



Holiday Camp Leader Appointment & Expectations

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Team Member: Aaron Glover	Next Review: October 2017

Purpose

The purpose of these Holiday Camp Leader Requirements is to implement the LCA 06.03 Child Protection Policy and the Draft LCA 2014 Child Protection Procedures so that we ensure the health, safety and wellbeing of all children and adults who engage with our ministry.

Relevant to

This practice applies to all LYQ holiday camp leaders (paid and volunteer).

Objectives

The objectives of this practice are to:

- Provide the safest possible environment for every camper and leader
- Provide a quality camp experience for every camper
- Ensure that our leadership teams are suitably trained and qualified for service

Procedural Guidelines

1.0 Appointment Process

All leaders (volunteer and paid) who serve on our holiday camps can only be appointed to their position after completing the following appointment process.

Completing the following appointment process does not guarantee that a leader will be engaged in a ministry position. Appointment to a ministry position is at the discretion of the relevant LYQ team member and their consideration of factors such as suitability and leadership team balance.

Note: LYQ employees who serve on an LYQ Holiday Camp as a part of their paid employment are not required to complete this appointment process.

1.1 Application

All leaders must complete an application form expressing their desire to lead in this ministry. The application form should prompt applicants to identify:

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- Their motivation for wanting to serve in this way
- The skills they believe they'll bring to the ministry
- Their experience in serving in ministry with children
- Any relevant qualifications that have equipped them to serve in this way.
- Their willingness to serve in a safe manner that is consistent with LCA policies and practice.

All leaders are expected to complete a new application form every three years.

1.2 Referee Check

All leaders must submit two supporting referees with their application, one of whom should be their Pastor (or church elder). Referees should be confidentially asked to outline:

- How long they've known the applicant
- Their willingness to support the application to serve in ministry
- The skills the applicant will bring to the ministry
- The applicants strengths and weaknesses
- The suitability of the applicant to serve in ministry with children

All leaders are expected to complete a new referee check every three years.

1.3 Interview

All leaders must be interviewed by an approved LYQ team member prior to involvement in ministry. The interview should prompt applicants to identify:

- Their motivation for wanting to serve in this way
- The skills they believe they'll bring to the ministry
- Their experience in serving in ministry with children
- Their willingness to serve in a safe manner that is consistent with LCA policies and practice.

All leaders are expected to complete a new interview every three years.

1.4 Congregational Endorsement

Notwithstanding the above, leaders who are already serving in their local Lutheran church may choose to complete a Congregational Endorsement form instead of the Referee Check and Interview steps above. The Congregational Endorsement should confidentially outline:

- The ministry role/s the applicant has/is serving in
- The churches willingness to support the application to serve in ministry
- The skills the applicant will bring to the ministry
- The applicants strengths and weaknesses
- The suitability of the applicant to serve in ministry with children

Leaders with a congregational endorsement need to submit a new congregational endorsement every three years.

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1.5 LCA Employer Endorsement

LCA employees who are actively employed in a ministry with children are exempt from the referee check and interview components of the appointment process if they lead in a voluntary capacity on a holiday camp because they've already completed an employment screening process. Instead they must submit an endorsement by their employer. The Employer Endorsement should confidentially confirm:

- The nature of the applicants employment
- The employers willingness to support the application to serve in this ministry
- The skills the applicant will bring to the ministry
- The applicants strengths and weaknesses
- The suitability of the applicant to serve in ministry with children

1.6 Working with Children Check / Criminal History

All leaders must maintain a valid Working with Children Check or a related exemption card at the time of their ministry service.

Junior Leaders who are unable to secure a Working with Children Check because they are under 18 must instead disclose their criminal history during the application process.

Note: Leaders who submit a renewal of their Working with Children Check at least 30 days before expiry will be able to continue to serve while their renewal is being processed.

1.7 Safe Ministry Training

All leaders are expected to complete approved Safe Ministry training prior to their first ministry involvement.

Leaders are expected to complete the following training:

1. 'Childsafe Team Member' online training
AND either
2. 'Professional Standards Workshop – Core' facilitated by the LCA Professional Standards Office OR 'Valuing Safe Communities' workshop facilitated by an approved trainer.

Leaders, who for exceptional circumstances, can't attend the 'Professional Standards Workshop – Core' training prior to serving may be given a six month extension by the LYQ Director so they can complete the training after they have commenced service. Leaders who receive an extension will receive a copy of the LCA Ethical Standards of Behaviour and review it with an LYQ employee to ensure they understand the behaviour expected of them as a leader.

In addition to this training Camp Directors are also expected to complete 'Childsafe Team Leader' online training prior to serving in a directing role on camp.

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All leaders are expected to be complete Safe Ministry training every three years. Leaders who complete Valuing Safe Communities training must complete the training every second year.

1.8 Leadership Training

All leaders are expected to complete introductory leadership training prior to their first ministry involvement unless they can demonstrate equivalent prior learning or if the training is not applicable to their role on camp.

This training includes the following modules:

1. Leadership 101
2. Leading Effective Small Groups
3. Sharing Faith on an LYQ camp

1.9 Additional Training Requirements

Leaders who serve in specific camp roles may also need to complete additional specialist training and/or maintain relevant qualifications in addition to the appointment requirements outlined above.

For example:

1. Camp Directors are required to complete 'Childsafe Team Leader' online training prior to serving in a directing role on camp. They are also encouraged to complete LYQ's Camp Director Training.
2. First-aid Officers must have a current Senior First-aid training.
3. Camp Cooks must have Food Safety Supervisor and/or Safe Food Handling Qualifications as necessitated by their role description.
4. Camp Pastor/Chaplain must have appropriate theological/pastoral qualifications and experience.

2.0 Junior Leaders

Junior ministry leaders (under 18 years of age) may be included in our ministry from time to time. Junior leaders should not be asked to care for or supervise other children without the constant presence of other trained adult leaders (over 18 years of age). In the same way they should be treated as children when calculating leader:camper ratios.

Junior leaders are expected to complete as much of the application process above as possible. Some elements they won't be legally able to complete and others may not be age appropriate. The requirements for Junior Leaders should therefore be considered on a case by case basis.

3.0 Expectations of Conduct

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Holiday camp leaders are expected to meet minimum behavioural expectations. As a representative of Lutheran Youth of Queensland and the wider LCA they are expected to behave in a manner that:

1. Is consistent with the LCA Standards of Ethical Behaviour
2. Keeps themselves and others safe (particularly those in their care!)
3. Is consistent with the theology, mission and ethos of the Lutheran Church
4. Shows dignity, respect, equality and love to the children they serve and their fellow leaders

Behaviour not consistent with this will result in a review of a leader's suitability and potentially a termination of their ministry service.

Responsible Bodies

Position	Delegation/Task
LYQC Members	Endorse Practice
LYQ Supervisors	Compliance with Practice. Ensure practice is implemented and adhered to.
Team members and volunteers	Compliance with Practice

Attachment – Summary of Requirements by Holiday Camp Role

Camp Role	Application	Referees*	Interview*	WWCC	Safe Min. Training	Leadership Training	Extra Qualifications
Junior Leader#	✓	✓	✓	✗	✓	✓	✗
Leader	✓	✓	✓	✓	✓	✓	✗
Co-director	✓	✓	✓	✓	✓	✓	✓
Director	✓	✓	✓	✓	✓	✓	✓
First-Aid Officer	✓	✓	✓	✓	✓	✓	✓
Camp Pastor	✓	✓	✓	✓	✓	✗	✓
Camp Parent	✓	✓	✓	✓	✓	✗	✗
Camp Bus Driver	✓	✓	✓	✓	✓	✗	✓
Camp Cook	✓	✓	✓	✓	✓	✗	✓

* Or congregational/employer endorsement

Must outline criminal history instead of WWCC

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1.0	13/04/2016	LYQC	Resolution 2016-1304-02
2.1	15/03/2017	LYQC	Resolution 2017-1503-03 Changes to the Safe Ministry Training process.