



Camp Kwasind

**CHILD & YOUTH
PROTECTION & ANTI-ABUSE
IMPLEMENTATION
MANUAL**

Policies and Procedures Manual
(Updated Spring 2026)

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Introduction

The Spiritual and Moral Responsibility of the Camp

In the Christian Camping ministry, we recognize that we reflect God's love to those in our care and we take our responsibility to them seriously. We view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry to the family.

Camps have unique features that can make them susceptible to incidents of child abuse. Children are naturally trusting and impressionable and readily place their faith in adults who care for them. It is our God given responsibility, as well as a legal requirement, to safeguard that trust.

We consider all forms of abuse to be a serious matter. Child abuse can potentially leave scars that last a lifetime, and the effects of abuse are too often minimized or dismissed. The degree of damage that results from abuse depends upon several factors including the intensity, duration, and frequency of the abuse, as well as the nature of the relationship of the perpetrator to the child. If the abuser is a known and trusted authority figure in the child's life, the degree of impact increases dramatically.

All staff and volunteers who teach, care for, have access to, or have positions of trust with children, youth, and/or vulnerable persons within the Camp Kwasind community are required to follow the guidelines and procedures as defined in this document. Every activity involves some risk, but this plan is designed to prioritize the safety of children and volunteers with the goal of making all programs and activities as safe as is reasonably possible.

1. Understanding the Need

Reducing the Risk of Child Abuse

Abuse can occur in any camp setting – including our own. Children/Youth are naturally trusting and impressionable and readily place their faith in young adults/adults who care for them. It is our God-given responsibility, as well as a legal requirement, to safeguard that trust.

We consider all forms of abuse to be a serious matter, as there are few topics that create more emotion than that of child abuse, especially if it is sexual in nature.

The Impact of Abuse

Child (*anyone under the age of 16*) abuse robs children of their innocence and can potentially leave scars that last a lifetime. The effects of abuse are too often minimized or dismissed with the belief that children are viewed as being resilient and able to negate the long-term effects of abuse.

The degree of damage that results from abuse depends upon several factors including the intensity, duration, and frequency of the abuse, as well as the nature of the relationship of the perpetrator to the child. If the abuser is a known and trusted authority figure in the child's life, the degree of impact increases dramatically.

A single incident of child abuse can also devastate a camp and divide the community. Members become outraged and bewildered. Parents might begin to question whether their children have been victimized. The viability of the camp's programs are jeopardized, and camp staff and volunteers face blame and guilt for allowing the incident to happen. Such incidents often result in massive media attention, sometimes on a national scale. There is also the threat of potentially enormous legal liability and if a trial ensues the issue stays alive in the media for months or even years. However, far more tragic is the emotional trauma to the victim and the victim's family.

In making sure Camp Kwasind is a safer place, we will be:

1. Safeguarding children and youth attending our camp from abuse.
2. Protecting the camp staff and volunteer workers from potential allegations of abuse.
3. Limiting the extent of legal risk and liability due to any such abuse.

2. Understanding Child Abuse

Definitions

Unfortunately, child abuse is not a rare occurrence in Ontario. According to Ontario's Children's Aid Societies in 2007 over 27,000 children suffered some form of abuse or neglect.

"Canadian authorities estimate that the incidence of child abuse and neglect in Canada parallels that of the United States. At least one in three girls and one in seven boys are sexually abused by the time they reach the age of 18. In the vast majority of cases, sexual abusers are known to their victims. More than half of all sexual abuse occurs within the family. Offenders come from all economic, ethnic, racial, and educational backgrounds and religious traditions. They may be respected members of the community, church, or synagogue."

Abuse is primarily categorized as physical, sexual, emotional, or involving neglect. All child abuse involves the misuse of power. Misuse of power takes place when people take advantage of the authority or power they have over vulnerable people. Vulnerable people including adults with physical or mental disabilities and children.

For the purposes of this document a **Child** is defined as a person under the age of 16 years old. (Note that throughout this document the procedures regarding specific situations may involve a different age specification.) In 2018 the age of protection was raised to include youth up to 18 years old. **Youth** who are 16 and 17 years old are now eligible to receive protection services from Children's Aid Societies. While reporting for 16 and 17-year-old youth **is not mandatory**, one may contact the local Children's Aid Society if there are concerns about a youth.

The document is to support those who work with children, as a resource and critical reminder that a call to Children's Aid is not a privacy violation when it concerns the safety of a child. In fact, professionals who work with children have a special responsibility, as stated in the Child, Youth and Family Services Act, to protect the safety and well-being of children.

TERMS:

Physical abuse involves bodily harm to a child by a caregiver. This could include hitting, shaking, or burning a child.

Sexual abuse is any sexual activity with a child by a caregiver including fondling, sexual intercourse, or exposure to sexual activity. Child abuse includes behavior that involves touching and non-touching aspects.

Emotional abuse occurs when there is an absence of a nurturing environment for the child. It can also occur when the caregiver continually treats the child in a negative, demeaning manner.

Child neglect is usually a pattern of failure to provide the child's physical needs such as food, clothing, and shelter. It can also mean a failure to provide for the child's emotional needs, attention, and supervision. This can occur when parents do not know how to appropriately care for children, when they cannot adequately supervise their children, or when they are unable to plan for their children's needs.

Harassment involves persistently and wrongfully badgering a person with annoying, offensive, or troubling behavior.

Improper discipline includes any physical punishment, verbal or emotional abuse, or neglect. Corporal punishment is absolutely prohibited.

Child sexual abuse includes behaviour that involves touching and non-touching aspects.

Types of abuse that involve touching include:

- kissing or holding a child/youth in a sexual manner.
- touching a child/youth's sexual body parts or forcing someone to touch another person's sexual body parts.
- penetrating a child anally or vaginally, with objects or fingers
- having vaginal, anal, or oral intercourse with a child

Types of sexual abuse that do not involve touching include:

- speaking or communicating sexually/seductively with a child.
- showing or encouraging a child to participate in pornographic films, magazines, or photographs.
- allowing children to witness sexual activity.
- Exhibitionism, inappropriate gestures or suggestive motions
- sending of inappropriate sexual or sexually ensued information
- sexual oriented text messaging or digital interactions
- watching a child undress for sexual pleasure

All information on the Ontario Youth, Family and Service Act is found at:

<https://www.ontario.ca/laws/statute/17c14>

Symptoms of Abuse

Camp volunteers and staff should be alert to physical signs of abuse, as well as to behavioural and verbal signs that a victim may exhibit. A one-time event would not necessarily constitute a potential abuse case; sudden unexplained changes, however, would warrant investigation. Some of the more common signs are summarized below:

Physical signs may include:

- Lacerations and bruises
- Nightmares
- Irritation, pain, or injury to the genital area
- Difficulty controlling urination and defecation.
- Discomfort when sitting.
- Venereal disease

Behavioural signs may include:

- Fear or avoidance of a physical space or person, running away.
- Nervous or hostile behaviour towards adults
- Sexual preoccupation, knowledge, or language that is inappropriate for the child's age or development.
- "Acting out" sexual behaviour.
- Withdrawal from camp activities and friends
- Poor social boundaries
- Suicidal feelings or attempts
- Creating stories, poems, or artwork about abuse

Verbal signs may include the following statements:

- I don't like (names a particular person).
- (Particular person) does things to me when we're alone.
- I don't like to be alone with (a particular person).
- (Particular person) fooled around with me.

The Profile of a Child Abuser

Unfortunately, abusers do not stand out in a crowd. Many people assume that abusers are “strangers wearing trench coats” or “dirty old men.” These stereotypes not only are inaccurate, but they dangerously contribute to a false sense of security. According to a recent Ontario government publication, *“Most abusers have good jobs or professional careers; they may be married with children of their own; they often abuse many children over a number of years before they are caught or reported; and many have no record of negative involvement with police, let alone a criminal record”* (Ministry of Tourism, Culture, and Recreation, 2002). Overall, researchers in the field of child abuse indicate that **no one profile fits the various perpetrators of abuse.**

Consider the following:

According to the Children’s Aid Society, out of the reported cases of abuse:

- Over 85 percent of the time, the abuser is someone known and trusted by the child.
 - Of the 85%, 55% are someone who lives in the child’s home or is a caregiver in the child’s home.
 - The remaining 30% include people (i.e. teachers, bus drivers, coaches, etc.) who are recognized and trusted by the child.
- 15% are complete strangers to the child.

Clearly most abuse takes place within the context of an ongoing relationship. If abuse occurs in our camp, a respected member could be the abuser. Emphasis upon “stranger danger” will leave our camp ill-prepared. While it is uncomfortable even to consider this, the reality is that “trusted adults”, male or female, can easily mislead children and that most incidents of child sexual abuse take place in the context of an ongoing relationship between the abuser and the child.

3. Camp's Legal Vulnerability

Why Are Camps Susceptible?

- Access: Child abusers are attracted to an institution in which they may have immediate access to potential victims in an atmosphere of complete trust.
- Need: Most camps struggle to get adequate help for children and youth programs. Recruiting, for example, can become an unending effort. The turnover among volunteer workers is also high. A willing volunteer worker provides welcome relief.

Camps need to understand the extent of their liability. Camps are not “guarantors” of the safety and well-being of children and youth. They could be liable for every injury that occurs on their premises or during their activities. Camps are responsible for the well-being of the children and youth. Victims of abuse who have sued a camp often allege that the camp was negligent in not adequately screening applicants or for not providing adequate supervision.

The Civil and Legal Responsibility of the Camp

Increasingly, and often more dramatically, the camp and its personnel (i.e. staff, directors, and pastors) are being held accountable for the acts of the individual abusers within a camp even though neither the camp nor its leaders were aware of the abuse or condoned it. Camps are being sued in Civil Courts for damages sustained by victims and their families. Those victims and their families are attempting to hold camp accountable by alleging that:

- the camp is vicariously liable for the acts of its personnel, be it their paid staff or volunteer staff, regardless of whether the camp was, itself, negligent or even knew of the abuse,
- the camp was negligent in its hiring or accepting personnel, whether paid or volunteer, and
- The camp was negligent in the supervising or monitoring of its personnel or volunteers.

The Criminal Code and the Child and Family Services Act (CFSA) are statutes that make child abuse an offence under the law. The CFSA also makes it an offence for a professional who has reasonable grounds to suspect abuse but fails to disclose that information to the Children's Aid Society. For a further discussion of this duty to report please see chapter 6, “Incident Reporting Procedures”.

4. Child & Youth Protection Procedures

Health and Safety Guidelines

1. **In case of illness** - A child/youth who is ill and could therefore expose other campers and workers to illness will need to be checked by the camp nurse and removed from camp activities and other campers if necessary. Typical signs of illness are unusual fatigue or irritability, coughing, sneezing, runny nose and eyes, fever, vomiting, diarrhea, inflamed mouth and/or throat. Any child/youth with a known communicable disease should not be received into the camp programming or may need to leave camp property at the discretion of the nurse and camp director.
2. **Medications:** Camp Kwasind's paid staff or volunteer staff are NOT to give or apply any medication, except for the positions of onsite Camp Nurse, Head of Waterfront, Camp Directors and Out-Trip Leader. No medication will be left in the cabins or with a worker or child, unless on a canoe trip. In extreme cases, (i.e. epi pens, inhalers, etc.) arrangements should be made with written instructions and the permission of the child's parent/guardian. Requests should be written, dated, signed, and filed permanently. In the special case of an offsite excursion or canoe trips, the camp staff will help the child find proper storage for medication but will not administer.
3. **Allergies:** Children having severe allergies will have the information brought to the attention of the camp nurse, directors and will be noted on their registration form.
4. **Procedures for Dealing with Cuts or Injuries Involving Blood:**
 - Have someone locate the camp nurse.
 - Separate the injured youth from the other campers. Isolate the area where any blood may have dropped on carpet, equipment, etc. Apply first aid measures and ensure that an incident report is completed. If deemed necessary, the Camp Director will ensure that parents are informed of the situation.
 - If other children/youth have had contact with any of the blood from the cut or injury that should be noted in the incident report.
 - Put on vinyl gloves (available in first-aid kits) and bandage the injury, avoiding contact with the mouth, ears, and eyes.
 - Any blood on the floor or equipment must be washed using a solution of one part bleach to ten parts water.
 - Remove and properly dispose of vinyl gloves. Wash carefully with soap.
 - Complete an Incident Report and have it signed off by Camp Director
5. **Cleanliness:** Sanitize the cabin/washrooms areas daily and large building facilities weekly.
6. **Room Capacities:** All rooms for children's activities will abide by maximum capacities that promote a healthy environment for kids and their leaders. The Ontario Law for Recreational Camps provides guidelines.
7. **Zero Tolerance:** There will be no tolerance given for abuse, harassment, or neglect as defined on page 4 of this document.

Staffing Instructions for Protection

Staffing Instructions

Programs that involve children must always include adequate supervisory personnel. Supervision should always be maintained throughout the camp week. Our desire is to provide a safe, loving environment where the child feels comfortable, and learning can take place. Therefore, we recommend the following guidelines:

1. **Two Leader Rule** – at least two leaders (non-related recommended) should be present during any child's activity or transportation. This rule helps reduce the risk of child abuse and reduces the risk of false accusations made by children or youth towards staff or volunteers. (In certain situations, exceptions may be allowed if covered by the open-door policy or if permission is granted by the Camp or Executive Director).
2. **Open Door Policy** – If it is necessary that only one adult be alone in a room with children, the door or window of that room must always remain open. We also recommend that all rooms have windows that will allow senior camp staff to monitor cabin activities without interruption.
3. **Special Permission** – If a legitimate reason arises where a staff member or volunteer needs to be alone with a child such as on a hospital visit, consent by the parent / guardian or Camp Director must be obtained before going out alone with that child or spending time with the child in an unsupervised situation. Staff members or volunteers must also notify the appropriate camp leader of such meetings in advance.
4. **Age Requirement** – At least one staff member is in their 17th year or older who will be responsible for general supervision of children in the cabin.
 - The minimum age for volunteering at Camp Kwasind is 16.
 - Staff & Volunteers in Teen Week must be in their 19th year or older.Regardless of age, all those serving in a capacity in which they stay overnight must complete the entire staff or volunteer application process.
5. **Volunteers under the age of 17** will not be responsible for:
 - a. Sole leadership of a cabin
 - b. Sole leadership of a camp program
 - c. Being the lead teacher in an elective
6. **Staff Monitoring** – Those who are L-team (Leadership Team) or Action Staff roles will make regular visits to the rooms/activities to ensure the programs are properly staffed and supervised.
7. **Adequate Supervision** – There are to be no children in the cabins unsupervised. The cabin leaders must have sufficient charge of the group so that a positive environment is maintained. Cabin Leaders should be sufficiently older (at least two years difference) to ensure the respect required to maintain control.

To provide a safe environment where a child can be properly cared for the following [guidelines](#) and ratios are to be followed:

Ratios Must preformed to this ratio or better:

Location of Campers	Ratio Staff: Camper
Campers in Cabin	1:7 or 2:15
Campers in Elective	1:7 – 1:10
25-50 Campers at Waterfront	2 Guards: 50
50-100 Campers at Waterfront	3 Guards: 100

Camper Discipline and Cabin Management

The word discipline does not mean punishment. It comes from the root word disciple, which means training that molds character, behaviour, and values. God's definition of discipline is outlined in Hebrews 12:7-11:

"7 Endure hardship as discipline; God is treating you as his children. For what children are not disciplined by their father? 8 If you are not disciplined—and everyone undergoes discipline—then you are not legitimate children at all. 9 Moreover, we have all had parents who disciplined us and we respected them for it. How much more should we submit to the Father of spirits and live! 10 Our parents disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness. 11 No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

Early Foundational Steps

- Set limits before starting a session with children. Remind them often of the rules and their importance because of their short memories. Setting the limits helps children know what behaviours are appropriate.
- Clarify consequences ahead of time. If limits are set without clarified consequences, there is confusion and disciplining is difficult.

Preventative Discipline:

- Create a loving, caring atmosphere.
- To gain respect, give respect.
- Model self-discipline and structure in your own life.
- Prepare exciting and interesting activities with short transitions between activities.
- Arrange your environment for children and for learning.
- Establish and communicate realistic expectations for the children.
- Be sure the activities that you provide are meaningful and age appropriate.
- Be fair and consistent with all children.
- Be sure your focus is on positive actions and affirm positive behaviour.
- Be aware of children with special needs and bring their needs to the attention of the Cabin Leader Coordinators and Head of Logistics/ Staff Care.

Remedial Discipline:

- Deal with problems individually.
- Explain to the child why the behaviour is unacceptable and instruct them in how to do it correctly.
- Redirect the child to positive action.
- Explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of wrong behaviour.
- Offer choices that are acceptable to both you and the child.

Cabin Rules: Community cabin rules should be established to clearly communicate the expectations required of children/youth. Virtually all other rules can be collapsed within the concept of respecting each other.

Discipline Stages:

- Verbal correction of misbehaviour
- Removal from group activity (i.e. Reflection Time used for young children)
- Advise Cabin Leader Coordinator of misbehaviour to collaborate on alternative behavior management strategies.
- Withdrawal from program and suspension of attendance privileges

Reasonable restraint can be applied if the youth or children are hurting themselves or placing members of the group at risk, otherwise youth or children should not be touched in restraining or punishing ways.

****See definitions page for a definition of improper discipline.**

Proper Displays of Affection with Child/Youth

Appropriate Touch: Recognizing that children need appropriate displays of affection that reflect pure, genuine, and positive displays of God's love, all touch will be age and developmentally appropriate. We encourage camp staff and volunteers to:

- Speak to a child at eye level and listen with your eyes as well as your ears.
- Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour.
- Put your arm around the shoulder of a child when comforting or quieting is needed.
- Fist pumps, High Fives, Side Hugs or Pat on Shoulder or back to affirm them.
- All touch must be done in view of others and with consent.

Inappropriate Touch: Kwasind Staff will be made aware that the following actions are deemed inappropriate and will not be permitted:

- Do not kiss a child or coax a child to kiss you (this includes infants).
- Do not engage in extended hugging and tickling.
- Do not hold a child's face when talking to or disciplining a child.
- Do not touch a child in any area that would be covered by a bathing suit.
- Do not carry older children and do not allow them to sit on your lap.
- Do not wrestle with children outside of designated program activities.
- Avoid prolonged physical contact with any child or youth.

Sexual Conversation / Education

Camp Kwasind believes it is the role of the parents and the local church to direct and instruct in the area of sexuality-based questions and education. While we value the importance for a young person to be taught the biblical view surrounding issues of sexuality, camp is not the ideal context for this to be discussed for a variety of factors - including the limited time with campers, it does not further the primary purpose of camp, and that conversation of this nature should be done in connection with the parents. **Therefore, Kwasind advocates and trains summer staff to reinforce with children/youth the importance for them to talk with their parent(s) and/or local church leadership about these subjects and questions.**

All volunteers and staff are to follow these guidelines:

- Observe that sexuality, sex, and sexual questions are not to be seen as “dirty,” “bad” or “wrong”, rather that sexuality is something beautiful, created by God and part of who we are as expressed in the appropriate context as articulate in the Bible.
- The discussion of sexual matters including practices, identity, and orientation along with your own personal preferences, understandings, and experiences, should not be taught, shared, expressed or instructed in the camp setting by any volunteers or summer staff. The reason for this, is that as the camp does not provide training in these matters from a theological, sociological or developmental context and thus we recognize that responding to a camper’s questions or concerns related to sexuality could cause more harm than help without it being done in connection with their parents and the local church.
- Recognizing that having an adult (staff or volunteer) discuss sexual matters in a casual setting with an unrelated minor could be construed as inappropriate and thus, as a camp, we require staff not to participate in such conversations with campers for their own protection as well as for that of the camp.
- If sexual issues, questions, or conversations come up in an informal setting (such as in a cabin or in dialogue with a camper), the volunteer or summer staff leader needs to either direct that conversation to a Senior staff position (director level) and/or redirect to another topic. However, it is important that before redirecting, to affirm the camper that their question is appropriate, valuable and good to discuss, just that as a camp, we see that best context for that discussion is to happen when it can be done in conversation with their parent(s) and/or local church leaders.

Photography & Videotaping

Generally, no child will be photographed, videotaped, or audio taped by Camp Kwasind staff without prior consent from a parent or guardian. Consent must be given through use of an approved Kwasind Registration release form or approved document means. Camp Kwasind Leadership team must approve all instances of photography, videotaping, and audio taping.

Online Interaction Procedures/Policy

Camp Kwasind values the safety of our campers, staff, and volunteers, the positive reputation of our camp, the privacy of all in our camp community, and the community that is created at camp. Therefore, it is the policy of Camp Kwasind that the use of the internet by staff and volunteers reflects these values.

Safety

First and foremost, we are concerned about your safety and the safety of our campers. This means:

- The only type of relationship that is permitted between a camper and a staff member at Camp Kwasind is a professional leadership relationship.
- Romantic relationships, at any time, in person or online, are never permitted with our campers.
- If you become aware of any in-person, intimate texting/digital messaging or cyber-bullying involving campers or staff, contact the Camp Director immediately.
- If a camper reveals to you in the off-season – in person or online – any information that makes you concerned about that camper's safety - contact the Camp Director and your local Children's Aid Society.

Reputation

As a Camp Kwasind staff member, you represent the camp before, during and after the summer. This means: How you behave online reflects both you and camp. This is especially true when you are at camp, wearing camp clothing outside of camp, or posting on any camp-affiliated website.

How you behave in public spaces, whether that is the Internet or the street corner, enhances or erodes your reputation as a person and as a camp staff member. You must actively work to maintain a positive web presence, because your reputation can be affected by the actions of others if you are not vigilant. Your "comments" and contributions to websites, media posts, forums, etc. should reflect the principles of this policy and the responsibility you have to be a positive Christian role model.

Camp Kwasind reserves the right to not hire you, terminate your employment or not rehire you if your offline or online behaviour – at any time before, during or after the camp season – causes serious concern about your judgment and professionalism.

Privacy

Camp Kwasind respects your privacy and that of our campers. This means:

- Staff members are permitted to photograph campers during official Camp Kwasind events - for our promotion and website - but those photos (and any copies or modifications) may not be posted in a public space (website, social media etc.) without the permission of the campers' parents or guardians. Camp Kwasind must seek permission for the use of photographs for our publicity.
- Photographs are never permitted of any camper clients engaged in any private activity, including sleeping, using the bathroom, or changing. Staff must carefully monitor the use of cameras in cabins.
- Stories or anecdotes about campers or fellow staff should never be posted online if they demean, make light of campers' concerns, or portray them in unflattering ways.

Campers' names should never be used or identifying features revealed, even when stories are told that are positive.

- Your presence online should restrict camper access. This means we strongly recommend:
 - that you do not share your personal email address, cell phone number, screen name or other personal contact information with any camper.
 - For current or past campers, you limit access to your pages or photos on any social networking site, such as Instagram or Facebook.
 - That you make all your photos and videos private.
 - If you ever feel unsafe or uncomfortable with online communication with a camper that you contact the Camp Director immediately. We remind you that the Internet is a public space. Your behaviour online is, ultimately, not private. Keeping that in mind will help you make good decisions about what you say and do.

Community

Camp Kwasind recognizes that strong relationships are essential to personal growth. The bonds that form between campers and staff members in a camp community are an integral part of our mission at Kwasind. We want to nurture those relationships before, during and after the camp season, in sanctioned, supervised ways. This means:

- Your off-season contact with camper clients is encouraged in two ways:
 - 1) Through social media in which their parent(s)/guardian are aware of your interactions and give permission for you to interact with a minor that you know exclusively through Kwasind.
 - 2) In writing cards that can be mailed to the campers that Kwasind will put in envelope and mail on your behalf.
- No staff or camper may use the camp's name or logo to create any unofficial Internet sites, without permission from the Director.
- We recognize that you are part of many communities, such as your school, church, and family, where the rules about what can be discussed or shared are different. In accordance with our purpose statement, we ask that when you communicate online, in all the social networks to which you belong, your behaviour follows the philosophy and policies of Camp Kwasind.
- During the camping season, staff are permitted to use the camp computer or their personal computers/mobile devices (if they have been given permission to bring them to camp by the Director) during specified times (i.e. hours- or evenings-off or days off) and in specified places (i.e. the staff lounge or a designated office). Camp computers may be used for correspondence, research and for school registration, but may not be used for online gaming, viewing inappropriate sites, and watching movies.
- Since the Camp Kwasind Staff are drawn from all over the province and beyond, we embrace new technologies to stay in touch and to help us with planning for our summers. As these technologies (such as Instagram, Facebook, TikTok, Snapchat etc.) develop, we ask that you use them with us to build and maintain our Camp Kwasind community.
- You are a Christian leader and role-model, and we encourage you to always behave in ways that reflect the seriousness of that responsibility.

Consequences

Any employee found to be in violation of any portion of this Internet Use Policy will be subject to immediate disciplinary action, up to and including termination of employment and/or legal action.

Special Events and Off-Site Overnight Policies

The Program Team is encouraged to plan the occasional social activities off-site that relate to the program. The following precautions need to be taken with these activities.

Field Trips and Special Events

- Camp affiliated activities conducted away from the camp property must be pre-approved by the Executive Director.
- Proper consent and medical release forms are required for each child (participating in field trips and special events). One copy of these forms is to accompany the supervisor(s) on the outing. A second copy is to remain onsite at camp.
- When the transporting of children is involved, all drivers must have a valid "G" driver's license and current automobile insurance. The number of people per car must never exceed the number of seat belts. Each person must wear a seat belt. The preference is to have campers transported by an insured public vehicle (i.e. Bus) or insured camp vehicle (i.e. Camp Truck).

Off-Site Overnight Events

Overnight activities may be permitted if the following guidelines are met:

- All overnight activities must be pre-approved by the Camp Director.
- All overnight activities must have a minimum ratio of one leader for every 7 campers. (Minimum of two leaders always. When only two leaders are required, they must be unrelated).
- If it involves water or swimming – there must be an NL guard present for 25 swimmers.

5. Recruitment of Paid Staff & Volunteers

Volunteer & Staff Application / Approval Process

To protect our children/youth and to be protected from liability, the camp must take reasonable action in screening and supervising the volunteers involved in any children/youth work. In case of accusation, a court can find the camp (CBOQ) legally liable if it is less than systematic and therefore negligent in screening volunteers. By having every new volunteer complete the following process, the camp greatly reduces the potential for child abuse and the resultant liability.

All camp staff and volunteers must be approved by the Executive Director (ED) and Camp Director. The Camp Director must keep an inventory list of its ministry staff and volunteers and the status of the application process.

Approved Staff/Volunteers will have completed a screening process which includes the following steps:

1. **Application Form** - We will have all paid staff and volunteer staff who work with children or youth fill out a camp ministry application form. In accordance with PIPEDA regulations, the Application Form must include the reason for which the information is being collected.
2. **Interview** - Every potential volunteer & staff in camp ministry will participate in an Interview managed by either Director of Operations or Camp Director prior to having access to campers. The information given in the interview will be available only to the core Year-Round Camp staff/CKAC/CBOQ HR department and so has limited confidentiality. The interview will also give the potential staff/volunteer the opportunity to ask questions about various camp position opportunities and the reasons behind our policies and procedures. **The interview will be conducted by an approved team/director.**
3. **Personal References** - We will have each paid staff and volunteer staff provide three (3) personal references from sources who can speak to their overall integrity and previous work with children and/or youth. Acceptable references may include the following:
 - Former Pastor or Ministry Leader
 - Current or previous employer
 - Teacher (for minors)
 - Another person who has sufficient strength of relationship to comment on the individual's personal habits and character)
4. **Police Check** - We will have each paid staff and volunteer staff (over 18 years of age) submit to a Police Record Check, including a Vulnerable Sector Search for any position involving work with children or youth (over age of 25). Anyone with criminal abuse violations related to the abuse of children, that are of a sexual nature, domestic abuse or violent acts, the volunteer cannot be involved in ministry with children or youth on behalf of Camp Kwasind (CBOQ). Any individual who will not submit to this procedure will be ineligible to be involved with children and youth on behalf of the camp. Police Checks will be renewed every 2 years.
5. **Orientation and Training** - We will train all our staff and volunteers who work with children and youth to understand the nature of child sexual abuse, and how to carry out our policies contained within the Child Protection manual to prevent any type of abuse. Attendance will be recorded and noted in the staff or volunteer's personnel file.

6. **Staff Agreement Form** - We will have all paid staff and volunteer staff who work with children or youth fill out a Staff Agreement form, which will confirm their agreement to comply with camp policies and guidelines.

All the above forms and records will be placed in a personnel file set-up through CampBrain for that purpose and will be considered confidential, accessible only by the CBOQ Executive Minister, CBOQ Board, Camp ED, Camp Director, Camp Office Manager. These records should be up-to-date, accessible and should be kept on file indefinitely.

If there is a record or information that raises some concern, the camp staff or volunteer, and the Camp Director of Camp Kwasind will meet to discuss the matter. If the offence is other than child abuse or sexual abuse, the volunteer may proceed with ministry in the camp provided both the Executive & Camp Director agree.

The following are criteria considered when evaluating the information:

- The number and type of convictions
- The age and circumstances of the offender at the time of the offence
- The length of time between past criminal activity and the present
- The conduct and circumstances of the individual since the offence
- The likelihood of the individual repeating the offence

The information contained in the Personnel Records is considered strictly confidential. Only the affected applicant, his/her supervisor, other appropriate senior staff, can be privy to the information. The Board of CBOQ, Executive Minister and Camp Executive Director will be consulted for their approval only in the event of disagreement.

What Kinds of Criminal Convictions Disqualify an Individual for Camp Ministry with Children/Youth at Camp Kwasind?

A criminal conviction for a sexual offence involving a minor would certainly disqualify an applicant. In the case of pedophilic behaviour (molestation of a pre-adolescent child) such a conviction will disqualify an individual no matter how long ago it occurred. Other automatic disqualifications would include incest, rape, assaults involving minors, murder, kidnapping, child pornography, and the physical abuse of a minor.

Should Spiritual Conversion Make a Difference for a Camp Volunteer Who Has Been Guilty of Child Abuse in the Past?

Occasionally, such people freely admit to a prior incident, but insist that they have since had a conversion experience and that they now present no risk whatever. Still, the safest course would be to encourage such an individual not to work in the camp but potentially find a way to have them connected to camp but not involving access to children/youth. This is a reasonable accommodation of the individual's desire to serve at Camp Kwasind. Any camp that permits such an individual to work with children or youth on the basis of professed spiritual conversion will have a virtually indefensible position should another incident of abuse occur. A defense, that the abuser claimed to have been converted, would be viewed with disdain by a civil court. Putting a known child abuser in a position involving access to children is taking an enormous risk.

Screening Process

Security Clearance Process

To protect our children and to be protected from liability, Camp Kwasind must take reasonable action in screening and supervising the volunteers involved in the camp ministry. All camp staff and volunteers must be approved by the Camp Director.

In order for prospective ministry personnel to be “cleared” individuals will submit and complete the following:

- **Online Application through CampBrain**
- **Interview (Face to Face, Online or Phone)**
- **Reference Checks** - We will each have paid staff and volunteer staff provide three (3) references from sources who can speak to their overall integrity and previous work with children and/or youth.
- **Sign Staff/Volunteer Agreement & Conduct Form**
- **Police Records Check** - We will have each paid staff and volunteer staff (18 years of age and older) submit a Police Record Check, for staff over the age of 25 a Vulnerable Sector Search for any position involving work with children or youth. Police checks will be repeated every 2 years.
- **Training** - We will train all our staff and volunteers who work with children and youth to understand how to carry out our policies contained within this manual to prevent any type of abuse. Attendance will be indicated on the ministry covenant form.
- **Final Approval from Camp Personnel Leadership**

Camp Kwasind staff/volunteers must complete the security clearance process prior to being placed in a position of trust. Also, ministry personnel who serve children and youth must have a personnel file kept with camp records. These files are to be kept permanently.

Security Clearance Considerations

Occasional Observers who visit camp will have their attendance recorded and kept on file in the office. Visitors will be clearly identified as such. If they have not completed the security process, occasional observers will not be placed in a position of trust with any child who is not their own. Occasional observers may include parents, guardians, and volunteers at special services who are paired with security cleared volunteers/staff. Occasional observers will not be left alone in a cabin with a child, or group of children.

Police Record Checks: If there is a record or information that raises some concern, the designated ministry leader and Camp Director will meet to discuss the matter. After which, the designated ministry leader will meet with the individual to discuss the offence. If the does not involve child abuse or sexual abuse, the volunteer may proceed with ministry in the camp provided both the Camp Exec. Director and Camp Director agree.

The following are criteria considered when evaluating the information:

- The number and type of convictions
- The age and circumstances of the offender at the time of the offence
- The length of time between past criminal activity and the present
- The conduct and circumstances of the individual since the offence
- The likelihood of the individual repeating the offence

Individuals that have been accused, or convicted, or are under the suspicion of crimes against children and/or youth, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children or youth participate.

The information contained in the Police Record Check is considered strictly confidential. Only appropriate staff and relevant leaders of the camp can be privy to the information. The CBOQ Board & Executive Director will be consulted for their approval only in the event of disagreement.

6. Incident Reporting Procedures

Discuss Suspicious Behaviour Immediately

Any inappropriate conduct or relationship between a camp staff/volunteer and a youth or child must be confronted immediately and investigated thoroughly. Prompt warnings must be issued when appropriate and the situation monitored very closely. If a violation is on sufficient grounds, then the adult worker's involvement should be terminated immediately. Camp staff should note when a youth or child appears withdrawn or exhibits a marked personality change. This may indicate a problem that deserves attention. Some conduct just deserves an initial comment. Other conduct requires reporting.

Who Must Report?

If you have any concerns regarding the safety of a child at Camp Kwasind, you **must report this to the Camp or Executive Director immediately**. He/she will then work with you to address the issue and contact the appropriate child protection agency if needed.

Any person who has reasonable grounds to believe that a child or (children) is in need of protection has a duty to report the matter as outlined in this document below. When abuse or neglect can be reasonably anticipated and there are reasonable grounds to believe that a child needs protection, the legal obligation to report applies.

According to the Child and Family Services Act, section 72, subsection 5, professionals including clergy, teachers, social workers, and child/youth and recreation workers paid for their work are **legally required to report** the matter to a social worker in the local office of the Children's Aid Society if there are reasonable grounds to suspect that a child (or children) is or may be in need of protection. Such a professional who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence. (Please refer to the "Understanding Child Abuse" section earlier in this document). Subsection 6 states that a volunteer child or youth worker is not legally required to report in these circumstances and will not be found to be in violation of the law.

Responding to and Reporting an Allegation of Abuse

Camp Kwasind recognizes that abuse and neglect can have serious and even lethal consequences. Behaviours such as physical abuse, sexual abuse, emotional and psychological intimidation, discrimination, and neglect can be disruptive and harmful to the victim.

Any person who has reasonable grounds to believe that a child (or children) is/are in need of protection is legally required to report the matter as outlined in this document. A report is to be made to the local children's service agency (CSA) in compliance with the Child and Family Services Act [Section 72(2)]. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offense.

No one should be afraid to report suspected abuse provided there is a reasonable cause. It is essential that all allegations of child abuse be taken seriously. An allegation must be investigated and never dismissed. A person making an allegation should never be discouraged from raising

the allegation because of potential disruption it could cause to the ministry of CBOQ or Camp Kwasind. The decision to investigate will be made by CAS.

General Reporting

Any incident will be reported immediately to the Camp or Executive Director (or alternate) and the person reporting will immediately contact CAS in conjunction with the Camp Director. The incident will also be reported to the Director of Next Gen Ministries and the Executive Minister, who determine if it will be passed along to the CBOQ President, and offer necessary action as required. Reporting to Year-Round Staff, CBOQ Staff or Camp Kwasind Advisory Committee does not absolve the individual of the obligation to report the matter to the CAS.

The child's parent/guardian will only be contacted based on the recommendation and direction of the CAS officer. A parent/guardian will not be contacted if he/she is the one being implicated. In any conversation about an alleged abuse, the name of the informant should never be disclosed to anyone including other staff (outside of Directors), the accused, or family members of a victim.

An Incident Report will be completed and retained on file. Any in-depth investigation will be left to outside professionals who are familiar with these cases.

Campers/Guests Reporting

- Any camper or guest of Camp Kwasind may come forward and report an act of abuse or neglect that they have experienced or witnessed.
- Camp Kwasind will ensure that they are protected from any reprisal or negative action resulting from the report.
- Camp Kwasind will thoroughly investigate all claims / reports of abuse and/or neglect.

Employee Reporting

As an employee of Camp Kwasind, you have the following responsibilities to our workplace:

- We trust that all our employees will help us eliminate the threat of abuse and/or neglect from our workplace.
- All employees are responsible for preventing and reporting acts of abuse and/or neglect.
- If you witness any action related to abuse and/or neglect in the workplace, you must immediately report the incident to the Camp or Executive Director.

Camp/Executive Director Role

- Management is responsible for creating and maintaining a safe and healthy workplace free from abuse and/or neglect.
- Directors must be sensitive to the climate in the workplace and address potential problems before those problems become serious.
- If a Camp or Executive Director becomes aware of abuse and/or neglect in the workplace and chooses to ignore it, that Management and Camp Kwasind/CBOQ risk being named co-respondent in a complaint and may be found liable in legal proceedings brought about by the complainant and/ or government representatives.

When an employee or guest has asked the Camp/Executive Camp Director to deal with a situation involving abuse and/or neglect, Camp Management should:

- Support the employee or guest without prejudging the situation.
- Work with the employee or guest and document the action(s) and have them sign and date an official complaint.

Camp Kwasind support the individual/leader who hears of child abuse to immediately report to the Parry Sound Children's Aid Society every suspected, alleged, witnessed or confirmed incident of abuse or neglect regardless of who did the abusing, or caused the neglect.

Camp Kwasind will ensure that the child's legal guardian(s) are immediately notified of the results of the investigation if CAS deems that appropriate.

Detailed Investigation of Abuse or Neglect

Camp Kwasind shall take all claims of abuse and/or neglect seriously and will investigate thoroughly. All complaints of abuse / neglect shall be reported to the authorities prior to the internal investigation process.

Camp Kwasind management will follow the investigation process outlined below:

Obtain a Description of the Incident / Claim

- Listen to the victim or witness and ensure that they provide a full account of the incident(s).
- Ensure that you treat the matter seriously, using a professional manner and avoid discounting their difficulties in coming forward and telling the story.
- Contact the company legal department where it appears that the situation may require legal action.
- Obtain a written, signed, and dated statement from the claimant.
- Ensure that the client / child / visitor / employee is free from retaliation as a result of their coming forward.
- Inform them that they may wish to file a complaint with the authorities.
- Immediately report to the Police, the child's legal guardian(s), and Children's Aid Society every suspected, alleged, witnessed or confirmed incident of abuse or neglect regardless of who did the abuse, or caused the neglect.

Conduct an Investigation into the Incident / Claim

- Conduct your investigation immediately after learning of the complaint.
- Ensure that the investigation remains confidential, and that all information gathered remains confidential. Information should be shared only where necessary, and with appropriate parties (who must also be informed of the need for confidentiality).
- Investigate all claims seriously.
- Document all information appropriately.
- Contact the authorities where appropriate.

Interviewing the Complainant

- Obtain a full account of the incident, and document all details provided.
- Determine any potential pattern involved, or if the incident was a singular occurrence.
- Determine if the incident was influenced by any contextual factors.
- Identify any reporting relationships, or hierarchical structures that may have influenced the incident(s).
- Determine a timeline of events associated with the incident, and what the job duties of each party were at the time of the incident, and what their expected locations were.
- Examine the potential of a charge made under false pretenses, and any motivating factors that may be involved. Work to rule out these potential elements.
- Inform the complainant that a thorough investigation will take place.
- Obtain a written, signed, and dated statement from the claimant.
- Ensure that the employee is free from retaliation as a result of their coming forward.

Interviewing Witnesses

- Obtain written, dated, and signed statements from any witnesses.
- Ensure that the witness is free from retaliation as a result of their coming forward.

Resolve the Complaint

- Where disciplinary action is required, determine the level of discipline based on the severity of the incident, previous action taken in similar circumstances, the employee's previous history, and the frequency.
- Review, revise and re-communicate company policy on abuse and/or neglect.
- Place documentation of the complaint, investigation, rulings, discipline imposed, and any actions taken into confidential files.
- Follow up with the parties involved to provide details of the actions being taken in response to the findings of the investigation.
- Ensure that the child's guardian(s) are immediately notified of the results of the investigation.

Mandatory Reporting

Any person who has reasonable grounds to suspect that any of the following has occurred or may occur must immediately report that suspicion and the information upon which the suspicion is based to management, and the authorities (Police and Children's Aid Society).

Whistle-Blowing Protection

Camp Kwasind offers protection against retaliation to any person who discloses information to Camp Kwasind, the Police, or Children's Aid, or who gives evidence in legal proceedings. This protection is known as the "whistleblowing" protection.

Specifically, the whistle-blowing protection ensures that Camp Kwasind and our staff will not retaliate against any person, whether by action or omission, or threaten to do so because anything has been reported regarding abuse and/or neglect.

In addition, no person will encounter retaliation because evidence has been or may be given in a legal proceeding.

Neither Camp Kwasind, nor its staff, will do anything that discourages, is aimed at discouraging or that has the effect of discouraging a person from doing anything mentioned above. Nor will Camp Kwasind or its staff do anything to encourage a person to fail to do anything mentioned above.

For the purposes of the whistle-blowing protection, "retaliation" includes, but is not limited to, disciplining, or dismissing a staff member, imposing a penalty upon any person, or intimidating, coercing, or harassing any person. A client shall not be barred from, or have their child removed from care at Camp Kwasind, , or in any way be subjected to discriminatory treatment (e.g. any change or discontinuation of any service to or care of a child or the threat of any such change or discontinuation) because of anything mentioned above, even if the client, child or another person acted maliciously or in bad faith. Further, no child, family member of a client, or guardian of a child shall be threatened with the possibility of retaliation.

Assisting Victims of Abuse and/or Neglect

- Camp Kwasind will work with victims of abuse and/or neglect to address their concerns and ensure their ongoing safety.
- Camp Kwasind will work to ensure that persons identified as posing a threat are refused entry to Camp Kwasind premises.
- Where necessary, Camp Kwasind will provide chaperones for interactions where there is a reasonable fear of abuse.
- Camp Kwasind will provide options for the counseling of victims of abuse and/or neglect.

Disciplinary Measures

If it is determined that any employee has been involved in the abuse or neglect of any child under our care, immediate disciplinary action will be taken. Such disciplinary action may involve the reporting of the incident(s) to the authorities, possible legal action, and could result in immediate dismissal without further notice.

This Child Protection & Anti-Abuse Policy must never be used to create fraudulent or malicious complaints. It is important to realize that unfounded/frivolous allegations may cause both the accused person and Camp Kwasind significant damage. If it is determined that any employee has knowingly made false statements regarding an allegation related to abuse and/or neglect, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

Special Circumstances

Should an employee or client have a legal court order (e.g. restraining order, or “no-contact” order) against another individual, they are encouraged to notify Camp Kwasind, and to supply a copy of that order to the CBOQ Human Resources Department. This will be required in instances where the victim strongly feels that the aggressor may attempt to contact that employee at Camp Kwasind in direct violation of the court order. Such information shall be kept confidential.

If any visitor to Camp Kwasind is seen with a weapon (or is known to possess one), makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services, their immediate supervisor, the Executive Director who will then share with the CBOQ Human Resources Department.

All records of abuse and/or neglect reports, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, Camp Kwasind will assist police agencies, attorneys, insurance companies, and courts to the fullest extent.

Confidentiality

Camp Kwasind will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. Camp Kwasind will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by Camp Kwasind and will be proportional to the seriousness of the behaviour concerned. Camp Kwasind will also provide appropriate assistance to any employee who is a victim of discrimination or harassment.

Visitor Management and Security

1. To ensure the security and safety of Camp Kwasind premises, Camp Kwasind will employ appropriate security measures to protect against the potential dangers of abuse and/or neglect.
2. Camp Kwasind employs controlled access entrances to ensure that visitors must be checked in. Visitors will be required to sign in with Camp Kwasind administration.
3. Parents and caregivers will be required to submit signed documentation stating who is allowed to pick up their child(ren).
4. Any unauthorized visitors or suspicious persons will be reported to the Camp/Executive Director and then potentially to the Police.

Protection From False Allegations

All staff who work with children/youth must be very careful in how they interact with those children. It is possible that in order to gain attention, a child may falsely accuse someone of touching them inappropriately or make other accusations. To protect yourself and your ministry to children, be careful to:

- Avoid being alone with a child in a private or secluded location. Always arrange things so that there is another adult or other children within eye shot.
- At times it will be important to have one-on-one talks with your campers. Arrange to talk privately, but in a place where others can see you clearly.
 1. Do not ever allow a child who is homesick or scared to sleep on/in your bed.
- If a child needs to go the washroom and is scared to go alone, send another child with them. You need to remain with the rest of the cabin of campers. The washrooms are close enough that it is not a problem for a child to go on their own.
- Be careful in how you show affirmation or comfort. If a camper needs a hug or an arm around the shoulder, do that with others present.
- It is best not to wrestle with campers because they could get hurt, or they could accuse you of touching them inappropriately.
- Be discrete when you change your clothes.
- Don't be afraid of being with your campers. Care for them and be wise in your interactions with them.

Additional Guidelines for Staff to prevent False Allegations

1. Avoid any situations that might be interpreted as abusive or harassment.
 - a) Touching of others should be limited, of clear therapeutic value, and of short duration.
 - b) Areas that must never be touched include breasts, genitals, buttocks, thighs, and mouths.
 - c) Approach all children and youth in a positive manner. Do not use sarcasm, put-downs', teasing or humiliation tactics to control.
 - d) Ensure that there is never any 'bullying' taking place.
 - e) Do not use physical control in any way.
2. All pornographic material is strictly forbidden.
3. One-to-one situations must be handled in sight of other staff members.
4. Suggestive or flirtatious comments or actions are inappropriate.
5. Cabin Leaders need to assess their own feelings frequently and carefully to be certain that they are not acting on feelings of sexual attraction.
6. If a staff member feels that a camper or youth is behaving inappropriately towards him or her, he or she must confront the issue directly, being specific and concrete, and then report the interaction to the Camp Director.
7. If a staff member suspects that a child has been abused either on or off premises, the Executive or Camp Director should be notified immediately.
8. Allegations of abuse by staff should be reported to the director. Details and actions taken should be documented.
9. The Family and Child Service Act states that any person who has reasonable grounds to believe a child may be in need of protection must report the matter to the Ministry of Children and Families. This duty to report overrides any claim of confidentiality or privilege that a person in any profession may have with a client. i.e. *staff cannot participate in any secrets involving abuse.*

7. Procedures & Policy Evaluation

Monitoring of Policy

Education, communication, and commitment are key to our efforts to prevent the occurrence of abuse of children in our care.

Camp leaders should thoroughly review the Child Protection Guidelines and attention must be given to periodic monitoring that examines the following:

- Have all relevant ministry areas trained its workers regarding these policies?
- Are workers following the required policies and guidelines?
- What obstacles exist in complying with the policies?
- What is the level of cooperation?
- Do sufficient materials exist for training and information?
- Are the policies printed and available?

The topic of child abuse and this prevention will create a variety of reactions among camp members. Many will be in favour of the concept. Others will have questions and reservations. It is important for leadership to continually provide prospective leaders and vested interested groups with the need for such a policy then give them opportunities for providing feedback. Staff members or volunteer leaders will be available to answer concerns and provide specific answers about this particular aspect of the camp's policies.

Presenting The Policy

The following key points should be made:

- Child abuse can happen in our camp.
- One incident can devastate a child, a family, and a camp.
- The legal liabilities can be enormous.
- Camp leaders will likely be held liable.
- A prevention program can reduce risk through relatively simple procedures.

It is important to periodically inform the camp staff of the key issues pertaining to child abuse and why a decision was made to establish a policy. This will continue to nurture an emotional commitment within our community to maintain a safe camp environment for all children and youth. Regularly scheduled training and updating programs will be made available each year and additional classes will be scheduled as required.

The climate in these presentations should not be one of sober reflection, but of hope. You want the people to realize that Camp Kwasind is taking action to minister to this need. The focus should be upon the great responsibility God has given to us to care for our children. Scripture verses might be used such as the following: Psalm 78:1-6; Psalm 46:1,6; 2 Samuel 13; Matthew 18:1-6; Matthew 18:10; Luke 18:15-17; Ephesians 5:11-13.

Training on Preventing Abuse, Understanding, Reporting

To prevent abuse and neglect, Camp Kwasind requires all prospective employees and volunteers over the age of 18 to have a Police Check completed prior to hiring.

Camp Kwasind also provides information on boundaries and direction in terms of interactions with children/campers in the "Camp Kwasind - Child Protection Implementation Plan."

All personnel will be required to attend an orientation session that will include (but not be limited to) covering all the contents of the implementation plan. The orientation will be held annually.

No person with a conviction of child abuse or of a sexual nature will be considered for a position that requires direct or indirect contact with children. The circumstances of persons with any other criminal background will be reviewed before acceptance. An individual who has had a Police Record Check returned which reflects a suspicion or conviction of any unresolved issue of a crime where a child is involved will not be appointed to staff or volunteer.

Camp Kwasind will make every effort to eliminate abuse and neglect through the implementation of in-house continuous quality improvements and risk management programs, including an annual evaluation of the effectiveness of our policy to promote zero tolerance of abuse and neglect of children under our care.

Camp Kwasind provides annual mandatory educational in-services to staff and volunteers regarding abuse and neglect.

This includes training and retraining of all Camp Kwasind staff, including:

- training on the relationship between power imbalances between staff and children and the potential for abuse and neglect by those in a position of trust, power and responsibility for childcare,
- training on the security protocols implemented by Camp Kwasind
- reporting obligations,
- how to identify signs and symptoms of abuse and/or neglect, and situations that may lead to abuse and neglect and how to avoid such situations.

8. Accountability

If it is proven that a staff member or ministry volunteer who has access to children or youth at Camp Kwasind has committed abuse, CBOQ and Camp Kwasind will practice discipline according to Matthew 18:15-17, the policy manual of the camp, and the CBOQ Conflict Resolution and Discipline instructions.

Camp Kwasind must avoid any undue interference when a report of child abuse has been filed with the Children's Aid Office. The camp should ask the agency how it can assist in helping and supporting the hurting child and his or her family. The camp should maintain communication and supportive relationships when appropriate with those who are suspected or guilty of child abuse as long as these persons exhibit a willingness to learn, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counseling.

9. Compliance Procedures

Compliance Implementation Policy

Compliance with the Child Protection Implementation Policy Guidelines

Education, communication, and commitment to this policy are key to our efforts to prevent the occurrence of abuse of children in our care. We recognize the serious nature of the implementation of this policy and believe it to be critical in providing a safe and effective environment for our children. As such, we will require an annual Child Protection & Implementation refresher seminar.

Camp staff and volunteers should thoroughly review the Child Protection & Implementation Policy Guidelines and attention must be given to periodic monitoring that examines the following:

- Have all relevant ministry areas trained its workers regarding these policies?
- Are workers following the required policies and guidelines?
- What obstacles exist in complying with the policies?
- What is the level of cooperation?
- Do sufficient materials exist for training and information?
- Are the policies printed and available?

Due to the extensive nature of these policies, we will evaluate this policy each Spring.

Glossary of Terms

Adult – A person who is 18 years of age and older.

Allege – (1) To state or assert something especially to accuse somebody of wrongdoing, without offering a proof of it or with a view to proving it later, (2) to state something positively, and (3) to put something forward as a reason or excuse for your actions or conduct.

Camp Director – This refers to the position of Director of Operations or Exec. Director or an individual serving in the summer Camp Director Capacity when either Director of Operations or Exec. Director is away from property.

Child – A person who is under the age of 18 years old.

Child abuse – Defined by law but generally includes (1) non-accident physical injury (2) sexual contact or exploitation, (3) neglect and (4) emotional distress.

Child sexual abuse – Generally any sexual contact with or exploitation between an adult or caregiver and a child or adolescent even if the victim gives consent.

Emotional abuse – includes all acts of omission or commission which result in the absence of a nurturing environment for the child. It occurs when the caregiver continually treats the child in such a negative way that the child's concept of "self" is seriously impaired. Emotionally abusive behaviour by the caregiver can include constant yelling; demeaning remarks; rejecting, ignoring, or isolating the child; or terrorizing the child. Emotional abuse can be the most difficult to identify and prove.

Ephebophilia – An exclusive sexual interest in adolescents usually of the same gender.

Exhibitionism – Sexual perversion marked by a tendency of indecent exposure.

Guarantor – A person or organization that is legally responsible for the actions or debts of another.

Harass – (1) To persistently annoy, attack, or bother somebody and (2) to exhaust an enemy by repeatedly attacking.

Homosexual contact – In reference to child abuse, this indicates the nature of the offence and not the sexual orientation of the offender.

Liability – Legal responsibility, often resulting in monetary damages.

Molestation – Improper sexual advances or activity with a child.

Negligence – A failure to exercise reasonable care.

Negligent selection – A failure to exercise reasonable care in hiring or selection either paid employees or volunteer workers.

Pedophilia – An exclusive sexual interest in children who are before the age of puberty.

Perpetrator – A person who commits an act of child sexual abuse.

Punitive damages – Money damages that can be awarded by a court against a person or organization that engages in reckless behaviour.

Policy – A rule that describes or structures that proper working behaviour of a camp staff member or volunteer.

Promiscuity – The tendency towards indiscriminate frequent sexual behaviour.

Reasonable care – The care that would be exercised by an ordinarily prudent person under the same or similar circumstances.

Respondent superior – A legal principle by which an employee is legally responsible for the negligence of its employees committed within the scope of their employment.

Seduction – Inducing another person to engage in sexual contact.

Camp – Camp Kwasind and its related ministries.

Volunteer Placement File – A file kept on each prospective volunteer which includes the Ministry Volunteer Application Form, record of police security check, record of reference checks, spiritual gift evaluation (if available), past areas of service, and a record of the interview by the Ministry leader.

Prospective Volunteer – Someone who has applied to serve at Camp Kwasind and is awaiting approval by the Camp leadership for approval.

Approved Volunteer / Staff – A volunteer / camp staff, who has completed the Application Form, completed a volunteer interview with a Ministry leader and based upon review of the completed forms and interview is placed in role at Camp Kwasind.

Camp Kwasind Staff/Volunteer Application Form – An application form which is consistently used in the screening of prospective volunteers. Completed application forms are to be kept confidential and used only by the camp staff, CBOQ leadership and approved personnel

CONFIDENTIAL DISCLOSURE FORM

Instructions: This form is to be used as a guideline in the case of a disclosure (we are not investigators) but these questions will help to lend clarity to a disclosure. These are not a 'check list' of questions that all need to be answered. This form is not intended to be filled out in front of a child. It is important that you do not assume anything in the conversation with the child, that you do not use leading questions, and record in their own words any description of an alleged incident.

Camper Name: _____ **Date:** _____

Name of Staff Member Reporting: _____

1. Describe the alleged incident (as many details as possible).

2. If the child/youth used terms like smack, hit, yelled at, etc., encourage the child/youth to describe the alleged incident (i.e. how he/she was hit, where, and with what). Did it leave marks, cuts? Are there any marks visible now?

3. How often does the alleged incident(s) occur? What are the circumstances around the alleged incident(s)?

4. Who does the child say is involved? Are there other people involved or around when the alleged incident(s) happen? Who is the child currently living with?

5. If the child/youth is describing an alleged inappropriate touch, please try to clarify where the child/youth is being touched, how often, and the circumstances.

Other details or comments: please try to write down the exact words of the child/youth.

Reported To (CAS Worker): _____ Date: _____

Comments: _____

Form Filled Out By: _____ Date: _____

Signed: _____

Camp Director's / Supervisor's Signature _____ Date: _____



Camp Kwasind

INCIDENT REPORT FORM

Name of Victim _____ Date _____

Address of Victim _____ City _____ Province _____ Postal Code _____

Name of other person(s) Involved _____

First

Last

Middle

Age _____ Sex _____ Position: ☐ Camper ☐ Paid Staff ☐ Volunteer Staff ☐ Visitor

Staff Member Reporting _____ Date: _____

Full Names of Witnesses (and connection to victim or situation)

1. _____

2. _____

3. _____

Type of Incident: ☐ Behavioral ☐ Accident ☐ Epidemic Illness ☐ Abuse ☐ Other _____

Was this a(n) ☐ Harassment _____ ☐ Workplace Violence ☐ Bullying ☐ Sexual Harassment

Other:

Date of Incident/Accident _____ Time: _____ am pm

Sr. Staff Member doing follow up _____ Date: _____

Camp Director Notified _____ Date: _____

Parent(s) Notified _____ Date: _____

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Form submitted by: _____ Position _____

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Camp Kwasind

INJURY INCIDENT REPORT

This form is to be completed within 24 hours of any minor incident or injury. If this is not completed by a Registered Nurse, then this document must be signed by the Camp Designate on the day the incident occurred or was reported to camp staff.

Injured Person's name: _____ Program: _____

Age _____ Sex _____ Position: ☐ Camper ☐ Paid Staff ☐ Volunteer Staff ☐ Visitor

Date of injury: _____ Time of injury: _____

What location of camp did the injury occur?

Describe how the injury occurred (equipment involved and other relevant information),
NOTE: Use the back side of this document for details notes:

Type of injury: _____

First Aid treatment administered by: _____

Was the individual participating in an activity at the time of injury? ☐ Yes ☐ No If yes, what activity?

Was any equipment involved in the accident? ☐ Yes ☐ No If so, what kind?

Was there any medical treatment? ☐ Yes ☐ No If so, what kind?

How could the injury or incident have been prevented?

Should/Were legal authorities be involved? _____

Witness to the injury and their position: _____

Camp Leader in charge and their position: _____

Other adults present: _____

Signatures:

Person completing report: _____ Date/Time: _____

Sr. Staff Member doing follow up _____ Date: _____

Camp Director Notified ____ Date: _____ Parent(s) Notified ____ Date: _____

Date / Time Parent's were contacted: _____

Parent was advised to seek professional medical advice? Yes ____ No ____

ADDITIONAL NOTES: