



## Schools Volunteering with BlazeAid

1.

### PROCESSES & EXPECTATIONS

This document provides an overview of the processes and expectations for schools participating in BlazeAid volunteering programs. It is designed for school leaders, coordinators, supervising teachers, and support staff preparing students for a safe and meaningful volunteering experience.

**PROGRAMS:** Two types of programs are available, each offering different levels of involvement

- Overnight/multi-day volunteering inc. camping (pages 1-4)
- One-Day volunteering (pages 1,5-7)

*Daily schedules may be adjusted due to weather. BlazeAid Coordinators and School Supervisor will jointly decide any changes to the daily program.*

*Please note that specific arrangements may vary slightly between BlazeAid Camps, so schools are encouraged to confirm details with the local Camp Coordinator.*

**BEST SUITED FOR:** School groups (recommended Years 9–12 or as determined by the school)

**INSURANCE:** Our insurance policy only covers children 12yrs or older. All volunteers are required to have an adequate level of English proficiency (both spoken and comprehension), as our insurance policy requires that all volunteers are able to understand and follow instructions provided by the coordinator and team leaders

### SCHOOL RESPONSABILITIES:

- Provide required supervision ratios (1 adult per 5 students)
- Organise transport
- Ensure student supervision at all times
- Coordinate with the BlazeAid Camp Coordinator before arrival.

*Supervisors must remain with student groups at all times (transport, meals, & onsite work)*

**FITNESS:** It is the School's responsibility to ensure students are medically fit to participate in outdoor manual labour tasks.

**OH&S:** All volunteers must follow BlazeAid's on-site safety briefing and OH&S procedures. BlazeAid Team Leaders supervise all work and allocate tasks that are appropriate for student ability & safety.

### BEHAVIOUR EXPECTATIONS:

- Respect farm owners and their sensitive information
- Respect for BlazeAid's equipment
- Stay in assigned work zones, always working with your 'buddy'
- Follow supervisor and team leader instructions

*BlazeAid is a no-alcohol, no-vaping environment for all students and supervisors*

*NB. Under no circumstance will requires specific training to operate*



*mitted to use machinery or equipment that ion & approval by the Camp Team Leader*

## **OPTION 1: SCHOOL GROUPS CAMPING OVERNIGHT (OR LONGER)**

**2.**

### **WHAT TO EXPECT**

#### **At Camp:**

- Camp venue can be very basic but there are always showers, toilets, and dining areas with all meals supplied for the volunteers
- Volunteers of all ages and abilities are all working for the same aim of helping out
- Early starts to each day especially if hot weather predicted
- Muster (tool-box) talk **and Safety briefing** every morning is compulsory
- Be prepared to pitch in and help out regardless – BlazeAid is a team effort!
- Great friendships are made, many interesting stories & experiences are shared
- Volunteers enjoy interacting with international volunteers who are helping whilst on a Working Holiday Visa in Australia

#### **Tasks that BlazeAid volunteers MAY be involved/assist with:**

- Admin support at the Camp office
  - Taking phone-calls on the Camp mobile & noting down messages
  - Helping with data processing
  - Filing and sorting information
  - Inserting information into the inventory and data base
  - Assisting with the daily compiling of teams & leaders
  - Assisting the Camp Co-Ordinator when and where possible
- Kitchen support at the Camp
  - Preparing and cooking food
  - Washing dishes
  - Setting up & putting away at the food servery
  - Sorting & storing donated & purchased foods
  - Tidying & cleaning the dining areas
  - Keeping food supplies in fridges and deep freezers in order
- Fencing trailers maintenance - at the end of each and every working day.
  - Ensuring all equipment is clean, refuelled, recharged & ready to go
  - Ensuring saws, axes & chainsaws are sharpened
  - Ensuring all equipment with wooden handles has wood oiled
  - Checking all extension cords for splits, cuts or loose plugs & repair if needed
  - Ensuring all ropes, extension cords are all wound up neatly and stored correctly
  - Check for any damaged extension cords, equipment & report to the Camp co-ordinator
  - Cleaning out the trailers of any rubbish or excess materials
  - Checking the inventory to ensure all items are in the trailer and ready to go
  - Checking all trailers & tow vehicles are locked up securely at the end of every day
- Working on the affected property
  - Clearing the debris from the affected fenceline
  - Rolling up the damaged wiring
  - Helping remove the piles of damaged fencing materials
  - Placing new star droppers along the fenceline
  - Helping erect posts and end assemblies
  - Stringing out wires along the new fenceline & securing to the new posts
  - Tidying up and sorting out fencing materials
  - Helping team members out – many hands make light work

*NB No volunteer will be permitted to use machinery or equipment that requires specific training to operate without full Accreditation & approval by the Camp Team Leader*



## **OPTION 1: SCHOOL GROUPS CAMPING OVERNIGHT (OR LONGER) cont.**

**3.**

### **PROCESS OF APPLICATION TO VOLUNTEER:**

- 1) Check the BlazeAid Website [www.blazeaid.com.au](http://www.blazeaid.com.au)
  - Get Involved→Current Camps
  - Click on any of the listed camps for further details inc. Camp contact numbers.
- 2) Connect with the Co-Ordinator of the BlazeAid Camp nearest /most convenient to your School.

*Please check with the Camp Co-ordinator to confirm the following details are relevant to that particular Camp.*

### **The school will be required to:**

- SUPERVISION: Supply a minimum of 1 adult per group of 5 students attending the Camp for the entire time of that group whilst attending the Camp including working on farming areas
- ACCOMMODATION: Supply tents or accommodation (check if Camp has any donated accommodation or swift shelters available that may be supplied) for all students & supervisors
- TRANSPORT: Supply transport to & from farm venues each day for students and supervisors

### **Meals**

- Meals are provided for volunteers, but please bring your own snacks
- Breakfast and nourishing two-course evening meals are provided by BlazeAid (with support from local community groups) at the basecamp
- If the families you will be working with are able to do so, they *may* offer to provide morning tea and lunch for volunteers each day
- Otherwise, BlazeAid provides food for you to make your own sandwiches to take with you
- If you have special dietary needs, you will need to bring your own food if you are unable to eat the meals provided

### **Personal Gear:**

- Bedding (Sheet/doona/pillow case/PJs), pillow
- Toiletries (including Towel/face towel)
- Snacks
- Water bottle
- Personal medication
- Sunscreen, insect repellent

### **Clothing Requirements**

- Long sleeves & long pants
- Sturdy enclosed footwear/thongs for showers
- Broad-brimmed hat
- Optional fly veil

*Please Note: it is not a requirement for BlazeAid volunteers to hold a Working With Children Check.*



## OPTION 1: SCHOOL GROUPS CAMPING OVERNIGHT (OR LONGER) cont.

4.

### DAILY PROGRAM (example only):

- 6am – 6:45am: Breakfast for all volunteers & also prepare own snacks/lunches time
  - Students with allergies or specific dietary requirements to take their own snacks/lunches. BlazeAid will supply drinking water.
- 6:45am: School volunteers & all other volunteers arrive at the Muster talk **and Safety briefing**
  - *Everyone must be wearing appropriate clothing and shoes etc.*
- 6.45am: The BlazeAid Team Leader will present the Muster talk **and Safety briefing** at the Camp location to explain the OH&S standards, & outline the proposed work for the day etc.
  - BlazeAid Safety vests, protective glasses & safety gloves will be supplied at Muster talk.
- 7:15am: Students & School supervisors move into allocated teams & will be dispersed to their work zones in transport supplied by the School
  - All Volunteers are to work at the designated farm in allocated teams until 2-3pm depending on weather & circumstances on the day
- 3pm: Students complete the working program & to return to the Camp in School transport

*As a Thank-You for their contribution, all Student volunteers will receive a BlazeAid Pin of Appreciation*

### Safety/Risk Disclaimer:

Contact BlazeAid if you would like our Risk Analysis/OH&S Documentation. All activities are voluntary and subject to BlazeAid's on-site safety briefings and OH&S requirements."

### HQ BlazeAid contact :

- [admin@blazeaid.com.au](mailto:admin@blazeaid.com.au)
- Tel: 1300 333 546

### Camps & Co-ordinators:

- BlazeAid website [www.blazeaid.com.au](http://www.blazeaid.com.au) → Get Involved → Current Camps

### Questions:

- BlazeAid Schools Volunteering Manager – Christine Rippon on 0428 363 024.



## OPTION 2. ONE DAY ONLY – SCHOOLS VOLUNTEERING with BlazeAid

5.

### WHAT TO EXPECT

#### At Camp:

- Camp venue can be very basic but there are always showers, toilets, and dining areas with all meals supplied for the volunteers **remove** as not applicable
- Volunteers of all ages and abilities are all working for the same aim of helping out
- Early starts to each day especially if hot weather predicted
- Muster (tool-box) talk **and Safety briefing** every morning is compulsory
- Be prepared to pitch in and help out regardless – BlazeAid is a team effort!
- Great friendships are made, many interesting stories & experiences are shared
- Volunteers enjoy interacting with international volunteers who are helping whilst on a Working Holiday Visa in Australia

#### Tasks that BlazeAid volunteers MAY be involved/assist with:

- Admin support at the Camp office
  - Taking phone calls on the Camp mobile & noting down messages
  - Helping with data processing and filing and sorting information
  - Inserting information into the inventory and data base
  - Assisting with the daily compiling of teams & leaders
  - Assisting the Camp Co-Ordinator when and where possible
- Kitchen support at the Camp
  - Preparing and cooking food
  - Washing dishes
  - Setting up & putting away at the food servery
  - Sorting & storing donated & purchased foods
  - Tidying & cleaning the dining areas
  - Keeping food supplies in fridges and deep freezes in order
- Fencing trailers maintenance - at the end of each and every working day.
  - Ensuring all equipment is clean, refuelled, recharged & ready to go
  - Ensuring saws, axes & chainsaws are sharpened
  - Ensuring all equipment with wooden handles has wood oiled
  - Checking all extension cords for splits, cuts or loose plugs & repair if needed
  - Ensuring all ropes, extension cords are all wound up neatly and stored correctly
  - Check for any damaged extension cords, equipment & report to the Camp co-ordinator
  - Cleaning out the trailers of any rubbish or excess materials
  - Checking the inventory to ensure all items are in the trailer and ready to go
  - Checking all trailers & tow vehicles are locked up securely at the end of every day
- Working on the affected property
  - Clearing the debris from the affected fenceline
  - Rolling up the damaged wiring
  - Helping remove the piles of damaged fencing materials
  - Placing new star droppers along the fenceline
  - Helping erect posts and end assemblies
  - Stringing out wires along the new fenceline & securing to the new posts
  - Tidying up and sorting out fencing materials

- Helping team members out – many hands make light work
- NB No volunteer will be permitted to use machinery or equipment that requires specific training to operate without approval by the Camp Team Leader*



## **OPTION 2. ONE DAY ONLY – SCHOOLS VOLUNTEERING with BlazeAid cont.**

6.

### **PROCESS OF APPLICATION TO VOLUNTEER:**

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- 2) Connect with the Co-Ordinator of the BlazeAid Camp nearest /most convenient to your School.

*Please check with the Camp Co-ordinator to confirm these details are relevant to that particular Camp.*

### **The school will be required to:**

- **SUPERVISION:** Supply a minimum of 1 adult per group of 5 students attending the Camp for the entire time of that group whilst attending the Camp including working on farming areas
- **ACCOMMODATION:** Supply tents or accommodation (check if Camp has any donated accommodation or swift shelters available that may be supplied) for all students & supervisors
- **TRANSPORT:** Supply transport to & from farm venues each day for students and supervisors
- **MEALS:** BlazeAid aims to provide meals & snacks to all volunteers *\*\*those with allergies or specific dietary requirements will need to supply their own meals & snacks.\*\** remove
- **LUNCH & SNACKS:** All students & supervisors to bring their own lunch and snacks. BlazeAid will provide bottled water.
- Leader & Co-ordinator to ensure the Group is kept informed of changes/emergencies

### **PERSONAL GEAR:**

Students & Supervisors are required to

- Bring their own **lunch**, snacks & a water bottle (water in plastic bottles supplied)
- Personal medication
- Sunscreen & insecticide

### **WHILST WORKING ON FARMS OR ANY OUTDOOR PROJECT:**

Students are required to:

- Wear sturdy, non-slip footwear so that feet are well protected (no sneakers, sandals, thongs, crocs, slip-on shoes will be permitted during the work program)
- Wear long sleeved shirts & long trousers/pants
- Wear broad-brimmed hats (caps are not suitable) & fly-veil (optional)
- Act responsibly and respect the other team members and especially the affected farm owner
- Respect any machinery or equipment is dangerous & great care must be taken at all times
- Stay within the work zones at all times & respect the farmer's property & animals at all times

*Please Note: it is not a requirement for BlazeAid volunteers to hold a Working With Children Check.*

### **Safety/Risk Disclaimer:**

Contact BlazeAid if you would like our Risk Analysis/OH&S Documentation. All activities are voluntary and subject to BlazeAid's on-site safety briefings and OH&S requirements."

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**Camps & Co-ordinators:** BlazeAid website [www.blazeaid.com.au](http://www.blazeaid.com.au)→ Get Involved→Current Camps

**Questions:** BlazeAid Schools Volunteering Manager – Christine Rippon on 0428 363 024.



**OPTION 2. ONE DAY ONLY – SCHOOLS VOLUNTEERING with BlazeAid cont.**

**7.**

**DAILY PROGRAM (example only):**

- 9 am: School volunteers arrive in School transport at the designated farm site with everyone wearing appropriate clothing and shoes etc.
- 9:10am: BlazeAid Team Leader to present Muster talk **and Safety briefing** on-site at farm location to explain the OH&S standards, proposed work for the day etc.
  - BlazeAid Safety vests, protective glasses & safety gloves will be supplied at Muster talk
  - Students will be placed into allocated teams and dispersed to their work zones
  - School to supply lunches or students BYO lunch & snacks. BlazeAid to supply drinking water
- 3pm: Students complete the working program & to return to their School location

*As a Thank-You for their contribution, all Student volunteers will receive a BlazeAid Pin of Appreciation*

**PLEASE NOTE:**

- Times are approximate only as will be dependent on distance to travel, weather conditions and student's bus times for their home routes.
- Times to be finalised in conjunction with:
  - The School Camp Supervisor
  - The BlazeAid Camp Co-ordinators