

Section II

Personnel

A. Hiring

General	YES	NO	N/A
a. Do all hired staff members submit medical report forms before arriving at camp?			
b. Is there a written application on file for each staff person?			
c. Does the application form conform to the Human Rights Commission Guidelines (Appendix A)?			
d. Is there a Criminal Record Check for each staff person or volunteer?			
e. Are all applicants checked through the Child Abuse Registry, through the Department of Community Services?			
f. Are all prospective staff members interviewed before being hired?			
g. If a staff member has been associated with another camp, or children's organization, is every effort made to obtain a written or oral reference from that source?			
h. Are all references given by applicants checked?			

B. Staff Descriptions and Qualifications

General	YES	NO	N/A
a. Is there a written contract for each staff member including: salary, wages, or lack thereof; terms of employment; benefits; and reference to job description and policies?			
b. Does the camp have written job descriptions for each staff position?			
c. Are job descriptions reviewed annually and updated as and when required?			
d. Are there written documents which address the following personnel policies: salary; time off; absence from work; health examination and histories; insurance; conditions of severance; performance evaluation; personal conduct; and any special conditions of service?			
e. Are personnel policies updated annually?			

Camp Director	YES	NO	N/A
a. Is the camp director at least 21 years old?			
b. Is a specific person with the authority in the absence of the camp director age 19 years or over?			
c. Does the camp director have at least two years experience in administration and leadership in an organized camp or related field?			
d. Is the camp director a graduate of college/university or does he/she have equivalent experience?			

Counsellors	YES	NO	N/A
a. Are counsellors at least 16 years old and are they at least two years older than the oldest camper is that they are supervising?			
b. Do counsellors have previous camp experience and have they attended a training session prior to the commencement of camp?			
c. Do counsellors have the appropriate education and experience for the activities they are responsible for?			

C. Revenue Canada Regulations

General	YES	NO	N/A
a. Does the camp comply with all of the regulations of Revenue Canada including: source deductions for Canada Pension Plan; employment insurance and income tax; payroll records; and maintenance, filing and review of financial records?			
b. Does the camp comply with all regulations affecting the employment of foreign staff?			

D. Training

Orientation	YES	NO	N/A
a. Does the camp have a staff manual that includes: objectives; personnel policies; job descriptions; and emergency procedures regarding health or natural disasters?			
b. Is there pre-camp, on-site training for all staff?			
c. Is the pre-camp training at least three days long?			
d. At the pre-camp on-site training program, is the staff manual fully explained?			

f. Are all staff instructed in proper procedures for providing the following services (as they apply): i) Safe handling of wheelchairs and lifting campers? ii) Care of prescribed prosthetic and orthopedic devices such as braces, special shoes, splints, artificial limbs, etc.? iii) Recognizing abrasions or sores from poorly fitted prostheses, wheelchairs, braces, etc.? iv) Daily care including dressing, feeding and toileting as recommended by the primary care providers; handling of choking and seizures? v) Basic diabetes care including recognition and treatment of hypoglycemia? vi) Proper handling of bedwetting?			
g. Is first aid training a part of the pre-camp training session?			
h. Does the first aid training last at least two hours and include hands-on training?			

Counsellor-in-Training Programs	YES	NO	N/A
a. Does the camp have an ongoing in-service training program available to all staff at various levels?			
b. Has the camp developed policies in regard to its CIT/LIT program?			

E. Child Abuse, Harassment & Discrimination

General	YES	NO	N/A
a. Has the camp adopted policies regarding accessibility, equity, inclusion, abuse and anti-harassment?			
b. Are all staff and campers familiar with these policies?			
c. Does the camp staff manual include policies on accessibility, equity, inclusion, abuse and harassment?			
d. Does the manual include the protocol for dealing with and reporting alleged abuse (Appendix B)?			
e. Is the protocol for alleged abuse explained to all staff members?			
f. Does the training include information about dealing with abused children and the special considerations they might require in a camp program?			
g. Does the camp staff know how to avoid situations in which they may be falsely accused of sexual abuse?			
h. Are staff members aware of policies of harassment and discrimination?			
i. Are opportunities provided for campers and staff to practice their religious customs and to have the freedom to discuss spiritual matters?			

F. General

General	YES	NO	N/A
a. Have at least thirty percent of past staff returned to camp in order to ensure continuity and stability?			
b. Does every staff member have at least two hours each day free of all responsibility?			
c. In camps of two weeks duration or longer, does every staff member have at least one full day each week free of all responsibility?			
d. Are there opportunities for every staff member to express their feelings to the administration on matters such as policies and regulations so that these may be reviewed from time to time?			
e. Is there a separate facility or area available for staff privacy and freedom from campers?			
f. Is there a no alcoholic beverage policy in place?			
g. Is there a no illegal drug use policy in place?			