



Camping Association of Nova Scotia

Serving NS & PEI

ACCREDITATION DOCUMENTATION CHECK LIST

of the Camp's Polices, Procedures, Practices and Records Keeping
01 January 2014

#	DOCUMENTARY ITEM	YES	NA
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CAMP NAME: _____

1	Camp's Mission Statement and Core Values.	<input type="checkbox"/>	<input type="checkbox"/>
2	Camp's (or parent Organization's) Provincial or Federal Certificate of Good Standing / Annual Filing.	<input type="checkbox"/>	<input type="checkbox"/>
3	Copy of the list of the Organization's current Board of Directors and their contact information. (This would normally be obtained from the NS Registry of Joint Stocks or the PEI Corporate Business Names Registry.)	<input type="checkbox"/>	<input type="checkbox"/>
4	Organizational Chart or List of Camp's Staff Positions.	<input type="checkbox"/>	<input type="checkbox"/>
5	Description of the Camp's governance and management oversight of the Camp by both the Board of Directors and the Management Staff of the Camp.	<input type="checkbox"/>	<input type="checkbox"/>
6	Current Year Certificate of Commercial Liability Insurance Policy.	<input type="checkbox"/>	<input type="checkbox"/>
7	Current Year Certificate of Workers Compensation Insurance, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
8	Camp's Document Retention Policy and demonstration of compliance.	<input type="checkbox"/>	<input type="checkbox"/>
9	Copy of / or written requests for current and last year inspection in accordance with the province's residential camp permits and licensing - usually from the Department of the Environment or Health or Agriculture (if the Camp is so regulated by the provincial authority).	<input type="checkbox"/>	<input type="checkbox"/>
10	Camper Registration Form and Medical Background Information Form.	<input type="checkbox"/>	<input type="checkbox"/>
11	Camper and Staff Emergency Procedures Consent, Photo Release and other Release(s) Forms.	<input type="checkbox"/>	<input type="checkbox"/>
12	Camper In-take and Out-Take Policy <u>and</u> Form(s)	<input type="checkbox"/>	<input type="checkbox"/>
13	Refund Policy (if Camp charges fees).	<input type="checkbox"/>	<input type="checkbox"/>
14	Privacy / Projection of Private Information Policy and control process.	<input type="checkbox"/>	<input type="checkbox"/>
15	Staff Manual - needs to meet the basic CANSPEI accreditation standards.	<input type="checkbox"/>	<input type="checkbox"/>
16	Camper to Camper Social / Sexual Relations Policy.	<input type="checkbox"/>	<input type="checkbox"/>
17	Staff to Staff Social / Sexual Relations Policy.	<input type="checkbox"/>	<input type="checkbox"/>
18	Staff to Camper Social / Sexual Relations Policy.	<input type="checkbox"/>	<input type="checkbox"/>
19	Camp's Social Media Policy.	<input type="checkbox"/>	<input type="checkbox"/>
20	Inclusion / Equity / Accessibility Policies.	<input type="checkbox"/>	<input type="checkbox"/>
21	Abuse and Harassment Policy and Specific Action Steps & Procedures in such an event.	<input type="checkbox"/>	<input type="checkbox"/>
22	Tobacco, Alcohol and Recreational Drugs Policies	<input type="checkbox"/>	<input type="checkbox"/>



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23	Camper Transportation Policy and Procedures.	<input type="checkbox"/>	<input type="checkbox"/>
24	Report on previous year's total number of campers to staff ratios.	<input type="checkbox"/>	<input type="checkbox"/>
25	Release of Campers Policy and Procedures	<input type="checkbox"/>	<input type="checkbox"/>
26	Visitors / Guests at Camp Policy, Procedures & Log	<input type="checkbox"/>	<input type="checkbox"/>
27	Camp Security & Access Policy	<input type="checkbox"/>	<input type="checkbox"/>
28	Emergency Planning / Safety Management Policy.	<input type="checkbox"/>	<input type="checkbox"/>
	Written Emergency Plans / Check Lists of specific action steps and task that must be followed in the event of an emergency at Camp for the following: (these may be part of the Staff Manual)		
29	Fire.	<input type="checkbox"/>	<input type="checkbox"/>
30	Severe Weather Events / Natural Disasters.	<input type="checkbox"/>	<input type="checkbox"/>
31	Missing Camper(s).	<input type="checkbox"/>	<input type="checkbox"/>
32	Aquatic Emergency.	<input type="checkbox"/>	<input type="checkbox"/>
33	Severe Injury or Illness.	<input type="checkbox"/>	<input type="checkbox"/>
34	Communicable Disease Outbreak.	<input type="checkbox"/>	<input type="checkbox"/>
35	Intruder / Stranger(s) in Camp.	<input type="checkbox"/>	<input type="checkbox"/>
36	Camp Emergency Evacuation.	<input type="checkbox"/>	<input type="checkbox"/>
37	Dangerous Animal Encounters.	<input type="checkbox"/>	<input type="checkbox"/>
38	Camp Staff In-Capacity / Immediate Loss of Camp Staff	<input type="checkbox"/>	<input type="checkbox"/>
39	Camp Activity & Program Goals and Learning Policy	<input type="checkbox"/>	<input type="checkbox"/>
40	Camp written formal Daily Program Plan / Schedule.	<input type="checkbox"/>	<input type="checkbox"/>
41	Camp Staff Annual Training Plan / Syllabus.	<input type="checkbox"/>	<input type="checkbox"/>
42	Camp's Program and Activity Policies & Procedures and specific Safety Check Lists and Safety Protocols for ALL the Camp's Programs (for example, Low Ropes/Challenge Courses, Swimming, Archery, Kayak & Canoe, Out Trips, etc.). If your Camp is conducting any of the activities below you need to demonstrate that your safety and management of the activity is in compliance with CANSPEI Accreditation Standards.		
43	Swimming Policy, Safety Procedures & Check List and Participation Log.	<input type="checkbox"/>	<input type="checkbox"/>
44	Low Ropes Policy, Safety Procedures & Check List and Participation Log.	<input type="checkbox"/>	<input type="checkbox"/>
45	High Ropes Policy, Safety Procedures & Check List and Participation Log.	<input type="checkbox"/>	<input type="checkbox"/>



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46	Horse Back Riding Policy, Safety Procedures & Check List and Participation Log.	<input type="checkbox"/>	<input type="checkbox"/>
47	Canoe & Kayaking Policy, Safety Procedures & Check List and Participation Log.	<input type="checkbox"/>	<input type="checkbox"/>
48	Target Shooting Policy, Safety Procedures & Check List and Participation Log.	<input type="checkbox"/>	<input type="checkbox"/>
49	Sail / Boating / Jet Ski Policy, Safety Procedures & Check List and Participation Log.	<input type="checkbox"/>	<input type="checkbox"/>
50	Out-Trips Policy, Safety Procedures & Check List and Participation Log.	<input type="checkbox"/>	<input type="checkbox"/>
51	Arts & Crafts Policy, Safety Procedures & Check List and Participation Log.	<input type="checkbox"/>	<input type="checkbox"/>
52	Camp Annual Budget.	<input type="checkbox"/>	<input type="checkbox"/>
54	Copies of all required staff certifications and/or experience credentials that are applicable for the safe operation of the Camp activity program, in accordance with CANSPEI Accreditation standards including, for example.		
55	First Aid certification for staff	<input type="checkbox"/>	<input type="checkbox"/>
56	Lifeguard Certification (if Camp is operating and providing Life Guard(s) for their swimming program. If their program is on an ocean or a lake a Waterfront Life Guard Certification is mandatory).	<input type="checkbox"/>	<input type="checkbox"/>
57	Canoe & Kayaking Instructors	<input type="checkbox"/>	<input type="checkbox"/>
58	Low Ropes / High Ropes Instructors	<input type="checkbox"/>	<input type="checkbox"/>
59	Sailing Boating and Jet Ski Instructors	<input type="checkbox"/>	<input type="checkbox"/>
60	Horse Back Riding Instructors	<input type="checkbox"/>	<input type="checkbox"/>
61	Target Shooting Instructors	<input type="checkbox"/>	<input type="checkbox"/>
62	Camp Senior First Aid Responder or Nurse or Paramedic	<input type="checkbox"/>	<input type="checkbox"/>
63	Food Handling Certificate for Camp Cook	<input type="checkbox"/>	<input type="checkbox"/>
64	Camp HR Policy - see CANSPEI Accreditation Standards for minimum requirements.	<input type="checkbox"/>	<input type="checkbox"/>
65	Staff (both paid and volunteer) Job Descriptions / Job Offers / Contracts.	<input type="checkbox"/>	<input type="checkbox"/>
66	Copies of the written notes for each Staff Reference Check - the Camp should preferably be using a standard form for each reference check.	<input type="checkbox"/>	<input type="checkbox"/>
67	Listing of all Camp drivers and copies of their valid Drivers Licenses, Driving Abstract and Proof of Insurance.	<input type="checkbox"/>	<input type="checkbox"/>
68	Confirmation of Employment Tax filings / T4 / ROEs (as these are protected documents the CANSPEI audit team will undertake confidentially. The Audit Team simply needs to confirm the Camp has issued and filed such. No copies should be given to CANSPEI auditors.	<input type="checkbox"/>	<input type="checkbox"/>



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69	Criminal Record Checks, including Vulnerable Sector Checks for all overnight Staff - (these must be current year for new staff and no more than up to 3 years prior for returning staff)	<input type="checkbox"/>	<input type="checkbox"/>
70	Staff Job Performance Evaluation Form.	<input type="checkbox"/>	<input type="checkbox"/>
71	Camps First Aid Policy	<input type="checkbox"/>	<input type="checkbox"/>
72	Serious Incident / Accident Report Form.	<input type="checkbox"/>	<input type="checkbox"/>
73	First Aid Log.	<input type="checkbox"/>	<input type="checkbox"/>
74	Camp's Infection Disease Policy Safe Blood Handling Policy & Procedures	<input type="checkbox"/>	<input type="checkbox"/>
75	Camper Medications Dispensing Control Policy <u>and</u> the Form.	<input type="checkbox"/>	<input type="checkbox"/>
76	Camp's Domestic Animals Policy	<input type="checkbox"/>	<input type="checkbox"/>
77	Camp Menu	<input type="checkbox"/>	<input type="checkbox"/>
78	Camp Pre Season Inspection, Cleaning & Maintenance Log Form	<input type="checkbox"/>	<input type="checkbox"/>
79	A Safety Inspection Audit Check Form for each camp session.	<input type="checkbox"/>	<input type="checkbox"/>
80	Camp Weekly Equipment Inspection, Cleaning & Maintenance Log Form	<input type="checkbox"/>	<input type="checkbox"/>
81	Time and Temperature Logs for all individual chilled and frozen cold storage.	<input type="checkbox"/>	<input type="checkbox"/>
82	Potable Water Testing Records (Unless the Camp is using a Provincial or Parks Canada camp ground where this is undertaken and guaranteed by the Province and/or Parks Canada . If a Camp is renting or using the facilities of another CANSPEI Accredited Camp, the renting or using Camp must have copies of that Camp's most recent Potable Water Testing Records.)	<input type="checkbox"/>	<input type="checkbox"/>
83	WHIMS Policy (if Camp has any of the designated WHIMS controlled or restricted substances on site.)	<input type="checkbox"/>	<input type="checkbox"/>
84	Camp Sun Safety Policy.	<input type="checkbox"/>	<input type="checkbox"/>
82	All other federal and provincial required permits and licenses.	<input type="checkbox"/>	<input type="checkbox"/>

I confirm that I have viewed and verified that the Camp has the documentary proof for all the items that I have checked off above:

Signature of CANSPEI Auditor: _____

Name of CANSPEI Auditor: _____
(Clearly Print Name)

Date of Audit: _____