

LIFE CAMPS AUSTRALIA INCORPORATED

Discipline Policy

This Policy in relation to discipline sets out:

- when it might be appropriate to discipline a Camper;
- when it might be appropriate to discipline a Leader or Volunteer;
- options that might be appropriate when disciplinary action is required;
- grounds and process for taking disciplinary action against a Member.

This Policy applies to all disciplinary acts taken by Employees, Leaders and Volunteers of Life Camps Australia. It should be read in conjunction with the Code of Conduct and other relevant policies and procedures of Life Camps Australia.

GENERAL PRINCIPLES

- Life Camps Australia seeks to encourage, nurture and care for its Leaders, Volunteers, Employees and Campers by reflecting the love and relational principles modelled by Jesus. It promotes behaviour which is respectful and kind. It discourages behaviour which is self-centred and may cause harm.
- Life Camps Australia must take reasonable steps to ensure that its Leaders, Volunteers, Employees and Campers are aware of its Code of Conduct and various other policies and procedures as relevant.
- Leaders and Volunteers are required to set a good example, to encourage appropriate behaviour and to comply with the Code of Conduct and various other policies and procedures as relevant.
- If disciplinary action is necessary it must:
 - be a proportionate response taking into account all the circumstances; and

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- ▶ not cause humiliation or shame to the recipient.
- ▶ At no time is physical punishment or the threat of physical punishment of any kind permitted.

DEFINITIONS AND INTERPRETATION

Unless otherwise specified in this Discipline Policy:

- ▶ **Parent** includes the legal guardian of a Camper.
- ▶ Tasks allocated to the Camp Organisers may be delegated to a Leader, an Employee of Life Camps Australia or the Manager as appropriate. The Camp Organiser, however, remains responsible to ensure the task is completed.

DISCIPLINE OF CAMPERS BY LEADERS AT CAMPS

- ▶ If a Camper misbehaves, firm but gentle verbal correction should be the first response.
 - ▶ The words and tone must be respectful and age appropriate.
 - ▶ Campers should be given an opportunity to explain their actions.
 - ▶ It is essential that the Leader and Camper remain in an open space in the presence of other people at all times but, to the extent it can be, the content of the conversation should remain private between a Leader and the Camper.
- ▶ Where possible a Leader should try to redirect a Camper from their poor behaviour and encourage and promote good behaviour. Examples include:
 - ▶ “Hey, I need a hand here. Are you able to help me?”
 - ▶ “Let’s go and join the group over there”.
- ▶ Where there is repeated poor behaviour, a short period of ‘time out’ may be appropriate.
 - ▶ Time out needs to occur in a place where the Camper can be seen.
 - ▶ A useful guide for determining the amount of time out is one minute for each year of the Camper’s age.
- ▶ When a Camper is unresponsive or responds unsatisfactorily to reasonable requests to comply with a standard of behaviour which is respectful to themselves and others (including other Campers and Leaders) the matter should be reported to a person with greater authority.
 - ▶ Who the appropriate person to report to is will depend upon the circumstances. It might be a more senior Leader, a Cabin Co-ordinator, a Camp Mum or Dad or the Camp Organiser.
 - ▶ The key issue is that sometimes referral to another person is required in order to break the cycle of poor behaviour.



- If required, a Leader may request that a Camper be excluded from an activity. This must be done in consultation with the Camp Organiser to ensure that the Camper is otherwise occupied and safe during the period of exclusion.
- Parents will be advised of a Camper's poor behaviour by the Camp Organiser or the Manager. Depending on the circumstances this communication may occur during or after Camp. The parent may also be advised that the Camper might be sent home if the behaviour does not improve.
- If it is considered necessary to send a Camper home, that decision must be made in consultation with the Camper's Leader, the Camp Organiser and the Manager.¹
- When the Camper is a minor:
 - the decision to send a Camper home must be communicated to the parent of the Camper by the Camp Organiser or the Manager. That communication must include a timeframe in which the Camper is to be collected;
 - it is the responsibility of the parent of the Camper to make suitable arrangements to remove the Camper from Camp at the earliest opportunity (and in any event within the specified timeframe) and to advise the Camp Organiser of what those arrangements are;
 - the Camp Organiser needs to be sure that appropriate arrangements have been put in place and to ensure the Camper is handed over to the person nominated by the parent; and
 - the duty of care for the Camper remains with Life Camps Australia until the Camper is delivered into the care of the person nominated by the parent.¹

If a parent refuses or is unable to make suitable arrangements to remove the Camper from Camp in a timely manner, the Camp Organiser, in consultation with the Manager, must make suitable alternative arrangements taking into account all of the circumstances of the matter.

- When the Camper is not a minor:
 - the Camp Organiser needs to be sure that the Camper has put arrangements in place; and
 - the duty of care Life Camps Australia has for the Camper ends as soon as the Camper leaves the Campsite.

If the Camper refuses to leave in a timely manner, the Camp Organiser, in consultation with the Manager, must make suitable alternative arrangements taking into account all of the circumstances of the matter.

DISCIPLINE OF LEADERS AT CAMPS

- Leaders are expected to model kind, encouraging, inclusive and friendly behaviour and to comply with relevant policies and procedures including but not limited to the Code of Conduct.

¹ "the Manager" means the Manager of Life Camps Australia



➤ **If a Leader**

- fails to set a good example to Campers; or
- fails to comply with the Code of Conduct or relevant policies and procedures of Life Camps Australia

firm but gentle verbal correction by a senior Leader, the Camp Organiser or the Manager (as appropriate) should be the first response.

➤ **If a Leader**

- repeatedly fails to set a good example to Campers;
- fails to amend behaviour after correction;
- behaves recklessly including behaviour that does or might cause harm to themselves or others; or
- repeatedly fails to comply with the Code of Conduct or relevant policies and procedures of Life Camps Australia

that Leader may be asked to leave the Camp.

➤ **A decision to send a Leader home must be made in consultation with the Camp Organiser and the Manager.**

- Exclusion from a Camp does not necessarily prevent a person from being a Leader at a later Camp. However, the Camp Organiser must give very careful consideration to all the circumstances when deciding whether to include that Leader in their future team.

SERIOUS MISCONDUCT BY LEADERS AT CAMPS

➤ **If a Leader commits an act of serious misconduct the Camp Organiser, in consultation with the Manager, may immediately dismiss the Leader from their role at Camp.**

➤ **The following may be considered misconduct which justifies instant dismissal:**

- Theft, fraud or other dishonest acts;
- Gross insubordination including but not limited to ignoring or failing to follow a lawful and reasonable instruction given by the Camp Organiser;
- Assault in any form, on any Camper, Leader or parent or any other person while on the Premises;
- Use of abusive language;
- Skylarking;
- Sexual Harassment;



- Indecent behaviour; or
- Attending Camp under the influence of:
 - *alcohol; and/or*
 - *drugs that have not been medically prescribed; and/or*
 - *prescription drugs that have not been used in accordance with a medical prescription; and/or*
 - *using or possessing or consuming such substances while at Camp.*
- Gross neglect of duty of such character as to endanger Campers, Leaders, parents or any other person on the premises.
- **A Leader who is dismissed must promptly leave the Premises in accordance with the procedure for sending a Camper home set out above.**

DISCIPLINARY ACTION AGAINST A MEMBER

➤ Grounds for taking disciplinary action

Life Camps Australia may take disciplinary action against a Member in accordance with this policy if it is determined that the Member:

- has failed to comply with the Code of Conduct or the Constitution;
- refuses to support the Purpose of Life Camps Australia; or
- has engaged in conduct that is or might be prejudicial to Life Camps Australia.

➤ Disciplinary Subcommittee

- If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a Member, the Board must appoint a Disciplinary Subcommittee to hear the matter and determine what action, if any, to take against the Member;
- The Members of the Disciplinary Subcommittee may be Board Members, Members or a suitable third party (such as the pastor of the Member's church) but they must each be able to act impartially in the matter and not express bias against, or in favour of, the Member concerned.

➤ Notice to Member

Before disciplinary action is taken against a Member, the Secretary must give written notice to the Member stating:

- that Life Camps Australia proposes to take disciplinary action against the Member;
- the grounds for the proposed disciplinary action;



- the date, place and time of the meeting at which the Disciplinary Subcommittee intends to consider the disciplinary action (the Disciplinary Meeting);
- that the Member may do some or all of the following:
 - *attend the Disciplinary Meeting;*
 - *give a written statement to the Disciplinary Subcommittee at any time before the Disciplinary Meeting; and*
- the Member's appeal rights.

The notice must be given no earlier than 28 days and no later than 14 days before the Disciplinary Meeting is held.

➤ Decision of the Disciplinary Subcommittee

- At the Disciplinary Meeting, the Disciplinary Subcommittee must:
 - *give the Member an opportunity to be heard; and*
 - *consider any written statement submitted by the Member.*
- After considering written and verbal statements, the Disciplinary Subcommittee may:
 - *take no further action against the Member; or*
 - *reprimand the Member; or*
 - *suspend the membership rights of the Member for a specified period; or*
 - *expel the Member from Life Camps Australia.*
- The Disciplinary Subcommittee may not fine the Member.
- The suspension of membership rights or the expulsion of a Member by the Disciplinary Subcommittee under this clause takes effect immediately after the vote is passed.

➤ Appeal rights

- A person whose membership rights have been suspended or who has been expelled from Life Camps Australia pursuant to the procedure set out above may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- The notice must be in writing and given:
 - *to the Disciplinary Subcommittee immediately after the vote to suspend or expel the person is taken; or*
 - *to the Secretary not later than 48 hours after the vote.*
- If a person has given notice, a Disciplinary Appeal Meeting must be convened by the Board as soon as practicable, but in any event not later than 21 days after the notice is received.



- ▶ Notice of the Disciplinary Appeal Meeting must be given to each Member of Life Camps Australia who is entitled to vote as soon as practicable and must state:
 - ▶ *the date, time and place of the Disciplinary Appeal Meeting; and*
 - ▶ *the name of the person against whom the disciplinary action has been taken; and*
 - ▶ *the grounds for taking that action; and*
 - ▶ *that at the Disciplinary Appeal Meeting the Members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.*
- ▶ **Conduct of a Disciplinary Appeal Meeting**
 - ▶ At a Disciplinary Appeal Meeting:
 - ▶ *no business other than the question of the appeal may be conducted; and*
 - ▶ *the Board must state the grounds for suspending or expelling the Member and the reasons for taking that action; and*
 - ▶ *the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.*
 - ▶ After complying with the previous clause, the Members present and entitled to vote at the Disciplinary Appeal Meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
 - ▶ A Member may not vote by proxy at the Disciplinary Appeal Meeting.
 - ▶ The decision is upheld if not less than three quarters of the Members voting at the Disciplinary Appeal Meeting vote in favour of the decision.

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