PROCEDURE TEMPLATE

SUPERVISION OF CAMPERS
PROCEDURES

Contact Officer
Director, Risk Management; Director, Office of the Provost

Definitions:

Off-site activity – Camp activities that take place in a different location from where the majority of the regular camp activities are held. This could include locations both on and off university owned property. (E.g. Water games at City Park, Swimming activity at the ARC pool for non-swimming camps, etc.)

Camps for Minors (Camps): A day or overnight program that offers recreational activities and/or instruction to minors. Such camps typically have five or more campers and operate anytime during school vacations. Camps are run by academic and administrative units of the university and student groups. This may include partnerships between university units and external organizations that use university facilities or brand. A list of approved camps is posted on the Queen’s university website.

Campers: Minors attending camps held at Queen’s facilities.

Camp Director: The person responsible for developing camp programming and ensuring the camp complies with university policies and procedures related to camps for minors.

Camp Personnel: Staff and volunteers, employed by a camp, who are responsible for delivering programming and providing care for campers.

Minor: A person under the age of 18.

Volunteer – An individual who donates their time to provide service to camp without being paid.
**Purpose**

This procedure outlines the requirements for camp leadership, counsellors (camp personnel) and volunteers to ensure the safety and security of campers as per the Policy on Establishing and operating a Camp for Minors.

**Procedure**

1. **Camp contact information**

   **Camp Director or Designate**

   1.1 *Providing contact information to Campus Security*

   To ensure camps and campers can be reached, each camp must provide camp contact to Campus Security, [Campus.Security@queensu.ca](mailto:Campus.Security@queensu.ca) by May 31 each year. Camp information must include:

   a) Name of camp/group:
   b) Queen’s department, student organization or faculty affiliation:
   c) Camp/group age groups (5-10yr olds, pre-teen, youth 13--18yrs):
   d) Dates camp or group will be utilizing university property/facilities:
   e) University property/facilities location(s) (i.e.: where is it held) including planned trips not using university properties/facilities
   f) Camp personnel (minimum of 3 preferred) contact information including: contact name, phone numbers (cell and on-site landline phone if available), email address.

   **Camp Director or Designate**

   1.2 *List of Campers*

   Camp personnel must maintain and have readily available a list of all campers attending each week that includes emergency contacts and adults authorized to pick-up campers.

2. **Sign-in and sign-out procedures**

   **Camp Director or Designate**

   2.1 All campers must be signed in and out of camp each day. Authorized adults are required to show government issued photo identification when picking up campers. This includes electronic or paper sign-in and sign-out procedures.

   Parents/guardians of older campers may choose to allow their children to sign themselves in and out of a camp by completing the appropriate section of the camp registration forms releasing Queen’s from liability. Campers must be twelve years of age to sign themselves out.
Each camp must have a procedure for supervising campers whose parent does not arrive for pick-up at the scheduled time. This may include additional charges for late pick-up.

**Procedure**

### 3. Camp Activity Restrictions

#### Camp Director or Designate

3.1 **Swimming**: Where swimming is a camp activity, each camp shall have a minimum regulated ratio of Life Guards to swimmers as follows:

<table>
<thead>
<tr>
<th>Number of bathers on the deck and in the pool</th>
<th>Minimum number of lifeguards on duty</th>
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<tbody>
<tr>
<td>0-30</td>
<td>1</td>
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<tr>
<td>300 or more</td>
<td>1 additional lifeguard for each additional 150 bathers or fraction thereof</td>
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</table>

3.2 All campers must wear a life jacket unless they pass a swimming test. Camps must have a life jacket for each camper participating in the swimming activity.

3.3 **Transportation**: Personal vehicles may not be used for the transportation of campers.

**Procedure**

### 4. Camp staff to camper ratio

#### Camp Director or Designate

4.1 At a minimum, camps must have the required ratio of campers to camp personnel, as stated in Section 55 of the [Day Nurseries Act](#). This ratio applies for all camp activities including swimming.

For the protection of both campers and camp personnel, campers must never be alone with an individual camp personnel member. Volunteers or leaders in training must always be accompanied by camp personnel when supervising campers.

**Procedure**

### 5. Control over unsupervised activities

#### Camp Director or Designate

5.1 Camps that allow “free time” in which campers are unsupervised by camp staff, must include information about this unsupervised time in camp materials provided to parents/guardians. Parents/guardians must sign a waiver indicating they allow their child to be unsupervised during scheduled unstructured activities (e.g. lunch).
Campers must be at least 12 years old to be permitted unsupervised time.

These camps must also implement procedures for unsupervised time, including but not limited to:

- Minimizing unsupervised time to time-limited periods
- Communicating expectations to campers regarding their behaviour when unsupervised, including, when appropriate, geographic limits around where campers are permitted to travel (and "no-go" zones as appropriate) along with possible consequences for non-compliance
- Implementing a buddy system by which campers take responsibility for each other while unsupervised and take immediate action whenever a fellow camper is unaccounted for
- Requiring campers to sign out when departing unsupervised, return by a specified time, carry a cell phone or change for a pay phone in the event of delay or trouble, and sign back in upon return
- Assigning responsibility to a camp personnel member for monitoring unsupervised time away and to act immediately and as appropriate if campers fail to return at the scheduled time.

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| Related Policies, Procedures and Guidelines | Protection of Minors Involved in University Programs and Activities  
Policy on Establishing and Operating a Camp for Minors  
Hiring and Training of Camp Personnel Procedure  
Health & Safety and Emergency Procedures for Camps  
Documentation and Privacy of Camp Records  
Supervision of Campers  
Safe Disclosure Policy |