergency action plan and EpiPen must always be available. Y Camping maintains an emergency EpiPen on site (located in Kitchen); however, all groups are required to carry their own at all times.

We require groups to appoint a Responsible Person to supervise service of Special Diet Meals during each Meal Service in collaboration with Y staff. We also recommend that anyone with special dietary needs is served first to limit the chance of any cross-contamination.

If a dietary requirement is not listed please email camping@ymcaqueensland.org.au with:

- Camp participants full name
- School name and camp dates
- Detailed dietary requirements and severity
- Parent or guardian contact details.

The Kitchen Coordinator will contact parents/guardians directly to confirm arrangements and avoid any miscommunication. Parents may provide their own meals if Y Camping cannot accommodate specific needs. Refrigeration is available for food storage, and Y Camping staff can assist with plating and distribution of meals. Parents should liaise with the relevant school or group to discuss any possible reduction in camp fees.

MEDICAL INFORMATION AND COMPLEX BEHAVIOURS

To help us provide a safe and inclusive camp environment, please record only medical information or behavioral details that may impact a participant's attendance at camp or participation in activities in Venue Life.

This may include (but is not limited to) conditions such as asthma, allergies, diabetes, epilepsy, recent injuries, anxiety, or other medical or behavioural concerns that could affect participation or require additional support.

Please include any relevant medical history and additional complex behaviour notes as required. This information assists YMCA Camping staff in making reasonable adjustments to ensure all participants can engage safely and confidently in camp activities.

Teachers/Group Leaders are responsible for administering all medication and providing first aid for their group. All YMCA Outdoor Leaders hold current First Aid qualifications and carry first aid kits as a backup resource to assist if needed.

We encourage Teachers/Group Leaders to speak with their assigned Outdoor Leader before each activity to discuss any participants who may require additional monitoring, rest breaks, or support during activities.

All medical and behavioural information entered via Venue Life is treated as confidential and is only shared with YMCA staff directly involved in the delivery of your camp. Records are securely managed and destroyed in accordance with Venue Life's Privacy Policy.

INCLUSION SUPPORT

YMCA Camping is committed to providing an inclusive and supportive environment for all participants, including those with higher support needs and neurodiverse or neurodivergent participants.

We recognise that every camper is unique, and we welcome the opportunity to meet with Teachers, Inclusion Support Staff, and families prior to camp to discuss individual needs and identify reasonable adjustments that will maximise participation, comfort, and engagement.

Our facilities include several accessible bathrooms and amenities designed to support participants with physical disabilities. We also have documented procedures for modifying activities - such as adjusting heights or access points for participants who are unable to stand, climb ladders, or engage in standard activity formats.

We encourage schools and group leaders to record any relevant inclusion or support needs within the Medical Information and Additional Support Needs section of Venue Life, so our team can prepare appropriately and ensure the best possible experience for all campers.

Our staff are dedicated to working collaboratively with schools and support services to ensure that all campers are included, supported, and able to participate meaningfully in camp life. We will always do our best to ensure every participant feels safe, valued, and has an enjoyable and rewarding experience at camp.

4.0 Teacher/Group Leader Responsibilities

General Responsibilities:

- Complete pre-camp organisation as outlined in the Camp Planning Communication Timeline.
- Develop programs in consultation with Y Camping's Program Coordinator.
- Conduct health checks before departure to camp; campers showing signs of illness or recent gastroenteritis must not attend.
- Provide adequate supervision of campers at all times, including:
 - Supervision during free time, shower time, and lights out
 - Adequately trained staff for non-YMCA-led activities
 - A designated 'first point of contact' person for after-hours.
- Assign and oversee groups for meal duties.
- Conduct a Camper Briefing on arrival and ensure late arrivals or day visitors receive the same information.
- Manage First Aid requirements, including:
 - Qualified staff and sufficient First Aid supplies
 - Reporting incidents or illnesses to Camp Management and completing Incident Reports
 - Using the Incident Clean-up Kit when necessary
 - Administering and managing all medications.
- Ensure all borrowed equipment is returned in good condition.
- Ensure students arrive punctually for meals and stay within designated areas.
- Maintain appropriate student behaviour at all times.
- Communicate any program changes with Y staff.
- Arrange adequate transport in case of emergency.

Activity Responsibilities:

- Attaining information from parents (or next of kin) and participants regarding any medical conditions that may affect a participant's or group's ability to safely take part in an activity
- Advising the activity instructor of any relevant medical conditions prior to the activity commencing
- Ensuring participants follow all safety instructions and directions provided by the instructor
- Providing general supervision and monitoring participant behaviour during the activity session
- Offering technical support, such as assisting participants with fitting their harnesses and helmets
- Actively engaging in the activity session to maximise participant outcomes.

5.0 Arrival and Departure Procedures

Upon Arrival

- Camp participants will be met as they disembark from the bus, welcomed to camp, and given some basic preliminary instructions (e.g. where to place their bags). If time permits, activity instructors may conduct a few quick group games
- Bags will be unloaded and placed in a designated area
- Teachers or Group Leaders will receive a safety briefing and a brief tour of common areas and assigned accommodation
- Camp participants will be introduced to camp staff and given a safety briefing. It is essential that everyone is present and paying attention
- Depending on arrival time, program schedule, and departing group movements, the following may also occur:
 - Morning tea or afternoon tea for camp participants
 - Moving into accommodation
 - Division of participants into activity groups
 - Orientation walk around the campsite
 - Commencement of the activity program.

Upon Departure:

- Before the first activities on the final day, rooms must be vacated so they can be cleaned for incoming groups. This must occur no later than 8:30 a.m. unless otherwise arranged in advance with Camp Management.
- A report on the condition of each cabin and associated facilities is completed before and after each group's stay. Any damages will be invoiced to the group.
- Camp participants' bags are to be placed in a designated bag storage area.
- The program will continue until departure.

Post Camp:

- Please complete the camp evaluation emailed to you after camp. Your feedback helps us improve our service and better meet your needs.

6.0 Dining Room Guidelines

- Morning tea, lunch, and afternoon tea are normally eaten outside, weather permitting. If sharing the camp with another group, please check your program for designated meal times and areas.
- Campers are encouraged to use their own water bottles at meal times. Refill containers with cold water will be provided, and cordial is available upon request.
- If multiple groups are staying at camp, meal times are generally staggered and/or held in assigned locations.
- Servers only need to be in position a few minutes before the scheduled meal time.
- Groups are responsible for setting up and packing away tables and chairs. If multiple groups are onsite, please coordinate with other group leaders before packing up to avoid unnecessary work.
- Please liaise with kitchen staff if you have any questions or require assistance.

7.0 Food Handling Guidelines

- Our kitchen and activity staff are happy to assist at all meal times. It is recommended to nominate one Teacher or Group Leader to liaise with them.
- Please ensure that servers follow food handling regulations: long hair should be tied back, closed-in shoes worn, hands washed just before serving, and disposable gloves used. Servers must be screened beforehand, and anyone showing symptoms of illness (e.g., runny nose, upset stomach) must not serve food.
- Hand sanitiser is available for all campers.
- Due to food safety regulations, food can only be left out for a limited time. Ensure all members of your group are served within 30 minutes of your nominated meal time, as outlined in your program.
- It is recommended to nominate one Teacher or Group Leader to oversee serving portions at each meal. Ensure everyone has been served before offering second helpings.
- Meal portions are based on the final numbers provided to Camp Management prior to camp.
- If there are any issues or insufficient food, please let the kitchen staff know at the time so they can rectify it.

8.0 General Camp Guidelines

Prohibited Items	The use of candles and mosquito coils within buildings is strictly prohibited for fire safety reasons. Other prohibited items include bicycles, mini-scooters, pets or animals, skateboards, rollerblades, roller-skates, firearms, fireworks, prohibited substances, offensive items, unauthorised visitors, and the use of blu-tack or sticky tape to secure posters or decorations.
Damages/ Breakages	The Group Coordinator must report any facility problems or breakages to Camp Management immediately. Groups are responsible for the cost of any malicious acts, vandalism, or damage to equipment or facilities. Costs will be added to the end-of-camp invoice.
Cleaning	Groups are responsible for maintaining the cleanliness of their nominated sections. Accommodation must be kept clean and tidy, and garbage disposed of in provided bins. Groups that do not leave accommodation clean and tidy may be charged for additional cleaning.
Food & Drinks	Food and drinks (other than water) are not permitted in accommodation or recreation halls.
Footwear	Footwear with enclosed toes and heels must be worn at all times, both on land and in the water.
Disorderly Behaviour	Guests are expected to respect the site, staff, and equipment. The Group Coordinator is responsible for the behaviour of all participants. Camp Management may refuse entry or eject any person who is inappropriately dressed, affected by drugs or alcohol, or behaving in a disorderly, disruptive, or dangerous manner. Non-compliance may result in the group being asked to leave immediately without a refund.
Gambling	Gambling is not permitted on the premises.

Smoking/ Consumption of Alcohol	Smoking is not permitted within the Camp (including all buildings and grounds) except at the designated area (if required). Alcohol may not be consumed in any areas of the camp.
First-Aid	All groups are responsible for providing first aid and the wellbeing of participants under their supervision and must bring their own first aid kit. Any injury sustained within the Camp must be reported using an Incident Report Form (available online).
Parking	Cars must be parked in designated car parks and not beside buildings. Grassed areas must not be driven on, especially when wet. The speed limit must be adhered to at all times.
Noise	Noise must be kept to a minimum at all times and comply with the City of Moreton Bay's noise regulations. In particular, excessive noise is not permitted before 7:00 am or after 10:00 pm.
Pool	Swimming is allowed only during structured YMCA activities. Outside of these activities, swimming is not permitted without supervision by a competent adult (18+) with current First Aid and CPR qualifications. The pool is locked when not in use; pre-arranged access by key is required for use.

9.0 Camp Duties & Rosters

Everyone should contribute to the smooth running of camp. It is recommended that Teachers or Group Leaders develop a duty roster with clear delegation of tasks to camp participants and supervising adults. Duty rosters can be created in Venue Life - refer to (Venue Life Work Instructions) for guidance. Suggested duties for each meal include:

- **Set-up Team**
Set up tables and chairs for meals and return them at the completion of the meal if required. Soapy water and cleaning cloths will be provided to wipe down tables before meals.
- **Server**
Teachers or Group Leaders must check with kitchen staff prior to each meal for the number of servers required. For safety in the kitchen area, all servers must wear closed-in footwear and have long hair tied back.
- **Clean-up Crew**
The clean-up crew sweeps the hall, wipes down tables and chairs after each meal, and ensures all rubbish is placed in the bins provided in the eating areas.
- **Accommodation**
All accommodation and common areas should be kept clean and tidy at all times. Brooms and dustpans are provided in each cabin and in common areas.
- **End of Camp**
At the end of camp, Teachers or Group Leaders must ensure that all participants have packed their belongings and that any borrowed equipment is returned to Camp Management. All accommodation and common areas used by the group should be cleaned, and any furniture moved should be returned to its original location.

10.0 Accommodation

Cabin Allocations

- Your assigned cabins will be listed in the Venue Life Guest Portal.
- Final allocations are based on your group's confirmed numbers and gender breakdown.
- Please communicate any specific cabin requests to Y Camping. While we will do our best to accommodate requests, this cannot always be guaranteed.
- For non-binary participants, cabin allocations can be arranged in consultation with the group and Camp Management to ensure privacy, safety, and comfort.
- Cabin allocations are finalised upon confirmation of final numbers. Y Camping reserves the right to reassign cabins or allocate them to another group if necessary.
- Cabins can be easily assigned in Venue Life by dragging and dropping participant names into the appropriate cabin (refer to work instruction for more information).

Cabin Features

- All cabins are bunk-style and vary in layout and configuration.
- Some cabins are equipped with evaporative coolers, fans, and/or air conditioning. Instructions for use are provided inside each cabin.
- Cabins have power, but lights operate on a timer: on at approximately 5:00 pm, off at approximately 9:00 am.
- Smoke detectors are installed in all sleeping areas for safety.

Cabin Expectations

- Keep cabins tidy and store personal belongings neatly.
- Respect fellow campers' space and follow room-sharing rules.
- Review cabin layouts and room assignments with students upon arrival.
- Notify Camp Management in advance of any accessibility requirements or special needs.

Safety and Conduct

- Smoke detectors must not be tampered with
- Teachers and Group Leaders are responsible for supervising student behaviour in cabins
- Quiet hours should be observed, especially during designated rest times
- Any issues with cabin assignments or participant wellbeing should be reported to Camp Management immediately.

11.0 Risk Management

Risk Assessments for all activities offered at YMCA Camping are available for download from our website at www.ymcacamping.com.au/campplanner

Please contact us if you require a specialised or customised risk assessment.

12.0 Safeguarding Children & Young People

The YMCA has a range of policies and procedures designed to ensure the safety and wellbeing of all children and young people. Details of these policies, along with information on how to report any child safety concerns, are available at www.ymcaqueensland.org.au

All Y Camping staff are trained in child protection and hold a current Blue Card. Any concerns regarding the safety or wellbeing of a child or young person will be managed in accordance with YMCA Queensland's Safeguarding Policy.

Blue Cards

Please note that from 2026, updated Blue Card requirements apply to all camps involving children or young people. Schools/Groups must ensure all adults involved meet Blue Card requirements before camp:

Most adults attending camps, including volunteers will need a valid Blue Card. All adults staying overnight require a Blue Card or Exemption Card.

Parent volunteers may not need a Blue Card if they are only supporting their own child in low-risk activities (eg. Day camps only).

When registering adults in Venue Life please add their Blue Card reference number.