



Fostering Excellence in Camp Leadership, Programming & Safety Since 1941

ACCREDITATION STANDARDS REVISIONS

Updated March 09, 2018

Standard #	Revised Standard
R.5.97	<p>Your Camp must follow the National Lifesaving Society(NLS) waterfront safety standards and requirements for your waterfront swimming program, your Camp. Accordingly your Camp can employ a nationally recognized certified Lifeguard to supervise your waterfront swimming program. Click here and here a PDFs copy of the NLS Waterfront Safety Standards.</p>
R.2.20	<p>The Camp will ensure that at least 75% of all camp counsellors and 100% of all program staff must have 1ST Aid certification. For camp counsellors the minimum level of 1ST Aid certification is Emergency First Aid + CPR level C certification. For program staff the minimum 1ST Aid certification is Standard + CPR level C. Camper cabin or activity groups must have <u>at least one (1)</u> supervising Camp staff member that is certified at the Standard + CPR level C.</p>
R.5.56	<p>Only fully trained staff are permitted to be responsible for the planning, instruction, safety management and evaluation of the camp's challenge course programming.</p> <p>In the case of Low Ropes, the <u>minimum</u> certification level necessary to operate a Low Ropes course is the CANSPEI Camp Low Ropes-Elements Instructor certification or an ACCT L1 Low Ropes certification.</p> <p>In the case of High Ropes the the <u>minimum</u> certification level necessary to operate a High Ropes course is ACCT L1 High Ropes + <u>with supplemental add-on training for both site inspection prior to the activity, rescue training and activity log reporting.</u></p>



Fostering Excellence in Camp Leadership, Programming & Safety Since 1941

ACCREDITATION STANDARDS REVISIONS

Updated March 09, 2018

Standard #	Revised Standard
R.2.6	<p>The Camp has written Human Resources polices, procedures and practices that meet the following Accreditation Standards.</p> <p>There is a formal written contract, or letter of offer of employment, for every staff member and volunteer, which is signed by both the staff employee and the Camp, that identifies the following:</p> <ul style="list-style-type: none"> • Salary / wages (if paid staff) • Terms of employment • Benefits • A job description and performance expectations • A job performance evaluation process and/or forms • Mechanisms and processes within the Camp HR policies for staff and volunteers to file a workplace related complaint as well as mechanisms and processes are in place in order for the Camp to investigate and address that grievance. • References to the Camp’s critical inclusion, equality and health & safety policies - particularly those duty of care policies which, if not followed, will result in the staff person’s termination or other disciplinary actions. • Any other expectations <p>Staff (paid and volunteer) hiring contracts and/or letter of employment offers must also include the staff’s medical forms, a photo release consent and an emergency medical procedures consent undertakings by the staff person, a protection of personal information undertaking by staff to protect the personal information of the Camp’s campers AND an undertaking by the Camp to protect the personal information of staff. The protection of personal information undertaken by the Camp should also include the statement that the Camp will be releasing some of the staff person’s personal information to CANSPEI for the purposes of operating and conducting your Camp’s programming as an <i>Accredited Camp</i>.</p> <p>Camp staff must have a clean Criminal Record Check (CRC) to the satisfaction of the Camp Director and Board of Directors. In addition, a Vulnerable Sector Search (VSS) is mandatory for all staff that are over a defined age. See R.2.6.1 for more information on CRCs and VSSs.</p> <p>The Camp must conduct at least 2 reference checks for all new staff and must have a standard Reference check form for doing such.</p> <p>The Camp may also want to consider, in consultation with their legal counsel and their insurance provider, including releases, waivers and indemnifications within your Camp’s staff hiring documents and contracts, to offer additional risk management and legal protection to the Camp.</p> <p>IF the Camp so chooses to add these additional protections, it is strong recommend by CANSPEI that, if the staff member is under 19 in NS or under 18 in PEI, the parent or guardian should also signed the contract for these undertakings to be legal and to offer additional protection to the Camp.</p>



Fostering Excellence in Camp Leadership, Programming & Safety Since 1941

ACCREDITATION STANDARDS REVISIONS

Updated March 09, 2018

Standard #	Revised Standard
R.2.6.1	<ol style="list-style-type: none"> 1. Criminal Record Checks (CRC) are mandatory for camp staff (paid and volunteer) that have direct supervision and duty of care responsibilities for campers and are in a position of trust and authority for campers. 2. CRCs for new staff must not be more then six months old. Camps may decide, in the case of returning of full time staff, that they will require those staff to obtain a new CRC, for up to a maximum of, every three years, if and where those staff have worked at their Camp in each of the intervening years. 3. CRC's are mandatory for all staff 18 years and older who are subject to condition 1. above. 4. Camp should continued to consult Sterling Talent Solutions each year for <u>the minimum age that a Vulnerable Sector Search is required.</u> 5. Sterling Talent Solutions offers may great resources for understand the Canadian CRC and VSS legal and information systems.



Fostering Excellence in Camp Leadership, Programming & Safety Since 1941

ACCREDITATION STANDARDS REVISIONS

Updated March 09, 2018

Standard #	Revised Standard
R.2.11	<p>You Camp's policies should explain and define Abuse and Harassment. There are many resources online to assist your Camp in this. Your Camp's Abuse and Harassment Policies must also state that your Camp will not tolerate these behaviours.</p> <p>Your Camp's Harassment Policy should outline and explain the administrative protocols and means for Camp staff or volunteers to report Harassment and protocols and steps for investigating an allegation of Harassment. Your Camp Harassment Policy must also state that this may result in an employment suspension and/or dismissal, in the case of staff. For the safety of all persons at your Camp and to facilitate a welcoming, supportive and inclusive camp, in the case a camper harassing, bullying or abusing others at your Camp, your Policy should indicate that camper will sent home.</p> <p>Your Camp's Abuse Policy should explain that any Abuse by Camp staff will be a basis for immediate dismissal and/or suspension. Your Camp's Abuse Policy must also clearly outline the procedural check-list of detailed steps that will be taken at your Camp in the event of a disclosure of Abuse against a camper or staff member, from the moment the disclosure is made to a staff person and the Camp Director is informed, until the alleged perpetrator of the abuse leaves the Camp, if the Camp Directors decides the nature of the alleged abuse disclose warrants this step.</p> <p>These procedural steps must explain the steps taken for a disclosure of Abuse in the <u>camper's staff person's home/ community location</u> AND the steps taken for a disclosure of Abuse <u>which may happen at your Camp</u>. Your Camp's Abuse Policy must also clearly state that it is the legal responsibility of the person to whom the disclosure has been made to report the disclosure to the local police/RCMP and/or the Department of Community Services (DCS) Child Protection.</p> <p>Your Camp's Abuse Policy must also clearly state that, in addition to reporting the allegation of Abuse to the RCMP/DCS, your Camp Director will also report the alleged disclosure to their higher authority, such as the Camp's Board of Directors and/or the President and that the Camp Board. The Board of Directors will in turn will also, without revealing any personal and confidential information of the persons involved, report the incident of the disclosure to the Camping Association. This report can be made during your Camp's Annual Accreditation Report filing.</p> <p>CANSPEI has many training resources to assist your Camp's leadership in writing up these steps in your Camp's Abuse policy as well as practices for how to train your staff in managing abuse disclosures as well as how your Camp can support and comfort staff in the event they have to make a call to the RCMP or DCS. Please contact us anytime to discuss this more.</p>



Fostering Excellence in Camp Leadership, Programming & Safety Since 1941

ACCREDITATION STANDARDS REVISIONS

Updated March 09, 2018

Standard #	Revised Standard
R.5.7	<p>The camp has written safety rules and Risk Management procedures and practices to minimize risk for all the camp's operations and activity programs.</p> <p>Risk Manage is a management process for formally assessing and predicting the likelihood of risks / hazards occurring at your Camp <u>and</u> making judgements about the potential consequences that may result to the campers, staff and visitors as well as to the camp property and organization, if those risks / hazards actually happen, i.e the impact and consequence of the risk or hazard. Once this likelihood/impact-consequence assessment is completed, the Camp then must develop appropriate operating polices, practices, safety rules, training programs and resources as well as deploy the appropriate equipment to mitigate the impact to of those potential risks / hazards in their Camp's operations and activity programming. In addition, the Camp will also implement other Risk Management operating strategies, such as obtaining general liability insurance for transferring risk and reducing or avoiding risks. Following and complying to CANSPEI Accreditation Standards is one of your Camp's key strategies in Risk Management.</p> <p>Camp staff are made aware of these procedures and safety rules, during the Camp's training session, prior to the Camp's camping sessions starting. Camper are made aware of the program activity safety and procedures rules prior to each program activity during the camping session. CANSPEI's Safety Briefing tools (for example, Boating) are the recommend templates for fulfilling this Standard requirement.</p> <p>Rather than writing up their own Camp's detailed practices, rules and procedures for each activity program area, Camps may choose to simply to state that that a particular program area will adhere to and comply with the CANSPEI Accreditation Program Standards. Camps can then include the CANSPEI Accreditation Program Standards for that program in their Camp's Policy Manual Appendix.</p> <p>In addition to the CANSPEI Accreditation Standards, CANSPEI also provides Risk Management Assessment Tools and safe group supervision and management practices and skills for the higher risk program activities at Camp. These Tools and safe group supervision and management practices and skills are taught and and provided to Member Camp's staff attending the CANSPEI Camp Canoe/Kayak Instructor certification course, the CANSPEI Camp Low Ropes-Elements Instructor certification course, and by our partner training and certification organizations for; NASP archery instructors, Red Cross/NLS lifeguards, CKNS/Paddle Canada canoe and kayak instructors, ACCT Professional Vendor Members for high ropes course design, inspection and instructor training, OCC for hiking/out-trip leader certifications and Red Cross for WRFA certifications.</p> <p>CANSPEI will also apply these Risk Management Tools, practices and procedures to all our Association run and managed training and education programs and operations.</p>