

Children's Camps, Activities and Programs (C.A.P.)

INTERNAL (University)

University of Guelph Policy and Guidelines

1. Introduction

A variety of children's camps and programs are offered on the University of Guelph campus each year. The University's level of involvement in these camps/programs can extend from the actual running and organization of them to renting facilities to an outside third party. These activities meet a number of needs ranging from effective use of facilities in the summer to outreach programs for academic departments and can involve children from age 3 and older. The University wants to continue to facilitate the offering of these programs. However, there is recognition that these activities can bring with them numerous safety issues, which can be particularly critical given the young age of the participants. The purpose of this document is to establish the requirements for the set-up and operation of children's programs, which will enable the University to continue to offer these opportunities for development while addressing safety concerns

2. Definitions

- i) Camp/Activity/Program is any organized activity or event that is programmed and conducted for recreational and/or instructional purposes for a group of children 17 years of age or younger. This includes non-profit, cost recovery and for profit activities.

There are two types of camps:

- a) External - is a camp/program as defined above but is not organized or run by University of Guelph employees within the course of their University responsibilities.
 - b) University – is a camp/program as defined above and is organized and/or operated by employees of the University. While University camps/programs can be related to the academic department mission, they are not part of the offerings designed for university degree students. Outreach programs are included in this definition.
- ii) Emergency/Serious Occurrence – is any occurrence which involves a death, a serious injury, a disaster, an alleged abuse or mistreatment of a child, a situation where a child is lost for any extended period of time.
 - iii) Reportable Occurrence – any occurrence which gives rise to any safety concern or to a statutory reporting obligation. Examples include Health and Safety regulations, and offenses under the Child and Family Services Act of Ontario. The report to be completed will depend upon the incident. Examples include:
 - 1. Environmental Health and Safety/Injury Incident Report
 - 2. Family and Children's Services Incident Report

3. Support Services

The University has a wealth of resources and services at its disposal to support children's programs and should be considered when designing policies or procedures.

Security Services (University Police and Fire Prevention) - ext. 52000

Security Services is the first contact for any emergency occurrence, including a medical emergency. An ambulance may be called as well at 9-911.

Student Health Services - ext. 52131

Student Health Services can deal with less serious injuries of campers and participants. Student Health Services should also be called if there are concerns about an outbreak of communicable illnesses within programs.

Student Health Services is open year round, Monday – Friday during the day, and will see individuals who are injured at the University. If a program wishes to use this service as part of a safety plan, Student Health Services must be advised prior to the commencement of the activity (call ext. 54333). Programs will be responsible for the provision of necessary emergency information required by Student Health Services. The report form for children is attached. The report form for staff can be downloaded from <http://www.uoguelph.ca/ehs/injrpt.pdf>

Environmental Health and Safety - ext. 53282

Any serious injury of a participant, staff member, or visitor, needs to involve Environmental Health and Safety. Incident/Injury reports are to be submitted to this department by FAX (824-0364). Environmental Health and Safety should be contacted for forms. In-house incident reports should be completed for injuries that occur but are not of a serious nature. Occupational Health can provide advice on the design and filing of these reports.

4. Application Process

The establishment of a camp, activity or program needs to be taken seriously. Besides organizing the camp program to meet the desired goals, planners must also provide documentation, as outlined below, indicating the measures which have been taken to address both safety and liability issues. Applications together with the supporting documentation must be received by October 31st the year previous. Approval will normally take three weeks from receipt of the full and complete documentation. Ongoing programs will not have to submit full packages every year but will be required to provide updated information on an annual basis.

The University's Insurance Manager will maintain an inventory of the camps, activities, and programs being offered on campus. The list of these will be forwarded by the Insurance Manager to Student Health Services, Environmental Health and Safety Services, and Security Services. The Insurance Manager should be informed if anything is cancelled or postponed. Organizations should contact that office with any questions regarding status.

The University reserves the right to use its discretion in approving any camp/activity/program or use of facilities to accommodate these.

University (Internal)

University Camps/Activities/Programs must complete and submit the necessary application forms to the appropriate administrative unit responsible for approval. For instance, academic programs must receive the approval of the appropriate Chair, Dean or Director and the approval of the Senate Committee on Open Learning. Athletic Camps/Programs need to be approved by the Director of Athletics.

Once administrative approval is obtained as outlined above, the application and supporting documentation must be forwarded to the University's Insurance Manager for approval (5th floor, U.C., ext. 58752) by Nov. 30 for the following year. Approval from the Insurance Manager is required prior to the camp being advertised.

The Vice-President, Finance and Administration, has the final responsibility for the Camps, Activities and Programs Policy. Appeals or concerns should be forwarded to that office.

5. Supporting Documentation

All University activities must provide supporting documentation that outlines the information or procedures necessary to meet the following requirements:

- a) Accountability
Each activity must provide contact information for organizers and managers as well as those responsible for emergency situations while the program is in operation.
- b) Responsibility for Participants
The activity must have appropriate procedures in place to address safety issues which may arise as part of the program. These must include but are not limited to appropriate sign-in/sign-out procedures which include information on who has the authority to sign out a child, identification information, procedures for monitoring children whereabouts on a regular basis, procedures for dealing with special needs of children (e.g., procedures for administering medication) and procedures for lost children. Examples of forms are found in Appendices I, II, III, IV, and V.
- c) Emergency Protocols
Procedures for addressing emergency/serious occurrences must be identified by the activities. Programs should also be well prepared for potential dangers (e.g. tornadoes or fire alarms). The activities written procedures for emergencies must be appended to the application form. Any emergency/serious occurrence must be reported to Security Services immediately. Security Services will take responsibility for informing the appropriate authorities on campus. See Appendix VI - Procedures for Emergency/Serious Occurrences. An Emergency/Serious Occurrence Report (see Appendix VII) must be submitted to Security Services within 24 hours of the incident.
- d) Safety of Children
Programs need to provide documentation detailing the risks particular to their activities (i.e., athletic activities, exposure to chemicals or animals, participation in research, operation of equipment) and provide evidence that appropriate procedures and training have been established to address those risks. Programs must also have procedures in place to ensure that children with special needs are provided with a safe experience. All safety procedures should be written down and be accessible to staff at all times. Examples of Procedures (administering of medication, dealing with severe allergies):

Proof of sufficient staff, CPR and First Aid training will also be required.

All volunteers staff specifically hired for a position with this program and over the age of 18 who may have direct contact with children must have criminal checks completed.

All staff are required to adhere to the Legislated Reporting Requirements of Child and Family Services Act (Appendix VIII).

5. Release Forms

Release forms may be needed for certain activities.

- i) Activities engaged in any research involving human subjects must follow the Human Subjects Policy found on the Office of Research web page.
<http://www.uoguelph.ca/research/policies/index.shtml>
 - ii) Programs using animals must follow the Animal Care Policy:
<http://www.uoguelph.ca/research/policies/index.shtml>
 - iii) Publicity pictures – Unless the issue of publicity involving children are addressed in the advertising/registration materials, parental consent must be obtained (Appendix IX)
 - iv) Field Trip/Excursion - if the activity is going to involve a specific field trip or any other activity that is not otherwise covered in the registration materials, and that will take the children off the University of Guelph property.
 - v) In keeping with confidentiality legislation, no personal information regarding children may be released without written permission from parents/guardian.
- 6. Force Majeure.** No party shall be liable for any failure to perform its' obligations in connection with any action described in this Agreement, if such failure results from any of God, riot, war, civil unrest, flood, earthquake, or other cause beyond such party's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence). This is in effect during all camps, activities and programs. It is also recommended that a statement saying "force majeure" is in effect be included in any documentation that parents will be signing.

APPLICATION

UNIVERSITY INTERNAL / OUTREACH PROGRAMS (C.A.P.) Due October 31st

Name: _____

Name of Department offering the Activity: _____

Date(s) Offered: _____

Ages of children: _____

Activities: _____

University facilities required: _____

Do children require overnight accommodation? Yes _____ No _____

If yes, who is providing supervision? _____

Contact Person: Name: _____

Position: _____

Address: _____

Phone No: _____ ext. _____

E-Mail: _____

Emergency contact number (after hours): _____

Name of On-site Contact Person for camp: _____

Phone No.: _____

E-Mail: _____

Please attach the following documentation:

1. An organizational chart identifying responsibility and accountability of all staff.
2. A letter of approval from the appropriate administrator.
3. Supporting Documentation as detailed in Section 5 of the Policy
 - a) Accountability
 - b) Responsibility for children
 - Procedures for monitoring children
 - Sign in/sign out procedures; monitoring procedures
 - c) Emergency protocols
 - d) Safety of Children
 - Copies of procedures for identifying and administering medications
 - Copies of Release/waiver forms
 - Plan and proof of CPR/First Aid training for all staff
 - Copy of criminal check procedures
4. Staff Training Outline

APPENDIX III

EMERGENCY INFORMATION

Child's/Instructor's Name: _____

Birthdate: _____

Home Address: _____

City: _____ Postal Code: _____ Home Phone: _____

Parent/Guardian's Name: _____ Bus. Phone: _____

Parent/Guardian's Name: _____ Bus. Phone: _____

Emergency Contact Person, if Parent/Guardian cannot be reached:

Name: _____

Home or Business Phone _____

Child's Health Card Number: _____

Health Information: Does your child have any allergies, drug sensitivities or any other medical condition of which the Camp Director should be aware. If so, please specify:

Physician's Name: _____ Phone No: _____

I _____ am the legal guardian or custodial parent of the Participant. I hereby give my permission to the University of Guelph, its officers, directors, servants, employees and agents to provide basic first aid or procure medical treatment for the Participant in case of injury or accident or otherwise by a nurse, doctor, hospital or clinic chosen by the University and/or its employees, agents. I agree to be responsible for any and all costs associated with such treatment.

Date: _____

Signature(s): _____

APPENDIX IV

Parental Release and Indemnification Form

I, _____ am the legal guardian or custodial parent of _____, (the "Camper") who is a registered participant in the _____ (the "Camp") operated by the University of Guelph (the "University"). In addition to the programmed activities of the Camp, the Camp is also offering an opportunity to participate in this additional activity: _____. I, the undersigned, hereby acknowledge that certain risks of injury are inherent to participation in recreational activities, sporting activities, lesson/laboratory experiments and transportation to, from and at camp. These types of injuries may be minor or serious and may result from one's actions, or the actions or inactions of others or a combination of both.

In return for the University approving the participation of the Camper in this additional activity, I agree to hereby release and forever discharge the University of Guelph, its officers, faculty, staff and agents from all claims for damages, loss and injury, which now or may hereafter be sustained by the Camper arising out of the participation in the camp.

I declare having read and understood the release form in its entirety and hereby agree to be bound by the terms and condition. Understanding the terms and conditions of this release, I give my consent for the registrant to participate.

Date: _____

Signature: _____ Witness: _____
Parent or guardian

APPENDIX VI

PROCEDURES FOR EMERGENCY/SERIOUS OCCURRENCES

Definition of an Emergency/Serious Occurrence:

is any occurrence which involves a death, a serious injury, a disaster, an alleged abuse or mistreatment of a child, a situation where a child is lost for any extended period of time.

Emergency Protocol:

1. Security Services must be called immediately (Ext. 52000). An ambulance may be called as well (9 - 911).
2. The staff will report the occurrence to the Camp Director (or designate) immediately.
3. The Camp Director will ensure that those persons identified with knowledge of the occurrence remain until excused by Security Services.
4. The Camp Director or designate will contact the parents or guardian.
5. The Camp Director will complete the Emergency/Serious Occurrence Report within 24 hours of the occurrence and fax it immediately to Security Services at 766-9974.

Corrective Action:

Following a review of the occurrence, any follow-up action required will be the responsibility of the Camp Director. All forms will be filed with the Camp Director.

APPENDIX VII
Emergency/Serious Occurrence Report
CONFIDENTIAL

This form is to be completed by the Camp Director within 24 hours of any emergency occurrence and FAXed to Security Services 766-9974

Name: _____ Program: _____

Date of Occurrence: _____ Time of Occurrence: _____

Where did the occurrence take place: _____

Describe the nature of the occurrence (other relevant information): _____

If there were injuries, list them: _____

If First Aid Treatment was given, who was it administered by? _____

Witnesses to the incident, and their position: _____

Instructors in charge and their position: _____

Other Adults present: _____

Other People notified: _____

Parents/Guardians notified by whom:

Date: _____ Time: _____

Corrective Action: _____

Signature of person completing report: _____

Date: _____ Time: _____

Must be FAXed to Security Services at 766-9974

APPENDIX VIII

CHILD ABUSE POLICY & REPORTING PROCEDURES

Legislated Reporting Requirements

The following requirements are outlined in the Child and Family Services Act (CFSA) of Ontario. It is the responsibility of all camps to comply with legislation. It can be found at www.cfcs.gov.on.ca/CFCS/en/programs/Children/ChildProtection/Publications/repChAbuse.htm.

1. Responsibility to report a child in need of protection CFSA s.72(1)

If a person has reasonable grounds to suspect that a child is or may be in need of protection, as defined by the Act, the person must promptly report the suspicion and the information on which it is based to Family and Children's Services.

2. Persons must report directly CFSA s.72(3)

The person who has the reasonable grounds to suspect that a child may be in need of protection must make the report directly to Family and Children Services. The person must not rely on anyone else to report on his or her behalf.

3. What are "reasonable grounds to suspect"?

You do not need to be sure that a child is or may be in need of protection to make a report to Family and Children's Services. "Reasonable grounds" are what an average person, given his or her training, background and experience, exercising normal and honest judgement, would suspect.

Procedure for Reporting Child Abuse

If a staff member, suspects that a child is in need of protection, they are to immediately notify the Camp Director to discuss the circumstances. The Camp Director will provide guidance and support to staff. The staff member who suspects the abuse, will document all suspicions and contact the local Family and Children's Services directly him or herself, with the knowledge and support of the Camp Director. Following the report to Family and Children's Services, a serious occurrence report must be completed.

APPENDIX IX
PUBLICITY CONSENT

I, _____ hereby give permission for my child
_____ to participate in any publicity arranged for the
_____ Camp through various media such as newspapers, photographs,
television, slide presentations and videos.

Parent/Guardian Signature

Date

University of Guelph Camper Incident Report

Camper / Program: _____

Confidential

This form is to be completed within 24 hours of any accident. It must be signed by the Camp Designate and/or parent/guardian on the day the incident occurred **or** was reported to camp staff.

Child's Name: _____ Program: _____

Date of Accident: _____ Time of Accident: _____

Near / in what building did the accident occur? _____

Describe how the accident occurred (equipment involved and other relevant information):

Type of Injury: _____

First Aid treatment administered by: _____

Name of Instructor informing parent/guardian: _____

Time contacted: _____

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

Witnesses to the accident and their position: _____

Instructors in charge and their position: _____

Other adults present: _____

Signatures:

Person completing report: _____

Date/Time

Camp Authority/ Designate: _____

Parent/Guardian: _____

Date/Time

Cc: Environmental Health & Safety

Please fax: (519) 824-0364