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| **Camp Name:** |  |
| **Date of Site Visit:** |  |
| **Regional Council Visitation Team:** |
| **Camp Participants:** |

This form is to be completed during an onsite visit of the camp. The [*Camping Standards 2022*](https://united-church.ca/leadership/church-administration/duty-care/administrative-standards) document identifies each standard and possible ways it may be reached. A tour of the camp property, including the opportunity to observe the various programs and aspects of camp life, will help determine whether a standard has been met. The space after each standard is to make notes, including discussions, observations, and documentation presented. This evaluation will be submitted to the regional council and the General Council along with the team’s summary report and recommendation.

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| **A. Provincial Camping Association** | **YES** | **NO** |
| 1. The camp is an accredited member of the provincial camping association. |  |  |
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| 2. Provincial accreditation: date and decision of last visit are recorded. |  |  |
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| **B. Mission Statement and Theological Values** | **YES** | **NO** |
| 1. The camp has a mission statement that is available to staff, volunteers, campers, and families in written form or publicly posted (property, website, brochures). |  |  |
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| 2. The mission statement is reviewed, at minimum, every three years as documented in board minutes. |  |  |
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| 3. The camp mission statement is included as part of staff training. |  |  |
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| 4. The faith foundation of the camp is clearly reflected in the promotion of the camp (printed materials, website, mission statement). |  |  |
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| 5. The camp includes a Christian education/faith formation program that reflects the theology, practices, and beliefs of The United Church of Canada. |  |  |
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| 6. Staff receive training reflecting the Christian education curriculum, including United Church theology, practices, and beliefs and how these are lived out at camp. |  |  |
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| 7. The board ensures that staff have access to people and resources to assist them in providing a Christian community at camp. |  |  |
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| 8. Opportunities exist for campers to talk about their faith/spirituality and experiences. |  |  |
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| **C. Governance and Accountability Standards** | **YES** | **NO** |
| 1. The camp has a governing body (board/council/committee) that is responsible for the administration and running of the camp and has a relationship with the regional council. |  |  |
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| 2. The board ensures that the camp has completed and submitted the annual reporting requirements to the regional council and the General Council. |  |  |
| The following have been confirmed to have been received:* Annual report
* Financial statements
* Board member list
* Proof of insurance: property, liability, D&O, any additional insurance that may be required
* Insurance showing The United Church of Canada as additional insured
* Current status from the provincial camping association
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| 3. The governing body ensures that the camp adheres to all relevant legislation at the municipal, provincial, and federal levels as they pertain to camp operations. |  |  |
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| 4. The board ensures that the camp adheres to all relevant legislation at the municipal, provincial, and federal levels for employment/labour and human rights. |  |  |
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| 5. The board ensures that the camp adheres to the health and safety procedures required by municipal/regional/provincial/territorial statutes and regulations for the jurisdiction in which the camp is situated, including all required testing, training, and licensing. |  |  |
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| 6. The board ensures that all required inspections are requested and completed each season before camp starts―i.e., public health, fire, water, challenge courses, equipment/playground. |  |  |
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| 7. The board ensures that the camp meets all camp staffing standards as required by the provincial camping association. |  |  |
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| 8. The camp has a policy in place to meet mandated legislation and that is comparable to The United Church of Canada [Sexual Misconduct Prevention and Response Policy](https://united-church.ca/leadership/supporting-ministry/mandatory-training/sexual-misconduct-prevention-training), adapted to the camp context, for investigating and taking appropriate follow-up action for complaints of sexual misconduct against lay staff and volunteers. Ministry personnel employed by the camp are accountable under The United Church of Canada Sexual Misconduct Prevention and Response Policy and Procedures. |  |  |
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| 9. The board has in place policies that meet mandated provincial legislation in relation to the following specific areas: * workplace discrimination and harassment
* accessibility/inclusion
* privacy (including use of personal information collected)
* copyright
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| These policies are compatible with and meet or exceed related United Church policies. |  |  |
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| 10. The board has a policy for accessing staff, volunteer, and camp records that restricts access to those who need this information during camp and during the off-season. This includes but is not limited to camper/personnel (staff and volunteer) files, including medical history, medical/emergency first aid records, and incident reports. |  |  |
| * Location of files:
	+ Registration/camper
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| * + Personnel/volunteers
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| * + Medical
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| * + Incident reports
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| 11. The board has a policy in place to address any issues related to staff reporting directly to them. |  |  |
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| 12. The board regularly reviews all policies and revises them to reflect changes in legislation and camp practices. This is reflected in board minutes. |  |  |
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| **D. Recordkeeping/Record Retention** | **YES** | **NO** |
| 1. The board ensures that the following records are kept for a minimum of seven years: |  |  |
| * camper files
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| * personnel files (staff and volunteer)
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| * medical/emergency first-aid records, including medication dispensing records
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| * incident reports
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| * public health reports, including inspections, water test results (where applicable)
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| * health and safety inspections, including maintenance requests/logs, fire inspection results and follow-up
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| 2. The board ensures that all insurance policies, including expired policies, and records of insurance coverage are kept in perpetuity. |  |  |
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| 3. The board keeps records of its annual reports, including financial records, in perpetuity for archival purposes. |  |  |
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| **E. Leadership Training and Staff Manual** | **YES** | **NO** |
| 1. The camp holds pre-camp training sessions for camp staff that meet the provincial camping association requirements. |  |  |
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| 2. Camp directors participate in camp staff training. |  |  |
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| 3. All camp staff have received/have access to and have received training on |  |  |
| * staff behavioural expectations
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| * sexual harassment, sexual abuse, and child abuse policies, including the duty to report
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| * appropriate camper discipline
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| * staff responsibilities, including camp health policies
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| * safety procedures
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| * emergency procedures, including fire, waterfront/waterfront searches, land searches, evacuation, severe weather
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| * program delivery standards, including any additional specialized training for specific populations at camp
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| 4. Camp staff are required to sign an acknowledgement of having received and read the information noted above. One copy of this document is kept in each staff member’s personnel file. |  |  |
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| **F. Health and Safety** | **YES** | **NO** |
| 1. The camp health policies are reviewed annually and updated as required by the camp health personnel (i.e., camp nurse, first-aider, or board designate). The health policies are implemented by the camp health personnel. |  |  |
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| 2. A health plan is developed and implemented by the camp health personnel for any camper or staff member where the medical history deems it necessary. |  |  |
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| **G. Leadership Standards for Off-Site Activities and Adventure Camping** | **YES** | **NO** |
| Note: This applies only to camps that offer off-site or adventure camping activities. Refer to the definitions included within the Camping Standards 2022. If the camp does not offer Off-Site/Adventure Camping, indicate **N/A** to the right. |  |  |
| 1. Groups are under the supervision of at least two leaders, one of whom is an adult as defined by the legislation of the jurisdiction in which the camp is situated. |  |  |
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| 2. Leadership that accompanies or supervises off-site or adventure camping reflects the gender diversity of the participants. |  |  |
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