



Policy:

Bullying Prevention and Management on Holiday Camps

Version: 1.1 Last Amendment: 15 March 2017	Approved by: LYQC Res #2014-0810-03 Date: 8/10/14
Team Member: Aaron Glover	Next Review: January 2018

Purpose

To ensure that all campers feel safe, valued and included on camp. Every child has a right to enjoy their time at camp free from fear and persecution.

Relevant to

This policy applies to all LYQ holiday camp team members and volunteers.

Objectives

The objectives of this policy are to:

- Provide the safest possible environment for every camper
- Provide guidance to camp leaders on how to prevent and respond to bullying

Policy Statement

LYQ will not tolerate bullying on camps. This means that our team members and volunteers will not ignore bullying behaviour and will instead intervene, manage and report occurrences. Where necessary legal processes and reporting will also be followed.

Definition

Bullying is any intentional, repeated physical, verbal or relational (including cyber) acts committed by an individual or group of campers against another person causing hurt or distress. Bullying behaviour involves an exploitation of some vulnerability that creates an **imbalance of power** and the victim is unable to stop it.

Procedural Guidelines

1.0 Education and Information

All team members and volunteer leaders will have access to this policy at all times.

Document History and Version Control	Version: 1.1
Team Member Responsible: Aaron Glover	Page 1 of 5



All team members and volunteer leaders are expected to attend appropriate Safe Ministry Training as outlined in the LYQ Holiday Camp Leader Appointment & Expectations Policy, prior to leading on a holiday camp so that they can learn about bullying and how to identify it.

2.0 On Camp prevention and management

These procedures should be applied on all LYQ Holiday Camps.

2.1 Set clear Behaviour Expectations

Behaviour expectations, including an expectation of inclusive behaviour for campers and leaders, should be made clear at the commencement of camp and written on a rule/covenant poster that is displayed for the duration of camp.

Camp leaders should actively reward individuals and groups during camps that act inclusively or report problematic behaviours.

2.2 Focus on potentially vulnerable campers & on potential aggressors

Camper records should be reviewed by team members and camp directors prior to camp and leaders advised to particularly care for campers with specific concerns that may make them more vulnerable, or whose behaviour may make them more likely to be aggressors.

Common examples include:

- Information about previous / suspected bullying or targeting
- Health issues or minor disabilities (e.g. speech impediments)
- Behaviours unusual for their age (e.g. sucking their thumb, bed wetting)

It is advised that these issues and concerns be discussed with the campers' parents/guardians at/near the start of camp in order to get their advice and support in caring for campers.

2.3 Purposeful Supervision during 'peak' times

Most bullying incidents occur in cabins during shower times or in free time. The following supervision strategies should be implemented to minimise the likelihood of bullying.

General principles

- Cabins should not normally be used during the day except for during structured and supervised times such as siesta or cleaning.
- To aid supervision when campers are inside, doors should be open wherever possible / appropriate.
- Changing should be encouraged in bathrooms / ensuites instead of in the general room.

Free Time

Document History and Version Control	Version: 1.1
Team Member Responsible: Aaron Glover	Page 2 of 5



- Campers must be appropriately supervised during free time. The required number of leaders providing supervision will vary depending on the number of campers being supervised, the activity being supervised and the nature of the supervision area (e.g. size, risk profile, visibility etc).

Shower Time

- During shower time at least 2 leaders should be monitoring each cabin and shower area.
- For primary-aged campers, an activity should be running outside of the cabin area to occupy campers.

2.4 Respond to Bullying incidents immediately

It's important that incidents of bullying are responded to promptly to ensure that every camper feels safe.

This should include:

- Immediate and calm intervention and separation.
- Time out (supervised) and speaking to both bullies and victims, allowing them to have their perspective heard.
- Investigation, reporting and discipline process led by the camp director/s.
- On camp consequences may include time out from activities and separation from other campers.
- Requesting and supervising an apology from the bully for making the victim feel unsafe / powerless / hurt.
- Contacting parents/guardians of the bully (the same day), advising them of the issues and potential consequences, and having them speak with their child.
- Advising the LYQ Events Coordinator and completion of a Non-injury incident report form.
- If the actions are repeated by the bully the camp director/s should discuss with the LYQ Events Coordinator whether the bully should be sent home.

2.5 Care for the victim

Camp leaders and the camp director/s must take immediate steps to address the bullying victim's physical and emotional need for safety and security.

This should include:

- Listening to their story in full and affirming their willingness to speak up.
- Making changes to address their fears (e.g. moving beds, increased supervision).
- Speaking with their parent/guardian and allowing them to speak with them.
- Increasing supervision of their cabin and checking with them regularly.
- Once they feel safe, guide them with strategies to avoid a repeat incident.

3.0 Reporting & Documenting Incidents

Document History and Version Control	Version: 1.1
Team Member Responsible: Aaron Glover	Page 3 of 5



Camp leaders must report bullying behaviour to the camp director so that the behaviour can be dealt with in a considered and consistent manner.

A Non-injury incident report form should be completed for all bullying incidents and the LYQ Events Coordinator should be contacted if the behaviour continues.

4.0 Sending campers home

The LYQ Events Coordinator will make the final decision about sending campers home. The LYQ Events Coordinator may also contact police in instances where the conduct is unlawful.

Responsible Bodies

Position	Delegation/Task
LYQC Members	Endorse Policy.
LYQ Supervisors	Compliance with Policy. Ensure policies and procedures are effectively implemented and adhered to.
Team members and volunteers	Compliance with Policy

References

Kids Helpline: 1800 551 800 or www.kidshelp.com.au

Lifeline: 131 114

www.bullyingnoway.com.au

www.ncab.org.au (National Centre Against Bullying)



Document History and Version Control

Version	Date Approved	Approved By	Description
1.0	8/10/14	LYQC	Resolution # 2014-0810-03
1.1	15/3/17	LYQC	Resolution # 2017-1503-04 Changes to layout, terminology, a few changes to expected practice and linkages to the LYQ Holiday Camp Leader Appointment & Expectations Policy which didn't exist earlier