

# **PEER SEXUALITY SUPPORT PROGRAMMME - TRAINING HUI**

## **POLICIES AND PROCEDURES**

**Education Unit, Auckland Sexual Health Service  
Auckland District Health Board**

### **Risk Analysis and Management Systems**

The training hui are held at several venues and all have a small risk factor. The reason for the decreased risk is that the majority of the hui is set up as a “workshop” style camp. However there are still risks associated with taking a large group of young people to a camp. A RAMS matrix sheet has been completed for each of these areas in the various venues.

### **POLICIES & PROCEDURES**

#### **Staffing**

- Overall staff/student ratio at hui will be no less than 1:5
- Staff will consist of 5 Education Unit members which includes the Education Unit co-ordinator, a certified first-aider, a caterer as well as 4 or 5 interagency or volunteer staff.
- All staff prior to attending hui go through a police vetting process and anyone found to have a criminal history will not be permitted to be involved in the programme.
- In the event that a staff member/s at hui require to leave due to illness or other unexpected event and the staff/student ratio of 1:5 can no longer be maintained the hui will be discontinued.
- All staff (except the caterer) are to attend staff meetings at hui to discuss any relevant issues and/or to debrief as necessary.

#### **Catering**

- The hui is fully catered by a fully vetted professional caterer.
- The caterer is notified of any dietary requirements and/or food allergies of students and staff 5 days prior to hui. All requirements are met where possible.
- If for any reason the caterer is unable to fulfil the duties required, due to illness or other unexpected event the hui will be discontinued.

#### **Parent/Caregiver Permission**

- No student will be permitted to attend hui without a signed parent/caregiver permission form.
- If a student arrives at hui without the appropriate permission the Education Unit Co-ordinator will contact the parent/caregiver directly by telephone to seek permission.

#### **Health Consent Forms**

- All students are required to provide a signed Medical Consent Form which includes information regarding health conditions, allergies and medication. These forms are given and viewed to the Nurse or First-Aider.

### **Transport**

- Transport to and from hui for students is by taxi shuttle van provided by the company Supershuttles.
- Students are picked up and dropped off at school and are notified of pick up and drop off times approximately one week prior to hui.
- The Education Unit Co-ordinator will have a list of all students travelling in which shuttle and has contact numbers for the shuttle service.

### **Visitors to camp**

- No friends/family/partners are permitted to visit students or staff while on hui unless prearranged with the Education Unit Co-ordinator.
- Any other visitors must be arranged in advance.
- If visitors turn up without prior knowledge of staff, a staff member must be informed who will in turn inform the Education Unit Co-ordinator.

### **Sleeping Arrangements and Curfew**

- Staff will sleep in designated staff chalets some of which are beside or near student chalets.
- Curfew is 10.30pm Monday, Tuesday and Wednesday nights and 11.30pm Thursday night.
- All activities and music will stop a quarter of an hour prior to bedtime and students will start bedtime preparations. Bedtime curfew means everyone in their chalets and lights out. Staff are to supervise and enforce curfew.

### **Smoking**

- Students and staff are not permitted to smoke at hui.
- If a student is found smoking the Education Unit Co-ordinator will be informed and a warning given.
- If a student continues to smoke after repeated warnings it is up to the discretion of the Education Unit Co-ordinator to suspend the student from the programme.

### **Alcohol, Drugs and Sexual Activity**

- For the safety of the students, and to foster the best possible learning environment, no alcohol, drugs or sexual activity is permitted.
- Automatic suspension will occur at the discretion of the Education Unit Co-ordinator.

### **Safety within camp grounds**

- Students will be made aware of safety concerns within the camp. Namely balustrades, slippery areas, and any other places where accidents could occur.
- Students are made aware of procedures and meeting point in the event of a fire at camp.

### **Leaving camp grounds**

- Students leaving the camp grounds must first inform a staff member to accompany them, then write their name, where they are going, time of departure and expected time of return on the whiteboard in the dining room. Staff leaving the camp must also fill in details on the whiteboard.
- Must be 2 or more people at all times.

- Staff must also notify another staff member if leaving the grounds.

### **Travelling in vehicles**

- All passengers must wear seat belts.
- No passengers extra to seating limits.
- Only designated or licensed drivers driving.

### **Accidents or Incidents Causing Harm**

In the event of an accident or incident causing harm the procedure to follow is:

- Follow initial procedure as set out in the Risk Assessment Matrix sheet if it applies.
- Inform the Education Unit Co-ordinator.
- Education Unit Co-ordinator organises medical assistance.
- Education Unit Co-ordinator then informs the appropriate person in the school as prearranged.
- If the school personnel cannot be contacted, Education Unit Co-ordinator will inform parents.
- Education Unit Co-ordinator will inform the Team Leader of Auckland Sexual Health Service.
- The accident/incident is to be documented fully.

### **Accidents or incidents not causing serious harm**

- Check for any health risk factors.
- Administer first aid as required.
- Fill in the “Record of Accidents or Incidents not causing harm” book.

#### ***Note:***

- i) No one has the right to talk to the media. All statements issued to the media will be done through the correct ADHB channels.
- ii) If a staff member is involved in an accident/incident causing harm, the Education Unit Co-ordinator is to be notified immediately and is responsible for notifying the Team Leader of Sexual Health Services, other employing organisations and/or family as required.
- iii) If the Education Unit Co-ordinator is not available at the time of the accident/incident or is the person involved, the most appropriate team member at the time will assume the co-ordinators role and notify people accordingly.

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