

CANSPFI

Accreditation Documentary Audit Check List (Revised 24 Nov 2017)

Camp Name:						Date:
#	Documentary Item	Area	Yes / OK	Follow-Up	NA	Comments
1	Camp's Mission Statement and Core Values.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Camp's (or parent Organization's) Provincial or Federal Certificate of Good Standing / Annual Filing.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Copy of the list of the Organization's current Board of Directors and their contact information.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Organizational Chart or List of Camp's Staff Positions.	ADMIN	<input type="checkbox"/>	<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.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Current Year Certificate of Commercial Liability Insurance Policy.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Annual Permit to operate a Camp from the Provincial Medical Officer of Health.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Provincial Health License for the Kitchen Facilities.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Provincial Health License for Swimming Pool Facilities.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Waterfront Water Quality Test/Assessment Report, if required by province.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Camp Annual Budget.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Current Year Certificate of Workers Compensation Insurance, if applicable.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Camp's Document Retention Policy and demonstration of compliance.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Refund Policy (if Camp charges fees).	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Privacy / Projection of Private Information Policy and control process.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Sample of First Aid certifications for staff.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Camp Senior First Aid Responder or Nurse or Paramedic Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Lifeguard Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Canoe & Kayaking Instructor Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Low Ropes / High Ropes Instructor Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Sailing Boating and Jet Ski Instructors Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Target Shooting Instructor Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Food Handling Certificate for Camp Cook.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Missing Camper(s) Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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25	Severe Weather Events / Natural Disasters Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Fire. (both for buildings / tent areas and for forest fires) Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Aquatic Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Severe Injury or Illness Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Intruder / Stranger(s) in Camp Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Communicable Disease Outbreak, including Camp Staff In-Capacity / Immediate Loss of Camp Staff Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Camp Emergency Evacuation Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Dangerous Animal Encounters Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Camp HR Policy - see CANSPEI Accreditation Standards for minimum requirements.	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Staff (both paid and volunteer) Job Descriptions / Job Offers / Contracts.	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Staff Job Performance Policy and Evaluation Form and demonstration of compliance.	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Camp Staff Annual Training Plan / Syllabus.	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	Camp's employee and volunteer reference check policy and reference check form.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Camper Transportation Policy and Procedures (if Camp is doing such) and listing of all Camp drivers and copies of their valid Drivers Licenses, Driving Abstract and Proof of Insurance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Demonstration of compliance to CANSPEI camper : staff ratios.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Camper Registration Form and Medical Background Information Form.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Camper and Staff Emergency Procedures Consent, Photo Release and other Release(s) and Forms.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Camper Sign-In and Sign-Out Policy and Form(s) and and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Criminal Record Checks, including Vulnerable Sector Checks for all overnight Staff,	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Written Fire Inspection / Report or certifications within the previous 12 months.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	Potable Water Testing Records	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Camper to Camper Social / Sexual Relations Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Staff to Staff Social / Sexual Relations Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Staff to Camper Social / Sexual Relations Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Use of Camp's Social Media by Staff and Campers Policy	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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50	Staff to Camper Social Platform Networking / Communications Policy	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Inclusion / Equity / Accessibility Policies.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Abuse and Harassment Policy and Specific Action Steps & Procedures in such an event.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Tobacco, Alcohol and Recreational Drugs Policies	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	Staff Manual - needs to meet the basic CANSPEI accreditation standards.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Release of Campers Policy and Procedures	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	Camp Security & Access Policy	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57	Visitors / Guests at Camp Policy, Procedures & Log	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	Camps First Aid Policy	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59	Serious Incident / Accident Report Form.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60	First Aid Log and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	Camp's Infection Disease Policy Safe Blood Handling Policy & Procedures.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62	Camper Medications Dispensing Control Policy and the Medication Administration Record (MAR) Form.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63	Camp's Domestic Animals Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64	Camp Menu.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65	Camp Pre Season Inspection, Cleaning & Maintenance Log Form and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	A Safety Inspection / Facilities Cleaning Check Log Form for each camp session and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67	Time and Temperature Logs for all individual chilled and frozen cold storage.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68	Camp Sun Safety Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69	WHIMS Policy (if Camp has any of the designated WHIMS controlled or restricted substances on site.)	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70	Camp Activity & Program Goals and Learning Policy	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71	Camp written formal Daily Program Plan / Schedule.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72	Swimming Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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73	Low Ropes Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74	High Ropes Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
75	Horse Back Riding Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76	Canoe & Kayaking Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
77	Sail / Boating / Jet Ski Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78	Target Shooting Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
79	Biking Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
80	Out-Trips Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NOTES & COMMENTS						
44	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.)	NOTES				
2	This would normally be obtained from the NS Registry of Joint Stocks or the PEI Corporate Business Names Registry and/or from the CRA Registered Charity Database annual filing or a letter of good standing from the Camp's oversight organization.	NOTES				
8	If the current year is not available then a copy of / or written requests for current's inspection in accordance with the province's residential camp permits and licensing - usually from the Department of the Environment or Health or Agriculture.	NOTES				
40	These must be current year for new staff and no more than up to 3 years prior for returning staff.	NOTES				
OPERATIONS & SAFETY AREAS Administration (ADMIN) Certifications (CERTS) Emergency Plans (EMER) Human Resources (HR) Inclusion, Health & Safety (I, H&S) Program (PROGM)						