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Operating Guidelines: School Groups

1. IN GENERAL:

Campers are asked to cooperate in keeping and leaving all of the facilities the way they were found on arrival. Show care and consideration for the facilities, environment and other campers. All plants and animals are protected and domestic pets not allowed. Please ask the campsite staff if you need assistance, advice or forgotten equipment and report any problems promptly. Correct care of the facilities will help us to contain costs and keep the quality high and tariffs low.

2. EMERGENCY PROCEDURES:

An emergency management plan is located next to the public telephone in the dining room and response cards at each cabin block. A bell and siren will be rung continuously in an emergency, requiring immediate assembly to the Centre building. Campsite staff will inform campers of total fire ban days and fire restriction periods.

3. FIRST AID RESPONSIBILITIES:

Teachers / Leaders are responsible for the first aid needs of campers and must provide the necessary first aid equipment and training. Campsite staff has first aid training and equipment for back up if needed.

4. ILLNESS & INJURY REGISTER:

Teachers / Leaders need to inform campsite staff of any illness / injury that occurs at the campsite and record these in the Campsite Illness / Injury Register. A 'near miss' incident must also be documented. This is a requirement of the accreditation and standards program, which ensures continuous improvement in our systems.

5. CONFIDENTIAL CAMPER INFORMATION:

Teachers / leaders are responsible for obtaining information regarding camper health histories, contact information for next of kin, parent or guardians. The hirer is responsible for ensuring that campers under 18 years of age have the signed consent from a parent or guardian, authorizing participation in the camp, its associated activities and provision of emergency medical, hospital and ambulance services.

6. SUPERVISION & CARE OF CAMPERS:

Grampians Retreat & Field Studies Centre is not directly involved with camper behaviour but will intervene if behaviour extends beyond the operating guidelines or deemed to be unsatisfactory. The teachers / leaders will be advised if any action needs to be taken. Teachers / Leaders are responsible for overall group supervision, including free time, between activities and overnight supervision.

The campsite staff offer assistance with activities but do not provide supervision or full responsibility of campers. Recommended leader/student ratios do not include campsite staff. Upon request the campsite staff may supervise part of a group for a brief time. If a camper is unwell, requiring rest, Campsite staff will monitor the camper while continuing normal duties in kitchen with the camper resting in dining room or Room 1, whilst leaders are with other campers.

7. ON ARRIVAL:

Please park your vehicles or bus in the top car park and notify the manager of your arrival. Unload and transfer luggage to the assembly area and remind all campers of these guidelines. Campsite staff will introduce themselves to teachers / leaders and the group, then proceed with the camper briefing. When this is completed, campers can be allocated to rooms. The bunkroom plan should be completed comprehensively showing all campers' names. A copy must be given to campsite management for local health authority needs and insurance purposes.

8. TEACHERS OR LEADERS:

Ensure all campers have read and understand these guidelines.

Organize appropriate room inspections and duty groups to assist in setting up at meal times and cleaning up after meals. Please restrict ball games to games area below Cabin block 'Tassie' or on the river flats.

School groups to note that normal school rules apply on camp therefore the possession of knives, matches and chewing gum is strictly prohibited.

Supervise and control the use of all activities and equipment.

Ask for program assistance and advice where required and familiarise yourselves with emergency plan response cards.

Smokers should observe fire safety and litter requirements.

The bell may be used for calling campers for meal times or meetings.

9. CAMPERS:

Please do not litter the environment. Respect the need to conserve water and power.

Please remove shoes and wet, dirty clothing (eg wet weather gear) before entering any rooms.

Fire extinguishers must not be touched unless a fire is apparent.

Please respect and observe signs, footpaths, railings, garden beds and fences near the buildings. Keep to tracks where possible and observe out of bounds areas.

10. CABINS:

The campsite advises against campers sleeping on the top bunk if they are under the age of 6, suffer from bed wetting or sleep walking.

Mattresses and pillows are definitely not to leave cabins, or be altered in any way.

Remove shoes before entering any buildings.

Inspect the cabin carefully on arrival and report any damages or faults promptly to campsite staff.

Place your pillowslip over the existing one. Also place sheets / bedding over the mattress protector on beds.

Close curtains carefully and do not slam doors.

Keep out of other rooms - they are bedrooms not playrooms.

Smoke detectors are fitted and are not to be tampered with – they are there for your safety.

Please do not use electric heaters in cabins – they are a fire risk. The use of an extra blanket is a safer option for everyone.

Quiet time is from 11pm or at teachers / leaders discretion.

11. SMOKING:

Smoking is prohibited in all buildings. Do not throw butts on ground – butt and bin them.

12. KITCHEN:

The kitchen is to be kept tidy at all times and the floor mopped at least daily. Place as much food in fridges as possible to avoid contamination of foodstuffs. Be aware of food contamination and insist that everyone in the preparation of food must wash his or her hands thoroughly between each task. Do not leave dishes, clean or dirty, on sink or bench tops. Please put them back in the appropriate place that they were found. It is the responsibility of each group to clean the kitchen and leave it in the order that it was on arrival – this includes fridges, ovens and cupboards to be wiped clean.

Kitchen equipment nor furniture is not to leave Centre building.

A kitchen cleaning schedule is available for self catering groups. If the camp is fully catered, campsite staff will clean the kitchen.

13. DINING ROOM (CENTRE) & MULTI PURPOSE ROOM:

It is the responsibility of campers to keep these rooms clean and tidy.

Remove shoes before entering these rooms and turn lights off before leaving them.

Remember to ensure adult supervision of children in these areas at all times.

14. BATHROOMS:

To be kept tidy at all times. Please report to campsite staff if more stock is required.

Campsite staff will service these facilities daily.

15. RUBBISH DISPOSAL:

Please place all rubbish and extinguished butts in suitable bins. The large bins behind the kitchen are for bagged kitchen waste only. There are recycling practices in place so please place all those materials in the large yellow bins. eg tins, milk cartons, aluminium cans, glass and recyclable plastic. Flatten where possible. Cardboard boxes are to be flattened and placed behind the large bins.

16. HEATING:

Follow instruction sheets for lighting. Information sheets and equipment located at Pot Belly heater in dining room, above fridge in kitchen and in locked cupboard below stereo in multi purpose room. Children must not load heaters or adjust them.

17. ON SITE ACTIVITIES:

Refer to information sheets on each activity for correct procedures, ratios and supervision.

18. WILD LIFE AND PLANTS:

All plants and animals are protected. No domestic pets are allowed at this campsite.

Many animals come in to feed above the Centre building, especially at dawn and dusk. These animals are wild, therefore we insist that nobody attempts to feed, touch or chase them. When the animals are feeding or resting on the grass we ask that you observe them from the paved area near the BBQ – do not go up on to the grass. These rules have been made for the safety of campers and to enable these animals to visit this safe zone.

Do not pick or damage any live plants or trees.

19. CAMPFIRES

The campfire is situated in a safe area but it is essential to exercise care in all conditions, particularly in setting an example for children. Do not light the campfire without prior approval from campsite staff. Before leaving the fire for the night, extinguish it totally with the hose supplied. See information sheet for campfire regulations.

20. PRIOR TO DEPARTURE:

Please leave rooms and campsite in a clean and tidy manner, in the way that it was provided to you at the beginning of your stay.

Vacate rooms before 11AM for campsite staff inspection.

Check for lost property.

Return keys and equipment to campsite staff.

Check all taps and lights are turned off.

Ensure illness / injury register has been filled out – if necessary.

Group photos, awards and farewells can then be performed.

OUT OF BOUNDS AREAS:

- The Giant Swing and Flying Fox, unless supervised by campsite staff, and all other activities, unless under adult supervision.
- Erosion gullies.
- Water pumping sheds, tanks and other equipment.
- Campsite managers' house, vehicles and surrounds. Kitchen is generally out of bounds to children unless with adult supervision.
- Grassed area above Centre while wildlife are resting or feeding.
- Private farming land on other side of river.
- Sandstone quarry unless authorization from quarry owner – ask campsite staff.
- Areas marked with 'works in progress' or 'out of bounds' signs.
- Bells, emergency siren or fire extinguishers unless in an emergency.

SUMMARY OF MAIN RULES

Report any damage or problems to the campsite staff promptly.

Do not pick or damage live plants OR frighten the animals.

Help to conserve water – turn off dripping taps.

Put rubbish in pockets or bins.

Remove shoes before entering buildings.

Keep to the paths where possible.

Ball games restricted to river flats or games area below ‘Tassie’

The bell is for parent / leader use only, to signal meals or assembly.

Smoking is prohibited in any buildings.

Respect others at night, limit noise after 11pm.

Out of Bounds Areas – as described above.

Management reserves the right to take appropriate action where necessary.