

LEADERS AT THE SUMMIT.

Your role as a visiting school leader.

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AT THE TABLE.

Leaders help serve and manage students through every meal.

SERVE

Run the food line.

Summit Staff lead the first meal — after that, Leaders facilitate serving with our catering team.

DIETARIES

All dietaries in The Lodge.

Where groups use multiple dining spaces, ensure ALL dietary meals are served in The Lodge. e.g. Groups 1–7 in The Lodge, 8–14 in the Stadium, ALL dietaries in 1–7.

CLEAN - UP

Set a duty roster.

Monitor food waste, return of utensils, dining-room conduct, washing up, wiping tables and sweeping the area.

DURING THE DAY.

Summit Staff lead activities — schools provide a presence and first response.

SNACKS

Distribute to your group.

The kitchen provides snacks in the quantity required for your group. Leaders share them out among their students.

ACTIVITIES

A school rep at each.

Summit Staff lead all activities unless the Camp Program states otherwise. Schools provide a representative to take attendance, address behaviour and manage incidental first aid.

FLYING FOX

One able-bodied helper.

The school provides an able-bodied person to help with the dismount from the Flying Fox and Skybridge. It's a simple task and full instruction is provided on the day.

OUR PARK, YOUR PRESENCE.

The Summit is our home — stay alert to how property, equipment and staff are treated.

WALK & WATCH

Be visible in the evenings.

Regularly walk around living areas during evenings and free-time periods to keep behaviour in check.

EARLY TO MEALS

Arrive a step ahead.

Attend meals a little earlier than students so the group can settle and start on time.

KNOW WHAT'S NEXT

Stay on program.

Be sure of the next activity so students are in place and ready to start each session.

SAFETY FIRST.

Incidental first aid is a Leader responsibility — Summit Staff focus on running activities.

EVERYDAY CARE

Cuts, bruises, headaches.

Where groups of students gather, expect minor knocks and general complaints. These are managed by Leaders — Summit Staff will often assist.

SERIOUS INCIDENTS

We decide together.

First aid is to be provided by the trained first-aid representative from the group/ school. The Summit team works with the school/ group to support where required.

Post the incident The Summit incident report form is always completed by The Summit's administrators.

HOSPITAL & DOCTOR

School transports.

If a student needs a doctor or hospital and doesn't require an ambulance, transport is the school's responsibility. Please introduce your school's First Aid representative to Summit Staff on arrival.

LEAVE IT AS YOU FOUND IT.

Leaders check living areas match arrival condition and mattresses are turned for airing.

STAFF PRESENCE

Walk between cabins.

Create a visible staff presence during cleaning — move between living spaces offering assistance, feedback or direction.

ASK FOR GEAR

We'll supply it.

Summit Staff can provide any cleaning equipment or supplies your group needs — just ask.

LOST PROPERTY

One spot for everything.

Set up a lost-property point so missing items can be found, reducing the chance students think things have been stolen.

SEE YOU AT THE SUMMIT.

Thank you for the role you play in making camp safe, fun and memorable.

GET IN TOUCH

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