

Camping Standards Manual

Revised Edition 2014



The United Church of Canada
L'Église Unie du Canada

Camping Standards Manual
Revised Edition 2014



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L'Église Unie du Canada

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Introduction

Why Do We Need a *Camping Standards Manual*?

Camping is a vital and important ministry in The United Church of Canada. For over 85 years, people of all ages and stages of life have come to United Church camps to live in community, develop leadership skills, experience the outdoors, have fun, and deepen their faith in God. It is our privilege and our obligation as a church to ensure that all United Church camps continue to provide safe and high-quality programming for the thousands of people who come to camp each year. It is to this end that this new edition of *The United Church of Canada Camping Standards Manual* has been written.

The primary purpose of the Camping Standards Manual is to ensure the continued delivery of safe and high-quality camping experiences for people who attend United Church camps through adherence to these standards. This then allows camps to focus on their mission of providing an immersion in faith development.

Standards are not new to United Church camps. The first standards manual was issued in 1982 and revised in 1993. In 2002, a third manual was released that was the first to be used in conjunction with a review process. Since then, two additional versions were released, in 2007 and 2010.

In 2013, an external consultant was contracted to do a review and analysis of the existing camp accreditation program, including the standards. The review included a nationwide online survey to solicit feedback from camp staff and board members about what was working and what needed to change. Their feedback has directed this latest version of the standards, as well as providing direction for the process. The goal is to reduce duplication of provincial camping association processes and enrich the visit experience while still addressing the church's need to demonstrate due diligence.

Camping continues to provide an environment that nurtures faith formation of our young people and those still young at heart. Blessings on the work of all United Church camps across the country who have been providing these unique experiences in the midst of God's wondrous world.

How to Use This Manual

There are two groups of camping standards: mandatory (indicated by **bold type**) and desirable. To achieve accreditation, a camp must score 100 percent on mandatory standards and 80 percent or better on desirable standards. Standards are grouped together by category. Documentation, such as policies and procedures, is a key component of the accreditation standards. However, seeing the camp standards in action during an accreditation visit is what clearly demonstrates that the standards are a living document.

Many of the standards indicate compliance with local, provincial, or federal legislation or licensing bodies related to programming areas. It is important for camp boards and directors to have a clear understanding of the requirements of these areas and ensure that their camp is in compliance. Such knowledge and attention to adherence is essential for the camp to operate responsibly with the best interests of the campers, staff, and church at heart.

The aim of this manual is to provide an aid to continuing the rich traditions of safe, fulfilling, loving camping experiences that have been such a vital part of the ministry of The United Church of Canada throughout its history.

Note: At time of publication, *The Manual, 2013*, was in effect. Please refer to the most current edition of *The Manual* as you use these standards.

Accreditation Process

The accreditation process continues to be a dynamic one that benefits from the feedback received from the accreditors and the camps. The process outlined below involves four components:

- annual reporting requirements—see appendix A
- annual camp standards compliance form—see appendix B
- last provincial camping association visit report and decision
- self-evaluation, available online at www.united-church.ca/local/duty/standards

For camps that are unable to belong to a provincial camping association, additional questions may be addressed as part of the site visit by the accreditor. These questions will be made available to the camp prior to the visit.

1. The camp completes the self-evaluation accreditation tool and the annual self-declaration.
2. The following documents are submitted to the Duty of Care program coordinator at The United Church of Canada:
 - completed self-evaluation tool
 - annual self-declaration

- a copy of the last provincial camping association visit report and decision
- any additional documentation that may be requested

The submission can be done electronically or in hard copy.

3. The accreditor receives a copy of all submitted information for review.
4. A date is set for the visit to the camp. The primary objective is to see the camp in operation, with a focus on the programming. The secondary objective is to follow up on anything that may be highlighted in the self-evaluation or accompanying provincial report.
5. The site visit takes place. Ideally, the camp director and a member of the board will participate in this visit. The board member should be prepared to answer questions that relate to the board's responsibilities in relation to governance and supervision of the camp. A representative from the presbytery or Conference is also welcome, as this is where the local and regional connection is developed.
6. The accreditor will submit a summary report highlighting information from the self-evaluation and site visit, including any deficiencies that need to be addressed.
7. All material is reviewed and the camp's score is calculated by the Duty of Care program coordinator. Based on the score, a recommended decision is made.
8. Recommended decisions are presented to a body that confirms the decision; this is presently the Unit-Wide Committee for Communities in Ministry.
9. The camp receives a copy of the accreditor's report and the accreditation decision, including deficiencies that need to be addressed, if any. The supervising Conference also receives a copy of the decision and accreditor's report.
10. A camp that receives a decision other than full accreditation should work toward addressing the identified deficiencies before the next camp season. Once it has been demonstrated that all deficiencies have been remedied, a recommendation to revise the decision may be put forward (unless the deficiencies require an additional site visit).
11. Appeals to decisions may be made to the Permanent Committee on Programs for Mission and Ministry.

The *Camping Standards Manual* and the related processes continue to be living, evolving entities. Feedback is welcome and can be directed to the Duty of Care Program Coordinator at the General Council Office, The United Church of Canada.

Theological Rationale

We are not alone,
we live in God's world.

The opening words from the United Church's New Creed remind us that God is present in the world and in our lives; God's activity and loving hand is made known to us through the beauty of creation and through the people around us. Church camping ministry is a unique way in which our church can share and celebrate God's presence in the world.

...to live with respect in Creation...

At camp, people of various ages and stages gather to share in Christian community. They eat together, cook and clean together, work and learn together, disagree and laugh together. They swim in lakes and seas, gather around fires, walk in woods, and gaze at stars. In the faces of those around them, in the stillness of quiet moments alone, and in the struggles and joys of community, people meet God.

...to love and serve others...

United Church camping is a ministry that touches the lives of thousands of children, teens, young adults, adults, and seniors every year. It is a ministry the church celebrates and supports. If camp is to be a place of ministry and meeting God, campers, volunteers, staff, and camp boards must feel nurtured, valued, and safe.

...to seek justice and resist evil...

The church is obligated to ensure that camp facilities meet reasonable and recognized safety standards, and that the staff is trained and able to care for campers responsibly and lovingly.

...to proclaim Jesus, crucified and risen,
our judge and our hope.

The church is committed to offering quality Christian education programs, consistent with United Church culture and tradition. Camps provide an environment of safety, love, respect, and community, where Christ's loving presence can be celebrated and shared.

Standards

A. Mission Statement and Theological Values

- | | |
|--|--|
| 1. The camp has a mission statement that is available to staff, volunteers, campers, and families in written form or publicly posted (property, website, brochures). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. The mission statement is reviewed, at minimum, every three years as documented in board minutes. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. The camp includes a Christian education/faith formation program that reflects the theology, culture, and traditions of The United Church of Canada. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. The faith foundation of the camp is clearly reflected in the promotion of the camp (printed materials, website, mission statement). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Camp staff receive orientation in United Church theology, culture, and traditions as part of the training. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Staff have access to a person(s) and resources to assist them in providing a Christian community at camp. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Opportunities exist for campers to talk about their faith/spirituality and experiences. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

B. Governance and Accountability

- | | |
|---|---|
| <p>1. The camp has a governing body (board/council/committee) that is responsible for the administration and running of the camp.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>2. The camp has an oversight relationship with a court of the United Church (Conference/presbytery/congregation).</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>3. The governing body ensures that the camp adheres to all relevant legislation at the municipal, provincial, and federal level for programs, health and safety, and labour.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>4. The governing body ensures that all required licensing is current.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>5. The governing body ensures that all required inspections are requested each season before camp starts, i.e., public health, fire, water, equipment/playground.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>6. A member of the governing body is available to the director in the event of an emergency or other issue.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>7. The camp provides the supervising court with the following reports annually:</p> <ul style="list-style-type: none"> • annual report • financial statements • governing body member list • evidence of insurance coverage including the naming of The United Church of Canada as additional insured | <p><input type="checkbox"/> Yes <input type="checkbox"/> No
 <input type="checkbox"/> Yes <input type="checkbox"/> No
 <input type="checkbox"/> Yes <input type="checkbox"/> No
 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>8. The camp has completed and submitted the camp stats and related reports to the General Council Office (Duty of Care program staff) for the previous years on the standard form (see appendix A).</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

C. Recordkeeping

1. Privacy

1.1 The camp has a policy and a process for the use of photos/videos taken of campers/staff at camp. Yes No

1.2 The camp has a policy in place regarding the use of personal information collected. Yes No

1.3 All records containing personal and/or confidential information about campers are kept in a secure location on site during the camping season. Yes No

1.4 Access to camper records is restricted to those people whose role requires such information. Yes No

1.5 Where records are stored off-site during the off-season, such records are stored in a secure location with access limited to only relevant camp governing body or staff. Yes No

1.6 All records containing personal and/or confidential information about staff/volunteers are kept in a secure location on site during the camping season. Yes No

1.7 Access to staff/volunteer records is restricted to those people whose role requires such information. Yes No

2. Record Retention

2.1 The camp maintains the following records for a minimum of seven years:

- camper files Yes No
- personnel files Yes No
- health and safety inspections Yes No
- incident reports Yes No
- medical/emergency first-aid records Yes No

Standards

2.2 The camp keeps all insurance policies, including expired policies, and records of insurance coverage in perpetuity.

Yes No

2.3 The camp keeps records of its annual reports, including financial records, in perpetuity for archival purposes.

Yes No

D. Provincial Camping Association

1. The camp is an accredited member of the provincial camping association.

Yes No

Provincial accreditation—date and decision of last visit:

2. If the camp is not a member of the provincial camping association, please explain why.

E. Camp Staffing Standards

Note: Unless otherwise indicated, camp staffing standards apply to camp staff/volunteers. They may apply to occasional resource people.

1. Job Descriptions

1.1 All camp staff positions have a written job description that includes

- the risk assessment of the position
- level of screening
- special qualifications/licensing

Yes No

Yes No

Yes No

2. Screening Standards

2.1 All camp staff positions are assessed for the degree of risk the position poses to vulnerable people.

Yes No

2.2 All positions, camp staff, or resources, where the risk assessment deems it necessary, undergo a police records check.

Yes No

2.3 A police records check has been received from all individuals as required by the position held.

Yes No

2.4 The camp maintains a personnel file for each camp staff person containing confirmation of police records checks, where applicable, notes of interviews with references and/or reference letters, and copies of performance evaluations.

Yes No

2.5 Any person whose job description includes the use of camp vehicles

- is an adult as defined by the legislation of the jurisdiction in which the camp is situated
- holds a valid driving permit for the appropriate vehicle class
- can provide a clean driver's abstract (or equivalent)

Yes No N/A

Yes No N/A

Yes No N/A

3. Recruitment and Hiring Procedures

3.1 The camp has a leadership recruitment program that recruits from and provides training to former campers, active church youth, and qualified adults.

Yes No

3.2 For all camp staff positions, the camp receives written applications and/or resumés that become part of the personnel file.

Yes No

3.3 The hiring process for all camp staff positions (paid and volunteer) includes an interview that may cover such things as work history, education, leisure activities, awareness of the United Church, and relevant skills and training.

Yes No

3.4 References are checked before any position is offered to an applicant. All prospective staff are required to supply at least two references.

Yes No

3.5 All hiring procedures comply with the human rights code and employment/labour legislation of the jurisdiction in which the camp is situated.

Yes No

4. Staff Discipline and Termination Policies

4.1 The leadership training event includes an open discussion of how discipline issues for camp staff will be handled at camp and by whom.

Yes No

4.2 The camp has a process for terminating an employee that complies with the employment/labour legislation and human rights code of the jurisdiction in which the camp is situated.

Yes No

4.3 Grounds for dismissal are stated in the camp staff manual.

Yes No

4.4 The camp staff manual contains written guidelines for dealing with camp staff or volunteer misconduct.

Yes No

5. Behaviour Standards for Camp Staff

5.1 The camp has a written policy stating expected behavioural standards for camp staff on and off the property.

Yes No

5.2 The use of alcohol, illegal drugs, or prescription drugs not prescribed by their physician by camp staff or occasional resource people on camp property or while supervising campers off property is prohibited.

Yes No

5.3 The camp has a written policy on sexual conduct in the camp workplace outlining acceptable boundaries of behaviour in relation to such things as intimate friendships and displays of affection among camp staff members.

Yes No

5.4 Procedures for dealing with complaints of camp staff misconduct are stated in the camp staff manual.

Yes No

6. Employment/Volunteer Standards

6.1 The camp director and board ensure that all camp staff are treated equally and fairly in accordance with provincial human rights legislation.

Yes No

6.2 Camp staff are entitled to a daily period of free time, free of camper and program responsibility, with the exception of emergency response duties.

Yes No

6.3 All camp staff are provided with evaluation feedback during the camping season. Camp staff receive an end-of-season evaluation in written form. Camp staff for programs of less than two weeks' duration receive ongoing verbal feedback from a supervisor (usually the camp director, but it may be another person designated by the camp board).

Yes No

6.4 All camp staff receive written copies of or have easy access to the following information:

- camp personnel policy
- work schedules

Yes No
 Yes No

Standards

- safety procedures
- sexual conduct in the camp workplace policy
- sexual harassment, sexual abuse, and child abuse policies
- emergency procedures
- waterfront safety policy
- discipline and grievance policy
- procedures for camp staff dismissal

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

6.5 Camp staff are required to sign an acknowledgement of having received and read the information noted above. One copy of this document is kept in the staff member's personnel file.

Yes No

7. Camp Director

7.1 The camp director (or acting director) is an adult as defined by the legislation of the jurisdiction in which the camp is situated, with appropriate knowledge and experience in leadership and administration. Refer to provincial camping association standards for standards specific to your province.

Yes No

7.2 The camp director has authority over and is responsible for all matters relating to the operation of the camp and camping programs while he/she is acting as director, and is accountable to the governing body.

Yes No

7.3 In the event that the camp director is absent from the camp, a specific person is designated as acting director, with all the attendant responsibilities and authority.

Yes No

8. Camp Staff Responsibilities and Qualifications

8.1 Camp counsellors are a minimum of 16 years of age and have appropriate relevant leadership training and experience.

Yes No

8.2 Camp counsellors-in-training (CITs) are a minimum of 14 years of age and are paired with a counsellor of at least 16 years of age. CITs are not left solely responsible for campers.

Yes No

8.3 The status of a CIT is clearly defined as either camper or staff member, and this status is communicated to all camp participants.

Yes No

8.4 The camp maintains the following minimum counsellor-to-camper ratios:

- one counsellor to eight campers, when campers are eight years of age and older
- one counsellor to seven campers, when campers are seven years of age or younger

Yes No

Yes No

For recommended ratios when working with challenged populations, check with your provincial camping association and local disability organizations.

9. Sexual Harassment, Sexual Abuse, and Child Abuse Policies

9.1 The camp governing body has adopted and circulated The United Church of Canada policy dealing with sexual harassment or misconduct, sexual abuse, and child abuse.

Yes No

9.2 During pre-camp training, all camp staff are trained in the camp's policies relating to

- sexual harassment, sexual misconduct, sexual abuse, and child abuse
- sexual conduct in the camp workplace
- implications of conduct that violates these policies

Yes No

Yes No

Yes No

9.3 All camp staff receive training regarding the provincial legislation regarding mandatory reporting of suspected child abuse.

Yes No

9.4 Camp policy enforces compliance with provincial legislation.

Yes No

10. Dealing with Camper Misconduct

10.1 The camp has written policies to guide camp staff in the appropriate treatment of camper misconduct.

Yes No

10.2 The camp has written policies on camper discipline that does not condone corporal punishment as a discipline style.

Yes No

10.3 Policies include the reasons why a child would be sent home and the correct procedures for contacting parents/guardians when this action is necessary.

Yes No

10.4 The camp has a written policy regarding the release of a camper to any person other than a parent or guardian unless the parent or guardian grants permission for the camper to be released to another person. The camper is released only to that person specifically named.

Yes No

F. Leadership Training and Staff Manual

1. The camp holds pre-camp training sessions for camp staff that meets the provincial camping association requirements.

Yes No

2. Camp directors participate in camp staff training.

Yes No

3. The camp has a camp staff manual that outlines

- staff policies
- job descriptions for all positions
- staff behaviour expectations
- grounds for dismissal
- appeal procedures
- copies of the camp's emergency procedures, with emergency response protocol
- process for contacting members of the governing body and the Conference Camp Committee/staff, if needed

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

4. This manual is accessible to every camp staff person.

Yes No

5. **Training for camp staff includes**
- camp mission statement Yes No
 - camp Christian education curriculum Yes No
 - staff responsibilities Yes No
 - staff behavioural expectations Yes No
 - sexual harassment, sexual abuse, and child abuse policies Yes No
 - camp health policies Yes No
 - emergency procedures (e.g., for fire, waterfront, evacuation, land searches, severe weather) Yes No
 - program delivery standards Yes No
 - adventure camping skills and standards Yes No N/A
 - training for specific populations encountered at camp (e.g., seniors, people living with disabilities, families) Yes No N/A
 - introduction to age-appropriate activities for campers Yes No

6. Camp training includes discussion of the way incidents of camp staff misconduct will be handled. Yes No

7. **All camp staff are instructed on dealing with camper injuries or illness including what to do until the camp health personnel arrives.** Yes No

G. Health and Safety

1. Property Safety

- 1.1 The camp conducts regular documented safety inspections/audits. Yes No

- 1.2 Safety inspections/audits are kept for a minimum of seven years. Yes No

- 1.3 Records are maintained showing follow-up on necessary items. Yes No

Standards

1.4 All cabins and staff quarters are equipped with smoke detectors.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.5 Smoke detectors are installed in buildings where combustibles are stored or where there is an open flame.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.6 The camp has a process for testing smoke detectors at the beginning of the camp season and, at minimum, each month while camp is in session. Where accessibility to smoke detectors is such that batteries could be removed, testing is conducted at the end of each session.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.7 The use of any hazardous, toxic, or poisonous material is conducted in a safe manner, allowing no unsupervised access by campers, and in accordance with provincial guidelines.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.8 All machines used in maintenance are kept in locked storage and used only by authorized personnel.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.9 Camp maintenance staff ensure the camp site and physical plant are kept clean and in good repair.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.10 A process is in place to report and track maintenance requests.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Basic Health Standards	
2.1 The camp adheres to the health and safety procedures required by the municipal and provincial statutes and regulations for the jurisdiction in which the camp is situated.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2 The camp water supply is tested and approved by the relevant government body or an approved laboratory using approved testing procedures before camp opening and regularly throughout the camping season. Water testing complies with the municipal and provincial regulations where such exist.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2.3 Copies of water test results are kept for a period of seven years.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

2.4 Food preparation and storage procedures meet provincial and local health regulations as evidenced by health inspection reports.

Yes No

2.5 At least one member of the kitchen staff has completed the Food Safe course (or equivalent)

Yes No

2.6 Sanitation facilities, including outhouses, meet provincial and local health regulations and are cleaned daily.

Yes No

3. Camp Health Policies

3.1 The health plan is developed and implemented by the camp health personnel.

Yes No

3.2 The camp health policies are reviewed annually and up-dated as required by the camp health personnel (i.e., camp nurse, first-aider, or board designate). The health policies are implemented by the camp health personnel.

Yes No

3.3 The camp health policies are collected in a central area of the camp policies manual or in a separate manual.

Yes No

3.4 A copy of all health policies is readily accessible by the camp health personnel in the first-aid/health area.

Yes No

3.5 All camp staff are aware of policies and have access to the written policy manual.

Yes No

3.6 The camp health policies integrate the provincial and local health regulations with the specific concerns of the camp setting.

Yes No

3.7 The health policies include

- job descriptions for the camp health care staff Yes No
- procedures for the camp clinic Yes No
- general first-aid procedures Yes No

Standards

3.8 The camp health policies manual includes

- **direction for the practice of universal precautions to prevent transmission of diseases**
- **kitchen sanitation procedures**
- procedures related to sun- and heat-related health concerns
- procedures related to meals and rest
- **process for health and sanitation inspection/evaluation of camp facilities**
- **process for health/medical emergencies (e.g., contagious disease, food poisoning, infestations)**

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

3.9 The camp has a documented policy regarding notification of parents/guardians should a camper need urgent medical attention or experience serious illness or injury.

Yes No

3.10 Counsellors and other staff encourage campers to maintain high standards of personal hygiene.

Yes No

4. Camper Health Records

4.1 Campers provide camp health personnel with their most recent medical history before attending camp. Where more than one person is used as health personnel during the camping season, the camp director or board designates a person to be responsible for ensuring medical forms are received from all potential campers in accordance with these standards.

Yes No

4.2 In the event that the camp uses a number of different individuals as health personnel during the camping season, the camp director or board designates a person to be responsible for ensuring medical forms are received from all potential campers in accordance with these standards.

Yes No

4.3 Campers' medical records are stored in a secure place and are accessible only to appropriate designated staff.

Yes No

- | | |
|--|--|
| 4.4 The camp has a protocol for addressing serious allergies, including food allergies (i.e., peanuts, gluten, lactose, and so on). These protocols are made available in print for concerned parents and campers. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4.5 If any camper has a serious medical condition or life-threatening allergy, an individual health plan is created for that camper by the camp health personnel. The plan is discussed with the camper's parents, the camp director, and all camp staff before the camper attends camp. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4.6 Each camp has written procedures for campers/staff who need to carry EpiPens and/or inhalers. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4.7 The camp has a policy to address the handling of prescription medications that includes their storage and distribution. It is recommended that all medications be stored and distributed only by authorized camp health personnel. The policy needs to address those situations, such as those outlined in 4.5 and 4.6, where the medication may need to be at hand at all times. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4.8 The camp has a policy to address the handling of non-prescription oral medication brought to camp. The policy indicates who will determine whether the medication must be stored in the health office or be retained by the camper/staff. Discretion may be exercised by the health staff on the storage of other non-prescription medications. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4.9 Medications taken on adventure camps are dispensed by the adult leader of the adventure camp, who records the action. The camp health personnel include written instructions for dispensing specific medication to a camper and review them with the adult leader before departure. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

5. Health Personnel Qualifications

5.1 Camp health personnel possess the qualifications of one of the following:

- a licensed medical physician
- a registered nurse or licensed practical nurse in good professional standing with the provincial licensing body
- an emergency medical technician
- a standard first-aid certificate with CPR

Yes No

Yes No

Yes No

Yes No

5.2 Camp health personnel practise only to the limits of their expertise and make arrangements for necessary referrals for further treatment of injured or ill people in their care.

Yes No

5.3 Parents of campers are informed of the qualifications of the camp health personnel employed or volunteering at the camp.

Yes No

6. First-Aid Kits

6.1 All program areas have a first-aid kit readily accessible to all staff. The first-aid kit includes local emergency contact phone numbers for the fire department, medical assistance, and police departments.

Yes No

6.2 First-aid kits are checked before the start of camp season and again after each camp session. Supplies are replenished as required and always after any use.

Yes No

6.3 All camp vehicles are supplied with first-aid kits. These are replenished after each use.

Yes No N/A

H. Emergency Response Standards

- | | |
|---|---|
| <p>1. The camp has written plans and procedures for emergency situations, including</p> <ul style="list-style-type: none"> • fire • waterfront emergencies • waterfront searches • searches for missing persons • evacuation • intruders on the camp grounds • extreme and/or contagious illness | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>2. Procedures are reviewed annually and updated as required.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>3. All staff are trained in their roles for all emergencies.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>4. Procedures are practised before the start of camp. Camps that run more than two weeks schedule regular drills every two weeks while camp is in session.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>5. Full versions of the camp emergency response plans are included in the camp manual and camp staff manual.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>6. Local emergency contact numbers for the fire department, medical assistance, and police department are posted near every telephone and two-way radio on the camp site and are available for off-site phone access.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>7. The emergency response plans includes protocols for</p> <ul style="list-style-type: none"> • informing parents of campers/staff • informing governing body • contacting the authorities • informing Conference • communicating with media • notifying the insurance company | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

Standards

8. The camp has written policies outlining the procedures for dealing with the serious injury or death of a camper or staff person.

Yes No

9. The policy for dealing with serious injury or death includes protocols for

- informing authorities and the next of kin Yes No
- informing the Conference at the earliest opportunity Yes No
- informing campers and/or the parents of campers/staff Yes No

I. Insurance

1. The camp carries insurance coverage that provides adequate protection for the camp activities as determined by the governing body in consultation with the insurance broker.

Yes No

2. The camp forwards certificate(s) of insurance to the General Council Office by May 31 of each year identifying the types and levels of insurance.

Yes No

3. The United Church of Canada is named as Additional Insured to any camp insurance policy, with the provision that the camp's insurance is primary to any United Church insurance policy.

Yes No

4. The camp is adequately protected by comprehensive general liability insurance of not less than \$2,000,000.

Yes No

5. The camp carries medical malpractice insurance relevant to the qualifications of its health personnel. If the camp is using a first-aider, an emergency medical technician, or a first responder, the camp makes every effort to determine whether, in fact, malpractice insurance applies to this named professional.

Yes No N/A

6. The camp maintains directors' and officers' liability insurance to protect its board of directors from personal indemnity.

Yes No

- | | |
|---|---|
| <p>7. The camp's insurance policy is written to cover activities that occur off-site and are part of the planned camp activities.</p> <p>(Off-site means any activity that takes place off the property owned/leased/rented by the camp board, and includes activities that may take place within a provincial park but outside the boundaries of the property designated as the camp's grounds.)</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>8. All vehicles owned by the camp are insured. Public liability insurance for vehicles is held at no less than \$1,000,000.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> |
| <p>9. The camp carries non-owner vehicle insurance to cover any situation where camp business is conducted or people are transported in vehicles not owned by the camp.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>10. The camp has a clear, written rental agreement for third-party facility rentals outlining the terms of the rental including required insurance coverage.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>11. For facility rentals, the camp obtains a certificate of insurance from a third-party renter indicating the renter has obtained adequate tenant's legal liability and comprehensive general liability coverage and showing the camp as an Additional Insured to the tenant's policy.</p> <p>OR</p> <p>The camp carries the necessary level of insurance to address third-party rentals, and the rental agreement includes a signed waiver.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

J. Program Safety and Supervision

- | | |
|---|---|
| <p>1. If a camp offers recreational activities that carry a risk of injury (e.g., canoeing, kayaking, swimming, sailing, climbing), an assessment of a camper’s level of skill is conducted before any camper takes part in such activity. The skills assessment is used in determining the level at which a camper participates in an activity.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>2. A system is implemented to identify the skill level of participants.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>3. The camp meets the program standards as outlined in the provincial camping association standards for all programs offered.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>4. The camp follows its provincial standards for safe supervision of waterfront activities.
(For the purposes of this document, “waterfront” refers to a natural waterfront—e.g., a lake, river, or pond—or a constructed pool.)</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>5. Camps that are not a member of a provincial camping association are required to demonstrate that they meet the provincial camping association standards for programs or the provincial/national standards of any regulatory body.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>6. At least once per camping session, a safety audit is conducted by the camp director (or designate) to ensure program safety standards are being maintained.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>7. All recreational equipment meets provincial safety standards and national safety standards where applicable.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>8. All recreational equipment is kept in good repair.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>9. Any equipment used for adventure camping is checked for completeness and soundness before departure.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| <p>10. Trip leaders carry proper repair kits for any equipment used on adventure camps.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

K. Off-Site Activities and Adventure Camping

Note: If the camp does not offer off-site or adventure camping activities, this section does not need to be completed.

1. Leadership Standards for Off-Site Activities

- | | |
|--|--|
| <p>1.1 Groups are under the supervision of at least two leaders, one of whom is an adult person as defined by the legislation of the jurisdiction in which the camp is situated.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>1.2 The leaders for routine off-site activities adhere to predetermined routes. For all other outings, a planned route and planned return time are submitted. The plan is submitted to the camp director or designate and is readily available in the event of an emergency.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>1.3 Leaders ensure that all camp participants understand and follow a buddy system.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>1.4 Where off-site activities involve any waterfront or swimming activity, at least one leader is a qualified lifeguard as defined by relevant provincial legislation. This leader does not participate in swimming while supervising the safety of the activity.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>1.5 A first-aid kit is at all times in the possession of one of the leaders who has a recognized first-aid certificate, and participants are made aware of which leader has the first-aid kit. The first-aid kit includes local emergency contact phone numbers for the fire department, medical assistance, and police departments.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>1.6 The leaders keep a written record of</p> <ul style="list-style-type: none"> • dispensing of all medications as per camp policy • any health irregularities • any injuries that occur during the off-site activity | <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No |

2. Leadership Standards for Adventure Activities

Note: If the camp offers adventure activities, all standards identified for off-site activities are also to be met.

2.1 Both a male leader and a female leader accompany and supervise any coed adventure camp or overnight activity.

Yes No

2.2 The leaders of any adventure camp or overnight activity prepare a written itinerary for the activity, including locations for overnight stays, meal plans, and planned return time. This plan is given to the camp director or designate and is readily available in the event of an emergency.

Yes No

2.3 Leaders of adventure camps have travelled the route(s) before the trip and in the current camping season to check for hazards.

Yes No

2.4 The local fire hazard warnings are checked before departure, and fire safety practices are strictly observed by the group.

Yes No

2.5 Before departing for an adventure camp, a two-day weather forecast is obtained and logged with the camp director or designate. Precautions are taken to address unexpected inclement weather conditions.

Yes No

Appendix A: Camping Standards—Annual Submission

As part of the accreditation process (section B, standard 8, page 10, of *Camping Standards Manual: Revised Edition 2014*), each camp is required to submit the following information annually to the General Council Office of The United Church of Canada in addition to its supervising court (presbytery/Conference):



- A. current annual report
- B. current board member list
- C. financial statement
- D. camp stats
- E. insurance statement for upcoming camping season indicating type and levels of coverage

Please direct all mailings to:

Duty of Care Staff
The United Church of Canada
3250 Bloor St. West, Suite 300
Toronto, ON M8X 2Y4

Explanations and Definitions

- All information refers to the summer season with regard to camp sessions, numbers, staff, etc.
- # of resource staff: refers to programming-type staff.
- # of support staff: refers to kitchen, maintenance, and office/administrative staff.
- # of camp sessions: refers to the number of camps offered (an easy way is to count the number of different sessions advertised in your brochure).
- Avg. camp length (in days): look at your camp sessions and calculate the average number of days. For example, if you have 3 sessions that run 3 days, 7 sessions that run 5 days, and 4 sessions that run 10 days, the average is 6 days.
- # of campers (season total): refers to the total number of campers who actually attended camp during the summer.
- Camp capacity (per season): refers to the number of campers the camp can accommodate at one time.

Thank you!

Camp Stats

Reporting Year: _____ Camp Stats Year: _____

Camp Name: _____

Mailing Address: _____

Current Board Chair: _____

Camp Staff	Under 18 yrs		Over 18 yrs	
	Volunteer	Paid	Volunteer	Paid
# of counsellors				
# of resource staff				
# of support staff				
	14 yrs	15 yrs	16 yrs	Over 16 yrs
# of CITs				

Camp Usage	
# of camp sessions	
Avg. camp length (in days)	
Fees (per day)	
# of campers (season total)	
Camp capacity (per season)	

Facility Use Summer Spring Fall Year-round

of rentals

of rentals

Rental Types Congregations _____ Youth groups _____

Women's groups _____ Men's groups _____

Presbytery _____ Conference _____

Schools _____ Other _____

If "Other," please specify: _____

Appendix B: Annual Camp Standards Compliance Form

As a part of The United Church of Canada Camping network, the expectation is that every camp participates in the accreditation program for camps in addition to being a member (where possible) of the provincial camping association. Camps that participate and comply with the standards recognize the importance of creating a health and safe camping environment. By completing and signing this form, your camp demonstrates a recommitment to these principles.

As of 2014, every camp is asked to review and complete the Annual Camp Standards Compliance Form (see reverse). By signing the form, you are confirming that the camp continues to adhere to the standards in its daily operations. The form is to be signed by at least one member of the board or governing body with responsibility for the camp operation. Completed forms should be submitted to:

Direct Mailing:

Duty of Care Staff
The United Church of Canada
3250 Bloor St. West, Suite 300
Toronto, ON M8X 2Y4

E-mail:

Duty of Care (dutyofcare@united-church.ca)

Fax:

Attention: Duty of Care Office
416-231-3103

Deadline for submission is May 15 each year.

Thank you.

United Church of Canada Annual Camp Standards Compliance Form

To be submitted to the Duty of Care Office by May 15 each year.

Name of camp (as it will appear on the United Church website camp directory www.united-church.ca/contact/camps):	
Legal name of camp (if different from above):	
Winter mailing address:	
Contact telephone:	Contact email:
Website:	
Campsite address:	
Contact telephone: ()	Alternative telephone: ()
Summer mailing address (if different from campsite address):	
Name of Camp Board chair:	E-mail:
We are a provincially accredited camp: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of last accreditation:
In No, please explain why:	

Membership Agreement

Please sign below to confirm the following statements on behalf of the camp:

- The information I/we have provided in this Compliance Form is accurate and true as of the date indicated below.
- I/We have reviewed The United Church of Canada Standards as outlined in the *Camping Standards Manual* (www.united-church.ca/local/duty/standards).
- The camp agrees to adhere to these standards.
- The camp has valid insurance coverage that includes naming The United Church of Canada as Additional Insured.
- The camp has a sexual abuse and harassment policy and process in place.
- The camp adheres to all health and safety legislation as it applies to the camp setting.
- The camp adheres to all local and provincial legislation related to the camp operation including, but not limited to health inspections, water testing, fire safety, etc.
- The camp agrees to allow an accreditation visit in accordance with the United Church Accreditation program.
- I/We are authorized to sign this Membership Agreement on behalf of the camp.

Authorized Signature:	Position:
Printed Name:	Date:
Authorized Signature:	Position:
Printed Name:	Date:

Appendix C: United Church of Canada Recommended Screening Procedures

The United Church of Canada has resources on screening procedures for use in camps. In the booklet *Faithful Footsteps* and the brochure “Trustworthy Care,” 10 steps of screening are outlined as follows.

Screening Steps

1. Define the nature of the position and write a job description.
2. Determine the nature of the risk.
 - participants
 - setting
 - activity
 - supervision
 - relationship
3. Recruit based on the job description and skills needed.
4. Use formal application forms to keep track of important information about the applicants.
5. Interview prospective candidates, preferably with more than one interviewer.
6. Check references given on the application form.
7. For highest-risk positions involving significant trust and vulnerable individuals, conduct a police records check (as determined by risk assessment).
8. Provide orientation and training for new workers and volunteers.
9. Provide supervision and feedback regularly and formally.
10. Conduct regular performance evaluations, including feedback from program participants.

Step 7, which involves police records checks (or criminal records checks), is an essential step where the risk assessment of the job description has deemed it necessary. Children and youth attending camps are highly vulnerable, and it is the camp’s responsibility to ensure due diligence is exercised in providing a safe environment for campers. This will necessarily include conducting thorough reference checks for all camp staff and criminal records checks for the adult members of the camp staff.

Each camp must ensure that it operates in compliance with United Church policy on screening and follows the recommended procedures for screening.

Appendix C: United Church of Canada Recommended Screening Procedures

Screening resources are available on the United Church website at www.united-church.ca/handbooks:

- *Faithful Footsteps: Screening Procedures for Positions of Trust and Authority in The United Church of Canada: A Handbook.*
- "A Tender Trust: Helping Churches to Provide Safe Service"
- "Trustworthy Care: Helping Organizations Provide Safe Service"

Volunteer Canada also publishes *The Screening Handbook* (2012 edition): volunteer.ca/content/2012-screening-handbook.

Appendix D: Camping Associations—Provincial and National

British Columbia Camping Association

c/o Sasamat Outdoor Centre
3302 Senkler Rd.
Belcarra, BC V3H 4S3
president@bccamping.org
www.bccamping.org

Alberta Camping Association

11759 Groat Rd. NW
Edmonton, AB T5M 3K6
780-427-6605
info@albertacamping.com
www.albertacamping.com

Saskatchewan Camping Association

3590 Castle Rd.
Regina, SK S4S 6A4
306-586-4026
info@saskcamping.ca
www.saskcamping.ca

Manitoba Camping Association

302-960 Portage Ave.
Winnipeg, MB R3G 0R4
204-784-1134
executivedirector@mbcamping.ca
www.mbcamping.ca

Ontario Camping Association

70 Martin Ross Ave.
Toronto, ON M3J 2L4
416-485-0425
info@ontariocamps.ca
www.ontariocamps.ca

Association des camps du Québec

4545, avenue Pierre-De Coubertin
Case postale 1000, Succursale M
Montréal, QC H1V 3R2
514-252-3113; 1-800-361-3586
info@campes.qc.ca
www.camps.qc.ca

New Brunswick Camping Directorate

506-451-1623
stephane.richard@diabetes.ca
www.nbcamping.ca

Camping Association of Nova Scotia

P.O. Box 33039
Halifax, NS B3L 4T6
902-425-5454, ext. 431
info@campingns.ca
www.campingns.ca

Newfoundland/Labrador Camping Association

27 Earle Drive
Pasadena, NL A0L 1K0
killdeveil.camp@gmail.com

Canadian Camping Association

2494 Rte 125 Sud
St-Donat, QC J0T 2C0
819-424-2662; 1-877-427-6958
info@ccamping.org
www.ccamping.org

Glossary

adventure camping

Activities in the countryside, forest, or mountains; on lakes, rivers, or the sea; in or through remote, isolated areas; and away from communities or established camps. Adventure camping may involve camping in tents, shelters, or in the open and travelling by foot, horseback, canoe, boat, skis, snowshoes, bicycles, and so on. Adventure camping may take place on or off camp property.

camp board

The body appointed by the Conference or presbytery to provide guidance, direction, and oversight of the total camp operation. This body works along with the various camp committees to ensure that all standards, policies, and regulations regarding camping (i.e., United Church policy, provincial legislation, and regulations and policies of provincial camping associations) are adhered to.

camp director

Adult on the camp site who has ultimate responsibility for summer camp programs and who is responsible to the board of directors.

camp staff

Paid or unpaid people in the service of the camp who have ongoing responsibility for one or more aspects of camp life. Camp staff are accountable to the camp board through a supervisor named by the camp board. Camp staff sign a contract detailing the terms of their service to the camp. Camp staff positions include, but are not limited to, positions such as camp director, assistant director, counsellors, camp health personnel, waterfront staff, and program staff.

child abuse

Child abuse, in the context of these standards, means physical abuse and child sexual abuse, which includes, which includes sexual assault, sexual interference, invitation to touching, sexual exploitation, procurement, and indecent acts to a child as defined by law.

faith formation

A lifelong process of growing in faith and in relationship with God, self, one another, and creation. Faith formation can happen in many ways, including worship, prayer, community life, service, relationship, and study.

governing body

See *camp board*.

incident report

A report written out immediately following any accident involving injury or where serious violation of safety policy has occurred. Camps should have a standardized form for recording details of such incidents.

The Manual

Consists of the Basis of Union and the bylaws of The United Church of Canada. *The Manual* is updated every three years by the action of the General Council.

occasional resource people

A person with particular skills or knowledge needed by the camp on a short-term basis. Occasional resource people may do such things as help in the kitchen for a short amount of time, come in for a day to teach a particular craft or skill, or help with some maintenance work around the camp. Occasional resource people may be paid or unpaid.

off-site

Property not owned by the camp, such as Crown land, lakes or rivers, public roads, or private property.

screening

A 10-step process designed to help organizations create and maintain safe environments by identifying any positions that may create risk to vulnerable individuals and selecting individuals to fill those positions using criteria determined to reduce risks.

sexual abuse

Sexual abuse within this document includes sexual harassment, pastoral sexual misconduct, and sexual assault. Sexual abuse is demeaning, exploitive behaviour of a sexual nature ranging from jokes, to unwanted touching, to forced sexual activities and/or threats of such behaviour. Sexual assault, sexual harassment, and pastoral sexual misconduct are forms of sexual abuse that are often primarily acts of power by one individual over another.

sexual harassment

Any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to reward compliance. Sexual harassment may involve a wide range of behaviours, from verbal innuendo to overt demands to inappropriate contact of a sexual nature. It includes actions that contribute to an environment that is “poisoned” by persistent comments about sex, gender, appearance, marital status, or sexual orientation, and/or by the presence of pornographic materials.

standard first-aid certificate

Completion of course as defined by the Canadian Red Cross or St. John Ambulance Canada. The minimum level of certification required is Standard First Aid and Basic Rescuer CPR/CPR Level A.



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