



# 2020

## Group

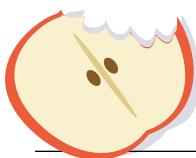
## Coordinator

## Handbook

[sa.uca.org.au/kco](http://sa.uca.org.au/kco)  
facebook/KCOUC  
(08) 8236 4270



The Uniting Church in Australia  
Synod of South Australia



## What to know about KCO: the basics

KCO is an annual overnight camp organised by the Uniting Church SA for children age 7- year 7 who are currently in primary school. KCO offers a wide range of activities, performances, games and worship.

KCO is often referred to as a “mountain top event”- like Moses on the mountain or the disciples at the Transfiguration, KCO is intended to provide churches with the opportunity to bless their campers with a high energy, fun and faith transforming event which can open the door to further discipleship within the congregational context.

This mountain top event is a partnership between the Uniting Church SA and congregations/faith communities. The event includes time spent in individual church groups and time spent in community with groups from other churches. These “all together” times include worship, the KCO concert, activities, and crafts.

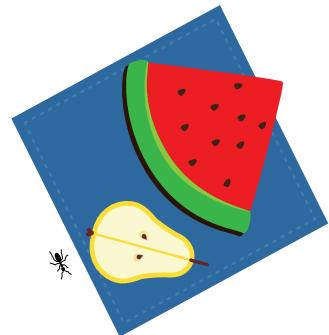
Church groups will allocate campers into small groups of about 5 campers (usually similar age and same gender where possible). These small groups assist with camper safety in ‘all together times’ and also provide opportunity for building friendships and sharing conversations during small group sessions when groups are encouraged to share in conversation and activities about topics related to the main program. These sessions are led by small group leaders who are recruited from within the church group (see the Leader’s Guide for key learnings and session guides).

Church groups are responsible for their own meals and accommodation requirements such as tents and marquees. Accommodation areas (caravan park, cabins, dorms) are arranged through the KCO office.

*KCO is not an open community event. Only participants/volunteers with site access passes may enter the KCO sites (pedestrian access only) and campers must be signed out by an appropriate person (parent/guardian) if they are required to leave.*

## What KCO provides with church group registration:

- a powered campsite with option to book cabins/dorms (see page 8)
- celebration services and concert
- activities including Create and Play
- small group time session notes including small group leader’s guide and training
- safety wrist bands and site passes for all attendees
- badges, and iron-on transfers (t-shirt provided by parents)



## What churches provide:

- appropriate supervision of children at all times (see page 12) including small group leaders
- tents and camping gear as needed
- cooking equipment such as BBQ or camp stoves
- all meals including morning tea and supper (unless being catered for by Adare House) see page 8.
- transportation to and from Victor Harbor
- if possible, a craft, activity or leaders to share with the whole group during “all together times” – please contact the KCO Office.

## What is the Group Coordinator's role?

Children attend KCO as part of local church groups from locations across South Australia. Each church group has a Group Coordinator who is responsible for ensuring a safe camping environment for all involved. Their role includes, liaising with the Church Council, connecting with parents and children, organising the enrolment and registration process, coordinating leaders and managing the church group's camp site.

This handbook will take you through the information that you need to coordinate a church group for KCO. Please keep in contact with the KCO Event Office for any concerns or queries.



## Contact Us - KCO Event Office

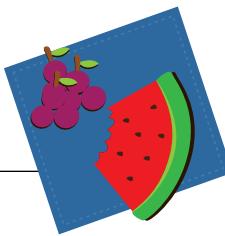


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# KCO 2020 Theme



**KCo  
Connect**

Our theme is KCO Connect.

Connect with Jesus,  
connect with one another  
and connect with nature.

Last year at KCO we explored the theme "**Welcome – a place to belong.**"

So what's the next step? How do we, people of all ages, build community to help people belong?

How do we form and keep healthy relationships? How do we grow as followers of Jesus?

Through connection, being connected to each other and connected to God.

Have you ever made a puzzle, played with Lego or drawn a dot-to-dot picture? Each of these games have parts that need to be connected together to make an image. If any part is missing it can be hard to figure out the image. The Bible says "Together you are the body of Christ. Each one of you is part of his body." (1 Corin 12:27). At KCO let's explore how to connect together to be followers of Jesus who share God's love with the world.

At KCO we will aim to:

**Connect with Jesus** – Jesus calls us his friend and wants to be in relationship with us. Let's explore stories of Jesus being a friend, his forgiveness and grace; and how we can be friends with Jesus.

**Connect with one another** – loving one another as Jesus has loved us and reconnecting when we hurt each other.

**Connect with nature** – when we spend time outside, on our own or with others, we can connect with God, and feel re-energised so we can better care for one another. Connecting with nature also means caring for nature.

## The theme before, at KCO and after

The Intergen Team would like to ask you, your leaders and your churches to take some time to think about how the theme is part of your discipleship processes, not only for kids but for everyone.

You may like to consider:

- What new way could we try connecting with Jesus? Are we willing to do something different – especially if it means someone else can connect with Jesus for the first time?
- How do we connect with new friends? Who might we connect with at KCO or at church – maybe someone of a different generation to us from our church group or perhaps someone else from another church group?

What is our favourite thing about nature? How might nature help us connect more with God and more with other people?

Our hope is that through the theme of **KCO Connect** we will have opportunities to grow as followers of Jesus who are willing to try something new, meet new people, make new friends and enjoy being in and caring for God's creation.

# To do list



Deadlines

Handbook  
page

|  |   |                        |       |
|--|---|------------------------|-------|
|  | Get the approval of the Church Council to attend KCO and approve a Group Coordinator.   | as soon as possible    | 9     |
|  | Promote and gather leaders and children.  |                        | 11-12 |
|  | Registrations open ( <i>leaders must have an active WWCC</i> ).   | Wednesday 15 January   | 22-26 |
|  | All leaders need a <b>Working with Children Check</b> .<br><i>They can take up to six weeks to process and is no longer processed by the Uniting Church. This is the latest applications can be submitted to increase the probability of checks by 4/3/20</i> | Wed 29 January         | 23    |
|  | Earlybird rates close.  | Wed 12 February        | 10    |
|  | Apply for travel assistance, if needed.   | Wed 12 February        | 10    |
|  | Dress Rehearsal (Leaders' training) at Uniting College  | Sat 29 February        |       |
|  | Pick up group kits —iron-on transfers, etc—available at Dress Rehearsal or pick up from UCLT (college) or Synod office.   | 2 March until 19 March | 27    |
|  | Determine what your camp will look like and complete risk assessments. The online <b>Group Requirements Survey is due</b> .   | Wed 4 March            | 26    |
|  | Confirmation of leaders attending KCO 2020 after checking WWCC status.  | 4 March                |       |
|  | <b>All online registrations close.</b>  | <b>Wed 11 March</b>    |       |
|  | Site allocations published.   | Thursday 18 March      |       |
|  | <b>KCO Connect 2020</b> - Bring confirmation of registrations for campers and leaders.  | Sat/Sun 21 - 22 March  | 29-30 |
|  | After KCO, celebrate and share stories with your church and continue to encourage campers to grow as disciples.   |                        | 31    |
|  | Feedback surveys for campers and leaders close.   | Wed 8 April            |       |
|  | Claim all lost property before it is donated to charity.  | Monday 30 April        |       |

# KCO Draft Program



*Timing and activities are subject to change. The program will run 1pm Saturday-1pm Sunday.*

## Saturday



Throughout KCO, campers will want to have with them: their notebook, water bottle, hat, etc

|              |                                    |   |
|--------------|------------------------------------|---|
| 10am-12:30pm | Registrations                      |   |
| 12noon       | Lunch                              | (All vehicles must be offsite.)                     |
| 1:00pm       | Event begins - Celebration Service | Leaders may want to bring pens, a Bible & offering. |
| 1:45pm       | Create OR Play OR Experience       | Activity stations: weaving faith thru life          |
| 2:45pm       | Afternoon Tea                      |   |
| 3:05pm       | Play OR Experience OR Create       | Activity stations: weaving faith thru life          |
| 4:05pm       | Experience OR Create OR Play       | Activity stations: weaving faith thru life          |
| 5:05         | Return to campsites                |   |
| 5:30pm       | Dinner (OPTIONAL: games/free time) |   |
| 7:00pm       | Small Group Session                |   |
| (7:32pm)     | Sunset                             |   |
| 7:45pm       | Night Activity                     |   |
| 8:45pm       | Supper and get ready for bed       |   |
| 9:00pm       | Story time                         |   |
| 9:30pm       | Lights Out!                        |   |

## Sunday

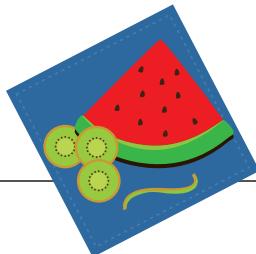
|         |                                    |  |
|---------|------------------------------------|--|
| 7:00am  | Breakfast, prayers & pack up sites |  |
| 8:30am  | Games for early risers (optional)  |  |
| 9:00am  | Break                              |  |
| 9:15am  | Pilgrimage                         |  |
| 10:30am | Morning Tea                        |  |
| 11:00am | Closing Celebration Service        |  |
| 12noon  | Lunch                              |  |
| 1:00pm  | Home Time (cars can move on site)  |  |

If at any time your group needs some down time to just be together, then please feel free to do that. Sit with them, make use of opportunity for conversation or prayer or reflecting on faith. Ideas for what to do will be in the KCO Notebook.

**Create and Play:** Throughout, Create and Play, we encourage you to engage your campers in the theme conversations. Most stations will have a key question for conversation or a way to link the activity with the KCO theme. Please prepare your small group leaders to take notice of these intentional discipleship opportunities as well as to be prepared that some stations may not have a leader. At these times, small group leaders will need to use their initiative, follow the instructions on the table and engage their campers in that activity.

**Experience:** this will be a time for campers to experience God's creation.

# KCO venue



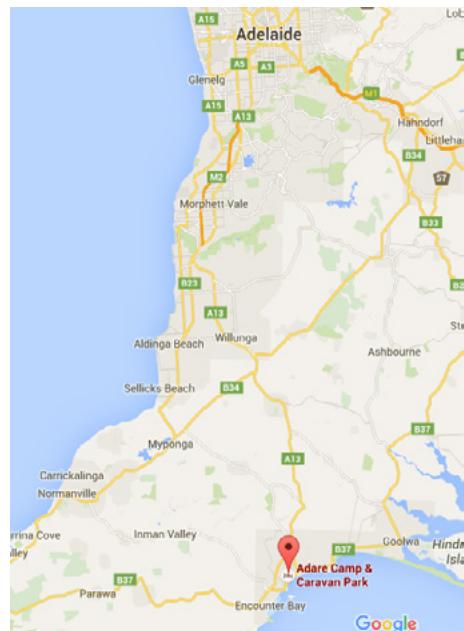
**KCO Connect**

KCO 2020 is being held at Victor Harbor about 80km south of the centre of Adelaide. Our primary venue is the Adare Camp and Caravan Park which is a Uniting Venues site. This venue will accommodate people on campsites, in cabins and in dormitory style accommodation. Those who are in dormitory style accommodation can also be catered for. There are extra costs for cabins, for dormitory style accommodation and for catering. Please contact the KCO Office for further information or see page 8.

The Adare Camp and Caravan Park will be fully enclosed and booked to KCO for the duration of the event program. Adare will host all the main program elements, including the Main Stage for opening and closing worship, Saturday afternoon activities and concert.

The venue will have areas for Admin/Registration, First Aid with First Aid volunteers and a community tree area for games and activities.

Detailed maps highlighting KCO venue and traffic routes are available in the "Resources" section of the website.



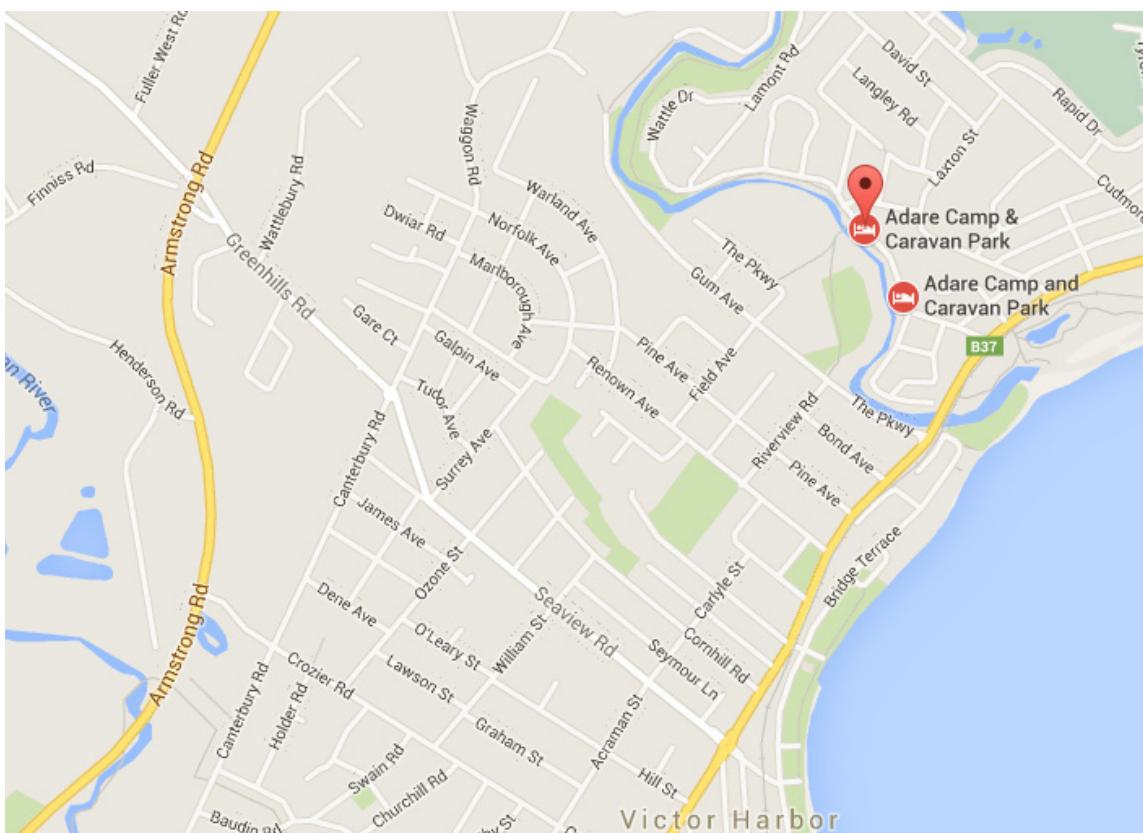
**For more information about the venue please visit their website. Please do NOT contact Adare.**

## Adare Camp and Caravan Park

20 Wattle Drive, Victor Harbor

<https://uvsa.org.au/locations/adare-campsites>

We greatly appreciate the support and partnership with Adare Camp and Caravan Park.



## Camping:

All camping sites at Adare are powered and have grass. Included in registration price.

## Cabins:

Adare Camp and Caravan Park only have 6 cabins. There are three types of cabins varying in size, sleeping options and cooking facilities. The cabin cost is \$93.50 incl GST per cabin for exclusive use (cabins sleep 2-6 people) on top of the KCO registration fee.

Visit the Adare website: <https://uvsa.org.au/locations/adare-campsite> for the Caravan Park Site Plan map. The cabins are in the left middle part (above & next to site 37) and are labelled as Devona Cabin 1 – 6.

There is also a Camp Kitchen (Cudmore Room) that will be available to all KCO Groups to use, including fridges and sinks. Please note that these are shared spaces and will not accommodate everyone.

## Dormitory-style:

Adare Camp and Caravan Park also has housed accommodation facilities and can provide catered meals for those groups unable to provide their own kitchen arrangements. **Bethany** has rooms that sleep up to eight guests (four bunk beds) with an ensuite bathroom. Children under 9 are not able to sleep on the top bunk as per Adare Camp and Caravan Park Rules.

Groups can choose to stay in Bethany dorms and provide their own catering (using the Cudmore room or Bethany Hall) or be catered for by Adare House as specified below.

|                              |                             |                      |
|------------------------------|-----------------------------|----------------------|
| Campsites                    | included in rego            | paid at registration |
| Cabins                       | \$93.50 (inc GST) per cabin | paid by church       |
| Dormitory style<br>(Bethany) | \$93.50 (inc GST) per dorm  | paid by church       |
| Catering                     | \$35 (inc GST) per person   | paid by church       |



*indoor accommodation will be invoiced separately to churches.*

## Catering

Catering is available for any group (in its entirety) to purchase. This may help some groups who are not able to undertake cooking for themselves.

To be catered for by Adare House costs \$35 (inc GST) per person and includes ALL meals (Saturday lunch, afternoon tea, dinner and supper, and Sunday breakfast, morning tea and lunch.) Groups are asked to let the [KCO Event Office](#) know if they would like catering.

## Communicating with your Church Council (or governing body)

Your group must be acknowledged by the Church Council (or governing body) of the church or organisation that is sending the group to KCO for many reasons including duty of care and work health and safety laws.

In order for a group to attend, the Church Council must:

1. Minute their approval of sending a group to KCO, tell you what day the meeting took place and who the chair of the meeting was. This will need to be communicated to the KCO Event Office.
2. Provide suggestions on who to approach as leaders and appoint/approve a Group Coordinator.
3. Minute their approval of the leaders.
4. Approve your risk assessment(s) (see page 18,19)



**ACTION** Your Church Council should reply to the Church Council response form with the designated Group Coordinator. (see page 22)

## Communicating with your Church Treasurer

There are two things you will want to clarify with the Treasurer of the church that is sending your group to KCO. First, please confirm with them how they would prefer you to manage the handling of the money for the group costs (see page 10). Second, ask them if your church is registered for GST. If your church IS registered for GST, you will need to charge GST in your group costs. If the church is NOT registered for GST, then you will not collect GST.



**ACTION** Speak to the church treasurer about money handling and GST.

## Communicating with your Safe Church congregational liaison

Please work with your Safe Church liaison to assist with new Screening and Authority process for leaders who are attending KCO (pages 12-17).

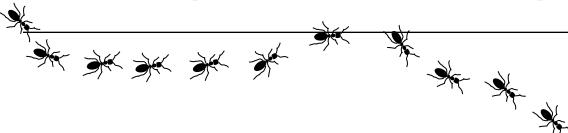
They may also be able to assist with the Safe Church risk management processes explained on pages 18-19.

### KCO Resources

Further resources to enrich your campers' experiences will be made available in the lead up to KCO, including:

- Leader's Guide
- Parents information

# Fees and costs



## Schedule of Fees

Parents register campers and leaders register themselves with KCO's online registration.

Payment will take place as part of that online registration.

| Registration   | Fee            |
|--|----------------|
| Early Bird Registration (closes Wednesday 12 February)                                   | \$57.50 no GST |
| <b>Full Time All campers, all siblings (5-7, 12-15), Leaders, Junior Leaders (15-17)</b> | \$62.50 no GST |
| Part-time Registration (no overnight stay)**   | \$30 no GST    |
| <b>Brothers and Sisters - 4 years and under (attending with a parent leader)</b>         | Free           |
| Visitors (under 4 hours)   | Free           |

*The KCO Event Office reserves the right to charge a \$5 administration fee for each registration received after the close of registrations on Wednesday 11 March 2020.*

\*\*While we believe the best, most fruitful experience of KCO is to be had through participating across the whole event, some entire church groups may find this difficult but may be able to be involved for one of the days only. If this is the case for your whole church group, please contact the [KCO Event Office](#) for details of how this can be organised.

## Travel Assistance

Church groups wishing to apply for financial assistance to subsidise travel expenses are asked to send a letter or email to the KCO Office (GPO Box 2145 ADELAIDE 5001 or [kco@sa.uca.org.au](mailto:kco@sa.uca.org.au)) by Wednesday 12 February 2020. All groups applying for travel assistance must provide contact details, in addition to specifying why the assistance is needed and how much will be spent on travel.



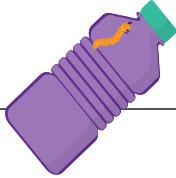
4. **ACTION** Apply for travel assistance, if required.

## Group Costs

When setting the fees for campers, the Group Coordinator will need to decide how much to add on to cover additional church group costs (such as food and transport) and include GST if necessary (see page 9). Groups may choose to implement their own discounts for families, or to subsidise those in financial difficulty. Other ways to reduce costs to families could be by fundraising or asking the church or school community associated with the group to donate food items, providing them with a list of what is needed. If your church will be charging a group cost, please advise in your publicity as soon as possible.



5. **ACTION** Set your group's cost.



## Connecting with children & parents

In order to promote KCO for participants, posters and postcards are available for you to distribute among children, parents, friends, to neighbouring churches (including other denominations) and schools. Rural congregations may have their items posted.

### Poster Pick Up Locations

West - Uniting College  
CBD - Synod Office

## Encouraging children

### Ages

KCO is for children from age 7 to in year 7. If a child wants to come to KCO and hasn't quite turned 7, please have a conversation with their parent/s to establish whether the child is ready for the KCO experience. Take into account their physical, emotional, and spiritual needs as well as the needs of the other children in the church group. If the Group Coordinator and the parent/s, think that the child will benefit from the KCO experience and that other children won't be adversely affected by their presence at camp, then they are welcome.

### Siblings

We acknowledge that there are times when families need to bring younger or older children (referred to as 'siblings') to KCO. In these situations, siblings are welcome at KCO. But, there are conditions:

- Group Coordinators must take full responsibility for siblings' supervision, safety, and behaviour. This means providing additional supervision, particularly for very young children, so that the care of KCO children is not compromised.
- Siblings can participate in the KCO programmed activities as long as they are supervised and allow KCO children to go first where there is a queue (e.g. during Play and Create).
- Siblings will be given a site pass, which they must wear at all times.
- Siblings must be registered online.
- The number of siblings should be kept to an absolute minimum. If too many siblings attend, they affect the total numbers present at KCO. This may have an adverse affect on available camping space (which is already limited).
- If an older sibling (14 or older) is attending but is not yet 15 (for a Junior Leader role) they still need to complete a Screening and Authority process (be approved by Church Council) as a part of the church leadership team. (see page 12).



**ACTION** Use the posters and postcards to promote attending KCO



**21- 22 March  
2020**

Adare Camp & Caravan Park, Victor Harbor

KCO is an overnight Christian camp exploring faith through fun activities for kids of primary school age. Kids attend the camp with a local church or school group and participate in crafts, games, sports, faith-based conversations and worship with live music and drama. So find out more and come along!



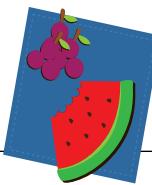
For more information contact your local Uniting Church.

kco.sa.uca.org.au  
facebook/KCOUC  
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The Uniting Church in Australia  
Synod of South Australia

# Leaders



## Inspiring leaders

Attending KCO is a team effort and sourcing a good bunch of leaders is a must! Leaders attend KCO as disciples and engage with the KCO activities. All leaders are appointed by the church or organisation associated with their particular church group and must be approved by the Church Council (or governing body).

**Adults present (adults – 18 years old and over)**, including catering coordinator/cooks, helpers, local support crew, trained first aid person, small group leaders, site coordinator, are all “LEADERS”. They are legally responsible for the children and junior leaders in their care for the entire weekend (including transport, if applicable).

**Junior leaders (15-17 years old)**, including cooks, helpers, local support crew, etc - The purpose of the junior leader role is to assist with the care of the children within your church group or to help the group in some other way (assisting with cooking, etc). As they are under 18, junior leaders are not to be given full responsibility and should always be supervised by an adult. In South Australia, a child is legally defined as a person under the age of 18; a person under the age of 18 cannot be held legally responsible.

All leaders must participate in the Uniting Church Screening and Authority process in order to gain a site pass. (For siblings 13-14, please see page 11.)

**Drivers** - All leaders transporting children will require a WWCC see Assessing leaders below) and complete a Driver's Declaration Form if transporting anyone other than their own family members.



<https://sa.uca.org.au/kco/group-coordinators/>

Professional bus drivers employed to transport leaders and children to and/or from KCO do not need to complete a Driver's Declaration Form but you will need to confirm with the company that they have a proper screening process in place. If the bus driver intends to be onsite at any time during the official program, they will need to provide evidence of a Working With Children's Check.

## Ratio of children and junior leaders to adult leaders

| Children | Adult Leaders | Junior Leaders |
|----------|---------------|----------------|
| Up to 6  | 2 or more     | 1 max          |
| 7-12     | 3 or more     | 2 max          |
| 13-18    | 4 or more     | 3 max          |
| 19-24    | 5 or more     | 4 max          |
| 25-30    | 6 or more     | 5 max          |
| 31-36    | 7 or more     | 6 max          |

## Assessing leaders

The safety of children at KCO is our highest priority. All persons who are not registered as a camper present at KCO are required to have Working with Children Check (WWCC). This not only complies with the Uniting Church Duty of Care policy but with the new Child Safety (Prohibited Persons) legislation. This can be facilitated through the Synod if the leader does not yet have one. If a leader has a WWCC or a Child Related Employment Check (pre 1 July 2019 from Department of Communities and Social Inclusion) which was gained through another organisation, we need to have that information completed on their registration so we can register them against our Department of Human Resources register. All Leaders will then need to be approved by the Church Council as per the Duty of Care Policy.

<https://sa.uca.org.au/safechurch/screening>



## Safe Church

KCO is an event of the Uniting Church SA and is committed to the Uniting Church Safe Church practices.

Part of this commitment is to protect campers from any neglect or abuse (physical, sexual, spiritual or emotional). The KCO team affirms churches and schools in their commitment to provide leaders who are able to exercise care and effectively minister to campers. Group Coordinators must ensure leaders are fully informed of their duty of care responsibilities.

After the leader has been approved, that leader then has the responsibility to understand and act according to Safe Church practices and Duty of Care policy and ensure a safe environment for both campers and adults.

Group Coordinators must ensure leaders are fully informed of their duty of care responsibilities. Each Group Coordinator needs to nominate someone to be responsible for duty of care. This person should also converse with their church's Safe Church person.

Safe Church practices include:

- Ensuring that all leaders who are involved have met the Uniting Church Screening and Authority requirements.
- Providing a leadership team that includes adults of both genders.
- Providing clear behaviour management guidelines that are understood and accepted by the entire group.
- Ensuring all campers, as well as their parents/guardians, know the name of their group and how to contact their Group Coordinator over the course of the event.
- Ensuring that the behaviour and actions of leaders are always appropriate.
- Ensuring campers are supervised appropriately throughout the event.
- Abiding by the policy that the event is smoke, drug and alcohol free.
- Setting up the group site/facilities in a safe and appropriate way.

**Safe Church practices include our legal and moral responsibility to ensure the safety of everyone whilst in the care of the Uniting Church. We need to anticipate and avoid foreseeable harm and seek to minimise harm should it occur.**

The KCO team is committed to providing a safe environment for leaders and campers; however, each group is advised to undertake their own risk assessment (see sample page 19), ensuring that all of the risks the group and property are exposed to during this time have been thoroughly analysed and addressed prior to the event. This includes travel to and from the venue.

The KCO team has greater control over the environment during the course of the event, and team members work hard to provide as safe a place as possible with the resources available. However, the responsibility for the safety of campers within each group ultimately rests with the Group Coordinator and leaders.

The following pages are a sample of the Code of Conduct that should be currently used in all Uniting Church congregations for volunteers.

It can be found here: <https://sa.uca.org.au/safechurch/policies-and-documents>



## Code of Conduct for Volunteers & Lay Leaders

The Uniting Church in Australia believes that all people are made in the image of God and as such we should accept every individual regardless of race, age, creed or gender.

As a Christian community, we believe that God reaches out to us in love and acceptance and that our relationships with each other should express love and respect and not be abused.

As a community of faith, we are committed to providing a place in society where human beings can explore what it means to be made in the image of God.

As an expression of this commitment, the Uniting Church in Australia recognises its responsibility to provide worshipping and pastoral communities that are free from abuse and that provide safe environments for all people to explore and express their faith in the Gospel.

*UC SA Safe Church Policy (Safe Place statement written by the Assembly Gospel and Gender Committee 1993)*

The Church's missional & pastoral effectiveness, reputation, and credibility can be put at serious risk where we (irrespective of motive) fail to conduct ourselves in an appropriate manner.

***This Code of Conduct sets out the standards of behaviour and ethical conduct expected of volunteers and leaders as representatives of the church. This should be signed upon appointment of a role as a volunteer/leader.***

### General lifestyle expectations

The following expectations are not an attempt to legislate holiness or be legalistic, but rather to reinforce the biblical responsibilities that accompany the privilege of volunteering and leading.

It is expected that (UCSA) volunteers & leaders minister out of a healthy relationship with God. Volunteers and leaders are encouraged to:

- Actively participate in the life and ministry of the Church
- Study the Scriptures and pray regularly
- Give of their time and finances to the work of the Church as an expression of their gratitude to God.

#### **(UCSA) Volunteers and Lay Leaders serve others in the context of healthy relationships by:**

- Loving and caring for all people and paying attention to the effect of ministry on them
- Treating others with respect and exercising authority respectfully
- Resolving conflict in an appropriate way
- Not disclosing to anyone (including a spouse), any confidential information without the consent of the person providing the information (there is an exception where there is a legal obligation or a duty of care issue)
- Being a team player and cooperating with other ministry leaders as well as watching out for each other and protecting each other's integrity
- Using words that build up and do not ridicule or embarrass people.
- Actively participate in an appropriate induction process when commencing in a new role
- UC SA Screening and Authority Check completed as required



**(UCSA) Volunteers and Lay Leaders set an example by:**

- Obeying the law
- Not taking property belonging to others, including intellectual property (copyright) and knowingly making false, misleading or deceptive statements
- Not engaging in bullying, emotional abuse, harassment, physical abuse, sexual abuse or spiritual abuse of any person, including their own family.
- Not acting violently or intentionally provoking violence
- Not using any prohibited substances and not volunteering under the influence of alcohol
- Expressing their sexuality in a healthy and God honouring way
- Not seeking personal advantage or financial gain from this position
- Disclosing to the church leadership if they are being or have been investigated for any criminal offences.

I, \_\_\_\_\_ (name) have read and undertake to conduct myself in accordance with the principles of the (UCSA) Volunteers and Leaders Code of Conduct.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

***What do I do if I find myself in conflict with another volunteer/leader or I believe there has been a breach of the Code of Conduct?***

Differences of opinion can be the making of a mature, healthy and diverse community. We encourage all volunteers/leaders to work through conflict resolution by using Biblical principles.

The Bible clearly encourages us to be concerned with each other's spiritual wellbeing and teaches us to resolve issues in love.

The principles taught in Matthew 18:15-17 should be used to resolve any offenses or relational conflict within the church. It is the responsibility of a Volunteer/Leader to approach the other person promptly when they have been offended or when they have reason to believe they may have done the offending.

This approach should be carried out with an attitude of love, concern and humility and should be motivated by the sincere desire to see resolution and restoration of relationships.

**In practical terms, what does this look like?**

If conflict arises, take the following steps as required: *if this is not successful move to the next step*

Step 1: Speak to the other person to try to resolve the complaint: *if this is not successful move to the next step*

Step 2: Speak to the Minister, Pastor, Ministry Team Leader, Safe Church Contact Person or the Chair of Church Council: *if this is not successful move to the next step*

Step 3: Lodge a complaint with the Presbytery/Synod

In each of these steps if the issue is resolved to the satisfaction of both parties there is no need to progress to the next step. However if a resolution cannot be achieved that both parties agree to, the next step should be taken.

***What if the issue is more serious than just a conflict or disagreement?***

If the issue is a matter of serious misconduct or there is an allegation of abuse it is appropriate that a complaint be made and the grievance process be initiated. Breaches of the law should be reported to the Police and the Synod should be notified by contacting the Chair, Safe Church Committee; GPO Box 2145, Adelaide (L2, 212 Pirie Street) or by phoning 08 8236 4200 or 1300 274 151

## Reporting Child Abuse or Neglect

All adults have a legal and moral responsibility to report concerns and/or reasonable suspicions of child abuse and neglect. It should be noted that concerns of abuse of a spiritual nature are taken very seriously; this type of abuse is recognised as falling into the category of emotional abuse.

If an adult at any time reasonably suspects that a child or young person is being neglected or abused (physically, sexually and/or emotionally), please follow the guidelines below:

- Maintain confidentiality.
- Call the Child Abuse Report Line (CARL) on 13 14 78 and discuss your concern as soon as possible.

### If a young person confides in you (disclosure):

- Actively listen and do not express personal opinions.
- Reassure them that they have done the right thing by talking to you.
- Let them know that you need to tell someone else.
- Do not make any promises.
- As soon as you are able, note down exactly what was said to you and at what time.  
Keep these notes factual and not an interpretation of what you think is happening.

If this abuse or neglect is occurring during the event, or there are concerns about the safety of a young person returning home, please contact the KCO Duty of Care Officer (see contact details on next page) as soon as possible. They will be able to assist with further relevant resources and offer support as these concerns are reported to CARL.

In this kind of circumstance, any concerns will be dealt with as a top priority and with appropriate sensitivity and confidentiality. There is no expectation to share any information about the young person or the circumstances with any other parties except the appropriate authorities.

If distressed by the situation, please seek appropriate support. Chaplains are available at all times during the event. However, it is important not to divulge information that has been shared in confidence to anyone but authorised persons.

### Other concerns and complaints of inappropriate behaviours

If there are any other concerns or complaints of inappropriate sexual misconduct between adults present at this Uniting Church event, please contact KCO Duty of Care Officer (see contact details next page). They can assist with the appropriate complaints process. If the concern is about behaviours outside of this event, please contact Safe Church on (08) 8236 4200.

## Using social media at KCO:

The Uniting Church SA and KCO invites you to share comments and stories on social media. However, please be aware that once you post something online, it can be read by others and may be available for many years to come.

Group Coordinators will receive all parental permissions with the registration information.

We suggest that you exercise caution when posting on social media. KCO has the right to edit or delete any comments deemed inappropriate for its social media channels and readers.

In order to define best practice for your group, please familiarise yourself with the guidelines below and inform your group members what will be expected of them.

In any communication, please ensure that:

- Members of your group ask themselves, 'If this communication were to be made known to the wider Uniting Church, would it be considered appropriate?' Individuals need to be sensitive to the impact of the words and images used, and avoid the offence of miscommunications.
- The Golden Rule is followed: 'Write or say only what you would want others to publish about you in public.'
- Other KCO groups - and individuals not in your group - are not included (in photos, etc) except by express permission and knowledge of that group's leaders.
- Social media comments/posts are in accordance with the Uniting Church SA's Code of Conduct (see page 14-15).
- Comments about fellow campers, colleagues, volunteers, children or young adults, if published, would not cause hurt or embarrassment to others, risk claims of libel or harm the reputation of KCO, Uniting Church, children and campers.
- The Moderator is the only person authorised within the Uniting Church SA to make comment to the media (TV, newspaper, radio). Please keep this in mind when using social media.
- Nothing is printed, posted or published which infringes copyright, privacy or anti-discrimination legislation or regulations.

Please read the policy in full available here:

<https://sa.uca.org.au/human-resources/workplace-policies/social-media-policy>

## For more information on Safe Church practices contact:

KCO Duty of Care Officer, Linda Vinall  
(08) 8236 4248  
[calleddtocare@sa.uca.org.au](mailto:calleddtocare@sa.uca.org.au)  
<https://sa.uca.org.au/safechurch/>



### ACTION

1. **Ensure all of your leaders have an WWCC.**
2. **Have all leaders approved by the Church Council of the sending congregation.**  
*Give leaders the Leader's Guide and ensure they fully understand their obligation to abide by the Safe Church Policy and Code of Conduct.*

## Risk assessments

Churches and organisations are obliged by law to provide a safe environment during KCO (including transport to and from the event, if it is not provided by the parents of each young person). While the law is called Work Health and Safety, it applies to volunteers as well as staff and is about providing a safe environment for everyone. Part of the risk assessment process is identifying hazards before and upon arrival at the camp. These could include hazards from your surroundings, from food/cooking, chemicals, insects or behaviours.

Having effective emergency and/or extreme weather procedures is a part of the risk assessment process. These risk assessments are to be given to the Church Council. It may also be good to summarise these in a short note to leaders and to have on hand at your camp site.

A sample risk assessment can be found on the next page. The general risk assessment forms can be found here: [sa.uca.org.au/human-resources/workplace-policies/hazard-management-policy-and-procedure](https://sa.uca.org.au/human-resources/workplace-policies/hazard-management-policy-and-procedure)

## Transport

If campers are being transported to or from KCO by someone other than their parent, the driver will need to fill out a **Driver's Declaration form**. Please also read the section on insurance on page 21.

This form can be found at KCO: <https://sa.uca.org.au/kco/group-coordinators/>

## Catering for campers

Your church or organisation is obliged to provide safe standards of catering for your group. Food preparation has many hazards which need to be risk assessed as a part of your complete risk assessment approved by your Church Council.

State government regulations apply to food handling. Please have your catering coordinator and cooks read the information on food safety when camping available at the Australian Government Food Standards website: <https://bit.ly/380PvVk>

## Fire safety in cooking

Cooking should occur at least two metres away from any tent. This decreases the risk of tents catching on fire and reduces the likelihood of overwhelming gas fume emissions. Cooking under a shade cover without walls is permissible. You will need to have easy access to a **fire blanket and fire extinguisher**.

Other things to note:

- In previous years, accidents have been caused by hot metal urns and boiling water. Please refrain from placing vessels with hot water in high traffic areas. Label water dispensers clearly (hot/cold) to prevent the occurrence of accidents.
- If power is in use, groups are asked to ensure circuits are not overloaded as there are only 15 amps available for use. If a circuit goes down, it affects everyone. Please do not overload the circuit.

For more info on event safety: [sa.uca.org.au/event-planning-guide/](https://sa.uca.org.au/event-planning-guide/)

**For more information on WHS and risk assessments contact the:**

WHS Coordinator, Wayne Booth, (08) 8236 4214

[whs@sa.uca.org.au](mailto:whs@sa.uca.org.au) [sa.uca.org.au/whs](https://sa.uca.org.au/whs)



**ACTION Complete all risk assessments, submit to the Church Council and ensure all leaders are familiar with them.**

- For KCO:
- Keep focus on your specific campsite eg. tents, food, children, adults... Use instructions on page 1.
  - The overall KCO program & venues will be risk assessed by the KCO office.

### GENERAL RISK ASSESSMENT – Cont'd

(page \_\_\_\_ of \_\_\_\_)

|                      |                            |  |                                 |
|----------------------|----------------------------|--|---------------------------------|
| Risk Assessment for: | <u>Your KCO Group Name</u> | (event/ activity/task, the equipment, plant or substance etc.) | Risk Assess No.                 |
| Workplace/Work Area: | <u>Adare</u>               | Assessment Date: ____ / ____ / ____                            | Review Date: ____ / ____ / ____ |

| Task/Activity or Issue and Hazards Identified<br><br>Some examples: | Risk Matrix Rating |             |         |       | What controls are already in place to manage what could go wrong? (i.e. the Hazard/s)   | What further action is required/could be implemented to minimise the risk?                                 | Who is responsible to implement the additional controls? | Using the risk matrix, re-rate the risk |
|---|--------------------|-------------|---------|-------|---|--|--|---|
|   | Likelihood         | Consequence | E/H/M/L | Score |   |  |  |   |
| Trip on tent ropes/pegs   | 3                  | 2           | M       | 6     | Use bunting on ropes.<br>Tell campers not to run around tents.  | Cover large tent pegs eg traffic cones   | Tent set-up Coordinator                                  | L                                       |
| Burn from urn/kettle/BBQ  | 2                  | 3           | M       | 6     | Urns/kettles at back of tables.<br>BBQ away from play area.   | Use drinking mugs with lids.<br>Campers collect food from table not BBQ.                                   | Cooks  | M                                       |
| Food allergy reaction or poisoning                                  | 2                  | 5           | H       | 10    | Use appropriate food handling and storage.<br>Inform cooks of allergy issues.<br><br>Cooks handle allergens separately.<br>Medication available (eg epi-pen). | Ensure cooks have read "SA Government Food Safety for Charities".<br>Ensure leaders informed of allergies. | Group coordinator  | M                                       |
| - Tent collapse/flooded   |                    |             |         |       |   |  |  |   |
| - Extreme weather   |                    |             |         |       |   |  |  |   |
| - Unwell leader   |                    |             |         |       |   |  |  |   |

Completed by (name): ..... Group Coordinator

Signature: ..... Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

In Consultation with (name): ..... Member of Church Council

Signature: ..... Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Risk Assessment Authorised by (name): ..... Church Council Chair or Secretary

Signature: ..... Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Privacy Act

The Uniting Church Privacy Policy was introduced in order to comply with the Privacy Amendment (Private Sector) Act 2012. The policy includes amendments effective from March 2014 and details the appropriate ways to collect, use, store and disclose information.

As an event of the Uniting Church, KCO is required to comply with the Uniting Church Privacy Policy. In turn, Group Coordinators need to ensure the personal information they collect upholds the Australian Privacy Principles (addressed by the Uniting Church Privacy Policy). The privacy policy of your church also applies. Group Coordinators not associated with a Uniting Church congregation should consult the relevant privacy contact person within the organisation supporting their group.

Please read the policy in full available here:  <https://sa.uca.org.au/safe-church/privacy-policy>

Specifically, the following are important to note for KCO:

- Sensitive information (such as health information) can only be collected if the individual (or a legal guardian) consents or if the collection is necessary to prevent threat to the life or health of any individual.
- You must take reasonable steps to protect the information you hold from unauthorised access, modification and disclosure, misuse and loss.
- All registration reports (sent before the event) will need to be stored carefully before, during and after the event. Group Coordinators must be able to access the registration information easily in case of emergency, but they must not be easily accessible to unauthorised persons.
- You must take reasonable steps to destroy or permanently de-identify personal information that is no longer needed. However, the information provided may be used for other activities of the church or organisation associated with each group after KCO: a condition on the registration details this. An opt-out clause has also been added to the registration, allowing individuals to request that their information not be used for any purpose beyond the KCO event.
- The enrolment forms also state that the KCO event will be recorded through visual images for historical and promotional purposes, and that these images may be used in electronic media or print materials. If any KCO participants, particularly campers under the age of 18, cannot be photographed, Group Coordinators are asked to ensure that all leaders are aware of the situation. This way the young person identified can be protected from having their photo taken. So that the individual's image is not used in any promotional material, Group Coordinators are asked to notify the KCO Office via email at [KCO@sa.uca.org.au](mailto:KCO@sa.uca.org.au).

**For more information on privacy, contact the privacy officer in your church or:**

Synod Privacy Officer, Sue Page

(08) 8236 4206

[privacy@sa.uca.org.au](mailto:privacy@sa.uca.org.au)

<https://sa.uca.org.au/safechurch/privacy-policy>



### ACTION

- **Maintain privacy of the registration forms and any lists you make from that information.**
- **Inform KCO office of any individual whose image is not to be used in promotional materials.**

## Insurance

There is some insurance cover in place regarding personal accident and injury and public liability.

Please note that personal items and items on loan (anything that is not owned by your church - including tents, marquees, BBQ/cooking equipment) **are not covered** under this policy. Please have everyone check with their personal insurers in regards to these items.

Please also note that while there is some cover for church-owned vehicles, privately owned vehicles remain the responsibility of the owner who should check with their insurer for any concerns.

## Any specific queries or concerns should be directed to:

Insurance Services  
Tony Phillips or Susanne Alley  
(08) 8236 4222  
[insurance@sa.uca.org.au](mailto:insurance@sa.uca.org.au)

## Wet/windy weather

KCO is an outdoor event and it is highly recommended that groups are prepared to camp in wet/windy conditions.

If necessary, the program will be adapted. Announcements will be made via SMS to Group Coordinators and alternates.

## Extreme weather

If extreme weather is forecast, the KCO team will make a decision about whether to cancel all or part of the KCO program. This decision will be communicated to Group Coordinators and alternates in a timely fashion by email, SMS or both.

If during the event the weather is deemed extreme, the KCO team will decide whether to cancel the remaining part of the KCO program or to shelter-in-place. Announcements will be made and SMS will be sent to Group Coordinators and alternates. All groups will need to immediately comply with instructions.

## Emergency on site

If an emergency occurs during KCO, the emergency evacuation plan will be put into action. All groups will need to move to the emergency evacuation point shown on the map immediately.

Group Coordinators and alternates will be notified via SMS and announcements.

In the event of a security incident requiring a lock-down to be implemented, people will be directed by the KCO team to assemble in a safe indoor area.

More emergency information is located on page 29.

# Sign up process

- Letter to Church Councils:** All Church Council Chairs and Secretaries will receive a letter by email asking them to nominate a Group Coordinator for KCO. This will serve as an intention to attend.
- Screening and Authority:** All leaders and junior leaders must have a WWCC (see page 23). Church Councils must approve your group's participation in the event as well as all leaders.
- Registration of leaders and campers:** Leaders and legal guardians of campers will use a link to enter all of their information into the online system.
- Group requirements survey:** Group Coordinators will fill out a survey to indicate their logistical needs for KCO.
- Confirmation of registrations:** Group Coordinators will also need to sign a declaration that all attendees are known to the Church and that all leaders have been approved by the Council. This will be done at check-in on the first day of KCO.

KCO 2020 - Church Council Response  
Please complete by Wednesday 29 January 2020  
Please note: if the survey does not submit, please fill in all of the missing fields.  
\* 1. Church or organisation name  
\* 2. Your name  
First name  
Last name  
Email address  
Mobile phone number

## Church Council Response

Application for Screening Check through the Uniting Church  
Please note that all Department of Human Services checks must be completed by the individual online. Once this application has been processed by the Screening Services Unit, applicants will receive a link via the supplied email address. Safe Church Congregation Letters will be prepared to assist these without internet access.

\* Required  
1. Title \*  
Select your answer  
2. Legal First Name \*  
Enter your answer  
3. Legal Middle Name(s)  
Enter your answer  
4. Legal Last name \*  
Enter your answer  
5. Date of Birth \*  
Enter date directly into the box below (using the format dd/mm/yyyy) or click the calendar icon - choosing the year of birth first, followed by month and then day.  
Please input date in format dd/mm/yyyy  
6. Email Address  
Orf and use this email address for all correspondence

## Screening & Authority

Requirements Survey  
8 March 2020  
Please note: if the survey does not submit, please fill in all of the missing fields.  
\* 1. Church or Groups name  
\* 2. Group Coordinators Details  
First name  
Last name  
Email address  
Mobile phone number  
\* 3. Anticipated set up (Time/day)  
\* 4. Anticipated arrival of campers (Time/day)  
\* 5. Does your group require bus parking?  
\* 6. Details of your site  
\* 7. Other  
Group Requirements Survey

KCO Camper 2020  
THURSDAY 19 MARCH 2020 - 1.30PM  
AGASSI CAMP AND CARRIER PARK  
28 WENTWORTH, MELBOURNE  
REGISTER NOW

Parent Information  
Please note all the communication goes through the [www.unitedchurchofaustralia.org.au](http://www.unitedchurchofaustralia.org.au) website.

An AGO 2020 camper is a person registered to camp with Children Check Online in association with the Safe Church Body of Companies. If you do not have a current AGO, then please go to [www.unitedchurchofaustralia.org.au](http://www.unitedchurchofaustralia.org.au) and complete and apply online. You will then be able to obtain an AGO ID. Please do not pre-book camping without an AGO ID. Please do not pre-book camping without an AGO ID.

These links can be used to register on [www.unitedchurchofaustralia.org.au](http://www.unitedchurchofaustralia.org.au) and obtain an AGO ID.

Registration

| EARLY BIRD CAMPER & SET-UP PER PERSON (NO GST) | CAMPER REGISTRATION & \$30.00 PER PERSON (NO GST) | CAMPER LATE REGISTRATION & \$67.50 PER PERSON (NO GST) |
|--|---|--|
| \$57.50  | \$62.50   | \$67.50  |

Promote  
rego links

# Sign up process: 1 & 2 Screening & Authority

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## 1. Letter to Church Councils with form

Letter to Church Councils: All Church Council Chairs and Secretaries will receive a letter by email asking them to approve your group's participation and to nominate a Group Coordinator for KCO. They will need to complete this form: <https://www.surveymonkey.com/r/kco2020churchcouncil>

Once this form has been completed, your church group will be added to the registration system for leaders and campers to nominate that they are a part of your group.

## 2. Screening and Authority

The safety of children at KCO is our highest priority. All persons who are not registered as a camper present at KCO are required to have Working with Children Check. This not only complies with the Uniting Church Duty of Care policy but with the new Child Safety (Prohibited Persons) legislation.

This process must be completed by early March. In some cases, it can take up to six weeks to complete the Working with Children Check part of the Screening and Authority process. It is strongly advised that you have standby leaders available and with active Working with Children Checks. Having these people in place will relieve you from any last minute panic if a leader has to pull out or has not received their WWCC in time.

**Reminder:** At KCO 2020, anyone 14 & above is required to have a Working with Children Check (WWCC) in accordance with the Safe Church Duty of Care policy. If you do not have a current WWCC, then please go to the following link and complete an application ASAP. You will not be able to attend without an active WWCC. **We will not be accepting UC Ref ID's.**



<https://sa.uca.org.au/safechurch/screening>



**ACTION** Leaders need to have a current WWCC and be approved by Church Council.

# Sign up process: 2 Registrations

## 2. Registration of leaders and campers by Wednesday 13 March 2020

Early bird registrations close Feb 12th.

Registrations close March 11th.

Leaders and parents of campers will use the following links to register:

Campers: [Events.sa.uca.org.au/kids-camp-out/2020-camper](https://events.sa.uca.org.au/kids-camp-out/2020-camper)

Leaders & junior leaders: [Events.sa.uca.org.au/kids-camp-out/2020-leader](https://events.sa.uca.org.au/kids-camp-out/2020-leader)

The registration link will be available on the website, Facebook page and in an email update.

These links will need to be forwarded to all participants.

Leaders and parents/legal guardians of campers/junior leaders will need to register themselves and their campers individually online.

Parents can find the Parent Information booklet here:

<https://sa.uca.org.au/kco/parent-caregiver-information>

Before you register, please note:

- Online registrations will work on any device.
- All camper and junior leader registrations must be completed by a parent or a legal guardian. This will be confirmed by the Group Coordinator at Check-In at KCO.
- All leaders require Working with Children Checks.
- All medical, dietary and special requirements will be entered.
- Every registration requires two emergency contacts of which one must not be attending the event.
- Registration payment is due at the end of the form.
- Half-finished forms cannot be saved.

When registering:

- Follow the prompts to complete the registrations.
- Agree to the terms and conditions for each registration.
- Enter the details of the person paying.
- Enter the details of the credit card you are using to pay.
- You will receive a confirmation email. This email is your tax invoice. KCO event registrations do not attract GST.



**ACTION** Encourage leaders and parents to register as soon as possible.

Please note: Scroll down or use the menu to find Information and the link to go through to the Registration page.

# Sign up process: 4 Group Requirements,

## 4. Group requirements survey by Wednesday 4 March 2019

Group Coordinators will fill out a form to indicate their logistical needs and space requirements at KCO. This form helps the Events Office determine site allocations. The group requirements form can be found here: [Group Requirements Survey>](#)

The due date for this survey to be completed is **4 March 2020**.

The screenshot shows a web-based survey form titled "KCO 2020 - Group Requirements Survey". At the top, there is a logo for "KCO" and the text "Please complete by Wednesday 4 March 2020". A note below states: "Please note: if the survey does not submit, please fill in all of the missing fields." The form consists of five numbered questions:

- \* 1. Church or Groups name: [Text input field]
- \* 2. Group Coordinators Details:
  - First name: [Text input field]
  - Last name: [Text input field]
  - Email address: [Text input field]
  - Mobile phone number: [Text input field]
- \* 3. Anticipated set up (time/day):  
KCO [Text input field]
- \* 4. Anticipated arrival of campers (time/day):  
[Text input field]
- \* 5. Does your group require bus parking?
  - Yes
  - No

At the bottom, there is a note: "If yes, please provide details regarding the size of the bus" followed by a text input field.

## 5. Confirmation of registrations

Group Coordinators are required to check in on arrival at KCO. They will be required to sign a declaration that all attendees are known to the Church and that all leaders have been approved by the Church Council. This will be done at check-in on the first day of KCO.



## Offering

The KCO Team sees giving as an important part of being a Christian - giving regularly and generously is an act of worship, as well as a response to God's love, generosity and sacrifice for us all. Half of the offering will go toward future KCO events and financial support for groups to attend KCO. The other half will be donated to a cause or organisation chosen by the children at KCO. The campers will vote on which cause or organisation they would like to receive half of the offering using designated envelopes received with the participant kits.

## Participant Kits

There are two kits that Group Coordinators will need to collect for every camper, sibling, adult and junior leader:

1. iron-on transfers, envelopes for offering with voting options and wristbands can be picked up at the Dress Rehearsal 29 February or from the Synod/Uniting College offices between Monday 2 - Wednesday 18 March 10am-4pm. Rural churches may have them posted.
2. diaries and badges will be issued at KCO check in.

**Pick Up Locations**  
**West - Uniting College**  
**CBD - Synod Office**

Please return surplus kits in good condition to Admin at KCO as early as possible.

## Registration reports

After the close of registrations, all Group Coordinators will be emailed a comprehensive spreadsheet with all of their attendees details including medical, dietary requirements and permissions. Group Coordinators may keep this digitally or print it out, but it needs to remain safe from unauthorised persons while being accessible at KCO (see page 20.)

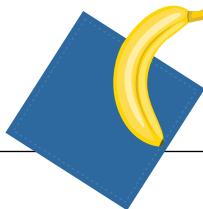
## What campers need to bring

A list of items that campers and leaders need to bring is included in the parent information booklet.

## What to leave at home

Valuables such as ipads, laptops, phones, large amounts of cash etc should all be left at home.





## Planning and setting up the campsite

Your group will be setting up a campsite for all of your campers. This may include tents, caravans, or cabins or dormitories (if available). You may also be setting up BBQs, marquees, trestle tables, etc. All sites are powered sites. (Groups are asked to ensure circuits are not overloaded as there are only 15 amps available for use.)

Plan how your campsite will look and whether members of your group will arrive early to set up (either on Friday 20 March after 3pm OR on Saturday morning) and make requests on the **Group Requirements questions in the online registration**.

Be sure to plan how people will travel to/from the venue for KCO and who will transport all of the camping equipment.

Additional items to consider:

- Food and equipment hire costs. Consider the ways that these might be covered. We suggest splitting these costs amongst the leaders and children within your group, adding this cost to their registration fee.
- Ask your congregation if they have equipment your group can borrow.
- Invite the church to donate food items or sponsor individual campers.
- Share what you're doing with your local butcher/fruit and vegetable shop/supermarket - many groups have been provided discounts from generous businesses.
- Please see the notes on risk assessments in the section on Safety.

### Site allocations

Please provide accurate information on Group Requirements survey about what you will be bringing. If you wish to be located next to another group please give details on registration. Reasonable requests will be accommodated wherever possible. Site allocation information will be delayed if groups do not provide site information on time. Site allocations will be completed by 18 March 2020.

The [Group Requirements survey](#) needs to be finalised by Wednesday 4 March 2020.

### Medication

Parents will need to inform leaders of the medication plan for their child(ren). This may require medication of campers to be held by leaders and/or for leaders to empower the campers with their medication management. Leaders need to be aware of the responsibility to:

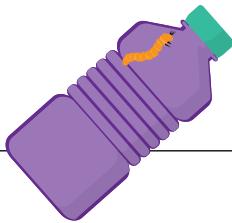
- maintain this medication in a secure manner (so that it cannot be stolen or overdosed)
- be available to distribute the medication to campers when needed

Group Coordinators need to have a medication plan that all leaders follow.

#### ACTION



1. Keep the site plan.
2. Keep all registration reports easily accessible, yet safe.
3. Keep all risk assessments easily accessible.
4. Complete Group Requirements questions
5. Create a medication plan, if needed.



## Upon your arrival

Check in at Admin from 10:30am-12:30pm Saturday

- Bring details of your final numbers for check in.
- Be ready to pay for any extra people attending.
- You will receive a Group Coordinator's kit if you haven't already.
- Please check that the numbers are sufficient for your group (site passes, wrist bands, lanyards, etc).
- Keep your mobile phone switched on for the duration of KCO.

Distribute site passes, wrist bands, and more

All children, leaders and team members (everyone) attending KCO will be provided with a wristband to wear throughout the event. This is an added safety measure so staff and volunteers can easily identify KCO attendees.

Also give everyone a KCO badge and a diary, these are provided in the kit. Additional may be available.

Group Coordinators are asked to ensure all group members are wearing site passes and wristbands by the time they attend opening celebration. Please return any unused kit items to Admin at KCO.

## Late Arrivals/ Early Departures

All unclaimed site passes must be returned to Admin before opening worship, even if some group members are expected to arrive late. Group Coordinators are asked to ensure that any children arriving late to KCO enter via the Welcome Team tent. A team member will greet them, provide the child with a site pass, and assist with finding their group.

All arrivals and departures during the course of the weekend will need to report to the Welcome Team tent to sign in/sign out.

Ensure your children and junior leaders are picked up by the appropriate person on completion of KCO.

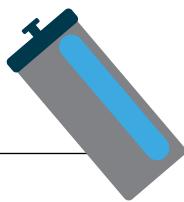
## Traffic

Information about where to enter both campsite venues, where to drop off children, how traffic will flow and where to park is on the map on page 31.

### ACTION



1. Bring details of final numbers for check in.
2. Pay for last minute campers or leaders.
3. Ensure that Children's and Leader's registration forms are kept safely (privacy), and are available for reference if required.
4. Return any unused kit items.



## Event Logistics Team (welcome, security, set-up/pack-up event program)

A team of volunteers will be available at KCO to assist with general security, traffic management and event logistic needs.

These volunteers can be identified by:

- a site pass with the words 'KCO Team' on it
- a purple wrist band
- a high visibility vest
- a purple site pass lanyard

In an emergency, these volunteers will give directions. These must be followed to ensure KCO is a safe environment.

Everyone is asked to assist in making the KCO environment a safe one. The KCO team asks that all leaders be vigilant and report any suspicious people to the "**Welcome tent**" (site 22 see map page 31) or a KCO volunteer. If someone is spotted without a site pass or wristband, they should be directed towards the "**Welcome tent**". However, only approach the person if it seems safe to do so. If concerned, attendees are asked to alert a member of the KCO team.

## Emergency Procedures

### Medical

At KCO seek assistance from Event First Aid staff as quickly as possible.

**If it is a life-threatening emergency call 000 immediately.**

1. Check for any danger to yourself before providing assistance.
2. Call out for help by shouting to anyone nearby to get assistance from Event First Aid.
3. First Aid staff will assess the situation and ascertain whether further medical attention is required.
4. Bring the casualty's emergency and medical information to Event First Aid tent.

If there is an emergency that requires ambulance transportation, all minors must be accompanied by an adult leader until the arrival of their parent/guardian.

### Emergency (repeated from page 21)

If an emergency occurs during KCO, the emergency evacuation plan will be put into action. All groups will need to move to the emergency evacuation point shown on the map immediately.

In the event of a security incident requiring a lock-down to be implemented, people will be directed by the KCO team to assemble in a safe indoor area.

### First Aid

Event First Aid staff will be present for the entirety of the weekend. In addition, each group's campsite should have a first aid kit and an appointed, trained first aid person.

### Medication

Parents will need to inform leaders of the medication plan for their child(ren). This may require medication of campers to be held by leaders and/or for leaders to empower the campers with their medication management. Leaders need to be aware of the responsibility to:

- maintain this medication in a secure manner (so that it cannot be stolen or overdosed)
- be available to distribute the medication to campers when needed

Group Coordinators need to have a medication plan that all leaders follow.



## Down from the mountain top (after KCO)

Thank you for the investment you have made in the lives of young South Australians - we hope it was an amazing time for you and your group. There are just a few final details to take care of:

- Share with your church about what happened at KCO.
- Thank your leaders, junior leaders, and everyone who supported your group.
- We highly value your feedback. We use it to improve KCO year-on-year. Please take some time to complete the Evaluation Form in your online registration account or leader's guide and return this to the KCO office before Wednesday 8 April 2020.
- Before Monday 30 April 2020, check the lost property list for any items your group may have left behind. Details of lost property will be posted online after the event. Any unclaimed items will be donated to charity.



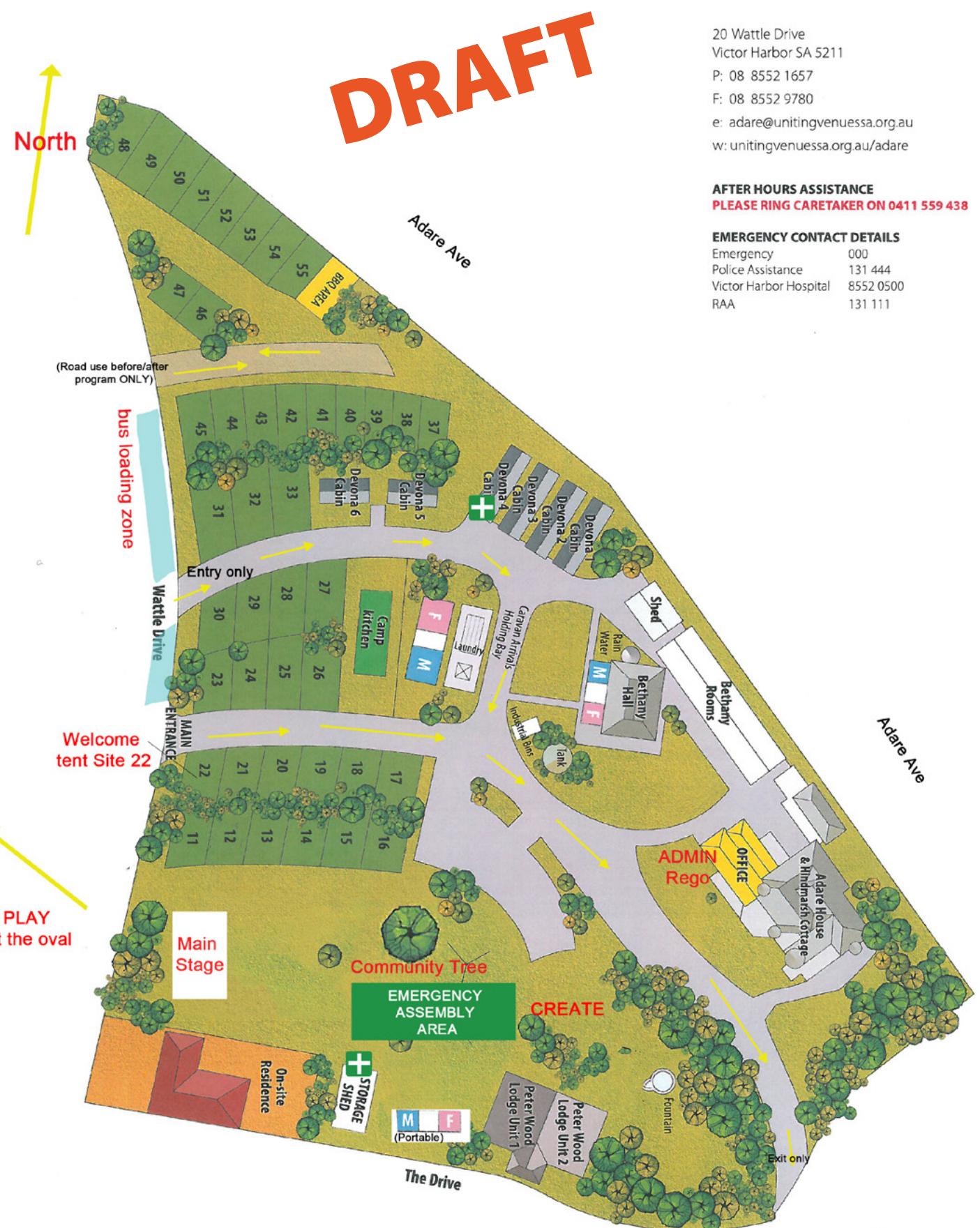
### ACTION

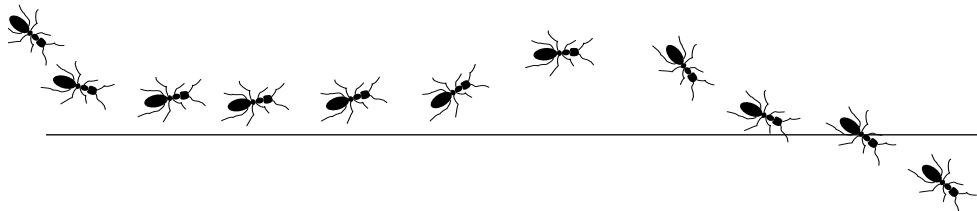


1. Tell the story of KCO
2. Thank those involved
3. Answer feedback either on paper or online
4. Check for any lost property by Monday 30 April 2020



Welcome  
- A Place to Belong





## Phone numbers during KCO:

### Event Staff

Mark Schultz, KCO Team Manager

 0412 031 191

Melissa Neumann, Program Director

 0419 850 544

Linda Vinall, Duty of Care Officer

 0429 922 338

**In an emergency, please ring 000 FIRST  
then Mark or Linda**

Advise that the entrance to KCO at Adare Camp and Caravan Park is accessible via 20 Wattle Drive, Victor Harbor.

### The vision for KCO is consistent with the Intergenerational Team Vision:

That campers become life-long disciples of Christ within missional families and faith communities.

The key purposes for KCO are to provide a safe environment, both physically and spiritually, in order to:

- work together across the UCA SA community, including UAICC community.
- provide an overnight camp of excellence for 7yr olds to year 7s.
- provide an opportunity to engage with the wider Uniting Church.
- inspire radical transformation in their communities.
- provide intergenerational leadership development in both local groups and for the wider event team.
- provide a mountaintop faith experience for children to grow in their identity as a beloved child of God/identity in Christ by providing a variety of deeply spiritual experiences.

**KCO is a drug and alcohol free event.**



The Uniting Church in Australia  
**Synod of South Australia**