



Variety NT Adventure Camp

Volunteer Handbook



Contents

Welcome - About the camp	1
Roles - Responsibilities - Code of Conduct	2
Personal Care and Camper Support	3
Campers supervision - Buddy System	4
Child Safety, Mandatory reporting	5
Health, Personal being, Emergency, First Aid	6
Incident Reporting, Camper Health, Medication	7
Meals, Dress Code, Animals	8
Communication, Social Media, Photos	9
Breaches, What to bring	10



Welcome to Camp



Welcome to the Variety NT Adventure Camp, and thank you for volunteering.



The camp provides an opportunity for teenagers aged 13–17 with mild to moderate disabilities to experience adventure, friendship and independence in a supportive environment.

This camp is offered free of charge to the teenagers who attend, thanks to the generosity of our supporters, sponsors and the many fundraising events held throughout the year. The support of our community ensures that every teenager has the opportunity to take part, regardless of their family's financial situation.

The camp is also made possible through the dedication, kindness and enthusiasm of volunteers like you. Your time, energy and support help create a safe, inclusive and fun experience for all campers.

As a volunteer, you play an important role in helping campers build confidence, try new activities and create lasting memories.

This handbook provides important information about your role, expectations, safety responsibilities and how we work together as a team.

Thank you for volunteering



Peter Duffy
Chief Barker



Tania Sellers
General Manager

About the Camp

The Variety NT Adventure Camp provides teenagers with opportunities to:

- Build confidence
- Experience new activities
- Develop friendships
- Enjoy outdoor adventure

Campers are supported by volunteers and the Junior Police Rangers buddies.

Activities will include:

- Outdoor adventures
 - Team activities
 - Sports and games
 - Creative activities
 - Social activities
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Our goal is to provide a safe, inclusive and positive environment where every camper feels supported and valued.

Volunteer Roles and Responsibilities

Volunteers are essential to the success of camp. While volunteers may have different roles, everyone shares the responsibility of supporting campers and helping the camp run smoothly.

As a volunteer you are expected to:

- Support campers in activities
- Encourage participation and inclusion
- Help create a safe and positive environment
- Work cooperatively with other volunteers and staff
- Follow directions from the Camp Coordinator and Variety staff.
- Be proactive and offer help where needed
- Communicate any concerns or issues promptly

Each volunteer will also be provided with a Position Description (PD) and any specific procedures or guidelines related to their role. These documents outline the responsibilities, expectations and tasks associated with your position at camp.

Please ensure you read and understand these documents before camp begins. If you are unsure about any part of your role, speak with the Variety General Manager for clarification.

Volunteer Behaviour & Code of Conduct

All volunteers must behave in a professional and respectful manner.

Volunteers should:

- Be respectful, kind and patient
- Lead by example
- Treat campers with dignity and respect
- Be inclusive and supportive
- Use appropriate language and behaviour
- Maintain professional boundaries
- Work as part of a team

Volunteers must not:

- Use offensive or inappropriate language
- Engage in bullying or disrespectful behaviour
- Consume alcohol or drugs during camp
- Share camper information publicly
- Post photos of campers on personal social media

Your behaviour helps create the culture and safety of the camp.



Personal Care and Camper Support

Campers attending the camp are generally independent with personal care tasks such as toileting, showering, and dressing. Volunteers may need to provide reminders or encouragement.

If you feel a camper requires additional support with personal care, please speak with the Camp Coordinator immediately before assisting.

If you are assigned to support a specific camper, you will be provided with relevant information to help ensure their safety, wellbeing, and enjoyment at camp.

This may include:

- Disability or additional support needs
- Allergies or medical information
- Communication needs
- Sensory needs
- Triggers and calming strategies
- Required supervision level
- Swimming and water safety restrictions

All camper information is confidential and must only be used for the purpose of supporting the camper during camp activities.





Camper Supervision

Volunteers must maintain constant supervision of campers to ensure their safety and wellbeing.

- Always know where your campers are.
- Campers may wander, so remain vigilant at all times.
- If you need to step away, ask another volunteer to temporarily supervise your group.

Night duty:

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- There must always be at least two volunteers on duty together.
 - Where possible, aim to have one male and one female volunteer on night duty.
 - A tent is provided for volunteers on night duty. You are encouraged to have some sleep, but remain available in case a camper needs assistance or an incident occurs.
 - If you are unable to get adequate sleep due to attending to campers during the night, you must have 8 to 10 hour break before your next shift or activity to ensure proper rest.

Remember: Safety and supervision are everyone's responsibility. Vigilance, teamwork, and ensuring adequate rest help create a safe and supportive environment for everyone.

Buddy System

Many campers will be paired with a buddy, Junior Police Rangers

The buddy system helps ensure:

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- Campers feel supported, included, and safe
 - Activities run smoothly
 - Campers build friendships and confidence

Buddy Responsibilities

Buddies and volunteers work together to:

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- Stay with their assigned camper during activities
 - Assist campers moving between activities
 - Encourage participation and engagement
 - Provide help to campers when needed

Volunteers Supporting Buddies

Volunteers play a key role in supporting the buddy system:

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- Provide guidance, encouragement, and assistance to buddies as required
 - Promote teamwork, inclusion, and positive behaviour

If you have a concern about a buddy, speak directly to the Camp Coordinator or the Junior Police Rangers staff, who are responsible for the buddies.

By working together, volunteers and buddies help create a safe, fun, and inclusive environment where campers can thrive.





Child Safety & Protection



Variety NT is committed to providing a safe environment for all children.

Key child protection guidelines include:

- Always treat campers with respect
- Maintain appropriate professional boundaries
- Never be alone with a camper in a private space
- Always ensure at least two adults are present when supervising campers
- Respect the privacy and dignity of campers
- Do not show favouritism through special attention or the provision of gifts
- Do not exchange personal contact details with, initiate or maintain unauthorised contact with campers outside of the camp



Staff Facilities & Privacy

At Camp, Volunteers should use Volunteer/staff bathrooms

If entering camper bathrooms for supervision or cleaning:

- Announce your entry
- Allow time for campers to respond
- Enter bathrooms of the same gender when possible

If a Camper discloses something concerning

Occasionally a camper may share personal information or concerns. If this happens:

- Listen calmly and respectfully
- Do not promise to keep secrets
- Thank them for telling you
- Report the information to the Camp Coordinator immediately

If a camper shares a concern or you witness behaviour that concerns you, report it immediately to the Camp Coordinator and put in an Incident Report.

Mandatory Reporting obligations in the NT



In the NT, reporting concerns about child abuse/harm is not optional — it is a legal obligation to report any child abuse/ Domestic / family violence and child safety escalation. The Camp Coordinator and/or Variety General Manager will assist you to report the situation.

It is important to write everything down ASAP.

Child Protection Hotline

The volunteer must call the Child Protection Hotline on 1800 700 250 - 24 hours per day, 7 days per week and report your concerns. The Camp Coordinator and/or Variety General Manager will assist you through the process.

Police

If a child/young person is in immediate danger please contact Police via 000



Health, Hygiene & Personal Wellbeing

Looking after yourself helps you support campers effectively.

Volunteers should:

- Get adequate rest
- Stay hydrated
- Maintain good personal hygiene
- Dress appropriately for activities
- Use sunscreen, hats and protective clothing

If you feel unwell at any time during camp:

- **Inform the Camp Coordinator immediately**
- Do not continue volunteering while sick

This helps protect campers and other volunteers

Emergencies & First Aid

In the event of an emergency:

- Remain calm
- Follow instructions from the Camp Coordinator
- Contact Nurse/medical personnel if required
- Help keep campers safe and calm

First aid kits are located:

- Camp First Aid Room
- Camp Kitchen
- Each of the buses and the Variety Car

If you use items from a first aid kit:

- Record it in the logbook
- Notify Nurse/ Camp Coordinator



Incident Reporting

To protect campers, volunteers, and staff, all incidents must be documented promptly. Examples of incidents: injury / illness, medication issue, missing camper, behaviour incident, bullying, inappropriate language, child protection concern, near miss, transport incident, property damage, volunteer misconduct and overnight supervision issue.

Reporting Requirements

- Complete an Incident Report Form as soon as possible after the incident.
- Be concise, accurate, and factual – record what happened, not opinions or assumptions.

Reports must be completed in a timely manner, ideally immediately after the incident is resolved

The Incident Report must be signed by three people:

- The person lodging the report.
- The Nurse or Medical Officer (if medical attention was required).
- The Camp Coordinator (to confirm review and follow-up). This is then reported to the Variety General Manager.

Camper Health & Medication

- Only camp Nurse/medical staff may administer medication to campers, unless they are unavailable then camp coordinator can administer medication.
- Any injuries, illness or concerns must be reported to the Nurse/medical staff.
- Volunteers are responsible for managing their own prescription and over-the-counter medications and must be kept in a secure personal space and never left where campers could access them.
- Camp nurse/medical staff will not administer or store medications for volunteers.





Meals at Camp

Camp meals are provided for all campers and volunteers.

- If you have dietary requirements or food allergies, please ensure these are clearly listed on your volunteer application form.
- For life-threatening allergies, a formal management plan must be completed so that the Camp Coordinator, nurse/medical staff, and cook are aware.
- The cook will plan meals to meet most dietary needs.
- If you have cultural, diet requirements or specific food preferences, you are welcome to bring additional food to ensure your needs are met during camp.

Important Guidelines

- Campers are always served first.
- Volunteers are encouraged to assist campers during mealtime (e.g., carrying plates, helping with drinks, cutting food if needed).
- Volunteers may eat after campers have been served and settled.
- Volunteers must not share food with campers under any circumstances due to allergy risks and dietary safety.



Dress Code

Volunteers should dress comfortably and safely.

Required clothing includes:

- Closed-toe shoes suitable for uneven ground
- Sun-safe clothing
- Camp shirt or uniform when required
- Appropriate clothing for activities
- No offensive logos / slogans
- No excessively revealing clothing
- Avoid high heels or unsafe footwear.

Bring spare clothes for water activities if needed.



Animal at Camp

Only registered assistance dogs are permitted at camp.

Requirements:

- Must remain under control at all times
- Must not disturb wildlife
- Owners must clean up after them
- Must be fully vaccinated

No other personal pets are permitted.

Exception: Animals brought in by an approved outside group for a pre-planned camp activity (e.g., therapy animals, wildlife demonstrations) are permitted only with prior approval from the Camp Coordinator/General Manager.



Communication

Good communication helps camp run smoothly.

Speak with:

- Camp Coordinator
- Variety Staff
- Senior Carer
- Activity Coordinator
- Nurse/medical staff

Always report concerns about safety, wellbeing or behaviour.

Social Media & Photography

Campers' privacy must always be respected.

Volunteers must:

- Only take photos of campers for approved use in a closed Variety – the Children's Charity group. Once the photo has been shared in the group, it must be deleted from your personal device.
- Never post, store, or share photos or personal details of campers on social media without explicit permission from the Variety – the Children's Charity General Manager.
- Respect camper confidentiality at all times.
- Official camp photos will be taken by authorised staff and shared appropriately.

Friendly reminder: Always ask before taking a photo of a camper or other volunteers, even in approved situations. This ensures respect, consent, and privacy for everyone.



Consequence of Rule Breaches

Camp rules are in place to protect everyone.

If a volunteer breaches camp rules:

- They may be asked to leave camp immediately
- Serious breaches may result in exclusion from future Variety events

What to bring to Camp

Personal Essentials

- Comfortable clothing
- Enclosed shoes
- Hat and sunglasses
- Toiletries
- Sunscreen and insect repellent
- Towels
- Reusable water bottle
- Medication – you will need on the camp for a week.

Bedding

- Sleeping bag or bedding
- Pillow

Camp Items

- Torch with spare batteries
- Backpack/daypack
- Watch or phone (limited use) and charger

Optional items may include musical instruments or approved activity supplies.



The Variety NT Adventure Camp would not be possible without our volunteers.
Your kindness, patience and energy create an unforgettable experience for campers.
Thank you for helping make camp safe, fun and inclusive for everyone.

For more information, feedback or concerns please contact
Variety General Manager: 0488 008 810