

## Unicamp - Policy on Providing a Safe Environment and Child Protection

Unicamp prides itself on providing a caring community and environment for families and individuals of all ages.



The Unicamp Board of Directors and staff members are committed to respecting, nurturing, and protecting all members of our community against physical, sexual, and emotional abuse, bullying, discrimination, intimidation, and innuendo. We are also bound by federal and provincial laws, including those related to child protection regarding neglect and abuse and human rights.

Unicamp recognizes, endorses, and affirms the seven Unitarian guiding principles identified by the Canadian Unitarian Council:

- the inherent worth and dignity of every person;
- justice, equity, and compassion in human relations;
- acceptance of one another and encouragement to spiritual growth in our congregations;
- a free and responsible search for truth and meaning;
- the right of conscience and the use of the democratic process within our congregations and in society at large;
- the goal of world community with peace, liberty, and justice for all;
- respect for the interdependent web of all existence of which we are a part.

Unicamp's Board of Directors and staff will not permit the occurrence of any of the following behaviours at camp.

- Violence or abuse
- Illegal drugs or alcohol use or distribution of drugs and alcohol to minors,
- Legal Drug or alcohol use that is not discreet
- Weapons
- Harmful, threatening, or discriminatory behaviour

Offending individuals/groups will be asked to leave by the Camp Director or designate. Police or Children's Aid Societies may be asked to intervene. Expulsion from camp will be reported to the Board of Directors and an incident report submitted to the Executive Director is required for all incidents.

### Goals

- To protect all individuals at camp, and regard our legal responsibilities for children in our care
- To meet our legal obligations
- To create a safe environment for campers and staff
- To promote staff and family awareness regarding appropriate community behaviours and skills in dealing with unsafe situations through education, training, and the establishment and upholding of policies, procedures, and camp rules.

### Duty of care

The concept of duty of care identifies the relationship that exists between two persons (e.g. two individuals, an individual and a congregation) and establishes the obligations that one owes the other, in particular the obligation to exercise reasonable care with respect to the interests of the other, including protection from harm. The duty of care arises from the common law, as well as municipal, provincial, federal and international statutes.

Guidelines for Unicamp staff and volunteers who work with children and other vulnerable individuals promote positive behaviours, interactions, and discipline without hurting through:

- Positive Role modeling/Healthy coping mechanisms
- Praise and positive reinforcement
- Safe environments
- Age appropriate choices, rules, limits, and consequences
- Positive communication
- Problem solving

\*hitting, spanking, and denigration of any member of the camp community is never an appropriate measure to discipline children or youth by staff or volunteers and will be subject to discipline or dismissal; parents or family members resorting to such measures while on camp property will be offered information on discipline without hurting, and may be asked to leave if the behaviours continue. Abuse will be reported to the police or child protection agencies.

### Child protection

All Unicamp staff and volunteers who have direct contact or supervision of children will undergo the Ontario Screening Initiative developed by the Ontario Rural Council, the Sport Alliance of Ontario, Parks and Recreation Ontario, the Ontario Community Support Association, and a coalition of faith groups that included Unitarians, with funding provided by the Ontario government through the Ministry of Citizenship, Culture and Recreation. There are 10 steps in the screening program:

- Determining risk
- Writing a clear position description
- Establishing a formal recruitment process that includes screening
- Application form
- Interviews
- References with follow up
- Police records check
- Orientation and training with probation periods

- Supervision and evaluation of all staff and volunteers
- Follow up with participants and family members

(Based on guidelines recommended by the Ontario Screen Initiative, [www.volunteer.ca](http://www.volunteer.ca))

Additionally, Ontario's *Child & Family Services Act* reads, *the public, including professionals who work with children, must promptly report any suspicions that a child is or may be in need of protection to a children's aid society.* *It is not necessary for you to be certain a child is or may be in need of protection to make a report to a society.* *"Reasonable grounds" refers to the information that an average person, using normal and honest judgment, would need in order to decide to report.*

*Important Note: On January 1, 2018, Ontario raised the age of protection from 16 to 18. A professional, or member of the public, who is concerned that a 16-or 17- year-old is or may be in need of protection may, but is not required to, make a report to a society and the society is required to assess the reported information.*

Anyone who suspects physical, sexual, or emotional abuse and/or neglect by family members, staff, or volunteers must report it immediately to the Camp Director and another senior staff member, who need to report the incident to the Executive Director and Board of Directors. In the case of accusation against any or the senior staff, the report needs to be made directly to the Executive Director. Senior staff or the Board of Directors will consult with Executive Director for professional expertise if further assessment is required.

However, if the incident was witnessed, if injury is apparent, or if any immediate danger is of concern, then the police and/or the Children's Aid Society will be immediately notified. The Executive Director and Board of Directors will be informed that an incident has occurred as quickly as possible through the Camp Manager. The Board of Directors will decide if a report of the incident should be forwarded to the camp's insurance company.

Confidentiality and protection of the dignity of children and family members is a cornerstone of the reporting process to ensure that the rights of the child and their family members are respected. Only the Executive Director, the senior staff and the Board of Directors will know the names of the individuals involved. Any breach of confidentiality will be subject to disciplinary action or dismissal.

### Reasonable Grounds

"Reasonable Grounds" refers to any clue or disclosure that causes suspicion that a child is or may be in need of protection from physical, sexual or emotional abuse or neglect. "Reasonable grounds" are what an average person, given his or her training, background and experience, exercising normal and honest judgment, would suspect.

### **NEGLECT**

Neglect occurs when a parent/caregiver does not provide for the basic emotional and physical needs of the child on an ongoing basis. Examples of neglect include not providing the proper:

- » food
- » clothing
- » housing
- » supervision
- » safe surroundings
- » personal health care
- » medical and emotional care
- » education

Children who are neglected physically and emotionally may not develop normally. Some children may suffer permanent damage.

## **PHYSICAL ABUSE**

Physical abuse includes anything a parent/caregiver does that results in physical harm to a child. Physical abuse may happen if a child is punished harshly, even though the parent/caregiver may not have meant to hurt the child.

Examples of physical abuse include:

- » bruises
- » marks in the shape of objects or handprints
- » shaking
- » burns
- » human bite marks
- » fractures of the skull, arms, legs and ribs
- » female genital mutilation

Physical abuse may result in a minor injury (such as a bruise) to a more serious injury which could cause lasting damage or death (for example from shaking a child).

Section 43 of the Criminal Code clarifies physical abuse as:

- Hitting children under 2
- Corporal punishment of teenagers
- Use of implements (belts, paddles, straps, etc) in carrying out corporal punishment
- Slaps or blows to the head
- Discipline that causes injury despite its intent
- Spanking, in the absence of injury, does NOT constitute physical abuse\*

## **SEXUAL ABUSE**

Sexual abuse occurs when a person uses power over a child, and involves the child in any sexual act. This abuser is more powerful because of age, intelligence, physical strength, control over the child, and the child's need to be taken care of by others. The offender gets the child to participate by using threats, bribes, lying and taking advantage of the child's trust.

Sexual abuse includes involving the child in acts such as:

- fondling (touching the child in a sexual way)
- getting the child to touch the adult inappropriately
- oral sex
- inserting fingers, penis, or objects in the vagina or anus
- exposing oneself
- allowing a child to watch pornography
- involving a child in pornography or prostitution.

Most sexual offenders are people the children know.

## **EMOTIONAL ABUSE**

A parent/caregiver who continually uses any of the following when interacting or disciplining a child is emotionally abusing the child.

- rejecting (e.g., saying "I wish you were never born.")
- criticizing (e.g., saying "Why can't you do anything right?")
- insulting (e.g., saying "I can't believe you would be so stupid.")
- humiliating (e.g., embarrassing a child in front of other people)
- isolating (e.g., not allowing a child to play with friends)
- terrorizing (e.g., scaring a child by saying "The police will come and take you away.")
- corrupting (e.g., always swearing in front of the child, or getting the child to participate in things against the law)
- not responding emotionally
- punishing a child for exploring the environment

Children who witness violence in their homes may suffer emotional damage watching a loved one being physically or verbally attacked

- A child who has been physically harmed or almost injured by either partner, whether deliberately or accidentally, during or after a violent episode.
- A child who has accidentally been hurt when caught in the cross-fire of objects thrown during a violent episode, or injured in any way because of the situation (e.g., the child has cut his/her foot stepping on broken glass).
- A child who has been physically harmed while trying to protect a sibling(s) or other family member(s).
- A child who believes that s/he is responsible for precipitating or stopping the abuse.
- A child who has been threatened with physical harm or death, or an abusive partner who threatens to harm the child(ren).

- The abusive partner has assaulted or thrown objects at the mother while she was holding the child.
- A child is exhibiting serious symptoms of emotional distress because of exposure to family violence, or is likely to suffer emotional harm (e.g., by being forced to observe/listen to the assault; expresses fear for his/her own safety or the safety of other family members).
- The mother returns to an abusive partner who is believed to pose a threat to the child(ren).
- Conditions of bail, probation or parole, or restraining order with respect to the abusive partner not having access to the child(ren) have been violated, and the woman or anyone else has not reported this to authorities (i.e., a child protection agency or police).
- The mother requires hospitalization and there is no suitable alternate arrangement for the safe care and supervision of the child(ren).
- The child is denied the necessities of life because the abusive partner does not allow the mother access to financial resources and/or isolates her.
- One or both parents are substance abusers or have mental health issues that impair their capacity to adequately care for their child(ren).
- There is an awareness or suspicion that the alleged abuser is in a situation with access to other children.

(based on Toronto Child Abuse Centre documents)

### Protocol

Reporting procedures for all staff members to follow regarding suspected/actual child neglect or abuse.

#### 1. Document the incident

When documenting any indicators of child abuse remember to:

- record the information as soon as possible, including dates and times
- document the facts without personal judgments, opinions, conclusions, or medical/emotional diagnosis
- give a clear description of the situation, what was actually seen or heard, and not what you think might be happening
- include what you did or said and why

- record the words used by a child/parent, even if they are "slang" (especially terms for body parts or sexual behavior)
- include anything that someone else has said, that might be important
- describe the size, color and shape of any injury (for example, bruises, marks, burns)
- hand write your own documentation in your own words, using pen
- cross out and initial any mistakes and continue documenting - do not use white-out
- document suspicions of abuse in a separate record
- make sure the entry is complete, then sign and date it
- start a new entry if, at a later date, there is new information or further suspicions of abuse

***Your first recording of the facts is your documentation:***

- ***do not make a rough copy and then write it over in good;***
- ***do not go back and change any of your original notes; and***
- ***do not shred documentation.***

(Based on the Toronto Child Abuse Centre guidelines)

## 2. Report the incident

Concerns of suspected child abuse and/or neglect, via direct disclosure, witness, or any other means, are brought to the attention of the Camp Director and Executive Director, prior to any further discussions with the child(ren) in question

The Camp Director and Executive Director will make a preliminary assessment of harm and then invoke Board, professional, or CAS/police support as appropriate.

### **Closest Child Aid Society:**

**Simcoe Muskoka Child, Youth & Family Services**  
**60 Bell Farm Road, Unit 7, Barrie, ON L4M 5G6**  
**Bus: 705-726-6587 | Fax: 705-726-9788**

**If the Child Aid Society cannot be reached, the nearest Police Dept must be contacted.**

- If you have doubts or concerns about making a report of suspected abuse, consult with a worker from a Children's Aid Society. Do not discuss your suspicions with anyone else until you have consulted with a child protection worker.
- You can call a Children's Aid Society anytime of the day or night. After regular business hours, you will probably have to leave a message with your phone number. An after-hours protection worker should call you back soon after. If you feel a child is in immediate danger, do not wait to be called back - phone the police.
- Leaving a message with a Children's Aid Society is not enough - you must talk to an intake secretary or worker to make a report.
- If this is your first time calling a Children's Aid Society, tell the worker that you are unfamiliar with the process.
- Make sure you write down the name of the person you spoke to at the Children's Aid Society and anything s/he told you to do.
- Although anonymous calls can be made, it is more difficult for authorities to follow-up on the case, gather information and protect the child. It is in the best interests of the child that the reporter leave his/her identifying information. Remember, the person who reported is protected from having his/her name disclosed.
- If you work with an agency or program, inform your immediate supervisor of your intention to call a Children's Aid Society. Do not discuss your suspicions with anyone, including your supervisor, until you have consulted with a child protection worker. The supervisor should provide support. However, even if s/he does not want you to make the call, you must follow through on your legal responsibility and call a Children's Aid Society.
- Document the indicators of abuse. If you have more information after the first call was made, you must phone the Children's Aid worker again.
- Do not tell a parent or caregiver about your suspicions or the report until you have asked a Children's Aid worker if it would be OK to tell. Telling could ruin the investigation or put the child in danger.

## AN AGENCY/PROGRAM

- If a supervisor of an agency/program receives a call from someone who suspects child abuse, the supervisor is expected to provide help and

support, including allowing the staff person time to document the incident.

- An agency/program should have a child abuse policy in place. Parents, caregivers and agency/program staff should know ahead of time how people in the agency/program will proceed if there is a suspicion of child abuse.

***If you are not sure if you should be reporting suspicions of child abuse, call a Children's Aid Society to discuss your concerns with a worker and ask for guidance.***

***Respect the confidentiality of everyone involved in a suspicion of child abuse. A Children's Aid Society must also respect confidentiality and details of the case cannot be shared.***

## A CHILDREN'S AID SOCIETY

- An intake secretary or worker records the information you give in your report and passes it to a child protection worker.
- A Children's Aid worker will see if there is any record of the child, the family or the alleged abuser in the child protection system.
- The Children's Aid Society will decide whether or not the child is in immediate danger.
- The Children's Aid Society will decide whether to begin an investigation.
- In some cases, a Children's Aid worker will contact the police to share information and decide whether police should investigate.
- If necessary, a Children's Aid worker will arrange for the child to get medical attention.

## Follow Up Procedure

Unicamp does not have the right to involvement once the CAS has been contacted.

If requested, (a) follow-up meeting(s) will take place with the Camp Manager, Executive Director and or the Board of Directors, individuals involved in an incident or disclosure.

Individual debriefing sessions can be arranged as well.

Unicamp has the moral obligation to provide individuals with feedback when their behaviour falls beyond the boundaries needed for positive communal living, to maintain and provide information on positive parenting, interpersonal communication, and mediation to members of the Unicamp community by chaplains and spiritual staff and volunteers. Unicamp is in the privileged position of being able to work with all members of our community in developing and enhancing the personal repertoire of skills that make family and communal living more peaceful and enjoyable.

Resources:

Children's Aid Society; Unitarian Congregation Of South Peel; Ontario Camping Association; Canadian Unitarian Council; Toronto Child Abuse Centre; Toronto District School Board

## SAFETY: Emergency Procedures

### Emergency procedures at-a-glance

- **In the event of a lost camper or fire, you will hear a siren sounding from the office. Proceed immediately to the parking lot for further instructions from staff.**
- **If an accident has occurred at the waterfront, you will hear an air horn blast. If you are a capable swimmer/canoeist, please proceed to the beach, if not, proceed to the parking lot.**
- Air horns are located in Admin and in First Aid kits at both beaches.
- If you believe that someone is missing or there is a fire, please let Admin know asap and/or sound the air horn.

### Waterfront

- Swim at your own risk.
- Always swim with a buddy (no swimming alone) and never swim or boat at night.
- Life jackets and swim suits must be worn in boats.
- Children under 16 must have a responsible adult at the beach with them at all times.
- In the event someone is struggling in the water, use the paddle boards (which are for rescue use only). If you need help, sound the air horn.

### Fires

- Campfires are restricted to the existing fire pits and must be attended at all times. Make sure they are “dead out” before you leave.
- If the season is unusually dry, it may be necessary to restrict use.
- All buildings have smoke detectors and fire extinguishers.

### Harassment

- **No harassment or abuse of any kind will be tolerated. If you encounter any situations where you find yourself uncomfortable with someone’s words or actions, please address that person directly, and if appropriate, please report it to the Camp Director.**
- Unicamp’s sexual harassment policy is strictly enforced.

## FULL EMERGENCY PROCEDURES

### **Unicamp Waterfront Search Procedure**

Starts with 2 short air horn blasts. Air horns are located in Admin and in the First Aid Kits located at both beaches. Pre-assigned staff and qualified seasonal campers make their way to the beaches immediately.

*For those not involved directly in the water search:*

- Staff not assigned to Waterfront search gathers campers in the parking lot and keeps them there.
- One designated staff member clears the Waterfront of campers and brings them to the parking lot.

- One designated staff member takes a headcount ensuring all campers are accounted for.

*At the Waterfront:*

1. At the beach, two staff members start a visual land search calling out the missing person's name, checking likely spots around the water area where they may have gone.
2. Two staff members circle the perimeter in a canoe.
3. Designated staff swim and check dangerous areas – stumps, under and around rafts, by docks and around tower. Also check where missing person was last seen, and if possible, a route towards the tower, and docks.
4. Remaining designated staff members (and qualified seasonal campers) start submerged pond search. Begin at dock on Clothing Required beach and perform search (3 front crawl, dive, 3 pulls under water, rise, 3 back crawl) in an organized line, all together.
5. Non-swimmers check outhouses, fire pit and paths around the beaches.
6. When the person is found and the situation assessed, if appropriate, one staff member calls 911 or the Nurse. To facilitate an ambulance's arrival, a staff member must wait by the gate and give directions and instructions.

7. Assessing the situation:

- Do not move the person unless absolutely necessary.
- Be aware of possible spinal injury.

8. Administer First Aid as required.

## LOST CAMPER PROCEDURE

If you suspect a camper is missing notify the Camp Director or other Senior Staff member. Take down a description of the missing camper; including age, hair colour, clothing, medical concerns and last known location. **Do not sound the siren without first consulting a Senior Staff member.**

## SEARCH INSTRUCTIONS

- When siren is sounded, everyone reports to the Parking Lot.
- Searchers are given instructions, a section assignment, and a whistle. Cave searchers also need helmets, flashlights and walkie-talkies. Bruce Trailer searchers take cell phones. If the search is at night, flashlights are necessary for all members of a search party.
- One designated staff member takes a headcount ensuring all campers are accounted for.
- Staff start search of entire camp property (see areas below).
- When you find the missing camper, blow your whistle continuously. If the missing camper is hurt when you find them, stay with them and blow your whistle continuously.
- When you hear a continuous whistle blast, report to the area and verify that the missing

camper has been found. Send a runner to main camp to report to the Senior Staff member standing by.

- When the search is over, the Dining Hall bell will be rung continuously.

***When searching, stay in groups of at least two and call the name of the person you are looking for.***

## **SEARCH AREAS**

### **Section A – MAIN CAMP**

1. Common, inside cottages and behind cottages to the road.
2. Isabel Smaller trail, creek behind Tom's, Senior Staff housing and the Labyrinth.
3. Mini Common, play structure including grassy area behind, Dorms, showers, pantry and Dining Hall. Check under beds.
4. Shed area, garbage shed and trailers, compost, creeks behind and around shed.
5. Parking lot and trees above parking
6. Meadow sites 1-44, including area behind sites 1-8, three portable toilets.

### **Section B – BEACHES AND WATERFRONT**

1. Path to beaches, stream and Penny Toad Island
2. Road to pond (including stream/marshy areas on both side), two outhouses on the road, Beach Fire Pit and beach campsites 52-47.
3. Clothing Required beach, path to Bobs' Beach and Bob's Beach.
4. Entrance to Bruce Trail by outhouse.
5. Circle campsites 55-62.

### **Section C – PINE FOREST**

1. Pine Forest, one outhouse and Cow Pie Hill.
2. Pine Forest campsites 64-75.
3. Both paths from Pine Forest towards Main Camp.
4. The Spot, the Corner
5. Marsh below Dorms and all paths leading to the Pump House.
6. Path to Main Camp via Easter Island.

### **Section D – CAVES**

***All search party members must take walkie-talkies, helmets, map and flashlights. The first aid backpack must also be brought.***

1. Road to gate.
2. Entrances to Bruce Trail at top of driveway and Admin.
3. Path to Caves.
4. Path branching off towards the Ice Box.
5. Caves (main route: Sherbet Tunnel, Printer's Press, Ice Box, Dungeon, Chimney).
6. Route around main caves.
7. Area around caves.

## **Section E – BRUCE TRAIL**

***Bring a cell phone to call camp when out of whistle range if you find the camper.***

1. Trail from top of the driveway to Bruce Trail meadow
2. Around Bruce Trail meadow, and long grass
3. Bruce Trail meadow to Black Creek Bank (Ice Cream Hike Bridge)
4. Routes between Bruce Trail and roads

## **Fire Procedure**

In the event of fire: if in doubt, sound air horn or siren and call 911.

### **RESOURCES:**

- *Siren*- located outside Admin
- *Air Horns*- located at each beach
- *Fire Extinguishers*- located in each building
- *Fire Buckets*- located at each fire pit
- *Fire Suppression System*- located in the kitchen

### **PROCEDURES:**

#### ***Small fires (non-electrical)***

1. Use the nearest fire extinguisher or fire bucket(s) to control fire. If fire worsens, leave area immediately – your life is invaluable, buildings can be replaced! Sound nearest air horn or siren. Call 911.
2. Tell a Senior Staff member immediately.

#### ***Small fires (electrical)***

1. Cut the electric currents. If the device that is causing the electrical fire is found, and you can reach the cord and outlet safely, unplug it.
2. Use nearest fire extinguisher to control fire. DO NOT USE WATER. Water is a natural conductor and can harm you or potentially light flammable materials in the room.
3. If fire worsens, leave area immediately and close the door behind you. REMEMBER – your life is invaluable, buildings can be replaced! Sound nearest air horn or siren. Call 911.
4. Tell a Senior Staff member immediately.

*For all other fires (large non-electrical and electrical)*

1. Leave area immediately. Do NOT attempt to fight fire.
2. Sound nearest air horn (one at each beach) or siren (located at Admin.). Call 911. Proceed to parking lot.
3. Tell a Senior Staff member immediately
4. At parking lot - all staff and campers should assemble. Senior Staff members will take over and check attendance.

## **Power Failure Procedure**

### **RESOURCES:**

1. Power Failure Kit – located in the Dining Hall (on kitchen shelves)
  - Candles, matches, flashlights, extra batteries and First Aid kit.
2. Generators – located in the Shed and Pantry

### **ROLES AND RESPONSIBILITIES:**

*(During Kids camp) - All counselors and CITs*

- Go to assigned cabin and keep campers calm.

### *Senior staff*

- Implement two generators located in pantry\*
  - One to run pump located in Pump House.
  - One to maintain one freezer and one fridge.

\*As deemed necessary by Senior Staff – and likely only after a few hours have passed by since

the initial power outage.

## Unicamp Camp Conduct Agreement:



Unicamp is committed to providing a safe and welcoming seasonal camp and spiritual retreat to a diverse community. We all contribute to this co-operative, so please volunteer your skills where they are needed and advise staff of any repairs or work that needs to be done.

While you are in our community, we ask that you read and abide by the following regulations:

### Parking

- Limit 1 car per campsite. All other vehicles are to be parked in the parking lot. Do not drive near buildings or on the common.

### Smoking

- Smoking tobacco/cannabis is allowed at your campsite fire pit, and at the two designated smoking areas: in the parking lot near the tool shed and at the picnic site farthest from Bob's beach. All other areas are smoke-free. Please be considerate of your neighbours.

### Alcohol and illegal drugs

- Underage drinking/illegal drug use is not permitted. Discrete alcohol/cannabis consumption is appreciated.

### Peace and quiet

- Amplified music, generators, and other noisemakers are not permitted except for camp dances and programs. A quiet camp is expected after 10 pm, including at your camp site, 11 pm on drumming and dance nights.

### Harrassment

- Ours is an inclusive and peaceful community. No harassment or abuse of any kind will be tolerated. If you encounter any situations where you find yourself uncomfortable with someone's words or actions, please address that person directly, and if appropriate, please report to Camp Director. The Unicamp Anti-Harassment policy is strictly enforced.

### Lost and Found

- Located in the Welcome Centre. We frequently donate unclaimed items. Please leave valuables at home.

### Pets

- We welcome campers' canine friends during specific Dog-Friendly days. We ask that those bringing dogs be mindful of their canine friends at Unicamp and respect these designated dates and the conduct policy.

### Service Animals

- Please note that those with service animals relating to a disability are welcome to public spaces within Unicamp. The animal must be identified in one of two ways: wearing an identifying vest or harness, or documentation from a regulated health professional confirming that the owner requires the animal for reasons relating to a disability. Service dogs must be kept on their leash/harness and under the full control of their user/owner at all times. Campers are encouraged to alert the Camp Director of their situation before their arrival at Unicamp.

### Accommodation

- Please keep your site, cabin or cottage tidy and clean up before you leave.

### **Dining Hall**

- Our dining hall is **nut free**. Shoes are required. Meals are generally served at 8:30 am, 12:30 pm and 6:30 pm with some exceptions for Friday evening and candlelight dinners. There is a 15 minute warning bell before all meals. We are equipped to provide hearty meals for vegetarians and those without dietary restrictions. Those on restricted or specialty diets are encouraged to bring food to supplement, or to cook their own meals. Please pay **before** receiving meals. Occasionally, last minute meal requests can be accommodated. If so, you will be given an invoice to present at the Welcome Centre for payment. We ask that you wait until those who have booked ahead of time receive their meals.

### **Ice Packs**

- Currently we provide an icepack service to those camping. The freezer is located on the Welcome Centre deck.

### **Wood**

- Wood for campfires when fire bans are not in effect is located by the Welcome Centre, near the main put, and at the bottom of the mini common. Please do not bring firewood of any kind onto Unicamp property.

### **Garbage**

- Please take your garbage and recycling home with you.
- Our compost pit is across the meadow from the Dining Hall.

### **Wildlife**

- Our 7th UU Principle teaches us to have respect for the interdependent web of all existence of which we are a part. To that end, please leave our abundant wildlife on their own; do not touch or handle frogs, turtles, or other creatures (and ensure your children also do not). Pond animals are especially harmed by the natural oils on our hands. Please do not feed any of the wildlife at Unicamp, as it interferes with their natural way of feeding and thus their ability to live independent of us. We ask that you ensure food and scented items such as bug spray and sunblock be stored away in an effort to deter wildlife from visiting campsites. Fishing is not allowed in Unicamp's pond of streams, including and release.

## **Rules:**

### **Kid's Camp Rules (under review)**

#### **Counselor Rules**

1. Do not leave program unless you are taking a camper to the nurse! Please tell another staff member where you are going
2. If you are staying in a camper cabin, you or your partner counselor must be in the cabin or on the porch at all times
3. You must obey all Unicamp rules re: swimming, alcohol and drug use, harassment, etc. that are covered in this manual
4. Respect the eco-system, plants and animals at Unicamp
5. If you are unsure how to handle a situation seek the help of someone who may be able to handle it (ie. Program Coordinator, Asst. Camp Director, Camp Caregiver, Camp Director, etc.)
6. When in doubt use common sense and intuition
7. Be appropriate in what you say, do, and wear and mindful of the influence you have on campers



If there is concern about your role as a staff member, the following action will be taken:

1. If you perceive a problem developing related to your role as a staff member, please be proactive and address this with the Program Coordinator, Head Counselor and/or Camp Director
2. If the Program Director or Camp Director perceives that there is a problem developing, they will approach you
3. If the behaviour is repeated, you will meet with the Camp Director regarding the situation
4. If the behaviour is repeated, you may be sent home

*\*Please be aware that these are only guidelines and may be adjusted at the discretion of the Executive Director depending on the severity of the incident.*

#### **Rules for the Campers**

Please remind the campers of these rules and ensure that they are being followed.

1. Never go anywhere without telling your Counselor or Counselor leading your program
2. Staff cabins, Senior Staff housing, the shed, the compost pit, the kitchen, the pump house, Staff-Only area of the Program Centre and the Caves are off limits
3. Attend the program you sign up for, do not leave program
4. Do not leave your cabin at night
5. Wear a hat, shoes and sunscreen at all times
6. Respect the Counselors and staff at Unicamp
7. You must ALWAYS listen to the lifeguard at the beach. They are able to ban you from the beach if you are not following their instruction.
8. You are not allowed to be in the water until the Lifeguard says so. No night swimming.

9. If you hear an air horn blast or the siren, proceed IMMEDIATELY to the parking lot and find your Counselor.
10. If you hear a long whistle blast at the beach or an air horn GET OUT OF THE WATER IMMEDIATELY and listen for further instructions from the Lifeguard
11. No candles or flammables in or on the porch of the cabins
12. If music can be heard outside your cabin, it is too loud

### **Waterfront Rules during Kids Camp**

**All children should be tested in swimming before taking part in waterfront activities.**

- No swimming without a lifeguard on duty or outside of waterfront program time, only enter the water when the lifeguard says it is okay to do so..
- Always obey the lifeguards' instructions:
  - 1 short blast – listen to and look at lifeguard for instructions.
  - 2 short blasts – buddy check - grab your buddy's hand and put it in the air.
  - 3 long blasts or Air Horn– EMERGENCY: exit water immediately.
- No horseplay, rocking, or and dangerous behaviour, especially on rafts and diving tower.
- If you have received more than one warning, the lifeguard can ban any camper from the beach.
- Buddy system – Everyone at the beach needs a buddy. Stay with your buddy and know where they are at all times. Tell a staff if you are switching buddies.
- Campers can swim to the second raft and platform only if accompanied by a counsellor. Only 4 children per counsellor. Less experienced swimmers must take swimming aids with them.
- If you have an injury, you must get out of the water and report it to the Lifeguard.
- When canoeing, always wear a lifejacket that fits and is done up. Ask the lifeguard to use the canoe.
- Bathing suits must be worn on both beaches and in the water at all times.
- Rafts: No horseplay or pushing people off rafts, maximum 8 people on each raft.
- Dock: Only lifeguards and lifeguard assistants are allowed on the dock, no diving from the dock.
- Elevated Platform: Jump one at a time and only when supervised by a staff member, maximum 3 people on top of the tower and 1 person on the ladder. Others should stay below the ladder and away from the diving area
- In case of an emergency or missing camper, get out of the water and listen to the lifeguard.
- The lifeguard has the final say on all waterfront rules and procedures.

## **Unicamp Policies:**

### **Unicamp harassment policy**

#### **1. Commitment**

Unicamp is a Unitarian Universalist camp committed to providing a safe and welcoming seasonal camp and spiritual retreat to a diverse community. Our Unitarian Universalist values-based programs and activities are designed to enable this community to demonstrate a respect for our natural assets, for each other, and for the interdependent web of creation.

In recognizing the need to set proactive policies that establish best practices in reacting to situations, Unicamp commits to upholding the inherent worth and dignity of every person and to justice, equity and compassion among individuals and groups and to the creation of a physically, emotionally and sexually safe environment for each person, camper and staff member.

#### **2. Unicamp's interpretation of harassment**

Harassment can be physical, emotional and/or sexual. It can range from minor interaction that causes mild discomfort to more serious, invasive actions. Harassment may or may not be intentionally damaging but is always unacceptable. It is characterized by any word or action that seeks to oppress, ridicule or demean and may be affected by such characteristics as age, mental or physical disabilities or any other special individual features. If it feels offensive, degrading or humiliating to another person then it is harassment.

Sexual harassment can involve the above concerns and may, in addition include:

- sexual advances;
- requests for favours
- infliction of discussions or sights of activities that are uncomfortable for the receiver.

Harrassment can also include pressure to conform or please.

Unintentional harassment is still harmful; it signifies insensitivity and/or ignorance and therefore still needs to be addressed.

#### **3. Intent**

That Unicamp will not tolerate the physical, emotional or sexual harassment of any individual of any age or status by any age or status.

#### **4. Prevention**

Education and awareness are the prime preventions. All staff, both junior and senior, will be provided with training in the issues and early signs to watch for. Seasonal Campers will be offered similar information and given the mandate to be aware and report any concern of any intensity.

Individuals will be encouraged to stand up for their right to have their feelings protected and encouraged to clearly state their feelings to the harasser whenever possible. In this way an atmosphere can be created wherein reporting becomes a duty and complaints are taken seriously and all parties are dealt with in a spirit of compassion and justice.

#### **5. Procedure**

The complainant should bring the concern to anyone in authority with whom they feel

confident. All complaints will be taken seriously. Each party may be asked to write a report from their point of view and sign it. An appropriate person, designated by the Camp Director, shall interview each party involved in the situation as soon as possible, including witnesses. Some situations can be resolved by a joint discussion of the issues. A situation may require using the 'banning from camp' protocol at the discretion of the Camp Director who will promptly alert the Executive Director and/or Board of Directors. If any of the parties have reasonable grounds to believe that criminal acts have taken place the appropriate authority will be contacted.

## **Unicamp Campfire Policy**

### **Introduction**

While recognizing the positive effects of a campfire like warmth, calming and meditative effects of fire and flames and the feeling of community and sharing, we do need to operate within safe guidelines.

Unicamp of Ontario strives to steward the land and respect the environment and human health. There is strong evidence that burning wood outdoors contributes to health problems and air pollution. We want to build a healthy community for all at Unicamp.

The Toronto Board of Health finds that wood smoke contains carcinogens. It is not safe for the elderly and those with pre-existing illnesses. Health Canada states that wood smoke contains a number of pollutants harmful to human health, especially children. It contains fine particulate matter, carbon monoxide, volatile organic compounds (VOCs), dioxin, polycyclic aromatic hydrocarbons (PAHs), and more. This research reveals that exposure to wood smoke can worsen asthma and respiratory problems. In order to help reduce the environmental and health impacts of wood smoke, Health Canada recommends you never burn:

- wood that has been painted or chemically treated
- household garbage or cardboard (plastics, foam, and coloured ink on magazines, boxes, and wrappers produce harmful chemicals when burned)
- ocean driftwood, plywood, particle board, or any wood with glue on or in it (they all release toxic chemicals when burned)
- wet, rotted, diseased, or mouldy wood (this may expose your family to mould and spores that can harm their health)

We encourage campers to share fires to help reduce the burden of wood smoke on the environment and on our health. Unicamp has a communal fire at the upper pit frequently. Those who want to join in are encouraged to attend this communal fire and help build community.

**Locations:** Unicamp has sites that allow campfires to be built. Sites with no pit are not permitted to have a campfire.

Unicamp decides where these fire pits are to be located for optimal safety of the forest around the site.

Fire pits cannot be moved unless approved by the Camp Director. **If possible another campsite with fire pit will be offered if so requested**

**Size:** The size of the fire pit on an individual site should not exceed the width of 24 inches (**2 feet**) across the inside ring of stones. Fires, flames and wood included, should not exceed a height of 24 inches (**2 feet**) from the ground. Fires must not be allowed to smolder for long periods of time, during the day or evening. They are best kept to short duration.

**Accelerants:** such as lighter fluid, kerosene, gas, diesel, or alcohol are not to be used to start a fire ever.

**Community Fires:** Unicamp holds group campfires several nights a week and all are welcome to partake in these. This saves wood, expels less air pollution, and encourages community. All are welcome to Unicamp fires during the season.

**Lower Fire Pit:** The lower communal fire pit near the pond (Beach Pit) is only to be used by programs, and must be pre-approved by one of the Camp Director(s). No personal use of this fire pit is permitted at any time.

**Fire Ban:** If the season is unusually dry, it may be necessary to restrict use. If there is a **fire ban**, (due to **drought or other reasons**), no fires of any kind can be made on camp property, even for the purposes of cooking food.

**Fireworks:** Please note we do not allow fireworks at any time on camp property.

**Environment:** Unicamp is striving for a clean environment that is not a burden on the land, on the health of others, with low pollution of light and low pollution in the air. Fires should not consume more than 10 pieces of wood longer than **12 inches** in length and with a diameter of 5 inches across, in any given night. Unicamp is endeavouring to have a dry woodpile, so there will be less smoke due to wet wood.

**Monitoring:** Campfires need to be monitored at all times with someone present and within clear **sight** of the fire.

**Buckets:** Plastic buckets are stationed at every site and can be easily filled with water from our handy water stations. Be sure to have this ready before you start your fire.

**Putting it out:** At the end of the evening the fire needs to be completely dead out. This means no smouldering embers, no smoke, no visible coals and you can place your hand in the ashes without any heat present.

**Safety Precautions:** All buildings have smoke detectors and fire extinguishers.

**Consequences:** Any infractions of this policy will result in a first warning that is verbal (and noted by any staff member), if necessary a second written warning will be issued and kept in the campers file. If **there** is a third infraction, **the staff will revoke the use of the fire pit for the duration of the camper's stay at Unicamp**. If **fires are continued** after a fire pit use has been revoked, the camper will be asked to leave camp by the Camp Director for the duration of the season with no refund and the possible loss of use of a campsite the following year.

### **Current Unicamp policy on drugs and alcohol (under review)**

*This policy is based on these concerns:*

- Any illegal activity creates a need for secrecy, which divides the camp community into those who know the secrets, and those who do not. Secrecy is detrimental to Unicamp's mission to provide a welcoming atmosphere.
- If some members of the community use substances illegally, others will feel a pressure to

participate. Children and youth are especially vulnerable to such pressure. Some will find it upsetting, or may participate against their own judgement. No one should have to deal with such pressures at Unicamp.

- Most parents expect that their children and youth will not be living in an environment where illegal substance use is tolerated.
- Members of the Unicamp community who break the rules must be treated with dignity and respect; but ultimately, rules can be enforced only if there are clearly defined and significant sanctions against those who break them.
- Community members, of any age and for a wide variety of reasons, may require an environment free of overt drug and alcohol use in order to maintain their health and well being.

The following procedures are to be followed when an incident of illegal drug or under age alcohol possession or use occurs.

1. Any Unicamp staff member, camper, or visitor who becomes aware of the incident must inform the Camp Director (or Acting Director) without delay.
2. When made aware of an incident, the Director shall determine the facts by speaking to each person who has knowledge of the incident, without delay.
3. If anyone under the age of 18 is involved in the incident, the Director shall inform the parent or guardian of each such person without delay.
4. Each person who brought the substance onto the property, or offered it to anyone else, or used it illegally, shall be required to leave Unicamp as soon as is consistent with safety, and to remain off camp property for a period of time to be determined by the Camp Director in accordance with the following guidelines.
  - As a minimum, the Director shall require such a person to remain away from Unicamp until the end of the camp program that was in progress when the incident occurred. As a maximum, such a person will not be permitted to return for a period of one year from the incident, and will not be permitted to work during, or participate in, the same camp program the following year.
  - If a person used a substance illegally while responsible for the care of younger people, the maximum time will apply. If a person involved a more junior person under the age of 18 in the incident, the maximum time period will apply. More junior means more than two years younger, or at a lower level in the hierarchy of responsibility.
5. The Director must act in accordance with the above guidelines. If anyone (including the Director) feels that the guidelines are too lenient or too severe in the circumstances of the specific incident, the course of action may be determined at the discretion of the Executive Director .
6. The Director shall write a letter to each person who is required to leave camp (or in the case of a person under 18 years of age to the parent or guardian) reviewing the incident. The Director shall also inform the Executive Director and Board President in writing of the action taken. The President shall inform the Board.

## **Progressive Discipline Policy**

### **Preamble**

*The first goal of this policy is to clarify for the whole of the Staff and board of directors what constitutes appropriate measures for voicing concern and criticism of an individual's performance in their respective position. The second goal is to provide clear direction for the entire Staff to understand the repercussions of not performing their role as expected. The third goal of this policy is to detail how Staff may be given constructive criticism regarding their performance in their assigned role and to receive instructions so as to improve their performance and retain their employment. The fourth and final goal of this policy is to state what constitutes an appropriate course of action leading to dismissal of an employee. Dismissal is always a last resort, but it is sometimes necessary and at that time must be done in a just manner.*

In matters where providing constructive criticism/progressive discipline to the Staff becomes necessary, the following measures are to be followed:

1. Verbal notice is to be given to the individual, clearly stating how the behaviour was problematic, what would have been the proper manner with which to handle the situation, and what actions are needed to remedy the situation. The Senior Staff/board member giving the notice is to keep personal notes of the events and communications regarding the situation.

*(ie: yelling at campers, imparting inappropriate information with campers, being disrespectful of Staff, etc...)*

2. Should said Staff person continue the behaviour and not act in accordance with the given remedy, or the initial offence is grave but not requiring immediate expulsion, written notice is to be given with clear explanation of how to improve, an opportunity to discuss details, time to learn expected changes and clear outlining of consequences for failure to improve. The Senior Staff/board person is to continue to keep notes of the interactions.

*(ie: sexual harassment of other Staff members, night swimming)*

3. Should the needed changes not take place, or a greater offence occur and a dismissal was stated as the outcome of said continued behaviour, the Senior Staff/board member shall contact 2 other members of Staff/board/spiritual advisor to inform them of the reason for dismissal and outline the steps taken to remedy the situation. If there is any conflict regarding the pending dismissal amongst Senior Staff/board members involved so far, they may consult with a spiritual advisor. Should dismissal still be the necessary outcome, or there was no questioning of the decision to dismiss, notice of dismissal shall be given in writing to the "offending staff person", clearly stating the reasons for dismissal, remedy suggested and how the remedy was not implemented. If the initial violation clearly breaks a major camp rule, dismissal may be given immediately.

*(Eg: witnessed and unquestioned hitting of campers, doing drugs on property, etc...)*

Should this procedure be required for Junior Staff, it is to be handled by an involved Senior Staff member. Should this procedure be required for Senior Staff, it is to be directed by all other Senior Staff members involved and the board member to whom Senior Staff report. Should there be discrepancies in proceedings or a challenge made to decision, a grievance may be posed, pending acceptance of a majority of the conflict resolution committee. Should the grievance be clearly unfounded and the progressive discipline policy was clearly followed properly, the Unicamp Conflict Resolution Committee may dismiss the grievance.

## Other Procedures

### **Procedure: Conflict Resolution**

Try to act in good faith, keep detailed notes and proceed with confidentiality.

1. Address the person you are having the conflict with, clearly stating what the issue is and how it could be remedied.
2. Write down your experience of the conflict, stating the facts.
3. Ask for help from your supervisor if applicable.
4. *If these attempts fail, approach a supervisor with whom you feel most comfortable*
5. Set up formal mediation with an appropriate supervisor and/or spiritual advisor  
(OR)
6. Set up arbitration with an appropriate supervisor, trained professional, or spiritual advisor.