



SWAN VALLEY
ADVENTURE CENTRE
Creating Inspiring Experiences

TEACHER'S GUIDE

WHY COME TO US? - OUR MISSION - OUR STAFF - BENEFITS FROM ATTENDING OUR CAMPS - ACTIVITY OUTCOMES - WHAT IS YOUR ROLE? - WHAT TO KNOW UPON ARRIVAL, WHILST ON CAMP, PRIOR TO LEAVING - ORGANISING CHECK-LISTS

The purpose of this guide is to assist organisers with the preparation of high-quality, safe and successful excursion days and overnight camps at Swan Valley Adventure Centre.

#WHY COME TO US?

The Swan Valley Adventure Centre has been creating inspiring experiences for adventurers since 2016. A short 30 minute drive from Perth CBD, we are a leading provider of outdoor activities in WA. Our unique, picturesque site provides schools with a broad selection of land, water and air activities for all ages and abilities. With onsite camp houses and catering, we can accommodate up to 250 guests. Understanding the need to keep the costs of your camp down, we provide packages to suit your budget.

#OUR MISSION

With a core desire to create a safe place of growth and enjoyment for all individuals, our team share and promote the same values: honesty, integrity, and respect. We provide a safe enjoyable environment for learning to take place. All our activities are linked up to the Australian Curriculum to design custom packages based on the desired outcomes. Our instructors facilitate programs in accordance with the philosophy of '**Challenge by Choice**' allowing participants to set their own success, without feeling pressured.

#OUR STAFF

In accordance with the Adventure Activity Standards and the Education Department guidelines, all Instructors have a current Working with Children Card and a Police check.

They also receive ongoing Instructor training for all activities covering emergency procedures and safe operating procedures. All water sports Instructors are also qualified and have a Certificate 3 or above in Outdoor Recreation/Leadership or an Australian Canoe Association Flat Water Guide qualification or equivalent.

All roping Instructors have Certificate 3 or above in Outdoor Recreation/Leadership or an Australian Climbing Instructors Qualification or Top Rope Climb on artificial surfaces (SISOCIA311) or Vertical Rescue training.

All equipment and structures are routinely inspected by competent staff including an external annual inspection by the Australian Rope Course Builders. We are also a current member of [Outdoors WA](#).

#BENEFITS FROM ATTENDING OUR CAMPS

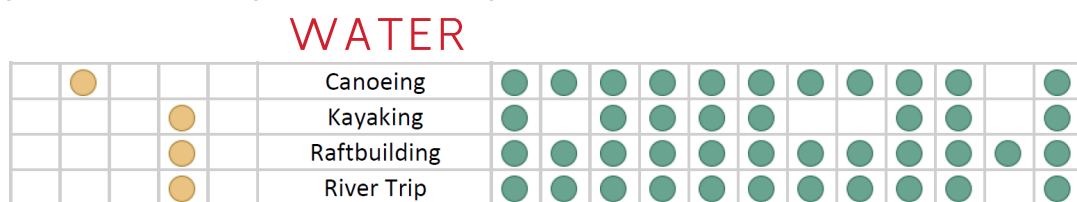
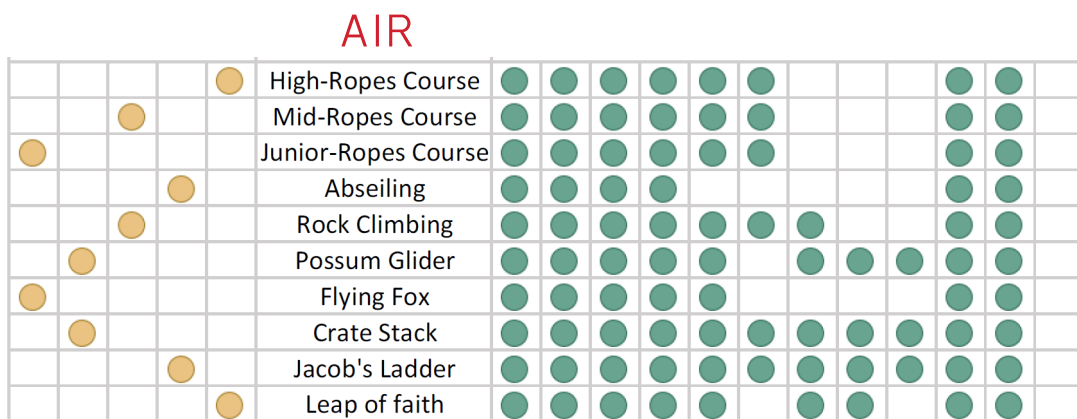
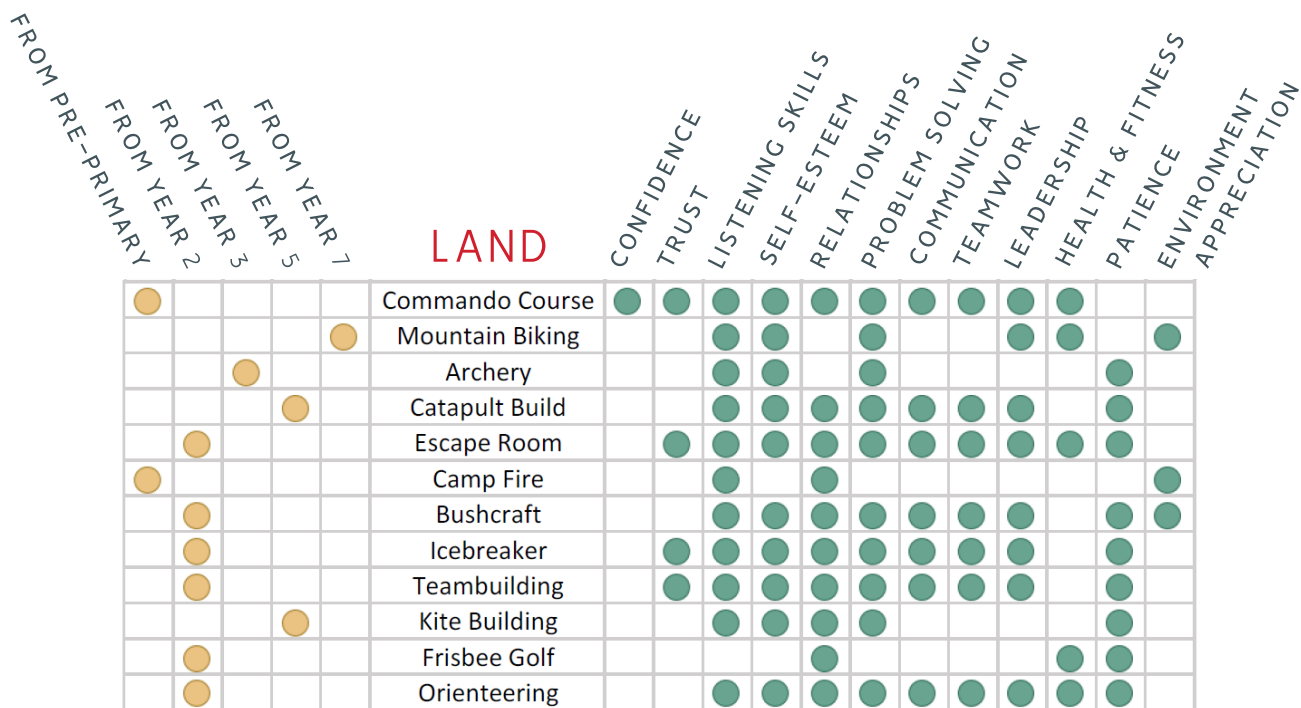
Overnight camps are a way for children to come together to have fun while learning lifelong lessons. It's also a great way for teachers to have time with their students to help them prepare for the year ahead or reflect on the past year. It's a useful tool to re-engage students who have been disengaged with school. Participants will develop various life skills in a unique environment different from their daily routines such as:

- ☒ Development of communication, interpersonal, leadership and cooperation skills
- ☒ Increased interest in accepting responsibility, organisation, self-discipline and independence
- ☒ Awareness and management of emotions
- ☒ Teamwork and collaboration
- ☒ Independent decision making and problem-solving
- ☒ Make new friends and develop relationships
- ☒ Increased environmental awareness
- ☒ Appreciation and empathy towards their parents

#ACTIVITY OUTCOMES

All our activities are linked to the Australian Curriculum, please enquire to receive details specific for your group. We are committed to encouraging maximum participation in a wide range of land, air and water activities.

In the chart listed below, you will discover what specific outcomes participants will learn while engaging in our outdoor programs and the most suitable activities to explore for your school year.



#WHAT IS YOUR ROLE?

Relax...we are here to support you!

We actively encourage teachers to participate in all activities that would help to build a strong rapport with the group and enjoy the experience for themselves. We expect teachers to ensure the following:

- ☒ Each activity group must have a teacher (supervisor)
- ☒ Ensure that the teacher knows how many children are in that group and their medical details
- ☒ Ensure students arrive before the activity session starts, are dressed appropriately and are ready to go
- ☒ Encourage students in a positive, non-frightening approach to the program
- ☒ Allow students the time to problem-solve or decision make while on activities to ensure their learning
- ☒ For any activity which involves a journey, the teacher will be required to take part in that activity with their group
- ☒ Oversee the behaviour of the group during your stay



We use the following respect model for all attending camp:



As a matter of safety, the SVAC team would remove anyone breaching this respect model from an activity or a camp after consultation with the teaching staff.

#WHAT TO KNOW UPON ARRIVAL

Teacher's briefing

When you arrive at the Swan Valley Adventure Centre, you will need to check-in at Reception to ensure all appropriate paperwork has been completed. We will talk you through your camp program (catering, activities, accommodation) to double-check everything is correct and advise on meeting times and places.

You will also be given a set of keys. These will open all of the houses and conference room doors that you have access to. **Camp houses are ready to check into from 3 pm.** Groups will be given access to a room to store any luggage until this time. Any lost keys will incur a replacement fee of \$160 per lost set of keys.

Whole group briefing

Your group will be given a site briefing by one of our staff members in the dining room or the main hall, **please plan at least 15 minutes for this to take place.**

#WHAT TO KNOW WHILST ON CAMP

The following are a few things to be mindful of when on camp.

Camp houses

Please be aware that furniture and bedding are not to be moved between or out of houses, mattresses are to be left on the beds and not used on the floors.

Rubbish

Wheelie bins have been provided in various locations for your use. These should be empty (or close to it) upon your arrival onsite. They will be emptied after you depart. Should you notice that your bins are becoming full, please inform a staff member who will ensure they are emptied. Please do not leave rubbish bags out of bins as the wildlife onsite will make a mess of them.

Toilets and shower

Each camp house has its own bathrooms with showers and toilets, some also have universal access facilities. We ask that after returning from the river, groups use the taps outside to remove any excess dirt prior to entering the houses. There are also toilets located around the site. If you notice the toilet paper supplies becoming low, please inform one of our staff members who will restock them.

Laundry facilities

Your group has access to a free-to-use washing machine and coin-operated dryer. Groups are requested to provide washing detergent for these machines.

Cleaning responsibilities and equipment

Each camp house has cleaning equipment. It is your group's responsibility to ensure your house(s) are kept clean during your stay. This includes any mopping of spilt liquids and removal of dirt and rubbish from the floors. Housekeeping will service toilets and common areas.

Audiovisual equipment

Every function room booking includes free WiFi, cabled internet (in selected rooms), whiteboards, flipcharts, lecterns, projector screen (if requested in the booking form). Audiovisual equipment needs to be hired prior to your arrival and pricing will be provided upon request.

Security and valuables

To ensure the safety of your valuables please ensure that you lock all houses whilst they are not being attended. Our camp houses include a safe and secure magnetic locking system. The camp takes all care however is not responsible in regards to lost items.

#WHAT TO KNOW PRIOR TO LEAVING

Departure time

We request that your group vacate the houses prior to 10 am. Should you require this time to be flexible please arrange this at the time of booking. We may be able to accommodate this however, due to operational requirements, we can not guarantee we will be able to extend these hours.

Lost property

Any lost property found during your stay or after your departure is collected and placed with our lost property. Uncollected goods are donated to local charities if they are not collected after two weeks.

Loss or breakage

Should anything be lost or broken please inform our staff members during your stay. Additional costs associated with repair or replacement may be charged.

Cleaning responsibilities

Although all houses are thoroughly cleaned prior to your arrival, to make our job easier prior to departure from the camp, your group will be required to do some simple clean up around the areas you have used:

- Sweep/vacuum all houses & bathrooms where needed
- Remove rubbish from all areas and place outside in the large bins
- Remove any lost property from houses
- Mop all spills in houses

Camp houses – linen

Please place the fitted sheet and pillowcases in the laundry bins provided.

The doona/quilt is to be folded and left in the laundry in the corridor close to the laundry bins.

Please return the pillows to the common room.

Please ensure that the mattress protector is left on the mattress.

Key return

As you leave the camp please ensure that you drop all keys at Reception. If checking out after hours, please talk to our Duty Manager prior to your departure to make arrangements for key return.

Payments

An invoice will be forwarded to your group two weeks before your stay with details of all accommodation, catering and program-related charges.

Feedback

Your feedback is really important to us as we seek improvement ideas and better ways to satisfy our adventurers. Please take the time to complete our survey which you will receive via email after your stay.

ORGANISING CHECK-LIST / GROUP LEADERS

ONCE YOUR CAMP IS BOOKED

Please contact our Activity Manager to discuss the various program options

Deposit invoice issued (to be paid within 2 weeks of issue date)

Confirm student numbers with our team plus any students with special requirements

Advise special dietary requirements

TWELVE WEEKS BEFORE CAMP

Date:

Check your student numbers to ensure your original estimate was realistic

Discuss catering options with our team – Menu can be found on our website: [click here](#)

Contact our office to discuss any changes to the various program options (express special needs if required)

Confirm accommodation requirements

Organise site visit (if not done so already).

THREE WEEKS BEFORE CAMP

Date:

Advise final number of students (final invoice to be issued based on this information)

Payment of final invoice to be made

Supply supervisory team information regarding roles, responsibilities and information regarding your camp program

Brief accompanying group leaders

Allocate students to groups as requested by the activity manager (camp programs have limitations in instructors to student ratios)

Allocate students to camp houses and provide bedding plan if requested

TEN WEEKS BEFORE CAMP

Date:

Confirm activity program with SVAC Team via email

Organise a supervisory team of school staff/adults for camp

ON ARRIVAL

Date:

Collect keys/info regarding your stay

Receive pre-camp brief

SIX WEEKS BEFORE CAMP

Date:

Distribute details of the camp to parents, including information for parents, excursion information letter, medical and consent forms

Begin collection of consent, medical forms and camp fees

ON DEPARTURE

Date:

Return all camp keys

FOUR WEEKS BEFORE CAMP

Date:

Ensure all consent and medical forms are completed and returned

POST CAMP

Date:

Complete our online post-camp survey sent via email

Discuss with staff the availability of your next booking

Other useful resources such as risk waivers, muster points and emergency plans can be found on our website: [click here](#).



ORGANISING CHECK-LIST / PARENTS & STAFF

GETTING READY FOR CAMP

Going on camp is exciting for most children but can be terrifying for others. It is important that parents talk with their children on a number of occasions to help them prepare for their camp experience. Please reassure them that they are in good hands and that the school and SVAC staff will take good care of them.

WHAT TO WEAR

Comfortable casual clothing

- T-shirts
- Long/short sleeved tops
- Mid-length shorts, full-length pants (required for all activities)
- Jumpers/jackets
- Pyjamas
- Underwear, socks
- Enclosed shoesx2 (required for all activities)
- Bathers, board shorts, rash vests

General camp footwear

- Enclosed shoes required for all activities
- Additional pair of shoes/runners (dry shoes will be required to wear in the camp houses, dining room and conference rooms)

Commando and Canoe courses

- Old t-shirt and mid-length or long length pants that can get wet/dirty
- Enclosed shoes that can get wet/dirty

WHAT NOT TO WEAR ON ACTIVITIES

- ☒ NO short shorts
- ☒ NO singlets
- ☒ NO thongs/ crocs/ sandals (including Commando and Canoe course)

WHAT TO BRING

- Towelx2 (beach and bath)
- Plastic bag (labelled for wet/dirty shoes and clothes)

Personal Items

- Toiletries (soap, shampoo, toothbrush, toothpaste)
- Sunscreen
- Hat and sunglasses
- Torch
- Waterproof jacket
- Insect repellent (roll-on)
- Small backpack
- Water bottle

Additional Items

- Sleeping bag, blankets, pillow and pillow slip*
- Personal medication (medical conditions and medications must be discussed with the camp leader)

STAFF ONLY

- First Aid kit
- Mobile phone, alarm clock, camera
- Relevant paperwork (student medical forms, emergency response document...)
- Whistle

WHAT NOT TO BRING

- ☒ Chewing gum
- ☒ Cigarettes, drugs or alcohol (designated smoking areas for staff ONLY)
- ☒ Valuables, new or expensive clothing (not recommended)
- ☒ Spray aerosol cans, use roll-on types if required

*Only if you chose the "bring your own linen" option. With "linen provided" option, fitted sheet, doona, blanket (seasonal), pillow and pillowcase are included. Please note that wet/ dirty clothing and shoes worn during activities are not permitted to be worn into the Dining Room, camp houses or conference rooms.

