PROCEDURE TEMPLATE

HIRING AND TRAINING OF CAMP PERSONNEL

Contact Officer

Executive Director, Risk and Safety Services; Executive Director, Office of the Provost

<table>
<thead>
<tr>
<th>Purpose</th>
<th>This procedure outlines the requirements for hiring and training camp leadership, counsellors and volunteers (camp personnel) as per the Policy on Establishing and Operating a Camp for Minors.</th>
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<tr>
<th>Procedure</th>
<th>1. Hiring Procedures: The hiring procedures for camp personnel must include the components described below. This Procedure outlines the minimum requirements.</th>
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<tr>
<th>Camp Director or designate</th>
<th>1.1 Criminal Record Checks</th>
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<tbody>
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<td>• To ensure camp personnel have proper verification to work with minors, before starting employment, all prospective camp personnel must provide an original or certified copy of an original Vulnerable Sector Search (VSS) issued a maximum of three months before the start date. Those over the age of 18 must include a Pardoned Sex Offender Database Check (PSOD) as part of their VSS.</td>
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<td>• Returning camp employees must provide an updated VSS on an annual basis.</td>
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<td>• A VSS issued to an individual in any other role at Queen’s, within six months before their start date with a camp, is considered valid.</td>
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<td>• If a camp employee or volunteer becomes the subject of a criminal investigation, or is charged with or convicted of any offence under the Criminal Code of Canada after the date the VSS was issued, the employee or volunteer has a duty to inform post-haste the Executive Director, Risk and Safety Services (or designate) at 613-533-2005.</td>
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1.2 **Non-Academic Misconduct Disclosure**

All camp personnel must disclose to the Executive Director, Risk and Safety Services (or designate) if they have been found responsible for a Category 2 violation under The Queen’s University non-academic misconduct system.

1.3 **Reference checks**

Prior to making an offer to prospective camp personnel, complete at least one detailed reference check. Reference checks must be documented and included in hiring records.

1.4 **First Aid/CPR certifications**

*As per 5.0, Health and Emergency Procedures for camps:*

At least one on-site camp personnel is required to have Standard First Aid training, which includes CPR, Level C. This certification must be current and delivered by a provider recognized by WSIB. Evidence of that training must be provided prior to the first day of camp and the documentation must be kept in the employee file. Volunteers who are paired with camp personnel are encouraged but not required to have CPR and First Aid training.

### Procedure

2. **Training Procedures:**

All Camps must provide formal pre-camp training to camp personnel to provide an overview of responsibilities, policies, procedures and guidelines. At a minimum, formal training must include content on each of the topics below. Camp personnel must be paid for time attending mandatory training. Training for volunteers who work solely under the supervision of trained staff personnel can be modified as deemed appropriate by the Camp Director.

#### Camp Director or designate

2.1 **Job Description Review**

Camp personnel must receive a job description prior to their start date. This document must be reviewed with the Camp Director to establish agreement on job responsibilities and expectations.

Any job descriptions and employment offer letters for camp personnel must clearly reference training expectations.

2.2 **Handling Allegations of Inappropriate Conduct with Minors**

All camp personnel must review the training on 'Identifying and Reporting Child Abuse' developed by Family and Children’s Services for Frontenac, Lennox and Addington (facsfla) on an annual basis.
Webinars and the Duty to Report brochure are available at the fafsfla website. This training includes an overview of camp personnel obligations and reporting procedures.

Camp personnel must also be made aware of the Queen’s University Safe Disclosure Policy, which outlines the procedures for reporting suspected inappropriate conduct of Queen’s employees or camp personnel.

2.3 Behaviour Management
Camps must provide training in behaviour management techniques to their camp personnel. A number of resources to facilitate behaviour management training are available from Risk and Safety Services.

2.4 Accessible Customer Service Training
Every person who communicates and interacts with persons with disabilities on behalf of Queen’s University must receive training on the requirements in the Accessible Standards for Customer Service. Therefore, faculty, staff, senior administrators, volunteers, and student leaders are required to take the training.
https://www.queensu.ca/equity/cst/

2.5 Health and Safety Awareness Training
Every employer in Ontario must ensure all workers and supervisors complete, or have completed, an awareness training program that meets the regulatory requirements under Ontario Regulation 297/13, Occupational Health and Safety Act. This is mandatory in all workplaces in Ontario.

Workers must take the training as soon as possible after being hired. Supervisors must take the training prior to assuming a supervisory role. The Queen’s Health and Safety Awareness course includes regulatory requirements for both workers and supervisors.
https://www.safety.queensu.ca/training/health-and-safety-orientation-training

2.5 Code of Conduct
Camp personnel must review and sign their respective camp Code of Conduct annually, which may be part of the employment contract.

2.6 Performance Evaluation
Camp personnel must have documented performance evaluations mid-way through camp and at the end of their employment or volunteer term. Performance evaluation records must be kept in
employee or volunteer files according to procedures outlined in the Procedure on Documentation and Privacy of Records.

2.7 Training manuals
Each camp must create a training manual, that includes the topics noted above, for all camp personnel. Training manuals must be reviewed as part of camp training.

Other suggested training manual content includes:
- History and philosophy of the camp
- Staff organization
- Program ideas
- Leadership techniques
- Medical resource materials
- Activity risk assessments
- Essential rules, regulations, policies and procedures

3. Hiring and Training records retention

3.1 Hiring Records
Camp Directors must keep all notes and documentation related to hiring including background check documentation, resume, interview notes and certification copies. The Procedure on Documentation and Privacy of Records provides detail on record storage and retention.

3.2 Training Records
Camps must keep training records to demonstrate that all camp personnel have completed mandatory training. These records must be stored and retained according to the Documentation and Privacy of Records procedures.

Definitions:

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.
**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.

<table>
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<tr>
<th>Date Approved</th>
<th>2015 December 14</th>
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<tbody>
<tr>
<td>Approval Authority</td>
<td>VPOC</td>
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<tr>
<td>Date of Commencement</td>
<td>Year Month Day</td>
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<tr>
<td>Amendment Dates</td>
<td>2019 January 21</td>
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<td>Date for Next Review</td>
<td>2022 March 1</td>
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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  
Documentation and Privacy of Camp Records Procedures  
Health & Safety and Emergency Procedures for Camps  
Documentation and Privacy of Camp Records  
Supervision of Campers  
Safe Disclosure Policy |