



# Accompanying & Back Up Adult Information Pack for On-Campus (Cabin) Programs

Welcome to Outward Bound Australia and thank you for supporting young people by accompanying them on their journey of personal discovery. Whether this is your first Outward Bound program or your tenth we appreciate the big commitment and will support you any way we can. Please take the time to read through this information to help you to prepare, and share it with all other attending adults.

- All groups **MUST** have an accompanying adult from your school/organisation with them. Please assign 1-2 people (Accompanying Adults - see below) to each group for the duration of program. For continuity and the development of a functional and effective group dynamic, we require the accompanying adult/s remain the same for each group throughout program (please note, in extenuating circumstances back-up adults can step in)
- For programs with 3 groups or more, please ensure a back-up staff member (Back-Up Adults - see below) has been arranged. This is an adult from your school/organisation who is attending program, however will not be assigned to a group. For programs with 1-2 groups, this is not required, however you are welcome to bring a back-up adult if you would like.
- The person who has been liaising with the Outward Bound Client Manager should attend program as an Accompanying or Back-Up Adult, as this is the person most familiar with the program and its preparation.
- All attending adults are required to:
  1. Complete the Outward Bound Medical and Consent Form before its due date.
  2. Hold a current Working With Children Check (WWCC) FROM ANY STATE OR TERRITORY, and have their WWCC details on them during program.
  3. Pack the recommended items on our packing list.
  4. It is expected that all Back Up Adults have a vehicle (4WD preferred, AWD suitable) to allow for self-sufficiency.
- Please indicate which accompanying adults are formal members of Organisational staff, and which are attending in a volunteer capacity. Outward Bound requires an Organisational staff member be the primary point of contact on program. It is the responsibility of the organisation to ensure all attending adults have a current WWCC from any state or territory.
- Provide Outward Bound with your accommodation plan, including allocation of participants and attending adults to rooms and beds as per your school/organisational policy. Ensure all ratio and accommodation requirements are shared with your Client Manager as soon as possible. Please note: The School/Organisational staff hold full duty of care for participants overnight, with Outward Bound Group Leaders NOT providing overnight supervision for cabin-based programs.
- Check in with your Organisation's coordinator to ensure you have all the information about your group and program.
- **PHONES AND ELECTRONICS:** Please bring your phone with you on program, but note you may not always have reception! Outward Bound staff can advise on this when you arrive. As participants do not have their phones on program, please ensure your phone usage is considerate and discrete, away from participants.
- If something disappoints you, let our staff know as soon as possible. We'll do our best to fix it!

And lastly! ....

- Take a step back and let the young people show what they can do! Your presence on program should contribute to the achievement of the program outcomes, so please communicate openly with and show respect to the Outward Bound Group Leader/s and the program experience designed for your young people.



## ACCOMPANYING AND BACK-UP ADULTS

### ACCOMPANYING ADULTS:

Accompanying Adults are those assigned to a group who are moving through activities on/around Campus with the group. They work alongside the Outward Bound Group Leader/s to manage and support the participants, hence are involved in discussions, incident responses and behavioural management during program.

Please assign a maximum of TWO accompanying staff to each group you are bringing. This ensures a group dynamic effective for program outcomes can be maintained for the young people attending.

#### Responsibilities and Expectations of Accompanying Adults are:

- Positive role modelling of appropriate behaviour and assisting with participant discipline and pastoral care. This includes group behavioural management in alignment with our Participant Behavioural and Personal Competency Expectation Policy, accepted by participants in the Medical Form to ensure all participants abide by the Group Leader's instructions.
- Supervision of safety and hygiene practices – you are the Group Leader's second pair of eyes in ensuring that participants adhere to safety and hygiene instructions at all times.
- Supporting the participants by liaising between your Organisation and Outward Bound Australia.
- Assisting the Group Leader to facilitate the participants' development.
- Maintaining open, regular and professional communication with the Outward Bound Group Leader/s, and with the Back Up Adult, for the duration of Program about issues relevant to the group.
- Ensuring the group arrives on time each morning for activities, and are ready for meals in the dining hall during their allocated sitting.

#### Benefits of being an Accompanying Adult:

Being an Accompanying Adult provides opportunities to build on and reinforce learnings in a different environment; enjoy a much closer rapport and better understanding of the young people; learn new ways to inspire and encourage participants; soak up the fresh air in a beautiful, natural area and leave your screens behind!

### BACK UP ADULTS

Back Up Adults are those not assigned to a group, but rather act in a supporting/coordination role for multi-group programs. They work alongside the Outward Bound Program Coordinator to monitor and support the groups on program on Campus, and are available to substitute in should an Accompanying Adult need step away from a group. They also communicate where necessary between Outward Bound, their Organisation and participant guardians.

#### Responsibilities and Expectations of Accompanying Adults are:

- Ideally, the Back-Up Adult is also the person who has been liaising with the Outward Bound Client Manager in preparation for program, meaning they have been involved in conversations about the details of program since the beginning
- Support all Accompanying Adult staff and participants as needed.
- Replace any injured Accompanying Adults, or any who need to step away from their group.
- Communicate with your own Organisation and stakeholders, including participant guardians.
- Complete all paperwork required by Outward Bound.
- Have a general understanding of all participant needs, including specific medical conditions or dietaries requiring complex management during program.
- Positive role modelling of appropriate behaviour and assisting with participants discipline and pastoral care. This includes group behavioural management in alignment with our Participant Behavioural and Personal Competency Expectation Policy, accepted by participants in the Medical Form.
- Supported by accompanying adults, ensuring all groups arrives on time each morning for activities, and are ready for meals in the dining hall during their allocated sitting.

#### Benefits of being an Back-Up Adult:

Being a Backup Adult brings many benefits. You will be well-positioned to increase the impact of the program by taking the learnings back to your Organisation. You have the chance to visit each group and witness the individuality and team spirit in each group; and be a support for adults and participants. You will also experience the diversity of the activities associated with being a member of the Backup Team at Campus and form friendships in a working/living environment.