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## Facts and FAQs about Camp NeeKauNis

Camp NeeKauNis is a public residential camp that is owned by Canadian Yearly Meeting (CYM) of the Society of Friends (Quakers). It is located at 40 NeeKauNis Road, Waubaushene ON L0K 2C0. There is a [detailed map](#) of the Camp on our website.

Camp NeeKauNis is administered by the Camp NeeKauNis committee, a standing committee of CYM. Membership on the committee is restricted to Members and Attenders of the Monthly Meetings, through a nomination process, overseen by the CYM Nominating Committee. These nominated individuals form what is Friends' equivalent to a Board of Directors.

We have a [mandate](#) given in Organization and Procedure of Canadian Yearly Meeting. Our [Mission and Vision Statements](#) are available for reading on our website.

Canadian Yearly Meeting is a registered charity and Camp NeeKauNis is part of that structure. Camp NeeKauNis is financially audited yearly as part of compliance with the CRA Charities Regulations.

## Health and Safety Policies and Protocols

### 1. General Health and Safety

Camp NeeKauNis is under the jurisdiction of all applicable provincial and federal laws. We are specifically governed Regulation of the Health Protection and Promotion and Act. R.R.O. 1990, Regulation 568: Recreational Camps.

We maintain our buildings, pathways and play areas; are in compliance with fire regulations; have a severe storm protocol; and remain current with health and safety issues related to wildlife and poisonous plants, and water-borne illnesses.

We are inspected annually by Simcoe County District Health Unit for compliance with Health Regulations; this inspection includes our kitchen, waterfront, fire safety, and water quality. We adhere to a strict schedule of water sampling. We carefully accommodate food allergies. We isolate hazardous materials. Fire safety plans are in place.

The Camp drinking water system is operated and monitored in accordance with Ontario Regulation 170/03. Annual Reports on the water system are prepared in accordance with Regulation 170/03, and are available at the Camp office or upon request.

Safety gear is supplied where needed to protect hearing, sight and other physical harm.

## Camper Health and Safety

There are First-Aid certificate holders at Camp when we are running programs. We have an emergency call protocol posted by each telephone. We are close to a hospital and have 911 service. We keep reports of incidents. Our First Aid cabin, “The Swan” provides a clean, quiet place for campers and staff to be treated. “The Swan” acts as our infirmary should any one require a supervised bed to recover from minor ailments.

## Child Protection

All staff at Camp programs where children and youth are present are required to present a Vulnerable sector Police Records Check-Vulnerable Sector Check

We use policies developed by the Camp NeeKauNis committee and those policies that are applicable to Camp which are part of Canadian Yearly Meeting. Please look at our [Statement on Bullying and Harassment](#).

## Volunteer and Paid Staff Health and Safety

Although we are primarily a volunteer organization, we strive for a provincial standard workplace level of care guided by Ontario Labour Law, The Ontario Human Rights Acts and other related laws and statutes.

## Volunteer Screening

Our volunteer staff is screened through staff application forms which are on the website. We ask for references and a Police Records Check. More information on the PRC is given in [Camp NeeKauNis Requests Police Records Checks](#). Staff is trained on-site and through participation in weekend training sessions. The Camp website has all related documentation, forms, and protocols available to Directors. Some are in the public area of the website, and others that are for specific use by Directors are in a password protected area.

We do not accept volunteers who are younger than 15 years of age. Volunteers under the age of 18 are considered children and need a parent to sign all documents.

## Lifeguard training and supports

We use only qualified lifeguards. Camp NeeKauNis follows the provincial regulations for a protected beach area. Our lifeguards are paid for their waterfront duties and assist in other areas of the program. Lifeguards receive on-site orientation and training given by former lifeguards and/or experienced Directors. They receive a detailed job description. They are provided with all necessary aids for waterfront safety. Our waterfront has access, by cellphone and walkie-talkie to emergency services and to the Camp Directors. A First Aid kit and hydration supplies are

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available at the waterfront when it is staffed. Sun protection: sun screen and shade is available at those times also.

## Privacy/Health Records/ Personnel Records

### Privacy

Camp NeeKauNis follows CYM privacy policies as they pertain to Camp NeeKauNis. We do not collect names and contact information without explicit permission. We do not sell our lists. We use your information for Camp fundraising and Camp program news only and only with your permission.

We do not retain any health information after it is no longer needed for your child's protection. We do not retain any registration form after the end of the calendar year in which it was collected.

We will retain any incident reports for the prescribed time period. They will be held in a secure double-locked location.

We will not ask for your health card. We will not ask for medical information from an adult, but do ask that if you feel that you need to share a condition with the Directors or lifeguards, you do so in the knowledge that it will be held in confidence.

## Violence in the Workplace.

We follow those parts of the CYM policy on Violence in the Workplace that are relevant to Camp NeeKauNis.

Camp has had a **Sending Home Policy** in place since 2004 which has recently been revised as an adjunct to the Bullying and Harassment Policy.

### Risk is reduced at Camp through:

- volunteer screening and the request for PRCs.
- control and restriction of casual visitation during our programs by processing all requests through the Camp Director responsible.
- a reporting protocol for incidents of abuse, drug and alcohol use, bullying and harassment with documentation and retention of records.
- mandatory police involvement for all incidences of sexual harassment and physical violence causing physical harm.
- challenging strangers.

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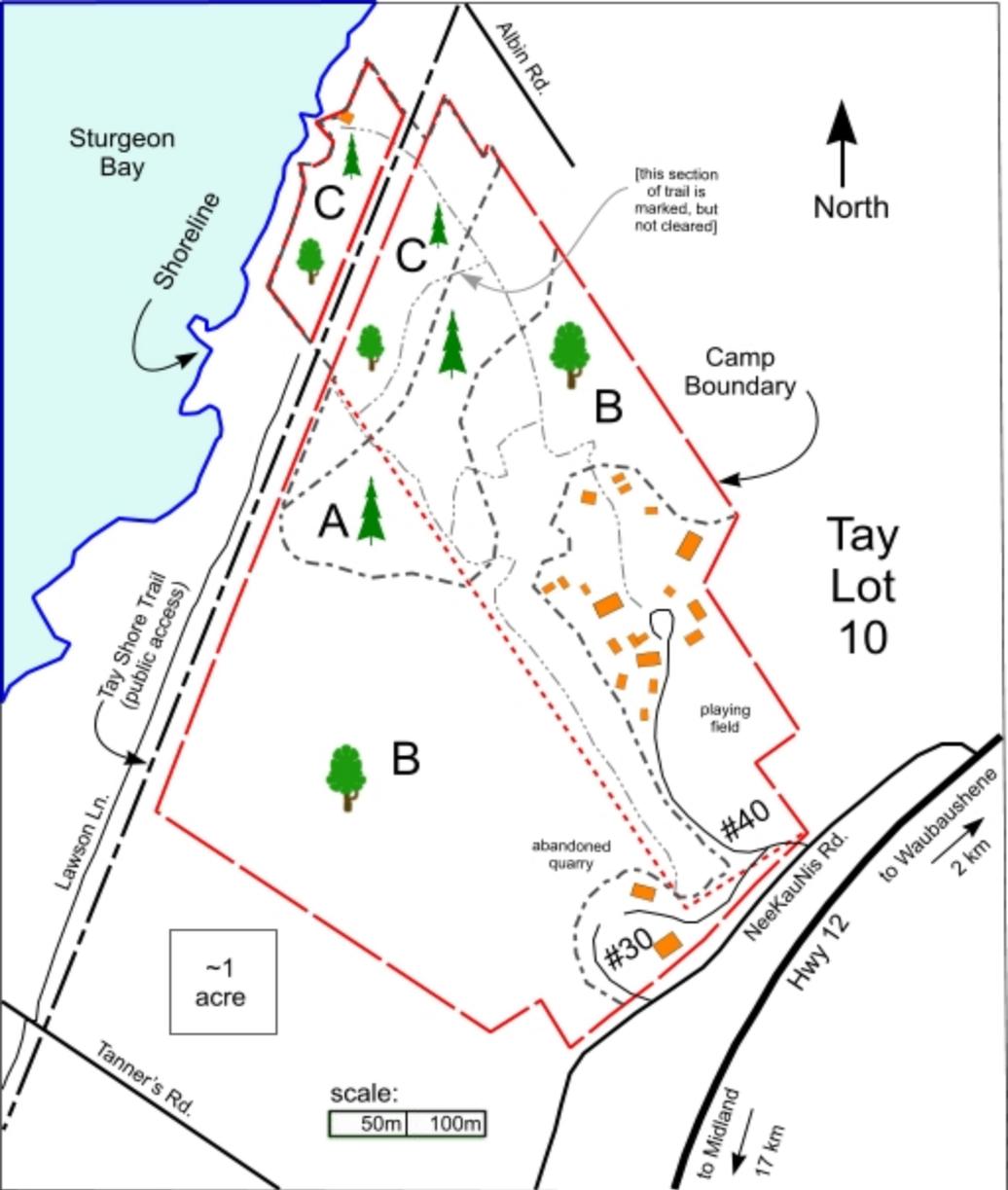
- night patrols to midnight, as a minimum.
- having a staff member with PRC overnight in cabins of junior and intermediate-aged children.

## Conflicts and Complaints

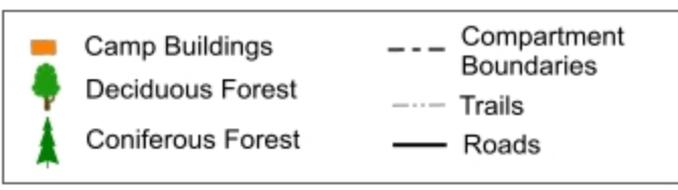
If you have a concern, please first approach your Camp Director. The Camp Director may then contact a member of Camp Ministry and Counsel or the Clerk of the Camp NeeKauNis Committee for assistance.

If this is not appropriate for your concern, please contact the Clerk of Ministry and Counsel or the Clerk of the Committee directly at [francis.prescott@gmail.com](mailto:francis.prescott@gmail.com) or [neekaunis-clerk@quaker.ca](mailto:neekaunis-clerk@quaker.ca)

Camp NeeKauNis has protocol for dealing with issues, and we will also follow CYM protocols where they pertain.



Stewardship Planning Map  
 (Details)  
 Camp NeeKauNis  
 40 NeeKauNis Road  
 Waubaushene, ON  
 L0K 2C0



Terms of Reference of the Camp NeeKauNis Committee  
from Organization and Procedure of Canadian Yearly Meeting 2002

## 6.10 Camp NeeKauNis Committee

The terms of reference of the Camp NeeKauNis Committee are:

To nurture the spiritual life of all attenders through its programme and the various activities undertaken.

To arrange needed programmes, throughout the summer months, as are felt advisable and desirable. This includes finding the necessary personnel to make these programmes effective and influential.

To co-operate with other Yearly Meeting committees where the NeeKauNis facilities are needed in carrying out the mutual endeavours of the Society of Friends.

To be conscious of its interpretative influence as it meets those who are not members of the Society of Friends in the various programmes offered.

To keep the physical facilities in a state of good repair and to develop facilities as the need arises.

**Camp NeeKauNis**  
40 NeeKauNis Road  
Waubaushe, Ontario, Canada  
L0K 2C0  
**705.538.2357**



## **Statement on Harassment and Bullying**

Camp NeeKauNis should be a wonderful experience for all campers and staff. As Quakers, we believe that there is that of God in everyone. As a community, we should always strive to translate this belief into action. Camp should be a place where all people should be able to feel included and accepted for who they are.

Although this is the goal, occasionally problems may arise between people at Camp. Harassment and bullying can have a negative impact on both the individuals involved and the community as a whole. Because it is the responsibility of all members of the community to make sure that everyone can get the most out of their Camp NeeKauNis experience, we ask that you read the following.

### **What is harassment and bullying?**

Sometimes it is easy to spot harassing and bullying behaviours. For example, the following behaviours are never acceptable at Camp or elsewhere:

- Aggressive verbal behaviours such as threats, intimidation and verbal abuse
- Physical assault of any kind, such as hitting, punching, biting, kicking or restraining someone against their will
- Sexual assault
- Repeated unwelcomed touching
- Deliberate exclusion from the Camp community

Other times, it is not so easy. Some behaviours that may seem innocent or harmless sometimes, may be quite hurtful other times. Also, sometimes a camper or a staff may engage in harassment or bullying without even realizing they are doing it. For example:

- Telling a joke repeatedly about someone, even if the person found the joke funny the first time, can be very hurtful to the person
- A group of friends who hang out together all the time, may lead other campers to feel excluded, even if this is not the intention of the group of campers
- Telling a secret about another camper to someone can lead to rumours, even if you only meant to share it with one person

The above examples are just some of the behaviours that can lead to harassment and bullying. Because so many behaviours may be considered harassment or bullying in different contexts, we ask all members of the Camp community to reflect on their behaviour towards other members of the community.

If you are unsure if your behaviour is bothering someone ask yourself the following:

### **Would I like to be treated the way I am treating this person?**

If the answer is no, you need to reconsider your behaviour.

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### **What can I do about harassment and bullying?**

Sometimes issues between members of the community can be cleared up by a simple conversation between the people involved. Other times, they cannot. If the behaviour of another person at Camp is making you feel uncomfortable, or if you think someone is being bullied or harassed, we ask that you speak with the director or a member of the staff immediately. If, for whatever reason, you are not comfortable with approaching the director or staff you can contact the member of the Camp NeeKauNis Ministry and Counsel listed at the end of this document.

### **What will happen?**

The consequences of harassment and bullying behaviour will vary on a case by case basis. However, please note that serious behaviours involving any form of physical or sexual assault will automatically result in immediate removal from Camp, and if deemed serious enough by the director, it or any other unacceptable behaviour may result in suspension of Camp privileges for a period of time.

By law, records of any serious incidents involving persons under the age of 18 must be kept by Canadian Yearly Meeting.

**Ministry & Counsel Contact:** Francis Prescott: [francis.prescott@gmail.com](mailto:francis.prescott@gmail.com);  
(519)823 5013

Misia Robbins: [misia.robins@gmail.com](mailto:misia.robins@gmail.com); (514) 622 0362

Rob Nunn: [rnnn@brocku.ca](mailto:rnnn@brocku.ca); (905) 646 6597

Camp NKN Clerk (ex officio): [neekaunis-clerk@quaker.ca](mailto:neekaunis-clerk@quaker.ca)  
Kris Wilson-Yang (613)730 4499/ (613) 327 4499

11/04/2013

## **Sending Home Policy: Drugs, Alcohol, Bullying, Physical and Sexual Abuse.**

All primary offences: drugs and alcohol use, sexual harassment, violence, threatening behaviour, require detailed incident reports.

Individual(s) in question are to be sent home and not to return to other programs in the calendar year in which the incident occurred. Parents are to be contacted when the individual is under 18 years of age. **A letter of apology is to be to the Camp Clerk and to the relevant Program Director immediately.** Where the individual is a minor, a letter of apology is expected to be sent to the parents as well.

If the individual(s) wishes to return to Camp in any capacity in the following year, a letter of request must be sent to the Clerk and to the Clerk of Ministry & Counsel: it should contain a recognition the event and a commitment to following Camp policies. It may also contain information for reasonable accommodation if there were underlying causes that were unclear at the time of the incident.

Incidents will be recorded on the General Incident Form and kept in the Incident form binder, double-locked in the Nurse's Station. A record of the incident will also be made in the Camp Black Book. This is also to be held under double-lock in Rogers. At the season's end; the Report Binder and the Black book will be held by the M&C Clerk or designate.

**Secondary offences(see Bullying and Harassment Policies): persistent verbal abuse including yelling, racist comments, and mockery, bringing war toys to camp, irresponsible use of pocket knives and sling shots, graffiti, leaving Camp without permission/ notifying directors, girls in boys cabins and vice versa also require incident reports.**

A warning is to be given for first offences and a reconciliation attempted. For a second offence, the individual should be sent home, with the same follow-up as for the primary offences.

**General Requirements: The Committee Clerk and the Clerk of M&C must receive a call when these “send homes” happen.**

Under the offences above, there may be Criminal Code issues. Police must be called in the case sexual abuse of minors and of violence causing physical harm. We will also follow the above procedure for reporting in these cases.

## Frequently Asked Questions

### **Q: Where do I sign up?**

A: Reserve your spot on the website. You will need to fill in a **full registration form** after you hear from your Director, either at Camp or by mail. Adults do not have to provide health information but are expected to have their medications and health card on hand. Children must be provided with their health card number and an emergency contact who is available at all times.

### **Q: Do we need to send a deposit?**

No deposit is needed. We ask for payment in full at the time of arrival at Camp. Cheques are preferred.

### **Q: Just how long do you hold on to this information?**

We hold this information until it is not longer needed and then it is destroyed. We will ask your permission to retain your address and will let you know how we will use it.

### **Q: Are there general Camp policies that I can read to my family?**

A: Here they are.

### **Q: What do we need to bring?**

A: Here is a list.

### **Q: How do we volunteer for Camp?**

A: Look on the website for dates, download a form and mail it to your session Director. Make plans to have a Police Records Check done.

### **Q: Is there training for Staff?**

A: Yes.

Training is provided on-site, though programming and at weekend training sessions.

### **Q: Are your lifeguards qualified?**

A: Yes.

They are fully trained NLS lifeguards as required by regulation.

### **Q: Can you accommodate food allergies?**

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A: Yes.

Please let your director know, but come prepared with your anaphalaxis or other necessary medications. If you are sending your child, you can let us know the details on the registration form or in a separate letter.

**Q: Can we have fires?**

A: Yes if the County has not issued a fire ban and only with supervision.

**Q: Can we bring our bicycles?**

A: Only as a means of transport to and from Camp. We do not permit trail-riding or bicycles in the main camp area.

**Q: Can my dog come?**

A: Service dogs are always welcome. Other dogs must be on leash at all times, well-controlled and remain in your cabin if you are not directly supervising them. No animal is permitted in the kitchen at any time. Dogs are not to be let free at Camp at any time. You must have consulted your director beforehand.

**Q: Can I have friends drop in?**

A: Never during childrens' camps. At other times, Campers and Staff are discouraged from this practice, but may ask the Camp Director for advice. All overnight guests must register and are expected to pay and to participate fully in programming.