



Nursing Requirements

All camps and reunions, excluding retreats, must have at least one of the following on duty at all times, in order of preference:

1. Licensed Medical Doctor (who are willing to provide their own insurance)
2. Nurse Practitioner
3. Registered Nurse (RN)
4. Licensed Practical Nurse (LPN), with first aid training.
5. Paramedic
6. Emergency Medical Technician (EMT)
7. Licensed First Aide Responders (St. John's Ambulance First Aide course or equivalent)

ALL LICENSES MUST BE CURRENT.

Please note that many states require that medical personnel be licensed in their state to practice medicine at campgrounds located in their state.

Every effort must be made to utilize properly licensed medical personnel.

Updated: 09/20/2011

(Source: <http://www.cofchrist.org/risk/highrisk.asp?pr=yes>)




Lifeguard Requirements

All water-related activities must be guarded by enough certified lifeguards to ensure safety. There should be NO "unguarded areas" during water activities. A staff member who serves as lifeguard must be certified through one of the following:

1. American Red Cross Lifeguard Training or Advanced Lifesaving
2. YMCA Lifeguard
3. Lifeguard BSA
4. The National Lifeguard Service's registered lifeguard certificate (Canada)
5. The Royal Life Saving Society's Canada Bronze Medallion and aquatic instructor's certificate
6. Water Safety Instruction (WSI) certification
7. Equivalent Certification

A current certification must be verified at the event with a copy of the certification document.

NOTE 1: Lifeguards must be registered youth workers over age 21. A 15 to 20 year old may be a lifeguard only if they are a "Registered Youth Worker Assistant" (special registered youth worker designation for 15–20 year olds).



NOTE 2: Personal flotation devices (PFD) must be worn at all times while participating in rowing, boating and canoeing activities. In addition, PFDs must be worn by all participants while in any boat less than 26 feet in length. All PFDs should be U.S. Coast Guard or Canadian Coast Guard approved proper size, type, and fit for each user. These must be Type I, II, or III PFDs designed to support the weight of each user.

We will follow all water safety laws or regulations as legislated by local, state, provincial, or federal governments with reference given to Health protection and Promotion Act, R.R.O.1990, Regulation #568, Recreational Camps section 33.

Refer to Aquatic and Recreational Camps Regulation sections of this handbook for more information.

Updated: 11/03/2011

Policy and Procedures for Head Lice Treatment in the Camp Setting

If head lice are found during screening of the participant, the following procedures are recommended:

- Immediately remove the camper from the camp setting by sending the camper home. Bedding should be washed if provided by the camp.
- Treatment should occur immediately at the camper's home, and the camper should remain out of the camp setting for at least 24 hours after treatment.
- Before re-admittance to the camp, camper must be nit free.
- To assure effectiveness of treatment, previously treated campers should be checked daily for any evidence of new infestations for 10 days after treatment.

Camps will need to comply with local health department regulations concerning head lice. Please note that local regulations may supersede camp policies. For complete diagnosis procedures and treatment option, contact your local health department.

Camping Guidelines

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(Source: <http://www.cofchrist.org/risk/highrisk.asp?pr=yes>)

Reducing the Risk of Child Abuse: *Protecting Our Children*

Before the camping season begins, camp directors should verify that all persons planning to serve at camp are registered youth workers with the World Church headquarters. This can be confirmed by phoning the Forefront Ministries office at 800/825-2806, extension 1364. This information is not considered confidential and may be shared with others in leading capacities.

For the purpose of this policy, child abuse is defined as “bringing harm to a young person that occurs immediately or through accumulated effects over a period of time.” There are four basic categories of abuse:

- **NEGLECT** occurs when harm is caused by withholding life’s necessities. The ability to provide the necessities, but failing to do so, is the factor separating neglect from the effects of poverty.
- **EMOTIONAL ABUSE** occurs when young people are consistently told they are of no worth and never will be. Name-calling and threatening harm are forms of emotional abuse.
- **PHYSICAL ABUSE** is bodily injury of a person.
- **SEXUAL ABUSE** is any sexual activity between a young person and an adult, or between young people when there is an unequal distribution of power. This includes exposing a young person to sexual activity or pornography without their direct participation.

The church has established a six- point strategy to reduce the risk of abuse.

The following principles form the foundation for the church’s policy for reducing the risk of abuse toward children and youth:

- **Education**—to educate young people, parents, youth workers, ministers, employees, volunteers, jurisdictional officers, members, and friends about the risks of child abuse.
- **Selection**—to use an established procedure (Protecting Our Children) in the selection of youth workers and ministers that will minimize the risk that those people will abuse children and youth.
- **Training**—to provide training for youth workers that will sensitize them to the issues of abuse: preventing, detecting, responding, and reporting.
- **Protection Barriers**—to establish and follow available procedures that will reduce the risk of child abuse.
- **Prompt and Full Reporting**—to encourage children and youth to report improper behaviour directed toward them; to cooperate with local, state, and federal authorities and church officers when reporting child abuse detected while the child is under the supervision of a Community of Christ youth worker.
- **Swift Action**—to respond quickly to allegations of child abuse: to treat all allegations as serious; to remove alleged offenders from contact with children and youth; and to report the situation to proper authorities.

The policy for all programs of ministry with children and youth in the Community of Christ is as follows:

- **Only registered youth workers will be used in the church's children and youth programs and ministries.**
- **Registered youth worker assistants, persons 15-20 years of age, will only be used under the supervision of a registered youth worker.**

Strategies for Implementation

The church will take a pro-active stance toward reducing child abuse through implementation of the previously described principles in the following ways:

EDUCATION

A component of mid-level judicatory training should consist of information and programs to assist congregations and other ministries in reducing the risk, responding to, and the reporting of child abuse. Educational programs on child abuse are generally available from local social service agencies.

It is important to heighten awareness in congregations and individuals about the problems of child abuse and to register individuals for children and youth ministry. Additional resources are available from Forefront Ministries at the Community of Christ world headquarters, Independence, Missouri.

SELECTION

The selection of adults to share in ministries with young people is critically important. The church is morally and legally duty-bound to have all potential children and youth workers go through an application and screening procedure before they begin sharing ministry. This includes those who become employed by the denomination and those who serve as volunteers.

An effective selection process includes these steps: (1) written application by the prospective youth worker, (2) checking references, (3) a personal interview with the prospective youth worker and a decision by the interviewer regarding the applicant's suitability for ministry, (4) a review of the application and support documents by the mid-level judicatory officer employed by the denomination and a decision by the officer regarding the applicant's suitability for ministry, (5) a review by the program administrator (Forefront Ministries). This can be followed by additional steps necessary to clarify information on the application.

The guidelines contained in this section and the forms for the screening of youth workers are to be used at all jurisdictional levels.

PROMPT AND FULL REPORTING

Young people should be encouraged to report any improper behaviour. Adults in the church are encouraged to teach children and youth in the church's ministries and programs the following:

- Young people need to *recognize* situations that place them at risk of abuse, how abusers operate, and that anyone can be an abuser.
- Young people need to know that if they *resist*, most abusers will leave them alone.
- Young people must be encouraged to *report* any attempted or actual abuse to their youth leader or pastor. They should be given the assurance that when they report attempted or actual molestations, they are helping protect themselves and other young people from
- further abuse. They should also be reassured they will not be blamed for what may have occurred.

Specific resistance methods are emphasized in the Child's Bill of Rights. This document, adopted by the General Assembly of the United Nations in 1989, outlines that when young people are confronted with a situation that they think is dangerous, they have the right to:

- Trust their own instincts or feelings
- Expect privacy
- Withhold information that could place them in danger
- Refuse gifts
- Say no to unwanted touching or affection
- Say no to inappropriate demands and requests from adults
- Be rude or unhelpful if the situation warrants
- Run, scream, make a scene
- Physically fight off unwanted advances
- Ask for help

SWIFT ACTION

Swift action in dealing with suspected abuse is essential. Every administrative officer should be aware of the church policy on ministerial sexual misconduct contained in the current Church Administrator's Handbook.

Youth workers who suspect abuse, or who receive abuse reports, are required to inform their administrative supervisor (pastor, camp director, judicatory president/administrator) immediately.

Know and abide by the requirements for your area. All states of the United States and all provinces and territories of Canada have laws requiring the reporting of suspected cases of child abuse.

For those individuals who receive a report of abuse, the responsibility for reporting that information is two-fold:

- the incident must be reported to local and/or state/provincial authorities as specified by law; and,
- the incident must be reported to the church administrator (pastor, mid-level judicatory president' administrator).

Administrative supervisors of church programs and ministries are required to remove anyone suspected of abuse from any contact with young people. This person will not be eligible to participate in any program or ministry with children or youth present until completely exonerated of the accusations.

(Adapted from *Protecting Our Children: Children and Youth Worker Screening Selection and Registration*, Forefront Ministries Office, *Community of Christ*. 2003.

How & When to Report Abuse or Neglect

If you have concerns about a child, please call your local CAS immediately. All CASs have emergency service 24 hours a day, so you can call anytime.

Ontario's *Child and Family Services Act* (CFSA) provides for a broad range of services for families and children, including children who are or may be victims of child abuse or neglect.

The paramount purpose of the Act is to promote the best interests, protection and well being of children.

The Act recognizes that each of us has a responsibility for the welfare of children. It states clearly that members of the public, including professionals who work with children, have an obligation to report promptly to a children's aid society if they suspect that a child is or may be in need of protection.

The Act defines the term "child in need of protection" and sets out what must be reported to a children's aid society. This definition (CFSA s.72(1)) is set out in detail on the following pages. It includes physical, sexual and emotional abuse, neglect and risk of harm.

This brochure summarizes reporting responsibilities under Ontario's *Child and Family Services Act*. It is not meant to give specific legal advice. If you have questions about a given situation, you should consult a lawyer or the children's aid society.

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, the person must promptly report the suspicion and the information upon which it is based to a children's aid society.

The situations that must be reported are listed in detail below:

Child and Family Services Act CFSA s.72 (1)

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 one of the following, the person shall forthwith report the suspicion and the information on which it is based to a society:

- 1) The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's,
 - a) failure to adequately care for, provide for, supervise or protect the child, or
 - b) pattern of neglect in caring for, providing for, supervising or protecting the child.
- 2) There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,
 - a) failure to adequately care for, provide for, supervise or protect the child, or
 - b) pattern of neglect in caring for, providing for, supervising or protecting the child.

- 3) The child has been sexually molested or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child.
- 4) There is a risk that the child is likely to be sexually molested or sexually exploited as described in paragraph 3.
- 5) The child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, the treatment.
- 6) The child has suffered emotional harm, demonstrated by serious,
 - a) anxiety,
 - b) depression,
 - c) withdrawal,
 - d) self-destructive or aggressive behaviour, or
 - e) delayed development,
 - f) and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
- 7) The child has suffered emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm.
- 8) There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
- 9) There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and that the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to prevent the harm.
- 10) The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.
- 11) The child has been abandoned, the child's parent has died or is unavailable to exercise his or her custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.
- 12) The child is less than 12 years old and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, those services or treatment.
- 13) The child is less than 12 years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately.

Ongoing duty to report CFSA s.72(2)

The duty to report is an ongoing obligation. If a person has made a previous report about a child, and has additional reasonable grounds to suspect that a child is or may be in need of protection, that person must make a further report to a children's aid society.

Persons must report directly CFSA s.72(3)

The person who has the reasonable grounds to suspect that a child is or may be in need of protection must make the report directly to a children's aid society. The person must not rely on anyone else to report on his or her behalf.

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 a children's aid society. "Reasonable grounds" are what an average person, given his or her training, background and experience, exercising normal and honest judgment, would suspect.

Special responsibilities of professionals and officials, and penalty for failure to report CFSA s.72(4), (6.2)

Professional persons and officials have the same duty as any member of the public to report a suspicion that a child is in need of protection. The Act recognizes, however, that persons working closely with children have a special awareness of the signs of child abuse and neglect, and a particular responsibility to report their suspicions, and so makes it an offence to fail to report.

Any professional or official who fails to report a suspicion that a child is or may be in need of protection, where the information on which that suspicion is based was obtained in the course of his or her professional or official duties, is liable on conviction to a fine of up to \$1,000.

Professionals affected CFSA s.72(5)

Persons who perform professional or official duties with respect to children include the following:

- health care professionals, including physicians, nurses, dentists, pharmacists and psychologists;
- teachers, and school principals;
- social workers and family counsellors;
- priests, rabbis and other members of the clergy;
- operators or employees of day nurseries;
- youth and recreation workers (not volunteers);
- peace officers and coroners;
- solicitors;
- service providers and employees of service providers; and
- any other person who performs professional or official duties with respect to a child.

This list sets out examples only. If your work involves children but is not listed above, you may still be considered to be a professional for purposes of the duty to report. If you are not sure whether you may be considered to be a professional for purposes of the duty to report, you should contact your local children's aid society, professional association or regulatory body.

Professional confidentiality CFSA s.72(7),(8)

The professional's duty to report overrides the provisions of any other provincial statute, specifically, those provisions that would otherwise prohibit disclosure by the professional or official.

That is, the professional must report that a child is or may be in need of protection even when the information is supposed to be confidential or privileged. (The only exception for "privileged" information is in the relationship between a solicitor and a client.)

Protection from liability CFSA s. 72(7)

If a civil action is brought against a person who made a report, that person will be protected unless he or she acted maliciously or without reasonable grounds for his or her suspicion.

What will the children's aid society do?

Children's aid society workers have the responsibility and the authority to investigate allegations and to provide services to protect children.

A children's aid society worker may, as part of the investigation and plan to protect the child, involve the police and other community agencies.

How to contact a children's aid society

Check the telephone directory for the office closest to you. In some communities, the children's aid society is known as "family and children's services." The emergency pages in most Ontario telephone directories have the number to call to report to a children's aid society.

All the children's aid societies/family and children's services have emergency service 24 hours a day, so that you can call anytime.