



EMPLOYEE DETAILS			
SURNAME			
FIRST NAMES		DATE OF BIRTH	/ /
ADDRESS			
WORKING WITH CHILDREN NUMBER			
PHONE NUMBER		EMAIL	
NEXT OF KIN		CONTACT NO:	
NAME OF BANK			
BSB		ACCOUNT NO:	
TAX FILE NO:			
SUPERANNUATION FUND		MEMBER NO:	
WORKERS COMPENSATION	XCHANGING	POLICY NO:	15262164
I HAVE RECEIVED AND READ PROTECTIVE BEHAVIOURS & SUN SAFETY POLICY			
SIGNATURE:			
OFFICE USE			
STAFF MEDICAL FORM RECEIVED		COPY OF MEDICARE CARD, PASSPORT OR BIRTH CERTIFICATE RECEIVED	
WORKING WITH CHILDREN CHECK COMPLETED		COPY OF DRIVERS LICENSE RECEIVED	
TAX DECLARATION RECEIVED			

Privacy Statement: Coastlife Adventures assures, any personal information including medical details, will remain confidential and only used for the purpose of which it was collected.



MEDICAL INFORMATION FORM

Surname

Given names

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Address

Post Code

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DOB

Age

M / F

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Emergency contact person/s

Name

Relationship

Phone

<i>Name</i>	<i>Relationship</i>	<i>Phone</i>
1.		
2.		

DIET *List all special dietary requirements eg vegetarian, no dairy, no wheat etc.*

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Do you suffer any of the following? (Please tick)

<input type="checkbox"/> Allergies	<input type="checkbox"/> Respiratory disorders
<input type="checkbox"/> Heart conditions	<input type="checkbox"/> Pre-existing injuries
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Other

If yes to one or more, please give details *(attach sheet if required)*

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Medical Practitioner <i>(name & phone number)</i>	
Medicare number	
Do you have ambulance cover?	
If so who with?	

CURRENT MEDICATION (List)

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Signed: _____

Date: _____



PROTECTIVE BEHAVIOURS POLICY

Note: Adopted from the Australian Camping Association

Coastlife Adventures is committed to the protection of all staff and participants from physical and emotional harm. It is recognised that children especially need to be protected due to their potential vulnerability. This may be due to lack of life experience, trust/distrust of adults, physical size and strength, power imbalance between children and adults.

It is the goal of Coastlife Adventures to provide children with a positive, enjoyable group living experience, with access to a wide range of interesting and challenging activities. The staff and management of Coastlife Adventures regard it as their duty to ensure a child's emotional and physical safety at all times. All campers have the right to a safe and caring environment, which promotes learning, personal growth and positive self-esteem.

Where practicable, user groups will be reminded of their special responsibilities in a campsite setting. The whole camp experience is managed in accordance with the principles and practices of the ACA accreditation program, and in line with the requirements of relevant authorities.

Through staff training programs, Coastlife Adventures staff and volunteers are briefed to ensure that they understand their obligations to respect the rights and privacy of all campers, and to implement this policy of child protection.

STAFF SELECTION AND TRAINING

All Coastlife Adventures staff and volunteers will have a working with children check prior to appointment. Should this check reveal any convictions for child abuse behaviour; the person will not be employed. Any other convictions will be considered according to the position being filled and their relevance to the current situation. The employment agreement refers to the Child Protection Policy and the staff member's signature indicates that he or she has read, understood and agrees to follow the policy.



Child protection issues are discussed at staff meetings as appropriate, and staff are encouraged to be an active part of reviewing the policies, as well as developing and ensuring a safe environment for all participants.

Staff are reminded of this protective behaviours policy at least annually.

HOW STAFF ARE EXPECTED TO RELATE TO CAMPERS

Physical Contact

Coastlife Adventures acknowledges that there are often times when it is clearly appropriate (and desirable) for physical contact between adults and children. This can occur especially during activities where equipment needs to be fitted (eg. helmets, life jackets) or assistance provided (eg. entering canoes or dismounting). It can also occur in a hug of congratulations or a friendly pat on the back. Coastlife Adventures staff must use the following principles for touching children while respecting their privacy and safe feeling:

Any touching must be with the child's permission, for example, ask, "May I adjust your PFD?"

Touching should be in the open and not secretive, with other people around and not especially focussed on one person.

Touching should only ever be to support or respond to a need of the child and NEVER to meet the needs of an adult.

Any touching must avoid body areas such as breasts, buttocks and the groin.

Personal Privacy

Children are entitled to privacy in personal matters and Coastlife Adventures staff must respect this.

If a Coastlife Adventures staff member believes there is evidence of a problem or disclosure of abuse, it is the staff member's responsibility to report this - see 'responsibility' of staff' below.

Sleeping, showering and toilet privacy

Boys and girls have separate sleeping, showering and toilet facilities and must stay in these designated areas.

Adults with supervisory roles in these areas must respect the children's privacy, and knock or call out to let them know that they are entering the facility.

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Avoiding compromising situations

Coastlife Adventures staff must avoid placing themselves or campers in situations where they can be compromised.

- Avoid being alone with a camper; stay in view of others
- Knock and ask permission to enter sleeping or private areas
- Use staff toilet and shower facilities where provided
- Avoid 'favourites' and treat all campers with the same level of friendliness and courtesy
- Seek the camper's permission before touching or adjusting equipment they are wearing
- Avoid situations that cause embarrassment or humiliation to campers
- Avoid sexual talk or behave in a way that promotes promiscuity or the acceptance of sexually explicit material

Administering First Aid

If Coastlife Adventures staff are required to render first aid or emergency treatment:

- They will involve another staff member of the same sex as any child requiring attention whenever possible. Otherwise they will endeavour to have another person present.
- Unless absolutely necessary, they will leave examination of private areas to health professionals.
- They will not force children to remove clothing for an examination
- They will record their actions in accordance with first aid recording procedures
- Refer to Group Leader with issues of campers requiring medication

Favouritism and exclusiveness

There is no place for 'favourites' at camp. In most instances, the showing of favouritism to a child or small group of children fosters the needs of the adult, not the child. It can create emotional dependence on the adult and isolate the child from peers. When a child needs a little extra attention, it must be given openly and carried out in such a way that no secretiveness or exclusivity is perceived by the child or others.



Bullying and Harassment

Bullying is an act of aggression causing embarrassment, pain or discomfort to another. It can take away many forms - physical, verbal, gesture, victimisation, extortion, exclusion or offensive notes/graffiti etc. Forms of harassment, such as those of a sexual or racial nature, are also unwanted behaviour directed towards an individual. This sort of behaviour should not be ignored, and staff should take appropriate. For example, reporting incidents to the client leader, removing occasions for bullying by conducting well organised activities, or simply by being vigilant. Bullying and harassment must always be treated seriously - it is important to be consistent and assertive in dealing with all forms of bullying.

RESPONSIBILITY OF STAFF

Any incident, complaint or concern regarding child safety at Coastlife Adventures must be taken seriously and fully investigated (with outside help if necessary). The Coastlife Management will act to comply with State law or implement appropriate action such as reporting to police, school principal, or other relevant authority.

Reporting Child Abuse

Coastlife Adventures is committed to reporting any evidence or disclosure of child abuse to Department of Corrective Services. This is a 24hr hotline 13 21 11.



SUN SAFETY POLICY

Coastlife Adventures sun safety policy is in place to protect Coastlife Adventures staff and client groups.

Sun safety strategies are to be in place from September to April. Coastlife Adventures recommends that these strategies apply throughout the year.

Sun Protection Education

Coastlife Adventures staff are provided with a copy of this policy as part of the employee induction program.

Coastlife Adventures advises client groups of sun safety strategies in the general conditions of hire, at the camper briefing on arrival and prior to outdoor activity sessions.

Clothing

Hats must be worn outdoors. The hat must protect face, neck and ears. If possible, shirts must have collars and elbow-length sleeves, and shorts may be longer style. When swimming, wear rash vests or t-shirts. Wear UV protective sunglasses where practical.

Sunscreen

Use SPF 30+ sunscreen prior to working outdoors or participating in outdoor activities. Groups must bring SPF 30+ sunscreen to camp. Sunscreen is re-applied at all activity breaks or following meal breaks.

Shade

Make use of shaded areas. Avoid outdoor activities that provide no shade protection between 11 – 3 pm in daylight saving times and 10 – 2 pm at other times.



THINGS TO KNOW ABOUT COASTLIFE ADVENTURES For employees

- **Coastlife Adventures has been in operation since 1995 (over 20 years)**
- **Core Business** – expeditions, school based camp programs, learn to surf lessons, kayak tours and home cooked style catering
- **No nuts policy** – Coastlife Adventures catering does not use nut products in its menu – however traces may occur from bought-food products.
Staff are not permitted to bring products with nuts in them to work at any time.
- **Uniforms** - to be worn during work hours at all times. (shirt and hat)
- **Staff and Students** – staff should not put themselves and Coastlife Adventures into a compromising situation with students.
 - Staff of the opposite sex to students should not put themselves into a situation where they are alone with a student. Either have a teacher or at least two students present.
 - Do not enter or sleep in the same tent as a student – whether they are ill or not.
- **Equipment** – if returned broken, damaged or lost as a result of staff negligence, there will be a replacement fee payable. (generally 50% of wholesale cost)
- **Staff are required to understand Coastlife Adventures Policies and Procedures for:**
 - Working with Children
 - Emergency Situations - residential and remote
 - Sun Safety
 - Activities
 - Coastlife Adventures employment
 - Use of vehicles and equipment

Resources above are available through a number of sources including staff induction days, the Coastlife Adventures program manual and in CD format.

Col & Jane Funston
Managing Directors



EMPLOYEE CHECKLIST

Welcome to the Coastlife Adventures Team, to make the administration process quick and efficient we require the following information from you.

EMPLOYMENT DETAILS

Employee details – bank, superannuation, contact details

- Employee details** – fill out form provided by Coastlife Adventures
- Medical form** – fill out form provided by Coastlife Adventures
- Working with children check** - number & verification notice
- Superannuation fund** - standard choice form and fund details
- Taxation number declaration form** – provided by Coastlife Adventures
- 100 points of identification** - copy of driver's license and one of the following -birth certificate, Medicare card or passport
- Coastlife Sun Safety and Protective Behaviours policy** – provided by Coastlife Adventures – read and acknowledged

CERTIFICATION EVIDENCE – please provide evidence of certification for the following (if you have it)

- **Your Resume**
- **First Aid Certificate Workplace Level 2** (senior)- mandatory
- Remote Area First Aid
- Advanced Resuscitation
- **Food Handling Course**
- Kayak/canoe certification
- **Surf Bronze** – must have for leading water activities
- Surfing instructors
- Cert II, III, or IV in outdoor recreation or equivalent

Please provide the above information in person or by post to:

Coastlife Adventures
483 Tathra Road
KALARU NSW 2550

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