

ACCREDITATION VISIT



Getting Started

So you're having a site visit. You've been through the United Church Camping Standards and you think you have everything in place for the visit. But what will the Accreditor want to see? The following are checklists to help prepare you with the proper paperwork to have on hand for the visit, as well as some tips that will help the accreditation visit go smoothly.

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Tip 1

When the Accreditor arrives at your camp, one of the first things he/she will want to do is tour the camp grounds. It will be important to have keys for any locked areas that the Accreditor may want to look in.

A. Mission Statement

- copy of mission statement
- board minutes, indicating when the mission statement was last reviewed

B. Theological Values and Standards

- Christian education curriculum resources, if any

C. Accountability

- date of last presbytery oversight visit (mm/yy)
- date of last insurance review (mm/yy)
- written privacy policy
- written process to address complaints concerning privacy policy

D. Provincial Camping Association

- date of last provincial accreditation visit (mm/yy)

or

- proof of exemption from provincial camping association (e.g., Conference letter)

E. Camp Staffing Standards

- written job descriptions, including risk assessment and recommended level of screening, responsibilities, accountability, limits and boundaries, and relationship of position to goals of the camp
- proof of Police Record Checks for staff
- example of a personnel file
- example of a written application with two references
- evidence that references have been checked
- example of a written contract
- a copy of the staff manual, which includes the following:
 - written camp personnel policy
 - written waterfront safety policy
 - work schedule
 - written safety procedure
 - written emergency procedures
 - written sexual conduct in the camp workplace policy

- written sexual harassment and child abuse policies
- written discipline grievance policy
- written policy, guidelines, and procedures for camp staff dismissal
- written procedures for dealing with complaints of staff misconduct
- written camp standards
- proof of staff receiving and reading the above information (signed acknowledgement)
- written process to ensure staff receive a minimum of two hours of free time daily
- written fair and equitable treatment of staff policy
- example of staff evaluation
- written policy regarding use of alcohol and drugs
- written policy regarding expected behavioural standards for staff
- written policy regarding camper discipline
- written guidelines in addressing camper misconduct, for staff
- written policy regarding handling of camper misconduct, identifying reasons why contacting parent/guardian
- written procedures for contacting parent/guardian
- written policy regarding the release of a child to any person other than the parent/guardian

Tip 2

Don't panic if two or more of the policies listed above are written into one policy. It still counts.

F. Leadership Training

- an agenda and sign-in sheet recording staff attendance at training
- evidence of first aid training

G. Program Standards

- proof of instructor qualifications (ex. lifeguard, canoe instructor, high ropes instructor)
- written procedure for waterfront emergencies and searches
- date of waterfront emergency and search procedure review (mm/yy)

H. Off-Site Activities and Adventure Camping

If your camp does not offer off-site or adventure camping activities, skip to section I, Health and Safety

- proof of insurance for off-site activities
- evidence of valid driving permit for staff using camp vehicles
- example of incident report for off-site activity
- example of written itinerary for adventure camp

I. Health and Safety

- evidence of most recent health inspections and water tests
- evidence of documented safety audits
- date of last review of health policies (mm/yy)
- a copy of the health policies manual
- written procedure related to meals and rest
- written procedures for camp clinic
- written general first aid procedures
- written kitchen sanitation procedures
- written process for inspection/evaluation of camp facilities
- written guidelines for practising universal precautions are in place
- written policy to notify parent/guardians when a child needs urgent medical attention or experiences serious illness or injury
- example of camper recent medical history

- example of individual health plan prepared for any camper with a life threatening allergy or serious medical condition
- written policy to address handling of all prescription medications brought to camp
- written policy to address handling of all non-prescription medications brought to camp
- written policy to address handling and dispensing medications taken on adventure camps
- written protocol for dealing with serious allergies
- written procedures regarding EpiPens and inhalers
- proof of necessary medical malpractice insurance

J. Emergency Response Standards

- a copy of all emergency plans

K. Insurance

- a copy of the camp's insurance policy
- written rental agreement that includes receipt of a certificate of insurance from the third-party renter

L. Property Management Standards

- will be covered on tour

M. Environmental Standards

- will be covered on tour

N. Promotion of Camps

- a copy of the camp's brochure

Tip 3

Have extra smoke detectors on hand in case, during the tour, a building is found without one.