



**Camp Northland Staff Handbook:**  
**PROCEDURES, EXPECTATIONS & RESOURCES**  
**Summer 2024**

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**Note that this staff manual is to be read and considered in the context and with reference to all other materials provided and/or posted in advance of the summer. Also, during PreCamp Training, more material may be distributed and discussed/changed as needed.**

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## Our Vision

**Our Vision:** To give every child an amazing Jewish camp experience.

**Our Mission:** To achieve and sustain the highest standards of excellence in camper care, innovative programming, and Jewish identity-building, in order to ensure that all campers and staff grow, thrive, and have fun at Camp Northland, by making lifelong friends, building life-skills, appreciating nature, and respecting one another.



**Our Values:** The following values bring our vision to life:

### Safety

- ✓ Responsible leadership and supervision
- ✓ Physical, mental, and emotional well-being
- ✓ Highest levels of staff training and expectations

### Pluralism

- Inclusive
- Accessible
- Accepting
- Respect for individuality and choice
- Healthy group dynamics

### Jewish Identity Building

- Connection to Israel
- Tikun Olam (Repairing the world)
- Tzedakah (Charity)
- Experiencing Jewish traditions
- Intentionality in all aspects of our programs with respect to the above

### Valuable Life Skills

- Love and respect for nature and the environment
- Leadership development
- Attaining self confidence
- Independence
- Positive relationship building
- Remaining down to earth and grounded
- Gratitude and kindness
- Accountability

### Family and Community

- Remembering our roots
- Kosher kitchen
- Honouring our history
- Respecting one another
- Shalom Bayit (Peace in the house)
- Welcoming newcomers and community building

# Camp Map





# Our Camp, Our History

## ***Jewish Girls' Club***

**1909**

Social outlet for Jewish girls of working age in the city, later for school-age girls. Volunteer organization sponsored by the National Council of Jewish Women, funded by the Federation of Jewish Philanthropies. Camper Camperdown was its summer camp for girls.



## ***B'nai Brith - Toronto Lodge 836***

**1920**

The fraternal Jewish men's service. Camp B'nai Brith was its first camp for Jewish boys, located near Palermo, Ontario. Moved from there to Long Branch, then Keswick.



## ***Jewish Boys' Club***

**1921**

Organization with paid staff; lasted until 1937. Formed association with B'nai Brith organization, sending its boys to Camp B'nai Brith.

## ***Camp B'nai Brith***

**1929**

moved to Lake Couchiching, Orillia.



## ***YMHA***

**1938**

(Young Men's Hebrew Athletic Club - est. 1901, succeeded by the Young Men's Hebrew Association in 1930). Started its first boys' camp: Camp Frailoch, in Torrance, Ontario.

## ***Mothers' and Babes' Summer Rest Home Association***

**1941**

Sponsored in conjunction with the Jewish Family and Child Service. Offered vacation services for women and their children under the age of 8. Located near Barrie, on Lake Simcoe.

## ***Camp Frailoch renamed Camp Northland***

**1944**

and moved to Haliburton, Ontario.



## ***Jewish Camp Council***

**1945**

Formed to consolidate camping services, in response to financial pressures and a growing belief that underprivileged families should not be stigmatized by being separated from the rest of the Jewish population of Toronto. The council integration now included:  
Camp B'nai Brith for girls on Lake Couchiching  
Camp Northland for boys in Haliburton  
Day Camp at the YMHA in Toronto.

## ***Mothers' and Babes' integration into camp council***

**1948**

Family options offered, where a mother could take a vacation with her younger children, while older children went to the residential camp or children could attend one period in the city, one period in the country, in cases where both parents worked.

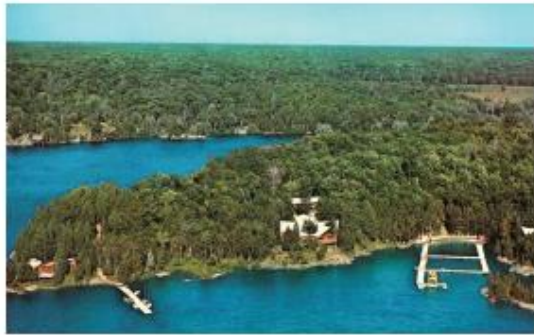
## ***Camp Northland-Camp B'nai Brith ("Big Camp")***

**1954**

Camp B'nai Brith moved beside Camp Northland at the Haliburton site. The two camps were separate, but shared some facilities (notably, the dining hall), gradually integrating over time.







1964

#### *"Little Camp"*

With capacity at the Haliburton site overflowing with baby boom campers, a satellite campsite was built on the land in Haliburton and opened in 1965. Camp Northland-B'nai Brith now had the space for 720 campers at one time, with Junior/Intermediate Camp on the original location and Senior Camp across the lake. Day Camps ultimately were turned over to YM-YWHA, operating as part of the overall Jewish centre.

1971

#### *Parry Sound*

Still not meeting the needs of Toronto's huge Jewish population of children, another campsite was purchased near Parry Sound, Ontario. At its peak, the three sites of Camp Northland-B'nai Brith had 1,050 campers plus staff in its cabins each period, enjoying all that camp allows.

1975

#### *Good Fellowship Lodge*

Demand for family vacations waning, service for seniors increasing. Mothers' and Babes' Rest Home Barrie site transitioned into use for this senior citizens' program.

1978

#### *Maple Lake Resort and Conference Centre*

Urbanization creeping north, the Barrie site was sold in 1977. Changing demographics led to overall decreased enrolment and the Parry Sound site was re-built as a fully-winterized, year-round lodge. Maple Lake was used by Camp Northland-B'nai Brith for Winter Camp over school breaks as well as for senior groups, and a wide variety of groups from the Jewish community.

It went on to be known as Good Fellowship Lodge when running its summer programs for seniors.

1982

#### *NBB*

With population changes, needs changed and Senior Camp was closed in 1982. Over the following 20 years, many of the buildings were brought to the north side of the lake. They have been re-purposed and remain in use today. Senior camp is still used for cook-outs and other activities and is known by this generation of campers and staff as West Beach. Camp was expanded, with Camp NBB now having the capacity for 600 Junior, Intermediate, Senior campers and CITs at one time.

1998

#### *Further consolidation*

The Maple Lake Resort on the Parry Sound location was sold to the Canadian Council for Reform Judaism and is once again being used as a children's camp - Camp George.

TODAY

#### *Camp NBB*

continues to thrive at its original Haliburton location on beautiful Moose Lake. Remaining true to its 108-year legacy, Camp Northland-B'nai Brith strives to give every child an amazing Jewish camp experience.

## CODE OF CONDUCT

Camp Northland – B'nai Brith has published this Code of Conduct so that each staff member will understand what conduct is acceptable and what conduct is unacceptable while working at Camp. All staff members are expected to carefully read and sign this statement and conduct themselves accordingly. The Code of Conduct forms part of your contract of employment. Any single breach of the Code of Conduct may result in disciplinary action, including termination of your employment.

By adhering to the Code of Conduct, each staff member contributes to the well-being of campers and staff and a safe and friendly environment, free from conflict, harassment and discrimination. Specific related policies form part of the camp's staff manual and are available for your review anytime. Each policy will be reviewed as part of pre-camp staff training.

1. Every staff member is required to sign and return a written Contract of Employment.
2. Attendance and participation in Staff Orientation (in-city training dates as well as pre-camp training dates) is mandatory. Special arrangements must be made in advance if a staff member will miss any part of the orientation period. If there are any issues or concerns regarding your attendance, you must communicate these issues or concerns to the director immediately.
3. Staff members will be given their cabin or housing assignments prior to or during the mandatory Staff Orientation period. However, cabin or housing assignments and work assignments may be changed at any time during the camp season. No position is guaranteed any type of arrangement.
4. Staff members may not drive camp vehicles (including golf carts and boats) unless given permission. Personal vehicles must be parked in the staff parking lot and shall not be driven onto camp. The Director may require a copy of your key be stored in the office for safety and security purposes. Staff members may not drive campers in personal vehicles. Staff may only access personal vehicles parked on camp property with the Director's permission.
5. Smoking in camp may be permitted in only one designated location, and only during time off at night.
6. Camp Northland does not have an explicit dress code; however, staff members are expected to dress appropriately for the activity in which they are participating. Any clothing deemed inappropriate, unsafe, insufficient or offensive must be changed upon request. No new tattoos or piercings are allowed during your stay at camp. No haircuts, piercings or tattoos can be given by a staff member to a camper or staff member during the term of this Agreement.
7. Consumption and storage of food in cabins is prohibited for a variety of kashruth, health, and safety reasons. Exceptions may only be made at the Director's discretion and typically only for medical or dietary reasons.
8. Selling food to a camper is inappropriate and not permitted under any circumstance.
9. Calling a camper names, belittling a camper, or facilitating or tolerating an environment where a camper is or could be mistreated is not acceptable and will not be tolerated.
10. Staff members are responsible for keeping all inappropriate pictures and comments off of their online profile pages. Please see the Internet Communication Policy for more information.
11. There is no staff entitlement to use the Camp internet or Wi-Fi. The Director may facilitate the use of the internet for work related purposes only and as deemed necessary.



12. A physician's certificate of health must be filed with our medical staff for each staff member in advance of each camp season.
13. No visitors are allowed without permission from the Camp Director. All visitors must register at the camp office. If you are expecting a visitor or visitors to pick you up during your time off, you must be at the office to greet them. No overnight visitors are allowed at camp without the express written permission of the Camp Director.
14. No pets will be permitted at camp without the express written permission of the Camp Director.
15. Staff members are expected to have their campers on time to all activities (including meals). Staff members are expected to attend all meals and eat with their campers at their assigned tables.
16. Staff members may only leave camp during days off, or with the express written permission of the Camp Director.
17. All staff members are responsible for maintaining clean and orderly living quarters.
18. All staff members must be back in camp and in their living quarters by 1:00 a.m. Curfew is 1:00 a.m. Periodic "Early Nights" or 'bunk nights' may be called at the discretion of the Camp Director. Returning to camp under the influence of drugs or alcohol, or smelling like either drugs or alcohol, will not be tolerated and is grounds for immediate dismissal.
19. Staff must sign-in every night before staff curfew. Once you sign in, you have 15 minutes to be in your assigned bunk. If you are not where you are expected to be at that time, you may be dismissed from camp immediately by the Camp Director.
20. Accepting tips or gifts is strongly discouraged. Parents are asked to contribute to a general gratuity fund that has been set up for all staff members. Even if received, staff may not keep a tip or gratuity of any kind for their personal benefit. All tips provided to a staff member must be disclosed to the Camp Director. The gratuity fund will be used for staff recreational activities during the summer.
21. **Visiting Day at camp is a critical day with full time supervisory requirements.** Staff are expected to be on duty at all times; welcoming to parents and camper families; engaging families in dialogue and updates on the campers; touring the cabin or facilities as assigned and generally being ambassadors for the camp at all times. Use of electronics on this day is strictly prohibited at all times.
22. Staff members are required to attend all scheduled staff meetings at camp, always set a positive tone, be ahead of program planning (rainy days too), and understand camper dynamics.
23. Staff may never eat before all campers have eaten snacks or meals. Staff must also reasonably ensure even distribution of food around tables and snack times, and assist with clean-up/set-up.
24. Staff have the primary responsibility to clean up after themselves and their campers.
25. All staff members will participate with their supervisors in ongoing supervision of campers. A midseason and end-of-season evaluation will be shared with the staff member and signed, and will become part of the staff member's personnel file. A staff member may write comments on their evaluation if they wish to do so.
26. Staff members will receive four (4) days off during the full summer and two (2) days off for July contracts. No days off may be taken during the first three days or last three days of camp. Days off will begin at 6:30 PM and run until 6:00 PM the following day. Any portion of a day will count for an entire day (no half-days). For all general staff, days off will be chosen from a set of dates, unless special arrangements are made in advance. Leadership staff will arrange their days off with their direct supervisor. Alcohol during 'time-off' is a privilege that may be revoked by the Director.

27. Salary advances are permitted only to the amount of salary earned to the date of the advance request, and only if the petty cash is on hand. Salary advances are not guaranteed. Please bring enough spending money to last through the summer.

***In addition to those outlined overleaf, engaging in any of the following acts, or breaching the outlined expectations, will also subject staff to disciplinary action, up to and including dismissal, at the Camp Director's discretion.***

1. The striking, mistreatment, or abuse (physical, emotional, verbal, sexual, or mental) of any camper or staff member.
2. Immoral, inappropriate, immature, criminal, or indecent conduct; soliciting persons for immoral purposes; sexual harassment or the aiding and/or abetting of any of these activities.
3. Refusing to obey the direct request of a supervisor (insubordination).
4. Failure to perform assignments satisfactorily, safely, and efficiently.
5. Failure to enter the water with campers during all water activities; Similarly, failure to participate as an active member of all camper activities, and/or being on time for programs.
6. Failure to engage senior staff for incidents that arise that require further intervention. Senior staff includes the Director, the Assistant Directors, and the leadership team as defined from time to time. Any issue involving camper care concerns, the physical or emotional well being of a camper or group dynamics concerns must be brought to the attention of the on-site social worker or the designated similar leadership role as it may change from time to time.
7. Absenteeism or tardiness without proper notice advance notice or a reasonable explanation.
8. The possession, use, sale, trafficking or distribution of a controlled drug or substance or to be under the influence of a controlled drug or substance, or being in the care and control of a vehicle parked or otherwise containing any of these items.
9. The possession, use, sale or distribution of alcohol or to be under the influence of alcohol while on camp property or while off camp property in the performance of camp duties.
10. Failure to immediately report the breach by a camper and/or staff of the alcohol and/or drug policy as set out at paragraphs 6, 7, and 8 above, to the director.
11. Theft, unauthorized use, abusing, defacing, destroying, or neglecting property belonging to the camp, campers, or other staff members.
12. Failure to report any accident involving personal injury or property damage to your supervisor.
13. Discrimination against a camper or staff member because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability or any other ground prohibited by law or ethically questionable.
14. Males are not allowed in female living areas. Females are not allowed in male living areas. Co-ed tenting is not permitted on overnights. Furthermore, counselors must have at least one staff member in camper tents at all times on overnights unless explicitly told otherwise by the Camp Director.
15. Staff must escort campers to the washrooms at any and all hours of the night. Failure to escort a camper to the washroom at night is a breach of your duty and an unacceptable failure around camper care.
16. Entering or driving a vehicle of any kind, including cars, trucks, golf carts, boats or otherwise without the express permission of the Camp Director or its designate is grounds for immediate

dismissal. Specialty staff, with boating as part of their responsibilities, have implicit permission for their use for all emergency procedures as outlined by the camp and during specialty based supervisory obligations. No other implicit permissions are granted.

17. Planning or participating in recreational activities, whether with or without campers, that are sexually suggestive, inappropriate, negative, or dangerous will not be tolerated.
18. Signing in at night and not being in the designated staff sleeping area within 15 minutes of doing so is a major safety concern and supervisory violation and is considered grounds for immediate dismissal.

An environment where camper conduct is healthy, playful, inclusive and collaborative is critical. Camp will not tolerate staff that allow for swearing, bullying, negativity, inappropriate jokes, conduct or insulting peer-to-peer behavior. All staff must consider that we expect an environment where if every parent was in the room, they would all be satisfied with the care, concern, supervision and atmosphere their children are in and are experiencing at all times. Anything less is not acceptable and may result in dismissal.

# CODE OF ETHICS

## **I am a professional.**

- As a role model, on and off duty
  - A representative of the camp and our reputation
  - Can always be counted on
  - Can always be relied upon
  - Who always follows through
  - Who owns my mistakes and makes them right
  - Who has fun while doing it!

## **I respect my colleagues.**

- In my working relationship
- In my personal relationship
- In my romantic relationship
- I act in friendship...
  - With empathy
  - With love
  - With respect
  - With restraint

## **The kids come first – always.**

- Therefore, my needs, wants, interest, come second, and...
- I am always a professional in their presence...
  - Even if I am tired or personally down

## **I am aware of my impact.**

- Words can influence positively and negatively
- If I am not doing what I am teaching, then I am teaching something else
- I am looked up to for leadership and guidance
- I will never be violent or aggressive
- I know that this applies to both campers and colleagues
- I have power and responsibility

## **I am aware of my responsibility**

- Tired – no excuse
- Bad day – no excuse
- Trouble with friends – no excuse
- Anything else – no excuse
- \*\*\*I am always conscious of my surroundings and the needs of the children.

## **My private life stays private.**

- I respect every confidence that I receive
  - Yet I recognize there are issues that must be disclosed to the leadership team
- \*\*\*I will never share information about drugs, alcohol or sex with the children
- I will not involve campers in my private life (relationships, sexual preference, sexual experiences, drug or alcohol history, etc.)
- I will not discuss what I did on my time off
- I will not react to upsetting news or letters in front of the campers
- I will not discuss the private lives of other staff members with campers or other staff
- I will not share stories that have sexual content
- I will not publically display romantic affection (excludes and is awkward)
- I will NEVER have a type of relationship with a camper (includes CITs and below) that even has a **hint or perception** of sexuality to it

## **Shared space = shared responsibility.**

- I will share in the cleaning
- I will not be lazy or allow others to be lazy
- I will care for the camp
- I will care for the property of the camp
- I will care for the people around me
- I will collaborate in a positive way



## HEAD STAFF OFFICE DUTY

1. The three HS assigned to OD will report to the main office at 9:30 p.m. (Sr. Shift Section/Unit Heads will arrive after their Evening Program)
2. HS on duty is to check that the security gate is in closed position on their way into the office.
3. 10:00 p.m. – delivers the sign-in sheets to each section and unit (see the list posted on the duty sheet board for where to put the sign-in sheets). Each co-counsellors have the responsibility to note who is on OD for the night on the actual sign in sheet.
4. While on OD, the HS should sort the lost and found, sort hobby forms, and fulfill any other duties assigned to them.
5. At curfew – OD will go pick up each of the sign-in sheets from each section/unit. If a staff hasn't signed in, their cabin and bathroom will be checked. If the staff member is in their cabin or bathroom, OD will make a note of it and put that note into the box of the respective S/U Head. The not signed-in staff member will be given the consequence of sitting cabin duty for the next **two** nights – this will be regulated by the S/U Head. If the not signed-in staff are not in their cabin or the bathroom, OD will make a note of it on a separate list and continue their rounds. At the end of the rounds, the list of the missing staff members will be given to the security guard.
  - a. The security guard will check the specific cabins with the missing staff at the end of each of their rounds. They will also add the names off the staff not signed in and not accounted for in their nightly report.
6. Once OD has completed the round, the head staff can return to the office. They must ensure it is clean, the lights are off, and the door is closed, before going back to their cabins for the night.

**In the event of a life-threatening emergency, or security breach, 9-1-1 should be contacted immediately. Once done, or for any other potential or actual emergency situation of any sort, Adam, the Health Centre, Daniela and/or Simon (as deemed appropriate for the situation), or Rob (fire or flood) is/are to be contacted immediately.**

# DAY-TO-DAY POLICIES

## **The NBB Camp Family**

We are family at camp and as family it's expected that we are all responsible and respectful to each other. During the first few days of camp, our staff talks to the campers about building a camp community that is emotionally and physically safe for everyone.

## **Food/Snack**

We will be providing each cabin ONE night (the first night of camp) for the opportunity to party with their food. After that party is over, we will be collecting all the food in the cabin and storing it in a plastic bin OR donating all or portions to a local food bank. The bins will be taken out of the cabin and stored with the Unit/Section Leaders. If food remains that has not been donated, the food will be brought back to the cabin occasionally for rewards, birthday parties, and to promote positive "cabin bonding." The food becomes property of the entire cabin. We are doing this to keep the insects and rodents out of the cabin, and to ensure that food allergies are not violated. Both of these are very important health and safety issues.

This summer's program calendar will have 2 set snack times. There will be systems in place to ensure that the campers will have healthy snack options.

There may be medical exceptions to the general food policy but only if mandated by the Camp Director.

## **Packages**

Packages will not be allowed as of 2019. You can send envelopes up to legal size, no larger than 1" thick. We only accept those sent by regular mail. No courier packages are allowed. You cannot send any food, candy or toys to your child. All large envelopes are opened and these items are removed. Only books, magazines and letters are given to the campers.

Emails and faxes sent to camp, despite being intended for delivery to specific campers, remain in plain view of staff and should not be considered private and confidential nor should anything of personal nature be sent by email or fax with any expectation of privacy. Furthermore, emails and faxes may be reviewed by camp staff prior to delivery, and the camp reserves the right to decline delivery of any emails or faxes containing content that does not conform to the camp's policies, the spirit of our policies and values as well as our camper code of conduct. This is not an exhaustive list of our camp policies. Please also refer to all camp manuals, information booklets, emails, and newsletter communications.

## **Water Bottles**

To keep our campers and staff hydrated, we have strategically placed water fountains throughout camp. We are strongly encouraging everyone to always have water bottles with them throughout the day. Please write your name on the bottle and, if necessary, they are available for purchase from the canteen.

## **Closed-Toe Shoe Policy**

Campers must wear proper running shoes for any Hobby or Activity period at camp. Crocs do not serve the purpose of a "closed toed shoe," as it does not provide the necessary support or safety for the athletic activity. Flip Flops and sandals are acceptable forms of footwear for the dining hall and waterfront activities.

## Graffiti

Campers love to leave their mark. There used to be a time when campers made their mark on the walls of their bunks. This practice is no longer allowed and, in fact, if campers do write on the walls they are responsible for removing it or paying the cost of removing it.

## Cell Phones & Electronics

At camp, we strive to give our campers an "unplugged" environment, where they can take a break from the ever-connected world of Internet, television, and video games, and just enjoy being outdoors. Electronic devices may not be used at any time while campers are out of their cabins at activities, hobbies, or meals.

Non-data music players may be brought to camp but must be kept in the cabin at all times, and may only be used during rest hour and before bedtime *with permission from the cabin counsellors*. Campers will not have access to an Internet connection, and cell phones or data devices are **never** permitted at camp. **Any items of value are the responsibility of the camper, and Camp Northland will not be held responsible for loss, damage, or theft.**

Cell Phones and other data devices, as well as e-readers are not permitted at camp at any time. If we see them, they will be collected and stored in the office for the camper's duration. We will return the device to a parent after the camper leaves.

## G<sup>3</sup>

Our initiative known as 'G-cubed' is an important part of the camp program. This year, we are encouraging every bunk to participate in some form of good, giving, and generous activity. These activities might occur in camp, to benefit camp or to some outside organization. The activity chosen really depends on the needs and interests of the group. As groups make decisions about their contributions, we will be sharing the information internally to avoid duplication.

We also want to see conscious thought and planning going into creating 'Gemach' like opportunities. A Gemach is a system of sharing amongst members of a community – some thoughts and principles to consider: give what you can and take what you need, re-use items, generosity can be learned by osmosis. Each camper has been asked to bring an item to donate to our G<sup>3</sup> initiative and we received many donations before camp as well. Each cabin must brainstorm how they can contribute throughout the summer but also must know that the G<sup>3</sup> program is there for their assistance and support as well as needs arise.

How will you use your new G<sup>3</sup> birdhouses/mailboxes to share these messages?

## Kashrut

Camp Northland serves strictly Kosher (supervised by COR) meals and snacks while on our camp property to all campers, staff, and visitors. However, during the summer, campers may choose to participate in organized trips to other summer camps, parks or sites for competitions, sporting events and/or programs. All campers and staff participating in these optional 'out-of-camp' opportunities will be offered kosher boxed meals and snacks. When campers participate in these activities they are given freedom at these sites during meal and snack times. We cannot take responsibility for the choices that

they make with regards to food and snacks consumed outside of the camp itself. If kashrut off site is important to you and your family, you must have this conversation with your camper(s) independently and advise that they elect for, and limit their consumption to, the kosher options that are always made available.

### **Sunscreen, Hats and water**

One of the most dangerous and easily preventable emergencies is dehydration/heat emergencies. Campers must always wear a hat outside, and staff must model this behaviour. Sunscreen must be worn by all campers and staff throughout the day and refreshed as needed regularly. Campers with allergies must only use their personal sunscreen. Therefore, never share sunscreen with a camper that has a medical alert. These campers must use their own sunscreen at all times. Encourage campers to drink lots of water, stay cool in the shade whenever possible and stay protected with hats and sunscreen. If someone is showing signs or symptoms of a heat emergency, remember to COOL QUICKLY and seek help whenever needed.



### **CAMP NORTHLAND B'NAI BRITH 'Camp Northland'**

### **HARASSMENT AND ABUSE AND WORKPLACE VIOLENCE POLICIES [‘the H.A.V. policy’]**

#### **To Whom Does the H.A.V. Policy Apply:**

The Camp Northland H.A.V. Policy applies to all Camp employees, volunteers, directors, officers, campers, and other users such as, but not limited to, clients of Camp Northland (including students, teachers, rental groups, and Family Weekend, Alumni and Friends Weekend and event participants), parents, volunteers, contractors, and employees of other organizations not related to Camp Northland but who nevertheless work for, work on, are affiliated as volunteers or participants, on or are invited onto Camp property, to camp events and/or to any camp related function.

This policy applies to the camp office and property. This policy also applies to incidents or events which occur outside of camp or the camp office but may have repercussions that adversely affect the camp.

Although this is a broad policy collective, there are three independent modules relating to harassment, abuse and violence respectively. The Policy is not intended to limit or constrain the reasonable exercise of management functions at Camp or critical and required supervisory functions at camp that may arise from time to time. In the event of a conflict between this policy and the staff contract, this policy shall prevail to the full extent allowable by law. Anything in this policy that is deemed invalid in a court of law will be severed and not in any way impact the balance of this policy.

#### **Responsibility:**

The Camp Director/Executive Director, and the Board of Directors are responsible for the application and interpretation of the Policy. In the event that one or the other may be involved, they will be excluded from this process.

#### **A. POLICY STATEMENT CONCERNING STAFF**

The Camp Northland Director and Leadership Team are committed to providing a work environment in which all individuals are treated with respect and dignity within the provisions of the Ontario Occupational Health and Safety Act, Ontario Human Rights Code and all pertaining provincial and national laws related thereto. Every individual has the right has the right to work in an environment free of harassment and the responsibility to maintain one.

Every member of the Camp Northland community has a right to equal treatment with respect to employment and /or with respect to the participation in programming and receipt of services and facilities without discrimination or harassment on the basis of the following grounds: Race, Ancestry, Place of origin, Colour, Ethnic origin, Citizenship, Creed, Sex, Sexual orientation, Gender identity and Gender expression, Age, Record of offences, Marital status, Family status, and Disability except as may be allowable by law.

## **HARASSMENT**

### **Intent:**

- All employees, full-time, part-time, contract staff and consultants, are entitled to harassment free employment.
- Camp Northland is committed to providing a work environment where every employee is respected and is entitled to fair and equitable treatment.
- Workplace harassment is prohibited under the Ontario Human Rights Code and is illegal.
- Camp Northland will not tolerate any form of harassment and will make every effort to ensure no employee is subjected to such conduct by fellow staff, campers or their parents/guardians.
- Camp Northland encourages reporting of all incidents of workplace harassment, regardless of who the offender may be.
- All employees are responsible for ensuring that the workplace is free of harassment. Any employee who commits harassment or who knowingly condones the harassment of another individual will be subject to disciplinary action or dismissal.
- Notwithstanding the existence of this policy, every person continues to have the right to seek assistance from the Ontario Human Rights Commission even when recourse is being pursued under this policy.

### **Definitions:**

- Harassment is unacceptable conduct, excessive and/or persistent behaviour which is unwelcomed or a comment that undermines the employment relationship or that might reasonably be expected to cause offence, intimidation, maliciousness or humiliation to any employee or might be viewed by the employee as placing an improper condition on employment. Harassment may take various forms but can be grouped into two broad categories:

- Harassment of an individual or individuals on any of the prohibited grounds of discrimination under the Canadian Human Rights Act. These include but are not limited to: age, race, sex, national or ethnic origin, colour, religion, disability, marital status, family status or conviction of an offense for which a pardon was granted. It includes: deliberate or unintentional gestures, comments, racial slurs, questions, representations or other behaviours that ought reasonably to be known by the harasser to be unwelcome by the recipient.
- Sexual harassment is deliberate and/or unsolicited verbal comment or physical contact of a sexual nature that is unwelcome to the recipient. Various behaviours that can be interpreted as sexual harassment include but are not limited to: sexually suggestive gestures, sexist jokes that embarrass, flirtations, advances or propositions, leering, the display of sexually offensive material, derogatory or degrading remarks directed towards members of one sex or one sexual preference group or sexual favours.

Workplace harassment can be defined as engaging in a course of vexatious comment or conduct against a worker in a workplace – behaviour that is known, or ought reasonably to be known as unwelcome. The comments or conduct typically (though not necessarily always) happen more than once. They could occur over a relatively short period of time (for example, during the course of one day) or over a longer period of time (weeks, months, years).

- Workplace harassment can involve unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It can also include behaviour that intimidates, isolates, or even discriminates against the targeted individual(s).

Such behaviour may include:

- Making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend.
- Displaying or circulating offensive pictures or materials in print or electronic form.
- Bullying.
- Repeated offensive or intimidating phone calls, emails, texts, or social media posts.
- Inappropriate sexual touching, advances, suggestions or requests.

This definition of workplace harassment is broad enough to include harassment prohibited under Ontario's Human Rights Code, as well as what is often called "psychological harassment" or "personal harassment".

The workplace is any place where individuals perform work or work-related duties or functions. Camp and Camp-related activities, such as out-trips and excursions, comprise the workplace, as do Camp offices and facilities. Off-site training and conferences fall under this policy.

Liabilities:

- Damages in the event of a successful lawsuit or human rights case can be costly and can be assessed against the harasser, any member of the Senior Staff who was aware of the harassment or might reasonably have been expected to be aware and, the organization. Penalties resulting from a harassment case are not limited to legal proceedings, disciplinary action taken by and adverse publicity directed toward the harasser, Senior Staff and, the organization.

Confidentiality:

- To protect the interests of the complainant, the person complained against and any others who may report incidents of harassment, confidentiality will be maintained throughout the process to the extent practicable and appropriate under the circumstances.
- All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will be kept confidential by Camp Northland except where disclosure is required by a disciplinary or other remedial process, which may include but is not limited to any judicial or other proceedings.



## **STAFF RESPONSIBILITIES**

### Action Steps:

- If you are a victim of harassment, the recommended course of action is as follows:

#### **Step One**

- Right at the time the incident occurs; make your disapproval and/or unease immediately known to the harasser. Indicate clearly that the behaviour or remark is unacceptable to you. Ask the harasser to stop, preferably in the presence of a witness. If the harassment does not stop, go to step two.

#### **Step Two**

- Talk to your immediate supervisor about the problem. If you are unclear who to approach or uncomfortable to do for any reason, please see the Leadership Team or Camp Director. Be specific. It is helpful to keep a written record of dates, times, the nature of the behaviour and witnesses, if any.
- If your unit/specialty head is the harasser, you should approach the Leadership Team or the Director with your concern. If this is not possible, use one of the alternate actions outlined.
- If your unit/specialty head does not take action and/or the harassment continues, you should contact the Leadership Team or the Director or in the case of a physical assault, the police should be contacted immediately.
- If you know or suspect that a co-worker is being harassed, be supportive. Let your co-worker know what actions he/she should take.
- In all cases, allegations of harassment can be escalated through various management levels to the Director. However, if it is difficult for the complainant to enter direct verbal discourse with the person about whom they are complaining go to Step 2 immediately.

#### ***Alternate Actions***

- It is recognized that harassment is a very sensitive topic. If you are uncomfortable in approaching the harasser or in discussing the problem with your unit/specialty head there are number of alternatives available to you.
- Contact any member of the Leadership Team who you feel may be able to help you in resolving the situation.
- As an employer, we are legally obligated to investigate all allegations of harassment. A victim of harassment can insist that there be no investigation only if a signed release is obtained.
- All allegations of harassment will be treated in a timely and sensitive manner. The rights of the complainant and the respondent will be respected at all times. Confidentiality will be maintained throughout the process to the extent that it is practicable and appropriate under the circumstances.

## **MANAGEMENT RESPONSIBILITIES:**

- We will discuss the policy with our staff and ensure a copy is available to each employee. The policy outline will be available from our office manager in the camp office.

- Head Staff will discourage harassment in their areas. They will treat the policy seriously and set a personal example to other employees.
- If Head Staff suspect or are made aware that an employee is being harassed, an investigation should begin immediately. Head Staff are responsible to fully investigate and resolve complaints of harassment. Legally, you, as a Head Staff member, can be held personally liable for failing to take action.

#### Investigative Procedures:

- Investigation into an allegation or harassment should commence within 3 business days of the occurrence or report of the occurrence: however, these are the main steps to be followed in the course of the investigation:
- Obtain details of the incident from the employee.
- Interview the alleged harasser and obtain his/her side of the story.
- Interview the alleged harassed and obtain his/her side of the story.
- Interview all witnesses to the incident.
- Review the facts of the case and take appropriate action in consultation with a consultant.
- Convey the results of the investigation to the complainant and the respondent.
- Documentation and confidentiality of information are critical throughout all aspects of the investigation.
- This policy will be reviewed on an annual basis. This policy was last reviewed May 2019.

## B. POLICY STATEMENT CONCERNING CAMPERS

### Intent:

- All campers are entitled to a harassment free environment. The rights of the child are a matter of fundamental concern to Camp Northland.
- Campers need to be able to trust staff members and to expect a physically and emotionally safe environment.
- Camp Northland will make every effort to make its staff aware of behaviour characteristics of the campers they work with so that each staff member can establish the level of expectations for campers commensurate with the age and level of maturity of each camper so that harassment in any form will not be a part of the behaviour of staff.
- Harassment will not be tolerated. Any staff member who commits harassment or knowingly condones harassment of a camper will be subject to disciplinary action and/or dismissal. Nothing that Camp Northland will do will impede an official investigation of child abuse.
- Staff members under investigation for child abuse will be presumed innocent until such allegations are investigated and substantiated. However, they may be relieved of direct duties with campers during the time of the investigation, given other responsibilities or given paid leave of absence.
- Confidentiality will be maintained in the strictest sense pertaining to the identity of the alleged victim and the alleged abuser.
- It is important to note that child welfare laws in Ontario require that any adult and, in particular, individuals in positions of trust report suspected child abuse.
- It is essential that the protocols outlined in this policy be followed when abuse is suspected.

## ABUSE

### Definitions:

The Child and Family Services Act, which defines child abuse and governs the responsibilities of the Camp as set out in this document, will be referred to as **CFSA**.

**Child:** “a person under the age of eighteen years” (*CFSA section 3-1*)

**Child in need of protection:** a child is in need of protection where the child has suffered physical harm inflicted by the caregiver, or resulting from that person's failure to provide adequate care for the child; where the child has been sexually molested or sexually exploited by the caregiver; where the child needs medical treatment and the caregiver does not provide adequate treatment; where the child has suffered emotional harm as demonstrated by serious anxiety, depression, withdrawal, or self-destructive behaviour; where the child has been abandoned; etc. (*CFSA section 37-2*)

**Caregiver:** The use of the word caregiver applies to the primary caregiver (parent, legal guardian, foster parent, etc.); an assigned caregiver (daycare worker, babysitter, partner of caregiver, etc.); or an assumed caregiver (teacher, recreational group leader, bus driver, camp counsellor, etc.).

**Abuse:** "means a state or condition of being physically harmed, sexually molested or sexually exploited" (*CFSA section 79-1*)

#### Types of Abuse:

**Physical:** non-accidental use of physical force, or use of excessive force, resulting in physical injury or death.

**Emotional:** behaviour in which a child's sense of self is attacked, including constantly insulting, humiliating, belittling or rejecting a child, as well as socially isolating a child, intimidating a child, or routinely making unreasonable demands or imposing unreasonable expectations on a child.

**Neglect:** the situation or condition where there is inadequate care and nurturance of a child that could seriously impair his/her emotional or physical health and development.

**Sexual:** the use of a child by an adult for sexual purposes whether or not consent is alleged to have been given. It includes but is not limited to: acts of exposure, lewd or suggestive sexual comments, sexual touching or invitation to touch, exposing a child to pornography, involving a child in pornography (taking pictures or videos of naked children), and penetration.

#### Explicit Definitions of Sexual Abuse and Sexual Harassment:

**verbal sexual harassment:** insinuations or sexually explicit talk without consent (including obscene telephone calls)

**exhibitionism:** the act of displaying one's genitals in the presence of others without their consent

**voyeurism:** the act of spying on another person while that person is in the state of undress

**molestation:** the touching of another's genitals, buttocks or breasts without their consent

**stimulation:** forcing another person to stimulate one's genitals, buttocks, or breasts



**penetration:** attempted or actual penetration of another person's mouth, anus, or vagina without their consent if the victim is an adult or, under any circumstances, if the victim is a child

**sexual harassment** includes, but is not limited to, unwelcome or undesired sexually oriented humour or language, questions or comments about sexual behaviour or preference, physical contact, inappropriate comments about clothing or physical appearance, or repeated unwanted requests for social engagements

Sexual Exploitation and inappropriate conduct:

**'LTP's' and 'CITs' at Camp Northland are considered campers without exception. Any suggestive, sexual or physical behavior or conduct with a camper will be grounds for immediate dismissal. Furthermore, anyone that is 16 or 17 years old falls into the definition of 'young persons' in the Criminal Code of Canada, s. 153. Accordingly, sexual exploitation laws prohibit conduct of this nature.**

**In addition, any counselor in a supervisory position, or a position relative to another staff member that creates an imbalance of power, is cautioned that any breach or violation of Canadian sexual exploitation laws will be grounds for immediate dismissal and police intervention.**

## GUIDELINES:

In order to establish a safe environment the following guidelines need to be understood and adopted by each staff member.

### For Discipline of Children:

- Counsellors may, under no circumstances, hit a child.
- Counsellors may not use abusive or derogatory language with campers.
- Counsellors need to ask for help.
- A staff member who encounters a particularly difficult child will seek the assistance of supervisory or administrative staff.
- In all dealings with campers, counsellors should strive to respond as opposed to react to children.
- It is well to note that The Day Nursery Act of Ontario indicates that: "No corporal punishment is permitted. No harsh or degrading measures that would humiliate or undermine a child's self respect. No deprivation of basic needs - food, beverage, shelter, clothing or bedding. No isolation or confinement of a child is permitted."

### For Camper-Counsellor Contact:

Staff should understand and accept that when touching campers, the following guidelines should be followed:

- On the hand, shoulder or upper back;
- Never against a child's will (unless in the case of clear and present danger of the child);
- Never against a child's discomfort, whether expressed verbally or non-verbally;
- In the company of other adults;
- Never when it would have the effect of over-stimulating a child;
- Never in a place on a child's body that is normally covered by a bathing suit, unless for a clear medical necessity, and then only with supervision by another adult.

### Counsellor Responsibility:

- A counsellor is the care-taker of campers
- A counsellor must understand there is a clear power difference between the counsellor and campers
- Inappropriate sexual contact with or physical abuse of campers can have severe emotional psychological effects on the camper and can last a lifetime

### Staff/Camper Relationships:

- There is no “hazing” of campers by campers or counsellors;
- Campers will not be subjected to “initiation” rites that are abusive in any manner;
- There will be coverage of campers by adults during changing times;
- Younger children should be encouraged to change their own clothes as much as possible;
- Campers will not be alone individually with a counsellor in the cabin;
- A staff member will under no circumstance share a bed or sleeping bag with a camper;
- Counsellors will set limits with children who “cling” or hang on them;
- Counsellors will not give back rubs unless another adult is present, and then only with clothes on;
- Tickling or teasing a camper to the point where that camper is out of control is unacceptable;
- Pillow fights or wrestling matches and the like can become over-stimulating in short order and need to be limited and carefully supervised;
- Counsellors sleeping together on overnights, or on canoe trips, is grounds for dismissal;
- Romantic lives of counsellors can, under no circumstance, be shared with campers;
- Whatever is done with campers should be done in broad daylight, with company!

### ACTION – Reporting a Case of Child Abuse (disclosed by a camper to a staff member):

As an organization that provides care to children, Camp Northland and its employees have a legal duty to report suspicion - based on reasonable grounds - of child abuse or that a child may be in need of protection.

*“Despite the provisions of any other Act, if a person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect [any type of abuse], the person shall forthwith report the suspicion and the information on which it is based to a society...”(CFSA section 72-1)*

This mandatory reporting falls under the Child and Family Services Act (*section 72-2*) for professionals working with children, specifically “youth and recreation workers” (*CFSA section 72-5*). Failure to report suspicion of child abuse can result in charges and a fine (*CFSA section 72-4*). The person who actually suspects abuse, or to whom a disclosure has been made, must make the report directly to Child Services, not pass on the information and rely on a third party to make the report (*CFSA section 72-3*).

Any Camp Northland staff member who suspects abuse or to whom a disclosure has been made will have to make the report to Child Services personally, but will have the support of the Director and the Leadership Team. Further, there is an ongoing duty to report so even if a previous report was made, if additional reasonable grounds arise, the person who made the initial report must inform Child Services (*CFSA section 72*)

### Full Disclosure:

It is essential to take all allegations of sexual misconduct or child abuse seriously. In the case where a child directly tells an employee of Camp Northland about abuse, the person must follow these steps:

- Reassure the child that the employee will do what he/she can to keep the child safe from further harm, but will not promise to keep the disclosure a secret.
- Inform the Camp Director of the disclosure and that Child Services must be contacted. Child Services can determine whether the police will need to be involved. This is for children under the age of 16.
- Where the abused is between the ages of 16 and 18, the Police should be contacted directly. It is not likely that Child Services will be involved in that case and, if they are, it will be at the Police department's discretion. This applies to both campers and staff, if applicable, under the age of 18.
- Although the Camp Director must be made aware that an investigation process will be initiated by Child Services or the Police, it should not be divulged or discussed with any other person, whether an employee of Camp Northland or not. This is to respect the child's privacy, protect the child's safety, and to ensure the legitimacy of the investigation.
- Make a written report of the information on which the claim is based within 12 hours of disclosure, and comply with interview requests from Child Services or any branch of the police.
- In the case of physical or sexual abuse that occurs at Camp, the camper must be seen by a doctor within 24 hours of the abuse occurring, as a means to provide for the child's safety and to collect relevant evidence.
- Parents will be notified of the allegation of abuse by Child Services. Camp Northland (the Director, a member of the Leadership Team, or the employee making the claim) may be asked to assist in developing a strategy to inform the family, but Camp Northland employees may not inform parents that a report has been made without consultation with Child Services.
- In the case where a child makes a disclosure and subsequently denies or recants the statement, a report must still be made to Child Services\* It will be up to the investigative team (Child Services and the Police) to determine the validity of the abuse claim and whether to commence an investigation.

\* *"False denials of sexual abuse (saying it did not happen when it did) and recanting a disclosure of abuse (denying that it happened after having told someone about being abused) are much more common than false reports."* (Public Health Agency of Canada – Child Abuse Fact Sheet)

### Suspicion of Abuse:

It is not necessary to be completely sure that a child is or may be in need of protection to make a report to Child Services. "Reasonable grounds" are what an average person, exercising normal and honest judgement, would suspect. In the case where an employee of Camp Northland suspects abuse the person must follow these steps:

- Inform the Camp Director or a member of the Leadership Team of the suspicion, and how that suspicion arose. Together, determine whether to contact Child Services immediately, or to monitor the camper (if the “reasonable grounds” are shaky or unclear). Often, children will not disclose abuse through words, but through their behaviour (when physical evidence is not present) which is much harder to interpret. Questioning of the camper must be done with care, if at all; questioning should be done only to the point where the Director has a reasonable suspicion that the child is in need of protection. Leading or suggestive questions may impede an investigation if it is thought that a child has been prompted on what to say. For that reason, it is the Camp’s policy to err on the side of caution, and report suspected cases of child abuse when several indicators are present.

#### Reporting Abuse By a Staff Member:

In order to prevent allegations of abuse by Camp Northland employees towards campers, staff will be trained and given guidelines to follow so that actions are not misinterpreted as abuse. These kinds of precautions are especially important in a residential setting, where the employees live in the same place as the campers, and there is room for misunderstanding. Any employee who unknowingly or mistakenly engages in an act that may be considered to be abuse will be reprimanded by the Camp Director and/or undergo further training to increase awareness of appropriate conduct.

Where it is suspected that a staff member has willingly and/or intentionally committed abuse, an investigation by the Camp Director and Leadership Team, including direct questioning of the employee, will commence immediately, and the employee will be removed from direct care of children until the investigation is complete. Where it is known that a staff member has willingly and/or intentionally committed abuse, that employee will immediately be terminated. Further, the Camp Director will contact Police and make a report of abuse\*\*

This action may not fully absolve the Camp of liability in the abuse, but it may be taken into consideration in the case of a civil and/or criminal lawsuit.

*\*\* The Criminal Code identifies a variety of offences which criminalize sexual abuse by any adult and also criminalizes physical assault (The Criminal Code, R.S.C 1985, c.46).*

It is the legal and moral obligation of any employee of Camp Northland who witnesses or suspects abuse by another employee to report the information to the Camp Director immediately. The Camp Director, Leadership Team, and employees of Camp Northland, will participate willingly and cooperate in any investigation of an allegation of abuse by a Camp Northland employee which is initiated externally (ie: by a parent upon a child’s return from camp, etc.).

- As a facility operator, where health services are provided by professionals (RN, RPN, etc.), Camp Northland has a duty to report incidents of abuse by a Health Care professional to the appropriate College or governing body (for example, the Ontario College of Nurses) under the Regulated Health Professionals Act. Sexual abuse must be reported when the name of the alleged abuser is known and is a registered member of one of the health regulatory Colleges, where the person being abused was a camper, and/or where there are reasonable grounds to believe that sexual abuse occurred.

## **WORKPLACE VIOLENCE PREVENTION**

### Objective:

Camp Northland is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. The Policy is to further establish Camp Northland's commitment to providing a workplace that is safe and free of workplace violence as defined by Ontario's Occupational Health and Safety Act.

### Responsibility:

The Camp Director is responsible for the application and interpretation of the Policy.

### Definition of Violence:

Workplace violence may include:

- The exercise of physical force by a person against a worker, in a workplace that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a workplace that could cause physical injury to the worker.

### Definition of Workplace:

The workplace is any place where individuals perform work or work-related duties or functions. Camp and Camp-related activities, such as out-trips and excursions, comprise the workplace, as do Camp offices and facilities. Off-site training and conferences fall under this policy.

### Policy Statement:

Camp Northland will take whatever steps are reasonable to protect staff members from violence from any person in the workplace, including staff members, campers, clients, contractors, vendors, and members of the public. Everyone in the workplace must be dedicated to preventing workplace violence, and identifying potential sources of workplace violence. Leadership Team, Head Staff and staff members are expected to uphold this policy, and will be held accountable by the Camp Director.

By signing the Code of Conduct, campers, leadership participants, and staff members have pledged to not engage in any form of violence while at Camp or participating in Camp sanctioned activities off-site.

Camp Northland will ensure that the Workplace Violence Policy and supporting program are implemented and maintained and that all staff members have the appropriate information and instruction to protect them from violence in the workplace.

Every staff member must work in compliance with the Policy and the supporting program. All staff members are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. Threats of workplace violence can be made to the Camp Director, Leadership Team, or Health Centre team.

All reports are handled seriously, and investigated fully. So long as a report is made in good faith, no consequences will be levied against a reporting staff member.

Of course, in cases where a threat of serious injury or death is imminent emergency services should be contacted by dialling 9-1-1 on any Camp phone or personal cell phone. [This is an accepted and authorized exception to Camp Northland's cell phone policy]

The Camp Northland Harassment Policy above should be consulted whenever there are concerns about harassment in the workplace.

#### Violence Protocol:

1. An Incident is reported to the Camp Director (or a designate on the Leadership Team).
  - a. The Camp Director (or designate) shall intervene immediately when informed of an incident of violence, or where they believe an incident may occur, in an attempt to ensure the safety of staff/volunteers. Intervention will include doing what is necessary to protect the physical safety of the complainant and all others at immediate risk of violence. In the absence of a reported allegation, an incident of possible workplace violence may also be reviewed or investigated.
  - b. In addition to reporting an incident, the complainant may also:
    - take legal action as they feel appropriate.
    - report the incident to police.
2. The Camp Director (or designate on the Leadership Team) shall conduct a preliminary review of the allegation to determine:
  - i. If a mutually agreeable resolution between the complainant and respondent is possible, having regard to all applicable factors; or
  - ii. If reasonable grounds exist to continue with a formal investigation.
3. The Camp Director (in consultation, where appropriate, with Leadership Team members) shall appoint an investigator. The investigator(s) is/are responsible for formally investigating the incident(s).

The investigation shall follow the principles of due process and natural justice. Outside authorities (e.g. professional bodies, law enforcement) may conduct a concurrent investigation. The outcomes may differ.

1. Possible outcomes include:
  - a) If the respondent is a staff member or volunteer and the evidence found in the investigation upholds the allegation of workplace violence, Camp Northland will initiate follow-up action that may include termination of employment. Disciplinary action shall be determined based on the evidence supporting the allegation, and follow the consequences agreed to in the Staff Code of Conduct. Disciplinary action will be in accordance with applicable legislation, and will be documented.
  - b) If evidence fails to uphold the allegation, no documentation concerning the allegation shall be placed on record for the staff member/volunteer.
  - c) If the respondent is a visitor/camper/customer/client, Camp Northland shall provide support to the complainant as required to assist with the resolution of the incident.

The Camp Director shall ensure that the complainant and respondent are informed in writing about the outcome of a workplace violence investigation (to the extent permitted by legislation and bylaws).





## Camp Northland's Accessibility Policy



### **Purpose and Application**

Under the *Accessibility for Ontarians with Disabilities Act*, 2005 all municipalities must meet the requirements of accessibility standards established by regulation. This policy establishes the accessibility standards for customer service for Camp Northland (The Jewish Camp Council of Toronto), in accordance with Ontario Regulation 429/07 and Ontario Regulation 191/11 (Integrated Accessibility Standards Regulation). This policy applies to all employees of Camp Northland, agents, volunteers and contracted service staff.

### **Definitions**

**Accessible** means customer service is provided in a manner that is capable of being easily understood or appreciated; easy to get at; capable of being reached, or entered; obtainable.

**Disability** means:

- a. Any degree of physical infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog , or other animal or on a wheelchair or other remedial appliance or device,
- b. A condition of mental impairment or a developmental disability
- c. A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d. A mental disorder,
- e. An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act*, 1997

**Guide Dog** means a dog trained as a guide for a blind person and having the qualifications prescribed by the Blind Persons' Rights Act R.S.O. 1990, c. B.7, s. 1 (1).

**Service Animal** is an animal for a person with a disability, if it is readily apparent that the animal is used by the person for reasons relating to his/her disability; or if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

### **Policy Statement**

Camp Northland is committed to providing exceptional and accessible service to its customers. Goods and services will be provided in a manner that respects the *dignity*

# Camp Northland's Accessibility Policy



and independence to all customers. The provision of services to persons with disabilities will be *integrated* wherever possible. Persons with disabilities will be given an opportunity *equal* to that given to others, to obtain, use or benefit from the goods and services provided by and on behalf of Camp Northland.

## **Policy Requirements**

### **1) Accessibility Training Policy**

- a. Every person who deals with members of the public or who participates in developing Camp Northland's policies, practices and procedures governing the provision of goods and services to the public; including camp staff, volunteers, agents, contractors and others who provide service on behalf of Camp Northland will receive training regarding the provision of goods and services to persons with disabilities.
- b. The training will include the following information:
  - The purposes of the Accessibility for Ontarians with Disabilities Act,
  - How to interact and communicate with persons with various types of disabilities,
  - How to interact with persons with disabilities who use an assistive device, or require the assistance of a service animal or support person
  - How to use equipment made available by the camp to help people with disabilities to access goods and services
  - What to do if a person with a disability is having difficulty accessing services.
- c. Training will be provided to each person according to his or her needs and duties and as soon as is practicable on an ongoing basis in connection with changes to policies, practices and procedures governing the provision of goods or services to persons with disabilities. A record of the dates on which training is provided and the number of individuals to whom it is provided will be kept.

### **2) Feedback Process**

- a. Camp Northland accepts feedback from the public in a variety of methods including:
  - Phone
  - In person
  - Fax
  - Email
  - And, through feedback forms
- b. All feedback is reviewed by the Camp Director. Complaints are investigated and follow up is provided to the customer if requested.

# Camp Northland's Accessibility Policy



## 3) Use of Service Animals and Support Persons

a. If a person with a disability is accompanied by a guide dog or other service animal, Camp Northland will ensure that the person is permitted to enter Camp Northland's facilities with the animal and to keep the animal with him or her unless the animal is otherwise excluded by law. Where a service animal is excluded by law, Camp Northland will ensure that other measures are available to enable the person with a disability to obtain, use and benefit from the camp's goods and services. When we cannot easily identify that an animal is a certified service animal, our staff may ask a person to provide documentation (template, letter or form) from a regulated health professional that confirms the person needs the service animal for reasons relating to their disability. A service animal can be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the person perform certain tasks. The service animal must be under the care and control of the individual at all times. The following are conditions of having a service animal on site:

- Owners are able to manage their animal's food, hygiene, health, safety and behaviour independently
- The animal's presence in a cabin does not create physical or mental health issues for other campers or staff
- If Camp Directors determine that having a specific certified service animal in camp is unworkable, the Directors will insist that the animal leave the premises

If service animals are prohibited by another law, or regulatory matter, or conflicting lawful interest, we will do the following to ensure people with disabilities can access our goods, services or facilities:

- Explain why the animal is excluded
- Discuss with the customer another way of providing goods, services or facilities

b. If a person with a disability is accompanied by a support person, Camp Northland will ensure that both persons are permitted to enter the camp facilities, and that the person with a disability is not prevented from having access to the support person. Camp Northland may require a person with a disability to be accompanied by a support person when in a camp facility, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others in the facility. If an amount is payable by a support person for admission, or otherwise, to a premise, Camp Northland will ensure notice is given in advance about the amount.



# Camp Northland's Accessibility Policy

## 4) Notice of Temporary Disruptions

- a. Camp Northland shall provide notice of disruption of services to the public.
- b. Any Notice of Disruption will contain the following:
  - Reason for the disruption
  - Anticipated duration
  - Alternative facilities or services
- c. Camp staff will provide such notice in at least one of the following three methods:
  - Notice physically posted at the site of the disruption
  - Notice on the camp website
  - Notice in local newspaper

## 5) Notice of availability of documents

- a. Camp Northland will provide the public notice of the availability of the documents, required by the Accessibility Standards for Customer Service, (O. Reg 429/07) upon request. Notice of availability will be provided on Camp Northland's web site and through other printed methods.

## 6) Format of documents

- a. If Camp Northland is required, by the Accessibility for Ontarians with Disabilities Act, 2005, to give a copy of a document to a person with a disability, the camp will take into account the person's ability to access the information and will provide the document or information contained in the document in a format that meets those needs as agreed upon with the person

## 7) Return to Work Policy

- a. Camp Northland will be fair, reasonable, and comply with all regulations and standards to assist in your return to work
  - This may include direct consultation with the Camp Director (or his designate), working collaboratively to a timely return to work while being sensitive and accommodating to the employees needs throughout the process

## 8) Related and Supporting Documentation

- a. Camp Northland's Policies
- b. Accessible Customer Service Training Records
- c. Ontario Regulation 429/07, Accessibility for Ontarians with Disabilities Act, 2005 – Accessibility Standards for Customer Service

# Camp Northland's Accessibility Policy



The following form is available on our website ([www.campnbb.com](http://www.campnbb.com)) and can be emailed, faxed, and/or printed and mailed upon request by contacting the office by email at [happycamper@campnbb.com](mailto:happycamper@campnbb.com) or by calling 905-881-0018. Please note that the form below is a sample, only for use in viewing this policy.



## THE JEWISH CAMP COUNCIL OF TORONTO

1118 Centre St., Suite 202  
Thornhill, Ont. L4J 7R9  
Phone: 905-881-0018 Fax: 905-881-9019  
[happycamper@campnbb.com](mailto:happycamper@campnbb.com)

CAMP NORTHLAND - HALIBURTON, ONTARIO K0M 1S0



An affiliate of



### CAMP NORTHLAND ACCOMMODATION ASSISTANCE FORM

How can we better assist you with your needs? Camp Northland is committed to accessibility and all information and responses are handled with strict confidence. Please fill out this form in full in order for us to assist you appropriately.

Full Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please check off any of the following that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Acquired brain injury                           | <input type="checkbox"/> Learning disability              |
| <input type="checkbox"/> Attention deficit hyperactivity disorder (ADHD) | <input type="checkbox"/> Low vision, blind                |
| <input type="checkbox"/> Autism spectrum disorder                        | <input type="checkbox"/> Mental-health related disability |
| <input type="checkbox"/> Chronic illness/systemic/medical                | <input type="checkbox"/> Mobility                         |
| <input type="checkbox"/> Deaf, deafened, hard of hearing                 | <input type="checkbox"/> Other                            |

Please elaborate on the selected responses above so that we can assist and accommodate you accordingly:

Please submit this form by email to [happycamper@campnbb.com](mailto:happycamper@campnbb.com) or have it sent to 1118 Centre Street, Suite 202 in Thornhill, Ontario, L4J 7R9.

**ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2015 CAN BE VIEWED ON OUR WEBSITE [<https://www.campnbb.com>].**

Please note- Any reference in any of our materials that references 'Girls' or 'Boys', is to be considered those who identify as 'Girls' or Boys respectively, and/or those who have chosen to live in those areas in accordance with our policies.

Camp Northland encourages an inclusive, welcoming, and supportive environment for all children, youth, and adults within our camp community.

## **We are committed to:**

- Ensure that our confidentiality policy includes the rights of transgendered campers, staff, and participants.
- We do not share personal information with other staff members, other camper's or their parents, or even the camper's parents, except to train staff, support the individual or as needed for safety.
- Learn and train around appropriate language eg. The Oxford English Dictionary defines cisgender as follows: *Denoting or relating to a person whose sense of personal identity and gender corresponds with their birth sex.*

The Oxford Dictionary defines non- binary as: *Denoting or relating to a gender or sexual identity that is not defined in terms of traditional binary oppositions such as male and female or homosexual and heterosexual.* Non-binary can also be referred to as Genderqueer (GQ).

- Ask what that person needs to feel safe and make reasonable accommodation accordingly.
- Offer options:  
Although we will have both private washrooms and gender based communal washrooms, we do not insist, for example, that a transgendered person only use the private washroom. We will let them know what options are available and leave the choice with them. We only have limited options for gender neutral showers and full accommodation here may not be possible.  
Ensure there are privacy options in cabins. Offering privacy is beneficial to all participants, not everyone is comfortable changing in front of a group of people.
- Create non-gender specific programming; offer all programming to all participants.
- Give campers some choice in which programs they participate.
- Be aware that there are many options for dividing groups that don't involve gender such as: assigning numbers and breaking up into number groups, asking people to form groups based on the month they were born, adding coloured star stickers to nametags and dividing based on sticker colour.
- Give options for privacy, both physically and emotionally.
- Respect discussions during cabin chats; creating a welcoming and safe environment where campers can talk freely without feeling judged or questioned. Allowing campers to chat without interrupting or interjecting.
- Ask campers, staff, or participants for their preferred name/ pronoun
- Ask campers if there is anything they need.



- Listening, affirming, creating safe spaces.
- Be aware of local, national, and international resources.

## IMMUNIZATION POLICY

### Background

Vaccines have saved the lives of more children than any other medical intervention in the past 50 years. The vaccination of all members of the camp community ranks as a key component in maintaining a safe environment and in decreasing the risk of transmission of contagious illness. The determination of mandatory immunization requirements is consistent with Ontario guidelines and based on current clinical guidelines for the best protection of the population against vaccine-preventable diseases. Mandatory immunization for school-aged children is legislated by the Ontario government (Immunizations of Schools Pupil Act).

These changes are being made to improve the health and safety of campers. The changes will help protect children and staff from vaccine-preventable diseases and reduce the risk of disease outbreaks. These changes also align the immunization requirements for camp with Ontario's publicly funded immunization schedule, which is based on current clinical guidelines for the best protection of the population against vaccine-preventable diseases.

### Policy

Camp Northland requires that any member of the camp community in residence (camper or staff) receive up to date, age appropriate immunizations. The list of required immunizations is based on the most recent requirements mandated by the Province of Ontario for school aged children.

It is the responsibility of each resident at camp [and their families if under 18], to meet the immunization requirement. Disclosure on the health form or other records of failure to immunize does not exempt from this requirement except in accordance with the exemption policies as outlined below. If a camper or staff file is reviewed and identified by the Health Care staff that a camper or staff member has not been adequately immunized, the child or staff member will be sent home immediately or required to be picked up by the parent(s) at the camp's sole discretion. Staff and parents of campers will self-report the status of their immunizations on the Health Information Form submitted annually.

Exemptions from the mandated immunization requirements are allowed for (1) medical reasons (i.e., prior immunity or medical contraindication) or (2) based on an affidavit of conscience or religious belief. In these cases the following is required:

(1) A statement of medical exemption completed by a physician. Exemptions due to medical contraindication can be provided for any reason determined by the physician and can either be permanent or limited to a specified period of time. Evidence of immunity against measles, mumps, or rubella requires laboratory confirmation of immunity or infection. Evidence of immunity against varicella (chickenpox) requires either: a diagnosis or verification of a history of varicella or herpes zoster infection by a health care provider; or a laboratory confirmation of immunity or infection.

(2) A statement of conscience or religious belief must be sworn before a commissioner for taking affidavits in and for the courts in Ontario.

Without exception, and at the sole discretion of Camp Northland and its medical advisors, the camper or staff may be excluded from camp if there is an outbreak or immediate risk of outbreak of a designated disease in the camp where the required immunizations have not been received. Any cost for excluding the camper or staff will be paid for by the parents and a refund for the days missed will not be provided.

All staff or campers that have exemptions from immunizations, are not considered exempt until Camp Northland has reviewed the exemption documentation and indicated its acceptance of same. All approved exemptions will still be informed of the Camp Northland Policy.



# **HEALTH AND SAFETY POLICY OF THE JEWISH CAMP COUNCIL OF TORONTO (o/a CAMP NORTHLAND-B'NAI BRITH)**

The employer and senior management of Camp Northland are vitally interested in the health and safety of its workers. Protection of workers from injury or occupational disease is a major continuing objective.

Camp Northland will make every effort to provide a safe, healthy work environment. All employers, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

Camp Northland as the employer, is ultimately responsible for worker health and safety. As the Camp Director of Camp Northland, I give you my personal commitment that I will comply with my duties under the Act, such as taking every reasonable precaution for the protection of workers in the workplace.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Signed: 

Simon Wolle, Camp Director

# EMERGENCY PROCEDURES – FIRE

## CAMP NORTHLAND FIRE SAFETY PROCEDURE Updated June 2023

1. In case of fire in a cabin, or smoke detector sounding, all campers and staff must get out of the cabin immediately.
2. Staff should make sure that all campers have been removed from the building. Staff should ensure their full cabin is present.
3. One staff member should quickly report the fire to the office. All other staff members should accompany the campers to the waterfront. All males will report to Northland Enclosure and all Females will report to Windsports. In the event of a fire near the waterfront, the males will go to the field nearest to the playhouse ('Junior Diamond') and the females will go to the field adjacent to Section III ("Senior Diamond/main field"). All visitors, support staff, catering staff or others third parties on site must gather at the outdoor BBQ next to the dining hall.
4. In case of a fire at an activity, all campers and staff should get out of the area as quickly as possible, and one staff member should report the fire to the office immediately, either by walkie-talkie or by running directly to the office.
5. To declare a fire or fire drill, (a) the siren will be sounded in long blasts by Rob Abbs, Adam Kertesz, or Simon Wolle (or a member of the Directing Team), and (b) an announcement will be made over all radios and walkie-talkies. Adam Kertesz (or a member of the Directing Team) will announce on all radio channels to change to Channel 1 (or Channel 3 if Channel 1 is not working) for an emergency situation. At this point in time, Leore Zecharia (or Adam Slome if Leore is on a day off) will use the golf cart to sound the portable siren along the Oblong and BB Beach path. Designated Office Staff (or Daniela Aptowitz if Designated Office Staff is on a day off) will sound the air horns outside the office towards the Sports & Adventure road and then return to the office to assist with communications as required. Alex MacPherson or her main office designate will be stationed by the phones and base radio for communication needs as required.
6. On hearing this siren or the radio announcements, campers and staff should proceed quickly to the waterfronts as outlined below:
  - Sections should go quickly and in an orderly manner to the Northland Enclosure, which will be facilitated by Facilitator A: Noah Westreich (or Josh Akum if Noah is on a day off)**  
*In the event of a fire on the waterfront, Sections are to go to the "Junior Diamond" and sit down in their cabin groups*
  - Units should go quickly and in an orderly manner to the Windsurfing Beach, which will be facilitated by Facilitator B: Samantha Bergman (or Sam Akum if Bergman on her day off)**  
*In the event of a fire on the waterfront, Units are to go to the "Senior Diamond" and sit down in their cabin groups*
7. The office will contact the Health Centre for the names of campers and staff who are present in the Health Centre at the time, and the office will convey this information to the respective beaches.
8. On hearing the siren or announcements, U/S Heads (or their designated replacement for the day) should return to their respective units/sections (as seen below) and ensure that no camper has been left behind in a cabin, rec hall, or washhouse. If the area the staff members check is clear, the staff will return to their designated beach and wait for further instruction from the beach facilitator. If there is any critical piece of information found while specific areas of camp are being cleared, that will be communicated the Communication Team, through channel 1. In the event that any head staff is absent from camp during an emergency procedure, they will ensure the acting head staff member is aware of their responsibilities.

9.

<b>Location</b>	<b>Staff Member 1</b>	<b>Staff Member 2</b>
Section I	David Weitz	Gabi Cohen
Unit 1	Abby Barry	Max Liebovitch
Section II and Playhouse	Shayne Wolle	Joey Center
Unit 2	Andrea Glube	Rachel Fluxgold
Section III	Jacob Cohen	Rebecca Mori
Unit 3 and CIT	Hailey Kotansky	Ryan Ainsworth
LTP-Section	Sam Ezekiel	Maddy Johnson
LTP-Unit	Joelle Newman	Ethan Shapiro

10. U/S Heads should then proceed to their designated beach to assist with the camper accounting procedure.
11. Staff should organize the campers into cabin groups at the respective beaches, and make sure that each camper is accounted for by name.
12. Once all Section or Unit Heads have returned to their respective beach, Facilitators A and B may begin to clear cabins in ascending order. Facilitator A will be responsible for clearing:
  - Baycrest
  - Buckingham
  - Bull Frog
  - Grand West
  - Health Centre
  - Ritz
  - Kitchen/Catering
  - Kosher Kove
  - Leap Frog
  - Long Cabin A
  - Long Cabin B
  - Long Cabin C
  - Maintenance
  - The Attic
  - The Basement
  - The Inn
  - Shangri-La
  - Ski Cabin (Peak 23)
  - Lakehouse (Lower Rec Hall)
  - Africa (Peak 15)
  - Head Staff Peak 46
  - Head Staff Peak 41
  - Any other cabins/visitors
  - Office
  - Directors

# EMERGENCY PROCEDURES – LAND

## CAMP NORTHLAND LAND DRAG PROCEDURE – 2023

*A missing person must always be taken with the utmost seriousness. A land "drag" is implemented as a final course of action in the case of a missing camper or staff member. Listed below are the steps that must be taken before the decision to "drag" the campgrounds is made. Please read this very carefully and make sure it is understood.*

1. If a camper is found to be missing from the cabin group, one counsellor will remain with the cabin group and the other staff member(s) will retrace all the steps from the last time the camper was seen to the time they were found to be missing. This includes: rec hall, cabins, pathways, and washhouses; in other words, a very thorough check of all surrounding areas. If the counsellor is a solo staff member at the time it is discovered that a camper is missing, a CIT will retrace all the steps from the last time the camper was seen to the time they were found missing while the counsellor remains with the campers.
2. If the camper is not found, the staff member will come to the office and notify a Head Staff member, who will then contact Simon Wolle and the Directors. A telephone or walkie-talkie check will be made immediately with the Health Centre by Simon Wolle and/or his designate to see if the camper has gone there.
3. If the camper is still not found, a Director will then radio all of the Head Staff on every frequency telling everyone to change to Channel 1 (or Channel 3 if Channel 1 is not working) for an emergency situation.
4. A Director will notify the Head Staff members to come immediately to the office. They will be organized into pairs and given areas of camp to check. A list of the search areas can be found at the bottom of this document.
5. In the event that these steps are unsuccessful, and it is daytime, the **Fire Safety Procedure** will be implemented: the Siren will be turned on by Rob Abbs or his designate; all males will proceed to the Northland Enclosure and all females will proceed to Windsports.
6. IF IT IS NIGHT TIME, staff will be instructed to return to their own cabins, account for their own campers, and remain with their cabins. **Campers are not to be awakened; nor should they assemble at the beaches.** Head Staff will continue to implement searches and U/S Heads will inform staff when everything is clear and they may leave their cabins.
7. If Land drags are unsuccessful, a water drag may be implemented at the discretion of the Camp Director or his designate. The Camp Director or his designate will determine if the proper authorities need to be notified.

# EMERGENCY PROCEDURES – WATER

## CAMP NORTHLAND WATER DRAG PROCEDURE – 2023

1. Upon discovery that a camper is missing from the water, Simon Wolle, Camp Director, and the Directors will immediately be notified by waterfront supervisors/staff. The Director(s) will in turn notify the Health Center to alert/check for the missing camper.
2. Water Drag procedure commences with 3 whistles followed by 3 air horn blasts blown continuously while Water Drag procedure is in full operation and will continue throughout the Water Drag until camper is found. The commencement of the water drag will also be communicated by walkie-talkie by someone on the Directing Team (or the recipient of the Walkie Call in step 1). Anyone with a Walkie-Talkie will change to Channel 1 (or Channel 3 if Channel 1 is not working).
3. **A Land Drag will immediately and simultaneously be initiated with the siren being initiated by Rob Abbs or his designate – head staff not designated to assist in the water drag will actively participate in the land drag.**

The Land drag that will run simultaneously to the ongoing water drag; All males will proceed to the Northland Enclosure and all females will proceed to the Windsurfing Beach. Important Note: all those that are involved with the Water Drag will NOT stop what they are doing and will continue the ongoing water drag despite the sound of the siren. The Water Drag will continue as everyone assembles at the proper beach as part of the Land drag procedure. The Water Drag will continue unless the Camp Director or the proper authorities provide other instruction. If any roles need to be adapted for the Land Drag (due to staff needs at the water drag), the Camp Director, Directing Team or its designates will assign these roles as needed.

4. At the onset of the water drag, if a decision was made NOT to initiate the full simultaneous land drag due to safety or other material concerns, the Camp Director, the Directing Team or its designates may assign staff members with walkie-talkies to search key land locations simultaneous to the water drag being initiated.
5. The missing camper's name will be broadcast to the communication team by the senior member of swim, or its designate, as soon as the camper is identified.
6. All campers and staff present at the beach will assemble to a similar procedure as if there were a land drag or fire drill.
7. All waterfront specialties (boats, boards, campers) return to shore at the first sound of whistles and air horns. If possible, boats will be towed into shore.



Once each water specialty area is closed down, sheds are checked, cleared and locked, the staff members will run to Northland Enclosure and assist with the water drag or land drag as needed (to be assigned).

8. Campers swimming at the time of the "Drag" are checked out immediately through the buddy board. Everyone meets in their cabin groups as directed and sits quietly.
9. Counselors on the swim docks must proceed to both sides of the docks, enter the water, and drag the junior area [front area], under guidance from swim staff. Counselors link arms, take three sweep steps in water in a line and put face in water. Repeat until at opposite end of area.
10. Swim staff must enter the water and drag the senior areas and raft areas and under docks. Swim staff to follow charted duty procedures. If appropriate, senior waterfront staff may assign staff (in a buddy system of 2 per group) to drag other areas of the waterfront including inflatables and/or between swim and windsports or between swim and ski.
11. Names of missing camper(s) are called out on the beach by a member of the Head Staff team. Counsellors are to be seated on the beach with their campers quiet and seated.
12. All Unit and Section Heads (or their designate) are to go back to their areas to check all the cabins, washhouse, and rec hall for the missing camper(s)/staff in coordination with the Land Drag if asked to do so by a supervisor.
13. If the Water Drag has continued for more than 10 minutes, the Director or his designate may decide to activate EMS by calling 9-1-1 and initiating a Crisis Response Protocol (see 'Crisis Response Manual for Procedures'). The Water Drag and simultaneous Land Drag will continue unless the Camp Director or the proper authorities provide other instruction.

## OTHER EMERGENCY PROCEDURES

*Note: If an Emergency Procedure is declared by the Camp Director or Associated Director, it must be initiated immediately and without hesitation. Policies may be updated from time to time.*

### **Emergency Response Plan- AODA**

All employees will be reviewed and any accessibility considerations will be assessed, whether chronic, ongoing, or temporary. A plan will be developed with that particular employee to ensure their safety.

This will include:

- Emergency information is to be shared in a way that accommodates all staff (i.e. if a staff is deaf and would not hear announcements or sirens, other staff will be designated to alert those individuals)
- Anyone with a disability that limits mobility will be picked up by golf cart where appropriate as part of our area sweeps and emergency procedures to ensure their safe arrival at our designated locations.
- Staff with a disability of any kind will be asked to fill out a Self-Assessment Form (copy of which will be available at office). We will then use the information collected in the self-assessment form to create an individualized emergency response document.
- Staff will be asked via a pre-summer email if they need individualized emergency information and if they need information in an accessible format.
- Staff will provide consent to only share the emergency information with the people who will help them.
- We will review the emergency information with an employee if they move to another work location or if their accommodation needs change or if our emergency policies and/or procedures change.

### **Red Flag Emergency Procedures**

NOTE: Injuries could occur in any area of the lake, at any specialty, but they most commonly occur at ski or inflatables, so these are the areas that are specifically outlined in this document. If an injury occurs in any other specialty area the general procedures will look the same for windsports staff and swim staff, however ski will not necessarily need to be involved.

### **General Procedure**

If a suspected spinal injury or other major injury occurs on or in the water:

- A waterfront staff member will immediately enter the water to perform appropriate immobilization of the cervical spine and a rollover if necessary

- If the injury occurs at ski this would be the driver of the boat (ensure the engine is off and the boat is anchored before initiating the red flag procedure)
  - If the injury occurs at swim/inflatables this would be the closest lifeguard to the site of the injury
- A support person will initiate the Red Flag Procedure by waving a red flag and blasting the air horn for repeated blasts of five (5) second duration
  - If the injury occurs at ski this would be the spotter on the boat
  - If the injury occurs at swim/inflatables this would be the next closest lifeguard
- The head of swim or its designate will notify Simon Wolle and Directors of the Red Flag via walkie-talkie. Inflatable guards will ensure this notification has been made and do so if it has not.
- Simon Wolle or Directors will contact the health center directly to notify them of the Red Flag
- All walkies involved in the rescue (swim, Directors, Simon, health center, windsports) will be turned to channel 1, and will remain on this channel until the completion of the emergency and the all-clear is given by Simon or Directors
- If more senior direction is needed and available, spinal procedure can be further dictated over walkie-talkie. As much as possible, there should be communication providing updates, on Channel 1 so all staff members will be aware of what is happening
- Three (3) swim staff will arrive at the scene as quickly as possible with a spine board and will initiate the **boarding procedure** (outlined elsewhere in this document)
  - If the injury occurs at ski a different ski boat (not the one that initiated the red flag procedure) will drive to Northland Enclosure to pick up swim staff and bring them to the emergency
  - If the injury occurs at swim/inflatables 1 lifeguard will already be in the water, having done the rollover, at least 2 more must come swimming over from the Northland Enclosure. The lifeguard waving the red flag can enter the water and act as a second guard ONLY AFTER the rest of the

inflatables area is cleared of all swimmers AND it is evident that all other swim staff have responded to the red flag. If other swim staff are able to enter the water before the area is cleared of all swimmers then this guard will not have to participate in the boarding procedure.

- Once the victim is properly secured to the spinal board they will be loaded into the windsports boat which should already be waiting at the scene of the emergency, and then the victim along with at least one swim staff will be transported to the health center dock
- All remaining Swim Staff and Windsports Staff will clear their areas and head over to the health center dock to assist in bringing the injured person to the Health Center.

### **Camp Northland In-Water Spinal Boarding Procedure**

Three (3) swim staff will be required for all red flag procedures requiring spinal injury management. Depending on where the emergency occurs (usually at ski), other waterfront staff will be required to perform the initial rollover and provide immediate immobilization before swim staff arrive to continue the boarding procedure.

#### **\*NOTE**

\*Guard 1: Takes over for staff member who did the initial rollover and acts as primary guard for all communication

\*Guard 2: Knifes the board

\*Guard 3: Holds hips

1. The first rescuer on the scene (a ski staff if this emergency occurs at ski, the primary lifeguard from swim staff if this emergency occurs at swim/inflatables) will perform initial immobilization and roll the victim over to open the airway if necessary
2. Guard 3 enters the water will support the victim's hips to assist with immobilization on the same side of the victim as the staff member who did the rollover
3. \*If the initial immobilization and rollover involved a "vice" hold then Guard 1 will take control of the victim's head at this time placing them into a Canadian hold, in

order to allow the first responder from ski to remove their arms from the victim's torso and back. This role at the head should be performed by the most experienced of the 3 swim staff.

\*NOTE step 5 is optional depending on what technique was used for the initial rollover. If the "Canadian Log Roll" technique was used, then transfer of the victim's head is not necessary until after the chest and hip straps are secured

4. Guard 2 will enter with the spinal board and approach the victim from the opposite side of guard 3.
5. Guard 2 will knife the board down under the victim and guard 3 will catch the board on the other side. As the board is guided to the surface all 3 rescuers currently in the water will ensure that it is appropriately aligned with the victim's body.
6. Guards 2 and 3 will work together to secure the chest strap then the hip strap tightly onto the victim.
7. When both straps are secured Guard 2 will vice the victim down to the board.
8. When the vice is secure Guard 1, at the head will secure the head straps while guard 3 secures the foot strap and supports the board from the bottom
9. Once the head straps are secure Guard 2 can let go of vice and support the top of the board
10. Guard 1 will climb into the windsports boat and help lift the board onto the boat while guards 2 and 3 push the board onto the boat from the water
11. Once the victim and at least one lifeguard are loaded into the windsports boat it quickly proceeds to the health center dock where the rest of the swim staff should be waiting to help carry the board to the health center.
12. The remaining lifeguards will wait at the scene to be picked up by another boat.

### **Ski Specific Procedures**

- Ensure the engine is off and the boat is anchored before the first rescuer enters the water
- A different boat (not the boat that initiated the Red Flag procedure) will retrieve swim staff from the Northland Enclosure

- Ensure that all boats approaching a victim with a potential spinal injury move slowly in order to avoid producing waves that could cause further injury to the spine
- All victims at ski will be removed onto the windsports boat and brought directly to the health center
- In order to save time, only 1 swim staff will be loaded into the windsports boat with the injured victim, the others will be picked up and returned to shore by a different boat (likely the ski boat already at the scene)

### **Inflatables Specific Procedures**

- While guard 2 is signaling the start of the Red Flag procedure, he/she should also be clearing the rest of the campers out of the inflatables area. They should wait on the shore with their counsellors, and **MUST** not leave the inflatables specialty until they are properly signed out of the water
- Guard 2 can enter the water to assist with the rescue as soon as the inflatables area is clear of other swimmers AND it is clear that the rest of swim staff have acknowledged the Red Flag. If other swim staff arrive at the scene before the inflatables area is completely clear 2 of them will join the spinal boarding procedure instead of guard 2.
- There are 3 possible scenarios for appropriate removal of the victim, depending on the exact location of the victim, and the relative efficiency of the rescue procedure:

Scenario 1 (the rescue is efficient and the victim can be removed at the closest dock and await further support from wind sports for transportation):

- The board with the victim will be brought to the inflatables dock, and lifted onto the dock. Any follow up procedures (such as first aid or CPR) can be initiated by swim staff while waiting on the dock. When the windsports boat arrives at the scene the board will be loaded onto the boat with the victim and will be transported to the health center dock along with swim staff.

Scenario 2 (Windsports has already arrived at the scene and the victim is not yet removed onto the closest dock):

- After the injured person is secured onto the spinal board, they will be removed directly onto the windsports boat, and swim staff will travel with them on the boat to the health center dock

Scenario 3 (a golf cart or camp truck is more readily available in a time-efficient manner than the wind sports boat would be):

- The swim staff along with the two designated inflatable guards will lift the board and carry it to shore. Any follow up procedures (such as first aid or CPR) can be initiated by swim staff while waiting on the shore. When the golf cart arrives, the board will be loaded onto the golf cart with the victim, and the swim staff involved in the rescue will run to the health center following behind the golf cart

### **Specialty Specific Roles**

#### **Swim Staff**

- Three (3) swim staff will participate in the rescue (grabbing first aid kit, spinal board and life jackets from the Swim Shed).
- Swim staff wait at deepest edge of dock for boat pick-up – they should be wearing lifejackets before boarding the boat, this will make the rescue easier when they arrive at the scene
- All swim staff not involved in the rescue should quickly clear all swimmers from the area of the swim docks and the inflatables area then should quickly go to the health center dock to wait for the arrival of the injured victim and help to transfer the victim from the dock to the health center

#### **Ski Staff**

- The Ski boat will get the spinal board, first aid kit and the supporting swim staff from the Swim Dock and will drive towards the location of the incident. It is critical to reduce the amount of waves created by the boat as the boat nears the location of the incident.
- Remaining Ski staff clear their area and wait on dock for rescue boat to return.
- NOTE ski does not have a role in the Red Flag procedure if the injury occurs in any specialty area other than ski

#### **Windsports Staff**



- Instruct all sailboats and surfboards to sail into shore immediately.
- The Windsports boat will arrive at the location of the injury and will cut its engine but does not anchor
- The Windports boat will wait and receive instruction to help with the procedure.
- Any Windsports staff that are not involved with the rescue should begin to clear the Windsports area and make sure all campers are accounted for.

### **Buddy Procedure - Inflatables**

- At each period the inflatables guards or cabin counsellors will sign the campers out in buddies (using buddy numbers)
- Every 20 minutes the guards will do a buddy check to ensure that everyone is present
- During general swim the inflatables areas will participate in the general swim buddy whistles
  - a) when swim blows the whistle all campers on the inflatables are to stop what they are doing
  - b) after swim does their junior, senior and raft area check the inflatables guards will do their check
  - c) when both Northland Enclosure and the inflatables are clear the campers can continue swimming in both areas

### **Water Drag - Inflatables**

- In the event that there is a missing camper at the inflatables a water drag procedure will be initiated
- Inflatables guard 1 will enter the water and start to drag while Inflatables guard 2 notifies swim staff, Simon Wolle and Directors
- At this time all swim staff will grab their dragging equipment and begin dragging
- Simon and Directors are to instruct all water specialties to shut down until further notice
- All water specialties are to meet at the trip shed and head of swim will organize each specialty to begin dragging a specific surrounding area

### **Waterfront Injury/Spinal (Inflatables)**

#### **Swim**

- Three (3) guards will participate in the rescue (grabbing a first aid kit, spinal board and life jackets from the Swim Shed).
- Swim staff will run directly to the site of injury- then follow Inflatables Specific

## Procedures

### **Windsports**

- Instruct all sailboats and surfboard to sail into shore immediately.
- The Windsports boat will arrive at the location of the injury and will cut its engine
- The Windsports boat will wait and receive instruction to help with the procedure.
- Any Windsports staff that are not involved with this procedure should begin to clear the Windsports area and make sure all campers are accounted for. They should also make sure that the Windsports dock is clear of anyone that is not directly involved in the procedure.
- The Windsports staff will ensure that they have enough staff members and strength to carry the spinal board from the Windsports dock to the Health Center. This means calling on other staff for assistance.

### **The detailed overall procedures:**

If a suspected spinal or major injury occurs at the inflatables specialty:

- Inflatables guard 1 goes to the injured person
- Inflatables guard 2 signals a “Red Flag” emergency procedure. This involves waving the Red Flag and Signaling the Horn for **five** (5) second long blasts until the swim staff are headed in the direction of the site of injury
- Inflatables guard 2 will also contact Simon Wolle or Directors via walkie to notify them that a Red Flag emergency procedure has been initiated. NOTE: The Red Flag Procedures should be followed.
- **Simon Wolle or Directors will then contact the Health Center and doctor.**
- All walkie-talkies should be switched to channel 1 immediately.
- If more senior direction is needed and available, spinal procedure can be further dictated over walkie-talkie. As possible, there should be communication providing updates, on Channel 1 so all staff members will be aware of what is happening.

### **Boarding Procedure**

#### **Inflatables Specific Procedures**

1. Inflatables guard 1 on the scene will perform initial immobilization and roll the victim over to open the airway if necessary
2. Inflatables guard 2 will wave the Red Flag and blast the horn for five (5) long blasts until three (3) swim staff are headed towards the scene of injury with spinal board, life jackets and first aid kit
3. While guard 2 is signaling the start of the Red Flag procedure (follow ‘Red Flag Procedures 2022’), he/she should also be clearing the rest of the campers out of the inflatables area. They should wait on the shore with their counsellors, and **MUST** not

leave the inflatables specialty until they are properly signed out of the water

4. Guard 2 can enter the water to assist with the rescue as soon as the inflatables area is clear of other swimmers AND it is clear that the rest of swim staff have acknowledged the Red Flag. If other swim staff arrive at the scene before the inflatables area is completely clear 2 of them will join the spinal boarding procedure instead of guard 2.
  5. When swim staff arrive on scene guard 3 enters the water will support the victim's hips to assist with immobilization on the same side of the victim as the inflatables staff who did the rollover
  6. \*If the initial immobilization and rollover involved a "vice" hold then Guard 1 will take control of the victim's head at this time placing them into a Canadian hold, in order to allow the first responder from ski to remove their arms from the victim's torso and back. This role at the head should be performed by the most experienced of the 3 swim staff.  
\*NOTE step 6 is optional depending on what technique was used for the initial rollover. If the "Canadian Log Roll" technique was used, then transfer of the victim's head is not necessary until after the chest and hip straps are secured
  7. Once guard one has victim secured in Canadian inflatables staff can let go of vice and help where directed
  8. Guard 2 will enter with the spinal board and approach the victim from the opposite side of guard 3.
  9. Guard 2 will knife the board down under the victim and guard 3 will catch the board on the other side. As the board is guided to the surface all 3 rescuers currently in the water will ensure that it is appropriately aligned with the victim's body.
  10. Guards 2 and 3 will work together to secure the chest strap then the hip strap tightly onto the victim.
  11. When both straps are secured Guard 2 will vice the victim down to the board.
  12. When the vice is secure Guard 1, at the head will secure the head straps while guard 3 secures the foot strap and supports the board from the bottom
  13. Once the head straps are secure Guard 2 can let go of vice and support the top of the board
  14. Guards will double check straps are tight and the victim is ready to be pushed on to the boat or dock
- \* There are 3 possible scenarios for appropriate removal of the victim, depending on the

exact location of the victim, and the relative efficiency of the rescue procedure:

Scenario 1 (the rescue is efficient and the victim can be removed at the closest dock and await further support from wind sports for transportation):

- The board with the victim will be brought to the inflatables dock, and lifted onto the dock. Any follow up procedures (such as first aid or CPR) can be initiated by swim staff while waiting on the dock. When the windsports boat arrives at the scene the board will be loaded onto the boat with the victim and will be transported to the health center dock along with swim staff.

Scenario 2 (Windsports has already arrived at the scene and the victim is not yet removed onto the closest dock):

- After the injured person is secured onto the spinal board, they will be removed directly onto the windsports boat, and swim staff will travel with them on the boat to the health center dock

Scenario 3 (a golf cart or camp truck is more readily available in a time-efficient manner than the wind sports boat would be):

- The swim staff along with the two designated inflatable guards will lift the board and carry it to shore. Any follow up procedures (such as first aid or CPR) can be initiated by swim staff while waiting on the shore. When the golf cart arrives, the board will be loaded onto the golf cart with the victim, and the swim staff involved in the rescue will run to the health center following behind the golf cart

Where appropriate: All remaining Swim Staff and Windsports Staff will clear their areas and head over to the Windsports dock to assist in bringing the injured person to the Health Center.

## **Land Spinal Procedures**

If suspected land spinal injury occurs:

- Do not move injured person
- Immobilize head and neck in position found
- Check vital signs (ABC's, LOC, skin colour, skin temperature)

After the injury occurs:

- One staff member should move campers away from injury site.
- One staff member should stay with the victim and maintain immobilization of the spine until more staff arrive to assist with emergency care.
- The staff maintaining immobilization can also initiate first aid at this point if other first aid concerns are present
- A third staff member (or, if a third staff member is not present, the staff who was responsible for clearing campers out of the scene) should immediately use a walkie-talkie to contact the following people:
  - Head of Swim
  - Health Centre
  - Head of Water
  - Any member of the directing team who may be currently using the golf cart, or the office if the golf cart is parked there
  - Camp Director
- After being contacted, the Head of Swim, Head of Waterfront, Health Centre and the Camp Director will switch their walkie-talkies to Channel 1, and will remain on this channel until the camp director gives the all clear that the emergency is settled.

### **Post-Emergency Follow Up**

#### **Land and Water Spinal Emergency Follow-up**

- NOTE: accident reports must be completed and submitted to the Camp Director (Simon Wolle)
- There will be follow up sessions for all those that were involved in the Emergency procedure occurring in the Health Center with a member of the Health Center present. There will be individual checks as well as a group debrief on the situation and reaction to create a discussion about preventive measures for the future.

## **Post-Emergency Follow Up**

### **Land and Water Spinal Emergency Follow-up**

- NOTE: accident reports must be completed and submitted to the Camp Director (Simon Wolle)
- There will be follow up sessions for all those that were involved in the Emergency procedure occurring in the Health Center with a member of the Health Center present. There will be individual checks as well as a group debrief on the situation and reaction to create a discussion about preventive measures for the future.

### **Follow-Up Group Questions**

*Below are guiding questions. Others can be asked at the discretion of the person leading the follow-up.*

- What went well? What didn't? Why?
- What was everyone role in the procedure?
- What was supposed to happen? What did happen? What didn't happen? Why was there a difference between what was supposed to happen and what did?
- What were the strengths of the team?
- What were the weaknesses of the team?
- Is there something that we could do differently next time to make this process better?

## **Suspicious or Dangerous persons**

### **(a) Intruder**

All visitors must be report to office and get an identifying nametag if they are remaining on site for any extended period of time. Otherwise, a staff member will escort visitors. Campers must never approach a suspicious person but rather inform the nearest staff member.

1. Once notified of a suspicious person, a staff member will assemble a team of at least one more staff member, and notify a member of the Directing team of the situation, before approaching the suspicious person.
2. The approaching team will always remain at least 45 feet away from the suspicious person while identifying the person's intentions.
3. If the suspicious person is deemed to be a legitimate visitor, the visitor should be escorted to the office for proper sign-in process to be followed.
4. If the suspicious person proves to be hostile in any way, the following actions will be taken:
  - a) Staff members will lead campers to safe location away from the hostile intruder.
  - b) Staff members will retreat to a safe distance/location.
  - c) A coordinated response will be developed with the Communications Team, which may include EMS notifications.
  - d) Everything must be deferred to the Directing team onsite.



The infographic is titled "Community Security ACTIVE SHOOTER RESPONSE GUIDE" and is presented in a dark blue theme. In the top left corner is the logo for "THE CENTRE FOR ISRAEL & JEWISH AFFAIRS". The guide is divided into two main sections: "How to respond when someone starts shooting or Active Shooter code announced?" and "What to do when the police arrives?". Each section contains a numbered list of six steps. A red arrow-shaped box at the bottom right contains contact information for the Police (911) and the CIJA Hotline (1 (844) 204-4343). The bottom of the infographic features a small color calibration bar and the website "cija.ca".

**THE CENTRE FOR ISRAEL & JEWISH AFFAIRS**

## Community Security ACTIVE SHOOTER RESPONSE GUIDE

### How to respond when someone starts shooting or Active Shooter code announced?

-----

- 1 Leave everything behind & if safe, evacuate to the nearest exit
- 2 Get as far away from the building & make sure you can't see it
- 3 If you can't evacuate, hide in a room, turn off lights, lock & block doors, silence everything & everyone
- 4 Notify 911 of the situation (and any information on the attacker)
- 5 If the fire alarm rings, ignore it unless there are real signs of fire (try to control the fire or safely relocate to another place)
- 6 Wait for the police and follow their instructions

### What to do when the police arrives?

-----

- 1 Stay hidden and/or on the ground
- 2 Identify yourself (where & who you are)
- 3 Move slowly (don't gesture abruptly)
- 4 Keep your hands visible & empty
- 5 Follow their instructions

Police: **911** | CIJA Hotline: **1 (844) 204-4343**

cija.ca

This is incredible dangerous and the response must be quick and purposeful acting with urgency.

If you are in the actual building:

1. Leave everything behind, and if safe, evacuate to the nearest exit. If it is safe to evacuate, find a Head Staff member, who will then contact the appropriate member of the Directing team. This team member will then notify all Head Staff to change to "Channel 1".
2. Get as far away from the building as possible and make sure you can't see it.
3. If you can't evacuate, hide in a room, turn off lights, lock and block doors, silence everything and everyone.
4. Notify 9-1-1/EMS of the situation and any information on the attacker.
5. If any other notice [airhorn, siren, fire alarm, etc.] is sounded, ignore it unless there are real signs of fire in your building location. If there are real signs of fire try to control the fire or safely relocate to another place.

6. Wait for the police and follow their instructions.

#### What to do When Police Arrive

1. Stay hidden and/or on the ground.
2. Identify yourself (where and who you are).
3. Move slowly (don't gesture abruptly).
4. Keep your hands visible and empty.
5. Follow their instructions.

Note: CIJA Hotline: 1-844-204-4343; police 9-1-1

#### If You are in the Immediate Location of the Shooting/Weapon

1. Staff must take charge and provide logical direction to minimize or prevent injury ex. "Lie Down", "Follow me to shelter".
2. Walkie-Talkie information immediately to the Communications Team. This information should include what the shooter looks like and his/her location.
3. Lockdown should be declared via radios. All staff members in indoor locations hearing 'Lockdown' reports must have campers lie down in the least visible location in the building, keep campers silent, and make every effort to lock and barricade the doors.
4. At least one staff member should make every effort to stay in an observation role in an effort to detect the whereabouts of the shooter and respond appropriately as circumstances dictate ex. Radio new location via walkie-talkie.
5. Staff should plan an evacuation route in case the shooter attempts to enter from a particular door.
6. Keep open lines of communication on walkie-talkies.

#### Office and Head Staff Key Responsibilities:

1. The Camp Director or his designate will use walkie-talkie to provide information to the Head Staff, which consists of: what is known about shooter and location of threat.
2. The Camp Director or his designate will direct head staff to strategic locations to stop the movement of people around camp and direct them to safer locations that can be barricaded.
3. If location of shooter is unknown, people should barricade themselves in the immediate location they find themselves at the time lockdown is declared.
4. Camp Director or his designate to call 9-1-1/ activate EMS.

## **Severe Weather**

### **(a) Tornado warning or watch**

If the weather has not yet hit the camp:

1. All campers and staff should be gathered into the mess hall.
2. Tables should be turned on their sides facing the windows [towards the waterfront]
3. Campers should be huddled securely behind the tables with staff behind them protecting campers.

The Camp Director will be in touch with an emergency contact in Toronto to monitor storm movement, as well as local EMS, and any pertinent information will be relayed as needed using walkie-talkies to the communications team.

### **(b) Lightning or Thunder**

Upon hearing the sound of thunder or seeing lightning:

1. Each outdoor specialty area must close down
2. All campers will be accounted for, attendance.
3. All of camp, without exception, must relocate to an indoor location.

All outdoor play and specialties are to remain closed and completely off-limits until at least 20 minutes after the last sound of thunder or visible lightning.

If the situation has resulted in any crisis management requirement, the response using the Crisis Response Manual will be initiated. A copy of this is located in the camp office.

\*Note Summer 2022: If immediate danger is not perceived then other spaces can be assigned up to the camp directors discretion to prevent cohort mixing in this scenario. In any event all applicable Covid safety precautions and NPI's will still apply in all situations.

## **Bomb Threat**

When a bomb threat is received:

1. Listen...
2. Ask someone near you to listen to the conversation
3. Do not interrupt the caller
4. Obtain as much information as possible
5. Make notes during the call – if possible use the **Bomb Threat Report template** located on next page.

### 1 Timeline:

Time call **started**:

Time call **ended**:

**Date**:

Caller's **name**:

Caller's **number** (Caller ID):

**Your Name & Number** (ext., department, etc.):

### 2 Explosive Details:

**When** will the Bomb Explode?

**Where** is the bomb right now?

Does the caller's answer make sense? ☐ Yes ☐ No

Does it sound like he knows the building? ☐ Yes ☐ No

What does the bomb **look** like?

What will **trigger** the bomb to explode?

What **type** of bomb is it?

**Who** brought the bomb into the building?

**Why** are you doing this?

Where are you calling **from** (address)?

Do you belong to any **group**?

### 3 Callers Language:

Write **exact words** used by the caller:

### 4 Type of Voice:

**Gender**: ☐ Man ☐ Woman

**Age**: ☐ Young ☐ Adult ☐ Old

Approximate Age:

**Language**:

Spoken:

Accent:

**Is the voice familiar?** ☐ Yes ☐ No

Who does it sound like?

### 5 Tone of Voice:

☐ Loud ☐ Angry ☐ Slow ☐ High pitch ☐ Clear ☐ Nasal

☐ Fast ☐ Soft ☐ Calm ☐ Stutter ☐ Low pitch ☐ Intoxicated

### 6 Background Noises:

☐ Street ☐ Ocean ☐ Children ☐ Party

☐ Airplanes ☐ Factory/Machines ☐ Traffic ☐ Very quiet

☐ Animals ☐ Harbor/Boats ☐ Train ☐ Static noises

☐ Home ☐ PA System ☐ Office ☐ Other

**Message was**: ☐ Read Out ☐ Spontaneous ☐ Local ☐ Long Distance

**Call was**: ☐ Local ☐ Long Distance

## Suspicious Mail Alert

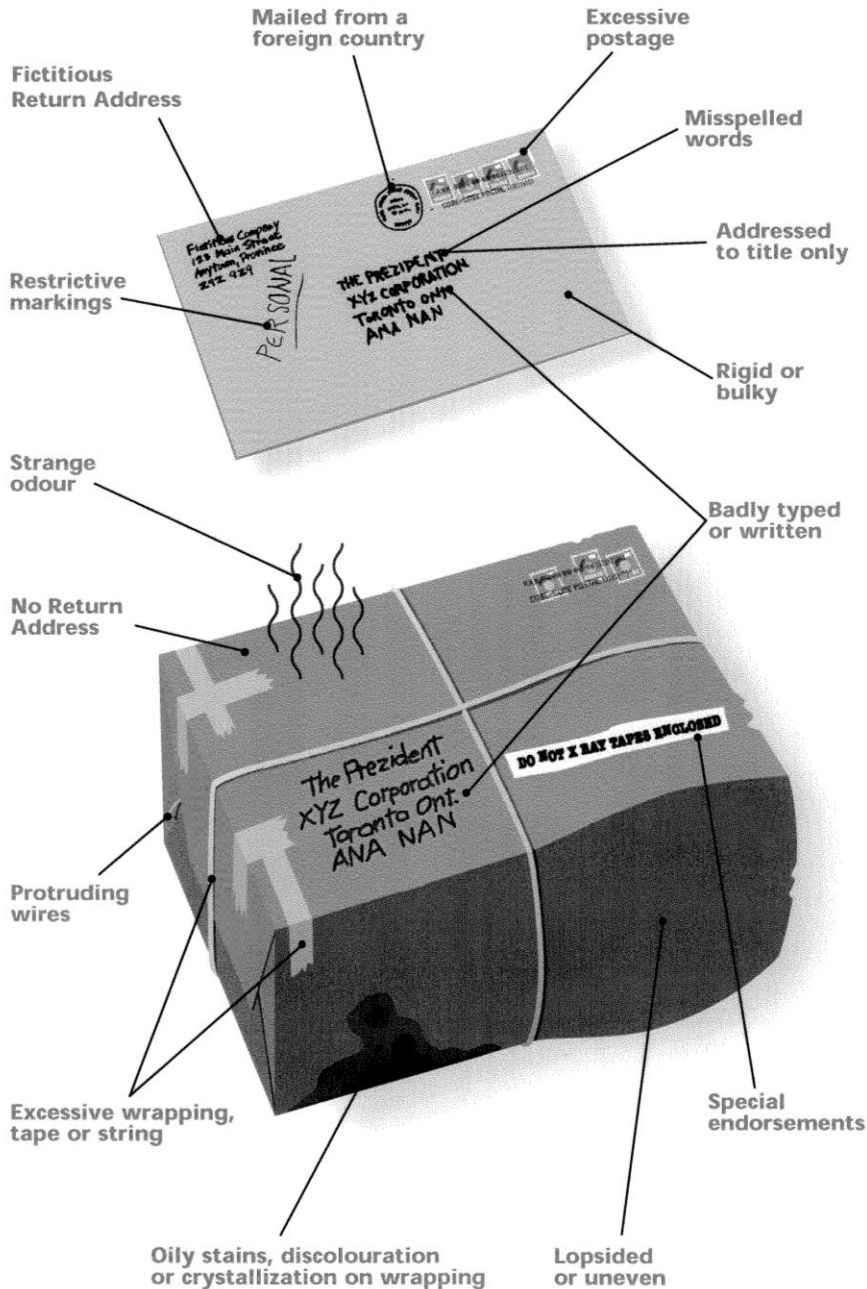
# Suspicious Mail Alert



From anywhere... to anyone

## If you receive a suspicious letter or parcel

(A COMBINATION of the following may constitute a suspicious mail item)



**1** Immediately advise local emergency services of the situation.

**2** Do not handle, shake, smell, or taste the suspicious article.

**3** Isolate the article, and evacuate the immediate vicinity.

**4** Anyone who has handled the article should immediately wash their hands with soap and water.

### If a letter or parcel is open and/or a threat is identified

#### For a Bomb:

- Evacuate area immediately
- Call local emergency services

#### For Biological or Chemical:

- Isolate – do not handle
- Evacuate area immediately
- Wash your hands with soap and warm water
- Call local emergency services

#### For Radiological:

- Limit exposure – do not handle
- Evacuate area immediately
- Shield yourself from object
- Call local emergency services

### Corporate Security

[www.canadapost.ca](http://www.canadapost.ca)

If you receive a suspicious letter or parcel:

1. Immediately advise local emergency services of the situation
2. Do not handle, shake, smell, or taste the suspicious article
3. Isolate the article, and evacuate the immediate vicinity
4. Anyone who has handled the article should immediately wash their hands with soap and water.

If a letter or parcel is open and/or a threat is identified:

**For a bomb**

1. Evacuate the area immediately
2. Call local emergency medical services

For biological or chemical:

1. Isolate – do not handle
2. Evacuate the area immediately
3. Wash your hands with soap and warm water
4. Call local EMS

For radiological:

1. Limit exposure – do not handle
2. Evacuate the area immediately
3. Shield yourself from object
4. Call local EMS

## PRIVACY AND COMMUNICATIONS

Staff will have access to private family and camper information as needed in order to best care for each camper and provide the safest camper experience. Staff acknowledge that the use and collection of private information is restricted by our privacy policy 2019, and as amended from time to time, and information accessed can never be used for any other or inappropriate purpose.

Staff also acknowledge and warrant that they will never use their own private email, phones or social media accounts to conduct or comment on camp business. Staff are hereby informed that breach of this privacy and communication policy would constitute a material breach in employment expectations and be grounds for immediate dismissal.

Camp Northland is committed to keeping the personal information of our campers, staff, families, and clients accurate, confidential, secure, and private. Our Privacy Policy has been designed to inform families, clients, staff, and third parties of Camp Northland of our commitment and recognition to meet the terms and spirit of generally accepted privacy expectations for camps of similar size and scope.

### ABOUT YOUR PRIVACY

At Camp Northland, your privacy is, and always has been, very important to us. We are dedicated to providing you with excellent experience at Camp while protecting your privacy and safeguarding your personal information.

### ACCOUNTABILITY

Camp Northland controls and centralizes the collection and distribution of information. However, we do transfer personal information to third parties for processing (i.e., the CampBrain or Camp Minder data management systems and related payment providers), data enrichment, demographics understanding and expanding our client base.

### WHY DO WE COLLECT PERSONAL INFORMATION?

We collect information about your camper and family so that we can provide the best and safest experience for your child at Camp. We also collect and share information to support growth and sustainability of the camp. Personal information allows us to ensure the safety and welfare of the children in our care and building the strongest and most sustainable camp.

We use personal information to share updates with our families and clients about news and other events at Camp. We also use personal information for business demographics and community analysis, and to provide statements of account to families when requested to do so.



## WHAT INFORMATION DO WE COLLECT?

The personal information we collect shall be limited to that which allows us to run a safe Summer Camp, and which helps us provide campers and other clients with a safe experience always with a view to further growth and sustainability of the camp and understanding our market. The information that we collect includes: The Camper Application requests names, addresses, telephone numbers, and email addresses for regular contact thorough the year and in cases of emergency.

Custody information that is important for camper safety and welfare. Health Information Form requests personal health information about the camper as required by camp policies and/or the local Health Department. Other health and behavioural information (i.e. special needs, mental health information, allergies, medical history etc.) is necessary for the counsellor, nurses, and program leaders to provide the best care for your child. We may also collect other personal information orally or electronically throughout the year to support these purposes without limitation.

## CONSENT TO USE PERSONAL INFORMATION

We may obtain your express consent to use personal information, or we may determine that consent has been implied by the circumstances. Consent could be in writing such as: signed application form, signed health form, submitted e-forms online, parent manual/packet disclosures, or verbally in person or over the telephone.

Providing us with your personal information is always your choice but failure to do so may limit participation or void registration. As part of the application process, we ask that you provide information that allows us to provide the best care for your child. In doing so, you consent to our collection, use and disclosure to appropriate third parties of such personal information for these purposes.

## USE, DISCLOSURE, AND RETENTION OF INFORMATION

Camp Northland only uses and discloses the personal information in order to fulfill the identified purposes except when required by law. Staff members whose job functions or responsibilities require personal information have access to all of your information.

## KEEPING YOUR INFORMATION ACCURATE

It is important that your personal information is accurate and complete. Having accurate information about your family and child allows us to provide the very best Camp experience. You have the right to access, verify and amend the information we have about your family. We rely on you to keep us informed of any changes, such as a change of address, phone number, email address, the health of your child or anything else – simply contact our Thornhill Office (905-881-0018) and let us know about any changes.

## KEEPING YOUR INFORMATION SAFE

We use electronic and procedural safeguards to protect our systems and all personal information under our control against unauthorized access and use.

## CHANGES TO OUR PRIVACY POLICY

If we decide to change any part of our Privacy Policy we will post those changes here and in places we deem appropriate, so that you can be aware of what information we collect, how we use it and under what circumstances, if any, we disclose it. You will always have a choice as to whether or not we can use your information.

## YOUR RIGHT TO ACCESS YOUR PERSONAL INFORMATION

You have a right to access your personal information that we have in our possession. On written request to the Camp Director, a client is informed of the existence, use and disclosure of their personal information that is under our control, and may be given access to that personal information as required and permitted by law. You may challenge the accuracy and completeness of that personal information and request that it be amended, if appropriate.

Staff must communicate and respond to families in a timely and professional manner as per the expectations communicated to our families in the parent manual/packet. Communication tools are limited to the camp phone lines and the dedicated staff email account using the 'campnbb' domain.

This policy can be viewed, downloaded and printed from our website at: <https://www.campnbb.com/camp-policies.html>

## ALLERGY AWARENESS

All staff must be independently aware of each camper with anaphylaxis or a serious medical condition and the related signs, symptoms and response protocol.

Staff can never have or allow campers to have food that has not been provided by the camp through our kitchen. Staff are to never bring food into camp from days off or out of camp trips under any circumstance. Doing so puts campers with allergies at risk and may be grounds for immediate dismissal.

It is possible for a person with anaphylaxis to have a reaction to some sunscreens and lotions. Accordingly, staff will never apply general sunscreens or lotions to a child with anaphylaxis except for that child's owned specific sunscreens and lotions. To be safe, you will always ask a child, as a check and balance, if they have any allergies before applying sunscreens or lotions.

This policy can be viewed, downloaded and printed from our website at: <https://www.campnbb.com/camp-policies.html>

## ALLERGIES AND DIET REQUIREMENTS

Camp Northland cannot create or warrant an allergy free environment. We make all reasonable efforts to accommodate all known allergies but cannot guarantee that there will not be exposure to allergens or cross contamination. eg. Our kitchen uses gluten products like flour and therefore cannot actually be gluten free (it is in the air and on surfaces etc). Therefore, at a practical level, in this example, cross contamination is a guarantee. We are allergy aware and not allergy free. Nonetheless, we will do what we can to reasonably accommodate camper needs and special diets.

### **IMPORTANT: CAMP NORTHLAND IS A 'NUT-AWARE' CAMP AND NOT 'NUT FREE'**

Camp Northland has always attempted to order foods that are “peanut aware”. However, we cannot attempt to eliminate peanuts or tree nuts (“nuts”) entirely from camp i.e. the camp cannot be ‘nut free’. After research and consultation—speaking with campers, families, staff, caterers, other camp directors and our Camp Association—we believe that our camp community benefits from being able to include campers with nut allergies in an anxiety-reduced environment rather than attempting to eliminate peanuts or tree nuts entirely from camp.

In an effort to heighten this awareness: Our dining hall and kitchen is a ‘nut-aware’ space. Please note that the camp is not and cannot be ‘nut free’. Foods served by our dining hall will not contain any nut products in the ingredients, although some items do use phrases like “may contain nuts, peanuts or tree nuts ” or “cooked in a facility that also manufactures nuts, peanuts or tree nuts”, or some variation of the above phrases.

We ensure that items most commonly exposed to “cross contamination” in the manufacturing process (i.e. chocolate bars, ice cream, granola bars, etc.) are labeled “nut free” but please note that different manufacturers may treat language around nuts, peanuts and/or tree nuts differently. Campers with allergies should always check ingredients.

Peanut butter will not be available at camp. No outside foods are permitted in the dining hall.

If your child has a nut allergy, please educate them to be vigilant in understanding these realities of the camp environment and to always check ingredients before eating a product not known to be safe for them and their particular allergy. If you as a parent or guardian are sending food with your child on any camp trip, function, bus ride, event, or otherwise it must be kosher and we expect it to be ‘nut free’. Products that are labeled as “safe to share” or ‘Peanut and Tree Nut free’ should be preferred over those that use language like “may contain traces of nuts.” We recognize that finding foods that are completely “nut free”, especially ‘nut free’ and kosher, can be difficult; however your added sensitivity when doing camp shopping is greatly appreciated.

## HEAD LICE POLICY

## **Lice – No Nit Policy:**

As always, the goal for this summer is to have a safe, happy and healthy camp season where campers and staff can enjoy all camp activities without interruption.

In an effort to keep our camp as lice free as possible, Camp Northland – B'nai Brith will adhere to a "No Nit Policy" which involves staff and campers coming to camp free and clear of head lice.

As a courtesy to fellow campers and staff, we are asking everyone who will be attending camp this summer to be checked 5-7 days prior to the start of camp. Any evidence of nits (lice eggs), nymphs (tiny immature lice bugs) and adults (mature lice bugs) must be thoroughly removed.

We will be conducting camp wide head lice screenings at the start of camp. If your child is found to have any evidence of head lice, then the protocol is that they will be treated on site by a staff member and/or a member of our health centre team. Until they are cleared, the camper may be excluded from cabin and activities and sleeping arrangements until the camper has been cleared.

A standard charge of \$200 per child treated will be billed directly to each family to help offset the cost of this treatment. This charge will be applied to all incoming campers and staff at the start of the session as the infestation would have preceded camp.

Alternatively, parents are welcome to pick up their child/children and bring them back to camp when they are completely lice free.

Please note that part of the process is after combing and depending on the severity of the case, this could be anywhere from 3-6 sessions in the infirmary(health centre) . Not only does this disrupt the medical program, but more importantly, it takes time away from your child being able to enjoy camp as it is meant to be.

Information on how to treat and prevent head lice can be found on [www.licecrew.com](http://www.licecrew.com) or feel free to e-mail [info@licecrew.com](mailto:info@licecrew.com) if you have any questions that you would like answered or if you would like some free lice advice.

If you are planning on booking a professional screening with The Lice Crew it is recommended that you call in advance as their clinics are by appointment. Direct numbers can be found on the above mentioned website. If head lice is found, it will be removed in a safe, effective, natural and cost effective manner.

Let's all do our part to keep our camp lice free. Although head lice is not a public health hazard, it is a nuisance and is very easily spread in contained environments/close quarters. Thank you for your co-operation.

## LYME DISEASE AND TICKS

Ticks in Ontario can cause Lyme disease, a potentially serious and debilitating disease. Staff must take steps to ensure campers do not enter wooded areas unnecessarily and when necessary to do so, ensure campers are properly treated with insect repellent and minimizing exposed skin as much as possible. When returning from the outdoors, campers [and staff] should check their bodies for ticks. If any are found do not try to remove and visit the Health Centre immediately so appropriate treatment can be obtained.

Ticks that spread Lyme disease act like hitchhikers – settling on tall grasses and bushes until they can attach themselves to a passing animal or person. The ticks will feed on their host's blood, and in some cases, may transmit Lyme disease to an individual if attached for more than 24 hours, which is why it's important to detect and remove ticks promptly.

- To prevent ticks from biting, the Health Unit recommends:  
Wearing light-coloured clothing, which makes it easier to spot and remove ticks
- Wearing closed footwear and socks and, when possible, wear long pants and a long-sleeved shirt. Tuck pants into your socks, especially if walking in long grass
- Using a tick repellent that contains DEET (follow the manufacturer's directions for use)
- Checking your body for ticks at least once a day if in a location where blacklegged ticks are known to be present. Pay special attention to the groin, scalp and armpits. A mirror can be useful to check the back of your body, or ask someone to check it for you.
- Remove the tick quickly and properly to prevent infection if you find one on your body. This is best done by using finely-tipped tweezers, and grasping the tick as close to your skin as possible. Pull it straight out, gently but firmly. Thoroughly clean the bite site with rubbing alcohol and/or soap and water. If you are in camp - go to the Health Centre to assist you.

Symptoms of Lyme disease include fever, headache, tiredness, and muscle and joint pain. Another indicator of Lyme disease is a skin rash in the shape of a bull's eye. Symptoms can occur as early as three days after infection or as long as a month after a tick bite. Anyone experiencing Lyme disease symptoms should seek medical attention.

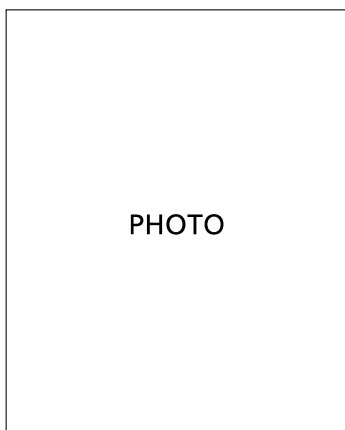
## CRISIS RESPONSE

**[See Crisis Response Manual 2022]**

# Anaphylaxis Emergency Plan

**Anaphylaxis Emergency Plan:** \_\_\_\_\_ (name)

**This person has a potentially life-threatening allergy (anaphylaxis) to:**



(Check the appropriate boxes.)

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Peanut    | <input type="checkbox"/> Other: _____      |
| <input type="checkbox"/> Tree nuts | <input type="checkbox"/> Insect stings     |
| <input type="checkbox"/> Egg       | <input type="checkbox"/> Latex             |
| <input type="checkbox"/> Milk      | <input type="checkbox"/> Medication: _____ |

**Food:** The key to preventing an anaphylactic emergency is absolute avoidance of the allergen. People with food allergies should not share food or eat unmarked / bulk foods or products with a "may contain" warning.

**Epinephrine Auto-Injector:** Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

**Dosage:** ☐ EpiPen® Jr 0.15 mg ☐ EpiPen® 0.30 mg  
☐ Twinject® 0.15 mg ☐ Twinject® 0.30 mg

**Location of Auto-Injector(s):** \_\_\_\_\_

- ☐ **Previous anaphylactic reaction:** Person is at greater risk.  
☐ **Asthmatic:** Person is at greater risk. If person is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.

**A person having an anaphylactic reaction might have ANY of these signs and symptoms:**

- **Skin system:** hives, swelling, itching, warmth, redness, rash
- **Respiratory system (breathing):** coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing
- **Gastrointestinal system (stomach):** nausea, pain/cramps, vomiting, diarrhea
- **Cardiovascular system (heart):** pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- **Other:** anxiety, feeling of "impending doom", headache, uterine cramps, metallic taste

**Early recognition of symptoms and immediate treatment could save a person's life.**

**Act quickly. The first signs of a reaction can be mild, but symptoms can get worse very quickly.**

1. **Give epinephrine auto-injector** (e.g. EpiPen® or Twinject®) at the first sign of a known or suspected anaphylactic reaction. (See attached instruction sheet.)
2. **Call 9-1-1** or local emergency medical services. Tell them someone is having a life-threatening allergic reaction.
3. **Give a second dose of epinephrine** in 5 to 15 minutes **IF** the reaction continues or worsens.
4. **Go to the nearest hospital immediately (ideally by ambulance)**, even if symptoms are mild or have stopped. The reaction could worsen or come back, even after proper treatment. Stay in the hospital for an appropriate period of observation as decided by the emergency department physician (generally about 4 hours).
5. **Call emergency contact person (e.g. parent, guardian).**

## Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned patient, parent, or guardian authorizes any adult to administer epinephrine to the above-named person in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the patient's physician.

Patient/Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Physician Signature \_\_\_\_\_ ☐ On file

Date \_\_\_\_\_

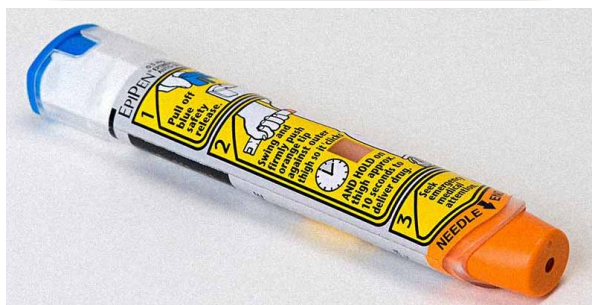
## How to Use an EpiPen?

Review the simple 2-step administration process.

Remove the EpiPen<sup>®</sup> Auto-Injector from the carrier tube and follow these 2 simple steps:



- Hold firmly with orange tip pointing downward.
- **Remove blue safety cap by pulling straight up. Do not bend or twist.**



- **Swing and push orange tip firmly into mid-outer thigh until you hear a “click.”**
- Hold on thigh for several seconds.

Built-in needle protection

- When EpiPen<sup>®</sup> is removed, the orange needle cover automatically extends to cover the injection needle, ensuring the needle is never exposed. It is important that you call 911, or have someone take you to the emergency room, because the effects of epinephrine can wear off and there is a chance of a second reaction.



# Non-Anaphylactic Serious Medical Condition Alert

## Camp Northland - Non-Anaphylactic SERIOUS MEDICAL CONDITION ALERT AND PROTOCOL

Camper's Name \_\_\_\_\_ Age as of June \_\_\_\_\_ Grade completing \_\_\_\_\_

### • MEDICAL CONDITION DESCRIPTION

This camper has a potentially **DANGEROUS**, life-threatening condition described as:

\_\_\_\_\_  
\_\_\_\_\_  
and may be aggravated by the following  
\_\_\_\_\_  
\_\_\_\_\_

Place Camper's Photo Here

### • AVOIDANCE

The key to preventing an emergency is

### • SPECIFIC PRECAUTIONS AND PARENTAL/ MEDICAL INSTRUCTION IN THE EVENT OF AN EMERGENCY

### • SYMPTOMS

Mouth:  
Skin:  
Throat:  
Lungs:  
Gut:  
Heart/Brain:  
Other:

Untreated, these symptoms can lead to: \_\_\_\_\_

### • EMERGENCY MEASURES:

#### Call 911

- ❖ Tell them a camper has the above noted condition and needs help at Camp Northland. We are located at 4250 Haliburton Lake Road, Haliburton, ON. Radio the office and Director using the closest walkie-talkie. Send a responsible runner to the Health Centre to personally advise the medical staff of the situation.

Transport child to hospital immediately even if symptoms subside, accompanied by a staff member

- ❖ Send any additional medication with the camper in the ambulance

A member of the Leadership Team (including medical staff) will call the parents/guardians or emergency contacts.

### • CONTACTS

Name	Office/Day Phone	Home Phone	Mobile Phone
Parent/Guardian _____	( ) - - - - ext. _____	( ) - - - -	( ) - - - -
Parent/Guardian _____	( ) - - - - ext. _____	( ) - - - -	( ) - - - -
Emergency contact _____	( ) - - - - ext. _____	( ) - - - -	( ) - - - -
Emergency contact _____	( ) - - - - ext. _____	( ) - - - -	( ) - - - -

I agree that the camp may display my child's picture, take the Emergency Measures deemed necessary, and that this information will be shared, as necessary, with the staff of the camp and health care providers. I have provided, or will provide prior to the bus departing to camp, any necessary medication to the Camp Director.

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_



## Consent Laws

### HOW THEY IMPACT CAMP AND THE FUTURE OF YOUR EMPLOYEES AND VOLUNTEERS

Each camp across the country is unique and has their own philosophy and culture. There is something for everyone in this community. Despite the differences from camp to camp, one thing remains the same: the policies and procedures of your camp must adhere to the law.

We are asking you to convey the serious and lasting consequences of sexual activity without consent to your staff. Every year a young person commits a crime of a sexual nature. Sometimes knowingly, but many times not. No organization is immune.

Sexual activity without consent (which can refer to a broad spectrum of situations, which we will go into further) has and will have a devastating impact on everyone involved. First and foremost, the effect on victims cannot be overstated. This crime changes the trajectory of many lives. Some young people may not realise the permanent effect that engaging in such behaviour may have on their own lives. Their futures can and have been ruined by these actions. Where criminal activity has occurred, the individual Counsellor, CIT or Volunteer could face a criminal charge and if convicted, will have a criminal record. For those who were hoping for a professional career, their options will be limited by their own actions.

The goal is prevention. Even if an employee or volunteer does not have empathy for others, at the very least, they need to be aware of the damage they are doing to themselves. Although insurance coverage can help protect the assets of camp, you must also consider the consequential damage to the injured party (worst nightmare), your loss of reputation, and the future of your Counsellors, CITs or Volunteers.

The following is some information from the Department of Justice and other Canadian Law sources.

#### **Consent to Sexual Activity**

The age of consent is the age at which a young person can legally agree to sexual activity. Age of consent laws apply to all forms of sexual activity, ranging from kissing and fondling to sexual intercourse. *(Note: includes kissing)*

#### **Canada's Age of Consent**

The age of consent to sexual activity is **16 years**. In some cases, the age of consent is higher (for example, when there is a relationship of trust, authority or dependency).

In other words, a person must be at least 16 years old to be able to legally agree to sexual activity.

### **Close in Age Exceptions**

A 14 or 15 year old can consent to sexual activity as long as the partner is **less than five years older** and there is no relationship of trust, authority or dependency or any other exploitation of the young person. This means that if the partner is 5 years or older than the 14 or 15 year old, any sexual activity is a criminal offence. *(Note: the word AND is important here. The age gap must be less than 5 years AND there cannot be a relationship of trust, authority or dependency or any other exploitation.)*

There is also a "close in age" exception for 12 and 13 year olds. A 12 or 13 year old can consent to sexual activity with a partner as long as the partner is **less than two years older** and there is no relationship of trust, authority or dependency or any other exploitation of the young person. This means that if the partner is 2 years or older than the 12 or 13 year old, any sexual activity is a criminal offence. *(Keep in mind this means that a relationship between a 12 year old and a 14+ year old, even if they are both campers, is contrary to this publication. Same relationship of trust, authority or dependency or any other exploitation considerations apply here as well.)*

### **Sexual Exploitation**

A 16 or 17 year old cannot consent to sexual activity if:

- their sexual partner is in position of trust or authority towards them, for example their teacher or coach *(or counsellor)*
- the young person is dependent on their sexual partner, for example for care or support
- the relationship between the young person and their sexual partner is exploitative *(this is incredibly broad.)*

The following factors may be taken into account when determining whether a relationship is exploitative of the young person:

- the young person's age
- the age difference between the young person and their partner
- how the relationship developed (for example, quickly, secretly, or over the internet) *(this happens often)*
- whether the partner may have controlled or influenced the young person (this could be a hard thing for you to gauge)

## **Child Pornography**

Child pornography is broadly defined and includes:

- any representation of a person who is, or is depicted as being, under the age of 18 years, engaged in explicit sexual activity;
- any representation whose dominant characteristic is the depiction of the sexual organs or anal region of a person under the age of 18 years for a sexual purpose;
- written, visual and audio material that advocates or counsels unlawful sexual activity with a person under the age of 18;
- written, visual and audio material whose dominant characteristic is the description of unlawful sexual activity with a person under the age of 18 for a sexual purpose.

It is against the law for child pornography to be:

- made
- distributed
- made available
- sold
- possessed or accessed
- advertised
- exported or imported

The maximum penalties for these offences range from 10 to 14 years.

*(Please note that there is not an age that is described for child pornography. A person under 18 years old in possession of sexual images of another person under 18 years old is in possession of child pornography.)*

## **What Consent Involves**

Consent means the agreement given to a sexual partner at the moment the partners take part in sexual activities. This consent must be voluntary. This means that it must be given freely and not forced. Consent must also be informed. This means that the person consenting understands the consequences of the decision. If the choice is not voluntary and informed, then the person's consent is not valid.

## **Absence of Consent**

A person doesn't have to go as far as physically resisting a sexual activity to show they don't consent to it.

For example, there's no consent to sexual activities in these situations:

- A person's words or actions show they don't consent to the sexual activity.
- A person started out by consenting to the activity, but their words or actions show they don't consent to continuing the sexual activity.

- Consent is given by someone else, such as a friend or parent.
- Silence doesn't mean consent. Consent must be expressed clearly.

### **Time of Consent**

Whether consent is verbal or non-verbal, it must be given at the time of the sexual activity. A person must have a chance to express **consent at each stage of the sexual activity**. So, before beginning a different type of sexual activity, the partner must make sure the other person wants to continue. Consent becomes invalid as soon as someone loses the ability to consent. For example, there's no consent from the moment someone loses consciousness or is under the effects of a drug or alcohol.

Sometimes, people consent to a sexual activity, but then change their minds once the activity has begun. If they decide they don't want to continue, they can take back their consent at any time. If someone expresses refusal to participate in a sexual activity, either through words or actions, the partner must stop immediately. If the partner continues anyway, the partner is committing sexual assault.

## **Consent is Not Valid in Some Situations**

If a person is in a position of authority or trust toward a minor, the law doesn't recognize the minor's consent to any type of sexual activity between them. Being in a position of authority doesn't necessarily mean that someone has a legal right over a young person. Instead, it refers to the power to tell the young person what to do. The young person's consent isn't valid even if it was obtained honestly and without the other person taking advantage of the position of authority or trust. In other words, the sexual activity is considered a crime whether or not the minor agreed to it.

To decide whether someone was in a position of authority or trust at the time of the sexual activity, the facts of each case must be considered. For instance, a court might take the following factors into account:

- age difference between the partners;
- evolution of their relationship;
- the position of the person in trust or authority in relation to the younger person.

A person can be guilty of a crime even if their actions took place outside of the context which gives one of them power over the other. For example, a teacher doesn't stop being in a position of authority toward a young person simply because it's summertime and there are no classes until the fall.

More onus is being put on care providers to intervene when potential exploitation is happening, and you want to be sure you're on the right side of it, should anything ever wind up in court.

We hope this was useful to you. This is for your reference and should not be substituted for legal advice. For more information, please see the following:

<https://www.educaloi.qc.ca/en>

<http://www.justice.qc.ca/eng/rp-pr/other-autre/clp/faq.html>

## Working with Campers

### Counselling skills 101

<b>“Tell me more”</b>	A way for counselors to allow kids to express their feelings (not having to know the answers)	E.g. Camper: “I’m sad” Staff: “Tell me more” Camper: “I don’t like camp” Staff: “Tell me more”
<b>Mirroring</b>	A way for campers to feel heard	E.g. Camper: “What that kid did made me really upset.” Staff: “It sounds like you were really upset”
<b>Strengths-based perspective</b>	Validating campers or staff on their strengths to give them some confidence and make them feel good about themselves	Staff: “I am so impressed with how you are able to articulate your thoughts” “You have true ability to connect with the older campers – that is not an easy thing to do.”

#### Solving conflicts

- Counselor to help campers talk through conflicts in a non-judgmental way
- Key is to help kids find their voice so that they can solve their own problems
  - What do you think can be done differently next time?
  - Strengths-based perspective

#### Camp: Counselling Tips and Tricks

##### *Building relationships*

- Staff should be building **STRONG** relationships with campers from day one. Counselors are the moms and dads for the summer. If a strong relationship is built:
  - It is harder to miss things that a camper is struggling with
  - It becomes easier for campers to seek out their staff when upset
  - Problems are found early on
  - With a strong relationship; things can be challenged. I.E. challenging a camper’s behavior, pushing them a bit harder to participate or act as a leader, etc.
- How to **build** a relationship with your campers:
  - Doing activities with campers **NOT** sitting on dock watching campers swim, canoe, kayak, sail, etc.
  - Spending one on one time with each camper throughout the session
  - Sitting on campers’ beds. Tucking in younger campers in their bed.

- Before bed cabin circles, questions of the day:
  - Rose and thorn of the day, if you were any superhero, who would you be, favorite ice cream, if you could have any job in camp, etc.
- Initiating cabin games during rest hour or any down time
  - Back-pocket games: zip-zap-zop, life-size rock paper scissors, solider, murder handshake, going on a picnic, contact, etc.
- Talking to kids at meals and sitting among them not at end of table. Meal times are family times where you discuss your day

*Trickle Down Effect among staff: Support, Motivation & Encouragement*

Staff Support	Staff should be supported the same way campers are. If staff are happy than campers are happy	Head Counselors <i>support</i> U/S heads U/S heads <i>support</i> counselors Activity heads <i>support</i> specialists
Keeping on top of staff; ways to provide support	Every supervisor should be practicing the same way	Daily check-ins, daily feedback, validation, strengths-based perspective, weekly/bi-weekly evals
Enforcing productivity/ Motivation in staff	Staff need to be held more accountable and thus be more supervised	<ul style="list-style-type: none"> <li>- Activity checks: S/U head should check on every activity where their section is attending each hour to ensure 1) participation of staff/ campers 2) everyone is present at activity</li> <li>- Bi-weekly evaluations</li> </ul>
Bi-weekly Evaluations	Being on top of bi-weekly evals are crucial. Staff need the motivation and feedback to be able to improve and succeed.	How to give an eval: Ask staff “what do you think you are doing well at? What do you think you need to improve on?” Go through



		eval with staff and read through it together. DO NOT give staff sheet to read. Ask what else is needed for staff to feel supported to do their job well.
Positive Reinforcement	Positive encouragement goes further than negative consequences/ write-ups, etc. (for campers and staff). Staff/ campers stop <i>hearing</i> punishments after numerous punishments (i.e. one starts to ignore a car alarm after a while of it being on...)	<ul style="list-style-type: none"> <li>- Validating staff and campers on good behavior/ good work</li> <li>- Staff recognition/ leadership roles to staff that are trying</li> <li>- Good counselors taking on S/U head role during S/U days off as reward</li> </ul>

#### *Red flag signs:*

- Words, phrases, actions for counselors to look out for. If seen or heard, then counselor knows to bring the issue up the ladder of staff (s/u head, head counselor)
- Sometimes kids won't be able to articulate if they feel emotionally unsafe – check ins daily at meals, down time, before bed are essential
  - Look out for campers sleeping at every opportunity they can
  - Isolating themselves from other campers in the cabin (sitting next to the counselor at meals instead of peers – counselors should sit amongst the campers)
  - Campers acting out or trying to seek attention from counselor one on one more often than rest of campers
  - “I don’t like being in the cabin” “this person makes me uncomfortable” “I feel like I’m stuck/trapped at camp” “I don’t belong here”
  - Camper making up reasons to skip meals, activities, not be engaged

#### **Tools**

##### *Therapeutic Activity: Courage Beads*

- A beautiful initiative for each cabin to allow kids to create a safe space and feel connected to each other
  - Can take place near the beginning of each session to act as a bonding activity for cabin – also allows insight on kids for counselors
  - Campers sit in circle on the floor – everything said stays in a safe place within the cabin. No repeats of stories or thoughts unless provider brings it up to seek advice
  - Question asked: “A time where you had to be courageous and how you got through it”

- Each camper and staff share a time in their lives where they acted courageous. Once a story is told; camper to his/ her left ties on the courage bead to the person's wrist
- Cabin is united through these bracelets
- The power of vulnerability allows for the cabin to bond and act united- research shows increases empathy and reduce cliques

#### *Gender Role: Empowering Boys*

- Building positive masculinity is important. The oldest sections build the precedence of what it means to be a role model.
- Boys circle: Who they are versus who they feel pressured to be.
  - a time at the beginning of camp where boys in each cabin can come together and reflect on 1) the type of men they want to be 2) What kind of community should the men portray at camp? 3) How they can achieve this goal?

#### *Gender Role: Empowering Women*

- Empowering women is vital. Camp should be a time where girls do not need to primp and they can celebrate their achievements and their social inclusion.
- Camp should also be a time where women are empowered and can feel comfortable in their skin and put the city pressures behind them (instagram, makeup, skimpy outfits)
- Camp should be presented as a healthy way for girls and boys to have social interactions
- Girl circle examples: 1) Something you are proud of 2) A time you were a leader 3) What make a strong and powerful woman? 4) What kind of community should the women portray at camp? 5) How can they achieve this goal? 6) Courage beads

# Important Forms

## Camper Report



### CAMPER REPORT

Name of Camper _____	Period _____	Year <u>2019</u>
Unit/Section _____	Cabin _____	U/S Head _____
Staff Names: _____		
_____		

What did the camper say he/she liked about camp?

What did the camper say he/she disliked about camp?

#### 1. ADJUSTMENT TO CAMP

- |  |   |   |  |
|--|---|---|--|
| <b>A. OVERALL ADJUSTMENT:</b><br><input type="checkbox"/> Excellent<br><input type="checkbox"/> Good<br><input type="checkbox"/> Fair<br><input type="checkbox"/> Poor | <b>B. ADJUSTMENT TO CAMP LIVING:</b><br><input type="checkbox"/> Excellent<br><input type="checkbox"/> Good<br><input type="checkbox"/> Fair<br><input type="checkbox"/> Poor | <b>C. ACCEPTANCES OF RULES:</b><br><input type="checkbox"/> Positive<br><input type="checkbox"/> Acceptance<br><input type="checkbox"/> Resistant<br><input type="checkbox"/> Active Resistance | <b>D. ASSUMING RESPONSIBILITIES:</b><br><input type="checkbox"/> Takes Initiative<br><input type="checkbox"/> Generally Willing<br><input type="checkbox"/> Occasional Avoidance<br><input type="checkbox"/> Active Resistance |
|--|---|---|--|

E. How did the camper respond to basic rules and responsibilities? (e.g. wake-up, dining hall, getting to activities, bedtime, etc.) If there was difficulty, how did this influence his/her relationship in the group with peers or staff?

#### 2. PEER RELATIONSHIPS

- |   |  |   |
|---|--|---|
| <b>A. ESTABLISHES RELATIONSHIPS:</b><br><input type="checkbox"/> With Ease<br><input type="checkbox"/> Slowly<br><input type="checkbox"/> With Difficulty | <b>B. SOCIAL STAGE:</b><br><input type="checkbox"/> Popular, Well Liked<br><input type="checkbox"/> Accepted<br><input type="checkbox"/> Disliked<br><input type="checkbox"/> Rejected | <b>C. EXTENT OF FRIENDSHIPS:</b><br><input type="checkbox"/> Friends With Most<br><input type="checkbox"/> Friends With Some<br><input type="checkbox"/> Friends With 1 or 2<br><input type="checkbox"/> No Friends |
|---|--|---|
- D. Describe the camper's social skills (e.g. personal relationships, co-ed interests and activities, etc.)

#### 3. STAFF RELATIONSHIPS

- |  |  |   |  |
|--|--|---|--|
| <b>A. WITH COUNSELLORS:</b><br><input type="checkbox"/> Positive, Cooperative<br><input type="checkbox"/> Reserved<br><input type="checkbox"/> Attention Demanding<br><input type="checkbox"/> Negative, Resistant | <b>B. WITH OTHER STAFF:</b><br><input type="checkbox"/> Positive, Cooperative<br><input type="checkbox"/> Reserved<br><input type="checkbox"/> Attention Demanding<br><input type="checkbox"/> Negative, Resistant | <b>C. DEPENDENCY ON COUNSELLORS:</b><br><input type="checkbox"/> Appropriate<br><input type="checkbox"/> Demanding<br><input type="checkbox"/> None | <b>D. PHYSICAL CONTACT NEEDED:</b><br><input type="checkbox"/> Reasonable<br><input type="checkbox"/> Excessive<br><input type="checkbox"/> Avoids Contact |
|--|--|---|--|
- E. If there was difficulty, what caused it? Was there any change over the period? If so, why?

#### 4. PARTICIPATION IN GROUP

- A. ROLE IN GROUP:  
(CIRCLE POSITIVE OR NEGATIVE)
- \_\_\_\_ Leader - Positive/Negative  
\_\_\_\_ Follower - Positive/Negative  
\_\_\_\_ Keeps to him/herself  
\_\_\_\_ Scapegoat
- B. ROLE IN GROUP DISCUSSIONS & DECISIONS:
- \_\_\_\_ Actively Contributes  
\_\_\_\_ Some Contributions  
\_\_\_\_ Dominates  
\_\_\_\_ No Contribution
- C. ACCEPTANCE & COOPERATION WITH GROUP DECISIONS:
- \_\_\_\_ Positive, Cooperative  
\_\_\_\_ Acceptance, Adequate  
\_\_\_\_ Some Resistance  
\_\_\_\_ Uncooperative
- E. Was the camper able to function within the group structure? If not, what was done to help the camper adjust?

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#### 5. PROGRAM SKILLS

Please use the list below as a quick reference to answer questions A) and B):

- |                   |           |           |            |               |
|-------------------|-----------|-----------|------------|---------------|
| • Adventure       | • Canoe   | • Kayak   | • Swim     | • Tubing      |
| • Arts and Crafts | • Drama   | • Sailing | • Tennis   | • Waterskiing |
| • Bikes           | • Judaica | • Sports  | • Trip/OLS | • Windsurfing |

- A. What specialties does the camper excel at or particularly enjoy?

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- B. Are there any activities that the camper has difficulty with or particularly dislikes?

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#### 6. OTHER

- A. Did this camper show any special fears, homesickness, or sensitivities? If so, how were they handled?

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- B. Did this camper have any particular hygiene, eating, or health issues? Did this camper overuse the health centre?

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- C. What does this camper need in order to be successful at camp?

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**PRINT** name of staff who wrote this report: \_\_\_\_\_ **Signature:** \_\_\_\_\_

Signatures of other cabin staff:

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#### U/S HEAD COMMENTS:

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**Signature of U/S Head:** \_\_\_\_\_

## Performance Evaluation Form



### Staff Performance Evaluation

Staff Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Professionalism	Poor	Fair	Good	Excellent
<i>Maturity</i>				
<i>Appropriately receives feedback from others</i>				
<i>Keeps rumours from traveling further</i>				
<i>Is tolerant and patient with others</i>				
<i>Models respect for people and property</i>				
<i>Removes litter/keeps camp clean</i>				
<i>Is on time (for meals, activities, EPs, after a day off)</i>				

Comments: (Please include examples)

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Safety	Poor	Fair	Good	Excellent
<i>Models safe behaviour</i>				
<i>Understands and follows camp rules and standards</i>				
<i>Ensures camper safety</i>				

Comments: (Please include examples)

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Team Player	Poor	Fair	Good	Excellent
<i>Displays a positive attitude</i>				
<i>Completes assigned tasks</i>				
<i>Shows initiative</i>				
<i>Helps others without being asked</i>				
<i>Communicates effectively with supervisor</i>				
<i>Manages stress and personal life well</i>				
<i>Works well with other staff</i>				

Comments: (Please include examples)

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<b>Camper Care</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
<i>Relates well with children</i>				
<i>Takes children's best interest to heart when making decisions</i>				
<i>Demonstrates patience with campers and disciplines appropriately</i>				
<i>Cares for health, safety, hygiene, dietary needs and appropriate dress of campers</i>				
<i>Has knowledge of and is responsible to individual camper needs</i>				
<i>Maintains behaviour of the group</i>				

Comments: (Please include examples)

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<b>Programming</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
<i>Shows spirit and creativity</i>				
<i>Plans fun and engaging activities</i>				
<i>Able to create a strong and well-organized program plan</i>				
<i>Executes program well and is able to manage group</i>				

Comments: (Please include examples)

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**ONLY TO BE FILLED OUT BY SPECIALTY HEADS**

<b>Specialists</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
<i>Understands how to interact with campers of different ages</i>				
<i>Proactively runs cabin hours with camper safety and best interest in mind</i>				
<i>Helps to maintain cleanliness of specialty area</i>				
<i>Fulfills all specialty duties</i>				

Comments: (Please include examples)

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General Comments:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***I have read this appraisal and made my comments on the back of this form.  
My signature does not necessarily indicate that I agree with this appraisal.***

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Staff Write Up Form



## Staff Write Up Form

Name of Staff member: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Description of Incident:

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Consequence (circle): Oral Warning

1<sup>st</sup> Write-Up

2<sup>nd</sup> Write-Up

Description of Consequence:

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Signature of Supervisor: \_\_\_\_\_

Signature of Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_



# Incident Report

## INCIDENT REPORT



Name of Camper \_\_\_\_\_ Unit/Section \_\_\_\_\_ Cabin \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_

Other Campers Present/Involved (indicate names and U/S Cabins)

\_\_\_\_\_

Staff Members Present:

\_\_\_\_\_

Camper's Description of Incident

\_\_\_\_\_

\_\_\_\_\_

Staff Description of Incident

\_\_\_\_\_

\_\_\_\_\_

What can be learned to prevent other incidents:

\_\_\_\_\_

\_\_\_\_\_

Action Taken by Staff Present

\_\_\_\_\_

\_\_\_\_\_

Signature of Staff \_\_\_\_\_

Action Taken by Supervisor

\_\_\_\_\_

\_\_\_\_\_

How could this have been avoided?

\_\_\_\_\_

\_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

# Camper Concern Log



CAMPER NAME: \_\_\_\_\_

CABIN: \_\_\_\_\_

Date	Presenting Concern	People Involved	Steps Taken to Date	What Has Worked	Next steps and by whom (Include: Update to Simon, Parents)