

# Adare Camp and Caravan Park



---

## Contents

Welcome .....	2
Emergency Management Plan and Contact Numbers .....	3
Risk Management .....	3
Local Rules (A to Z).....	4
Accidents & Incidents .....	4
Alcohol.....	4
Attendance List.....	4
Bedrooms.....	4
Campfire.....	4
Damage.....	4
Departure Duties .....	4
Environment .....	4
Fire Alarm.....	4
Fire Fighting Equipment .....	5
First Aid.....	5
Furniture.....	5
Meals .....	5
Meal Times.....	5
Noise.....	5
Respecting Others.....	5
Photocopy / Fax .....	5
Rubbish.....	5
Security .....	6
Smoking.....	6
Spray Aerosols.....	6
Wi-Fi.....	6
Programs .....	7
Annexes .....	8

- Annex A – Information Sheet for Guests
- Annex B – Departure Duties
- Annex C – Site Plan
- Annex D – Accommodation Plans
- Annex E – Terms & Conditions of Use
- Annex F – Child Protection Policy
- Annex G – Beyond Limits Activity Information

## Welcome

On behalf of the volunteers, staff and management of Uniting Venues SA (UVSA), welcome to the Adare Camp and Caravan Park. We trust that you have a safe, comfortable and memorable stay.

UVSA is a ministry of the Uniting Church SA and leading provider of camps, conferences and retreats for church, school and community groups within South Australia.

Our mission is to provide opportunities for exploring faith, fostering community, creative learning and leadership development through exceptional Christian hospitality.

UVSA has a team of approximately 100 permanent, casual and volunteer staff spread across five locations: Adare Camp and Caravan Park – Victor Harbor, Emmaus Campsite - Halbury, Nunyara Conference Centre - Belair, Tarooki Campsite – Robe and Thuruna Campsite – Tumby Bay. Each venue has a distinctively different character and is ideally suited for different types of groups and activities.

Beyond Limits Outdoor Education provides activity programs at each of our venues and beyond.

We are privileged to serve about 25,000 people every year. For many of these people this is their only face-to-face contact with the Uniting Church. Our aim is to ensure that each contact is a positive experience of exceptional Christian hospitality.

Again, we trust that you have an enjoyable time with us. Please assist us in our methodology of continuous improvement by completing one of our customer feedback forms.

**Matt Hutchinson**  
Interim Assistant Manager  
Adare Camp and Caravan Park

**Mark Lee**  
Group Manager  
Uniting Venues SA

## Emergency Management Plan and Contact Numbers

Adare’s Emergency Management Plan is available from the office and a copy is also located in the hallway on the ground floor in Adare house and in Bethany Hall.

- Adare Office – **08 85 521 657 (9am – 5pm, Monday to Friday)**
- **Adare After Hours – 0411 559 438**
- Fire / Police / Ambulance – **000**
- Police Assistance – **13 14 44**
- Victor Harbor Police Station – **08 8552 2088**  
(Not manned 24hrs)
- Poisons Information Centre – **13 11 26**
- Lifeline – **13 11 14**

## Risk Management

We ask that you help by respecting our Risk Management Guidelines.

- You are required to read and be familiar with the fire evacuation procedure.
- Whilst waiting for room allocation, all personal effects are to be stored in the nominated area.
- Heavy items are not to be kept on the top bunk.
- There is to be no running inside any accommodation area or corridor.
- Crockery and cutlery are not to be removed from the dining areas.
- Appropriate footwear must be worn at all times within the property.
- The shower and toilet facilities are wet areas requiring responsible and thoughtful use.
- No person under the age of 18 years is to leave the complex without adult supervision or permission.
- No ball games or other recreation activities are permitted in rooms, walkways, verandas, or near accommodation rooms.
- Road safety rules must be obeyed on roads within and adjacent to the property.
- No climbing on the ‘Low Ropes Activity’ (Survivor Challenge Course) without Beyond Limits staff supervision.
- Safety signs around the property are to be read and obeyed.
- Luggage of departing guests is to be stored in the nominated area.
- Swimming at the beach is under adult supervision.
- The breach of any rules is to be reported to an adult supervisor, teacher, or staff member.

## **Local Rules (A to Z)**

The following information is provided to help make your stay safe and enjoyable.

### ***Accidents & Incidents***

All accidents or incidents are to be reported to UVSA staff as soon as convenient.

### ***Alcohol***

Responsible consumption of alcohol by adults is permitted with the consent of the Manager.

### ***Attendance List***

A list of attendees (or accommodation plan) is to be provided on arrival.

### ***Bedrooms***

Please only use rooms that have been allocated. The fitted sheet, already on the bed, is to be used at all times. Beds, mattresses or sheets are not to be moved. Top bunks are not recommended for children under the age of 9 Years.

### ***Campfire***

Campfires are not to be lit at any time. A Fire Pit is available for hire during certain times of the year.

### ***Damage***

Please report damaged property and equipment. Groups are responsible for the cost to repair any damage caused by negligence.

### ***Departure Duties***

Groups are expected to complete duties at meal times and prior to departure (see Annex B).

### ***Environment***

To assist in conserving energy please minimize the use of water, electricity, air conditioning and heating.

### ***Fire Alarm***

In the event of a fire alarm, under the direction of group leaders, groups are to evacuate to the nearest evacuation assembly point (see Annex C) and await further instruction. If this occurs after hours, please contact the **Customer Service Officer on mobile 0411 559 438**.

***Fire Fighting Equipment***

Leaders are to be familiar with the position and use of fire-fighting equipment. Firefighting equipment is provided for the protection of people and is not to be tampered with at any time.

***First Aid***

First aid is the responsibility of the group. Please provide your own First Aid Box.

***Furniture***

If furniture is moved, please return it to where it was originally found.

***Meals***

Shoes MUST be worn in the dining room and please inform either the office or kitchen staff if you will be late for a meal.

***Meal Times***

	<b>Breakfast</b>	<b>M/T</b>	<b>Lunch</b>	<b>A/T</b>	<b>Dinner</b>	<b>Supper</b>
Adare Times	8.00am	10.30am	12.30pm	3.30pm	5.30pm	Left in meal serving area

Unless you have arranged for different meal times prior to your arrival, we ask that you adhere to the above times. If you know you are going to be late for any of the above meal times, please advise the kitchen as soon as possible.

***Noise***

Noise is to be reduced by 10:00pm and ceased between 10:30pm and 8:00am.

***Respecting Others***

Please respect the needs and privacy of other groups on site.

***Photocopy / Scan***

Photocopy and scan facilities are available at the office.

***Rubbish***

Please separate recycling goods from general waste and place in the appropriate rubbish bins.

## ***Security***

Please ensure that you lock all external doors and windows of your building at night time and when not in use.

During the day, it is advisable that you keep external doors and windows locked to your designated area(s) when not in use.

At night, please lock up meeting areas as follows:

**Adare House** – turn off sound system per instructions on cabinet; turn off lights; heating; shut windows; lock main doors.

**Bethany Hall** – turn off sound system per instructions on cabinet; turn off lights, aircon/heating; shut windows; lock doors.

**Cudmore Room** – turn off lights, ensure that all appliances and heating are turned off; shut windows; pull down roller doors; lock doors.

## ***Smoking***

Smoking is not permitted in any building or within fifteen metres of an open door / window.

## ***Spray Aerosols***

Spray deodorant and hair sprays, etc. are **only to be used in bathrooms with doors shut**.

## ***Wi-Fi***

Free Wi-Fi is available for guests. Simply connect to the ‘UVSA Wi-Fi’ network. The password is available on request from Reception during office hours or from your Customer Service Officer.

## **Programs**

### **Adventure Programs**

Adare provides a broad range of Outdoor Education activities designed to promote participation, communication, teamwork, leadership and initiative. All activities are designed to meet the essential learning outcomes of the South Australian Curriculum Standards and Accountability framework and will always be appropriate to the age, skills and experiences of the participants (see Annex G).

### **Expedition**

Our expeditions are held at Deep Creek Conservation Park. Students are introduced to hiking in a safe and controlled environment. Students hike with day packs (not rucksacks) and camp overnight in designated campgrounds (with toilet facilities). All equipment is provided and food / meals can be provided too.

### **Social Justice**

Our Social Justice programs are held at Nunyara Conference Centre (Belair) and provide exposure and hands-on experience to a range of issues such as:

- Homelessness
- Refugees and asylum seekers
- Disability services
- Children in need

### **Aboriginal Studies**

Our Aboriginal Culture programs are held at Nunyara Conference Centre (Belair). Students learn about local Aboriginal Culture and participate in a range of workshops including:

- Welcome To Country
- Painting
- Basket weaving
- Dance and music

## Annexes

- Annex A – Information sheet for Guests
- Annex B – Departure Duties
- Annex C – Site Plan
- Annex D – Accommodation Plans
- Annex E – Terms & Conditions of Use
- Annex F – Child Protection Policy
- Annex G – Beyond Limits Activity Information