Hi,

Many thanks for taking the plunge and signing up to be a leader on Edmund Rice Camps for 2012.

We are delighted you want to be involved and can imagine you have one or two questions about what you have signed up for!

This booklet is designed to answer a few of those questions in the following sections:

Section 1 – Edmund Rice Camps
› The Story So Far
› ER Camps Logo
› Organisation Chart

Section 2 – What we ask of you
› Leaders’ Role Description
› Expectations of Leaders
› Issues & Feedback Procedure

Section 3 – Keeping Everybody Safe
› Child Protection Policy
› Child Protection Aims
› Health & Safety Guidelines

Section 4 – Day-to-Day on Camp
› Planning Activities
› Code of Conduct
› Typical Day
› Different Roles

Section 5 – After the Children Leave
› Evaluation
› Planning
› Reflection

Don’t worry if it doesn’t all make sense now, there will be more detail given throughout your training and induction.

If you have any other questions, or would like more information, please feel free to get in touch.

I look forward to meeting you on camp. In the meantime, enjoy getting ready!

Cheers

Tom Murray

Tom Murray | National Coordinator
Section 1 – Edmund Rice Camps

Edmund Rice camps - the story so far….

**History**

The Edmund Rice Camps are based on the example and spirituality of Blessed Edmund Rice. They invite young people to engage in voluntary work and to contextualise it with a programme of daily Reflection and Evaluation.

The first Edmund Rice Camp was held in Australia in 1979. There have been Edmund Rice Camps in England since 2001 and now camps are held annually in Stoke, Liverpool, Salford and Wirral. There are Edmund Rice Camps running all over the world, from Australia to New Zealand, Africa to North America.

The success of the Camps is founded on a principal of one Leader to every child. In this way our young service users are guaranteed the time and attention that ensures they have a positive experience with us.

All Camps are sponsored and supported by the Congregation of Christian Brothers.

**Leader Profile**

All our Camps are organised and run by young adult leaders aged 17 and above. Volunteers are recruited from Christian Brothers schools as well as other groups and ministries with links to the Edmund Rice Network.

Volunteers are selected for their enthusiasm, commitment and desire to work with vulnerable children. Academic excellence is not a prerequisite; we want a diverse mix of young people on Camp!

Each Camp also contains a number of older, more experienced Leaders acting as mentors, coordinators and supervisors. The total number of volunteers on Camp is usually around 25.

All volunteers are expected to partake in detailed Reflection sessions at the end of each day. Camp does not end when the children go home!
Children’s Profile

The average number of children on camp is 20-25. The age of participants is recommended as 7-11. However, exceptions may be made at either end of the scale where a Coordinators sees fit.

Local feeder primary schools are invited to select children who would benefit from a structured week of fun activities during their holidays. The reasons for their selection, unless absolutely necessary, are unknown to the volunteers on Camp.

Academic performance, disciplinary records, and popularity in school should have no bearing on whether a child is invited to Camp.

As is the case for Leaders, a short Reflection plays an important part of the children’s day on Camp.

Edmund Rice Camps Logo

We have our very own camp logo, designed by Sean Bonner, a Presentation Brother from Ireland.

The logo uses symbols of the swan, fish and horse/ donkey and a spiral. The symbols have both a Christian and Celtic meaning.

Spiral
Celtic spiral expresses divinity, eternity and God’s presence in all things

Swan
Symbolises the Celtic story of Christ coming to Ireland, The Children of Lir – a story of freedom, faith and hope.

Fish
Celtic story of ‘Salmon of Knowledge’ and also symbol of Christ.

Horse/ donkey
Taken from Tír na nÓg, a Celtic story of youth and growth and can also be seen as donkey from nativity story.
Structure of the Organisation

**National Advisory Group**

- Youth Development Coordinator
  - Recruitment Team
    - Mentors
    - Coordinators
    - Leaders
    - Children
  - Media Team
  - Venues Team
  - Equipment Team
    - Primary Schools
    - Children/Parents
Section 2 –
What We Ask of You

Role Description Leader: Edmund Rice Camp

As a Leader on camp you will responsibilities in the following areas:

Training
Attend training events for local camp. This will include material on team-building, child protection, health and safety and guidelines on working with children.

Before camp
• Complete and return necessary CRB check forms
• Complete and return necessary application/consent forms
• Attend preparation day before camp
• Assist in the preparation of the camp for activities of the day- eg accompaniment of children to camp, set up of rooms, planning of teams, purchase of materials & food etc

During day at camp
• Lead and/or take part in activities
• Support other Leaders during activities
• Prepare venue and/or activities
• Supervise children at all times
• Assist with preparation and clear-up of meals
• Communicate to Coordinator and/or Mentor any incident that happens during the day which causes a child to become hurt or upset
• Communicate to Coordinator and/or Mentor mentor any concerns that a child might be in danger

Post Camp
• Take part in daily clean up
• Take part in evaluation of each day and planning for next day
• Take part in reflection
• Complete written Evaluation of Camp
• Attend Evaluation Day

Conditions
This is a voluntary appointment which lasts until end of camp activities for the year
Any out-of-pocket expenses will be reimbursed based upon receipts
Support will be provided by the co-ordinators and National Co-ordinator
Edmund Rice Camp: Expectations of Leaders

Edmund Rice Camps aims to be a place where everyone feels they ‘fit in’ and are allowed to share something of their talents and life experience. We expect our Leaders to be role models to the children we work with and set a good example throughout the week. Everyone involved in Camp is responsible for creating a nice environment.

In order that this be the case, leaders are asked to:

- Respect everyone involved in camp; children, other leaders, coordinators and adult-helpers
- Be committed to encouraging and praising children
- Listen to children’s points of view; involve children in decision-making, where possible
- Be on time for the start of each day
- Be constantly aware of the whereabouts of children in your group
- Be aware of Leaders under the age of 18. These Leaders should be supervised Coordinators and/or Mentors at all times
- Never be alone with a participant. Always remain in sight of other Leaders
- Avoid inappropriate or unnecessary physical contact. Any affectionate behaviour must only be initiated by the child
- We aim to offer children an alcohol-free and drug-free environment and this includes people being free from any after-effects of drink/drugs during Camp
- Avoid smoking on-site at all times
- Avoid using mobile phones during Camp activities - phone can be left on silent to allow for emergency calls. Camera phones should never be used on Camp
- Keep romantic relationships between leaders as something that the kids are not aware of
- Inappropriate language and/or jokes should not be used or told in the presence of children

Issues and Feedback Procedure

We aim to provide an effective mechanism for dealing with allegations of misconduct on the part of our Leaders. The procedures refer to alleged contraventions of the behavioural expectations of Leaders. They do not attempt to deal with Child Protection issues.

- If the issue relates to another leader, contact the other leader involved and work towards a resolution/clarification of the issue
- If the issue is urgent and relates to the practicalities of a Camp activity speak directly to the leader of that activity, if there is no resolution, speak to (one of) the Coordinator(s)
- If the issue is not urgent and is suitable for discussion in a public forum, raise it in evaluation at end of day

Alternatively, if the issue is still not resolved or is of a confidential or sensitive nature speak directly to the Co-ordinator

If the issue is still not resolved contact the National Coordinator who will endeavour to resolve the issue.

An individual will be encouraged to write a report that will assist in clarifying issues for the National Coordinator. The National Coordinator may invite the individual to attend a meeting to discuss the matter.
Section 3 –
Keeping Everyone Safe

Edmund Rice Camps - Child Protection Policy

A copy of the Child Protection Policy for the Congregation of Christian Brothers (England) will be available to all leaders during the week of Camp. A copy will also be held by the Coordinator of each Camp. All volunteers will be provided with full training in order to familiarize themselves with this policy in advance of the Camps.

The contents of the document is as follows:
- Mission Statement
- Policy Statements and Aims
- Promoting Good Practice
- Responding to Concerns
- Guidelines for responding to a disclosure
- Procedure for making a referral
- Procedure for dealing with an allegation of abuse against volunteer or staff
- Reporting an incident
- Use of Photographic Equipment
- Whistle-blowing Policy
- Recruitment and Training of Staff and Volunteers

Child Protection Aims
We, the volunteers and staff, in the Edmund Rice Youth Ministries, are committed to acting in a way which promotes the welfare of children with whom we work and protects them from harm. We wish to ensure that all children participate in an enjoyable and safe environment in which they can have fun and feel valued.

Volunteers and staff recognise and accept our responsibilities to develop awareness of the issues that cause children harm, and to establish and maintain a safe environment for them. We are committed to reviewing our policy, procedures and practice annually.

All volunteers and staff are required at all times to act in a way that reflects the mission of the Congregation of Christian Brothers to enhance the children’s quality of life.
We will work to safeguard children by:

- Valuing them, listening to and respecting them
- Implementing child protection guidelines through procedures and a code of conduct following best practice, ensuring that the code is followed by both staff and volunteers
- Adopting and consistently applying a thorough and clearly defined method of recruiting and selecting staff and volunteers, ensuring all necessary checks are made
- Raising the awareness of volunteers and staff about areas in which children are entitled to be protected
- Providing effective support, training, and supervision for all volunteers and staff.
- Planning activities and projects so as to minimise opportunities for children to suffer harm.
- Developing effective procedures in responding to accidents and complaints and to alleged or suspected incidents of abuse
- Establishing links and sharing information with agencies who need to know, and involving parents and children appropriately

Edmund Rice Camps – Health & Safety Guidelines

- Be aware of any child you may have been assigned to watch out for, particularly during pool visits or on outings. Children do not need to know who is watching out for them
- Children should be kept out of kitchen area at all times
- Ensure, where appropriate, Leaders are familiar with content of all Consent Forms
- A qualified designated First Aider must be present at all times and with all groups
- Hands must be washed before preparing or serving food
- Leaders are responsible for their own medication as required. Please inform the Coordinator if at any stage in the day you feel unwell
- All Leaders share responsibility for Health and Safety issues around the site
- At least 2 leaders are required on each bus as well as the driver. If seat belts are available, these must be used. Children must remain in their seats at all times while on buses

Minor Accidents Procedure

Given that all safety guidelines have been followed, if an accident occurs that cannot be foreseen or prevented, no blame is attached. However, even minor incidents must be recorded in the correct manner.

The following practices must be adhered to:

- First Aid must only be administered by a competent and qualified designated person
- Err on the side of caution. Inform the Camp Coordinator of all accidents and incidents.
- Do not administer more than First Aid or act beyond one’s capabilities. This is illegal.
- For serious injuries, the Camp Coordinator must contact the Parent/Guardian before major medical procedures are carried out e.g. for a broken arm.
- A written record of date, time, location, brief resume of incident must be completed in the Accident Report Book. Medication should also be documented.
- Do not administer analgesics such as Panadoi/Aspirin/Disprin.

Volunteer Handbook
Section 4 –
Day-to-Day on Camp

Planning Activities

- What do you need?
- Will the activity last for the time you have?
- Where will it take place, is it a safe place?
- Can everyone join in?
- Do you have a back-up plan?
- Have you thought about how you are going to explain the activity to the children?
- Have you thought about how much time you need to set up?
- Do you need to organise the children into groups?

Code of Conduct

Here is a summary of things we, as leaders, should follow to make sure the Edmund Rice Camp is a safe and friendly environment for leaders and children.

- Safety First. Be Aware, at all times, that we are dealing with children, many of whom are unfamiliar and unconfident with many activities. Know the safety guidelines for the activities and stick to them.

- Respect yourself and others on the camp and show your support to both children and leaders. If you don’t take care of yourself you won’t be able to help others the best that you can.

- Join in. Take part in all activities and encourage the kids to do so. You will only get out what you put in.

- Take care of equipment. ERC has to pay for equipment and other camps want to use it so while you’re on camp taking care of equipment is your responsibility.

- If you are not sure about something, **ASK SOMEONE**. If you need to make a decision which affects the kids, check it out with someone else.

- Do not swap names and addresses with the children.

- Never be alone with a child. For your own safety and the safety of the child, everything on an Edmund Rice Camp is supervised in pairs or in a group.
## Typical Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
<th>Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Day Leader</td>
<td></td>
</tr>
<tr>
<td>Ongoing</td>
<td>Suncream</td>
<td></td>
</tr>
<tr>
<td>8:15am</td>
<td>Minibus Leaders</td>
<td></td>
</tr>
<tr>
<td>8:30am</td>
<td>Rest of leaders arrive at site</td>
<td></td>
</tr>
<tr>
<td>9:15am</td>
<td>Icebreaker games on arrival</td>
<td></td>
</tr>
<tr>
<td>9:30am</td>
<td>Introduction to the day and day leaders</td>
<td></td>
</tr>
<tr>
<td>9:45-10:45am</td>
<td>Activity 1: (Sport)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activity 2: (Paper Mache Balloons+masks)</td>
<td></td>
</tr>
<tr>
<td>10:45-11:00am</td>
<td>Juice Break</td>
<td></td>
</tr>
<tr>
<td>11:00-12:00am</td>
<td>Activity 3:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activity 4:</td>
<td></td>
</tr>
<tr>
<td>12:00 noon</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1:00-3:00pm</td>
<td>Trip Out</td>
<td>One-one</td>
</tr>
<tr>
<td>3:00-3:15pm</td>
<td>Juice Break</td>
<td></td>
</tr>
<tr>
<td>3:15pm</td>
<td>Reflection time</td>
<td></td>
</tr>
<tr>
<td>3:30-3:50pm</td>
<td>Tidy up site for next day</td>
<td>3:30pm</td>
</tr>
<tr>
<td>3:50-4:30pm</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>4:30-5:10pm</td>
<td>Evaluation Session</td>
<td></td>
</tr>
<tr>
<td>5:10-5:30pm</td>
<td>Planning the next day</td>
<td></td>
</tr>
<tr>
<td>5:30pm</td>
<td>Reflection</td>
<td></td>
</tr>
</tbody>
</table>
Role Description of a Day Leader Planning the Next Day.

Whilst planning the next day, the following factors should be considered:

• Ensure a variety of activities, taking into consideration what activities may have been run the day before. Choose from the agreed options and choose leaders to run the activities.

• Construct a timetable for the day so that every leader is aware of where and what time the activities will take place.

• Ensure that activity leaders are aware of their responsibilities and encourage them to take ownership of their activities.

• Take into consideration the points that were made in the evaluation of the previous day’s activities.

Don’t be afraid to ask for help or advice.

Have a contingency plan in case the weather is bad.

Delegate roles such as;

• Activity Leaders - Usually two leaders to run an activity, make sure they know where to set up and that they have the relevant resources.
• Minibus leaders – To entertain children on the drive to and from camp site or on trips out.
• Leaders to prepare juice at break times - Setting up 10mins before break starts.
• Leaders to set up lunch - Setting up 15mins before lunch starts.
• Leaders in charge of sun-cream.
• Leaders to clear away when the children have gone home.
• First Aid Leader.

If you are a day leader for an off-site activity, make sure that the above leaders know that they have to bring what they are in charge of on the minibuses.
Role Description for Day Leaders Gathering the Group Together.

When the children arrive, the day leaders should gather the group together in a suitable location and that the other leaders know when and where to gather. (This is a good time to make a head count of the children)

• Day leaders should introduce themselves to the children and get them ready to go to the morning activities. Make sure that you have thought about what you want to say.

• Only tell the children what they need to know about the day ahead. Don’t give it all away, just let it happen.

• Use the other leaders to help ensure that you have the attention of the children.

• During the day, make sure that activities are not over-running.

• At the end of the day, gather the children and leaders together to say goodbye. Again, make sure you have an idea of what you want to say.

• Organise the children into lines so that they can walk to the minibuses safely and carry out a head count of the children.

Role Description for Leaders as Break Times and lunch.

Whilst planning break times, the following factors should be considered:

• Ensure that refreshments are ready for the correct time.

• Decide on the most suitable location for the refreshments and inform the group of where this will be.

• Consider health and safety issues particular to break times and ensure that children and leaders are aware of these.

• Ensure that leaders are aware of the need to mix with children whilst eating. Maintain the 1-1. Make sure no one is alone and try to spend time with different children each day.

• Remember that there should be no such thing as ‘unstructured time.’ All the group be together in the same place for an agreed length of time whilst people eating.

• Encourage people to tidy up after themselves.

• If necessary, use this as an opportunity to apply suncream.
Role Description for Leaders on mini buses.

Whilst planning mini bus journeys, the following factors should be considered:

• Ensure the safety of all passengers. Remind them of the need for seatbelts to be on and for there to be no standing up.

• Ensure that the leaders are spread amongst the children and that no-one is sitting on their own. Try not to sit next to the same children each time you are on a bus.

• Remind everyone that the day doesn’t end until they get off the bus. Make it a happy, rewarding time. Sing songs, play games etc that involve all of the children.

• Encourage the children to thing of this as another activity and something to look forward to.

Role Description for Leaders Planning Activities During the Day.

Whilst planning an activity during the day, the following factors should be considered:

• Make the activity one that is inclusive of everyone taking part.

• Choose a suitable location.

• Check the availability of and suitability of resources.

• Check on the time that is available for the activity.

• Delegate an appropriate number of people to help set up the activity and to help clear away afterwards.

• Communicate clearly to the children ground rules for the activity.

• Are there any relevant health issues amongst the group that might prevent them from taking part.
Role Description for Leaders Supporting an Activity.

Whilst planning how to support an activity, the following factors should be considered:

• Consult with the person leading the activity so that you know what they need you to do.

• Ensure that the children are listening when instructions/ground rules are given out, and that they understand everything.

• Take part in the activity and be willing to demonstrate things if needs be. If you join in, then so will the children.

• Make the children feel that it is a worthwhile activity in which they have achieved something.

Role Description for Leaders when Walking Off Site.

Whilst planning walking off site, the following factors should be considered:

• Plan in advance.

• Find the safest route, identifying any particular safety issues.

• Assess how long the walk will take and inform the other leaders of this so they can plan accordingly.

• Check that any equipment/resources that need to be brought, are brought.

• Identify one leader to walk at the front. Tell the children that they must not go in front of that leader. Identify one leader to go at the back and tell the children they must not go behind that leader.

• Ensure that the other leaders are spread evenly between. Keep the 1:1 supervision ratio.
Section 5 –
After the Children Leave

Evaluation, Planning and Reflection

On an Edmund Rice Camp, the most important part of your own development actually takes place after the children have left site each day.

From around 4.30 – 6.30 the entire team are expected to engage in Evaluation, Planning and Reflection. Evaluation allows for structured appraisals of each day involving individual analysis, group discussions and shared feedback. Planning should take into consideration any learnings from the Evaluation session and provide a programme for the following day that all leaders have contributed to in some way.

During this time, key roles will be allocated. Evaluation is arguably the most important part of your ERC experience. Using the principles of Blessed Edmund Rice and any materials deemed to be appropriate, volunteers are guided through a programme of personal reflection for the week by their mentors and/or coordinators. Whilst this is not a religious placement, we do expect volunteers to be open to exploring and sharing their spirituality.

By involvement in these processes, all leaders have the chance to take ownership of their Camp, thereby creating something special and sharing it both with their peers and with the children.