

HUMAN RESOURCES



Ryerson Summer Day Camps

Section HR

HUMAN RESOURCES



Year-round Standards for Accreditation

Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

General Notes

The Human Resources (HR) standards pertain to staff and volunteers employed by the camp.

LEADERS IN TRAINING (LITs/CITs): Leaders in training participate in a planned training programme to prepare for future positions as staff members and leaders in the community. If LITs/CITs assume staff responsibility, they should have direct supervision. LITs/CITs should receive ongoing evaluation.

VOLUNTEER STAFF: Volunteer staff assume the role and responsibilities of staff without pay. If volunteers assume this responsibility, they should meet the minimum age and requirements as recommended for that position and should be treated as staff members. All OCA standards relating to staff apply to camp volunteers.

CAMP DIRECTOR: The camp director is the person on site with day-to-day responsibility for the care and management of the campers, staff and overall facility. The director makes informed decisions, supports the aims and philosophy of the camp and maintains the standards of the Ontario Camps Association in the best interest of the campers and the camp. A camp director's education, experience and professional background should prepare him/her for this varying and demanding role.

HR

HUMAN RESOURCES



Camp Cherith Ontario

Relevant Regulations and Resources

- Accessibility for Ontarians with Disabilities Act (AODA) aoda.ca
- Accessibility for Ontarians with Disabilities Act (AODA) aodacompliance.com
- Personal Information Protection and Electronic Documents Act (PIPEDA) priv.gc.ca/legc/rope.asp
- Federal Labour Legislation hrsdc.gc.ca
- Ontario Ministry of Labour, Employment Standards labour.gov.on.ca/english/es/index.html
- Ontario Ministry of Labour re: workplace harassment labour.gov.on.ca/english/hs/pubs/wvps_guide/guide_7.php
- Ontario Human Rights Code ohrc.on.ca/english/code/index.html
- Ontario Human Rights Code re: sexual harassment ohrc.on.ca/en/policy-preventing-sexual-and-gender-based-harassment-0
- Ontario Ministry of Children & Youth Services children.gov.on.ca/htdocs/English/topics/childrensaid/reportingabuse/index.aspx
- Ontario Workplace Violence & Workplace Harassment labour.gov.on.ca/english/hs/topics/workplaceviolence.php
- OCA Crisis Response Manual available from the OCA office
- College of Nurses of Ontario cno.org
- Ministry of Health and Long-term Care health.gov.on.ca/en



Camp Northland - B'nai Brith

HR.1. Management

HR.1.1.	Does the camp management possess the range of experience and knowledge to operate their camp successfully and to ensure a safe and professional camps environment?	Yes	No	NA
HR.1.2.	Do members of the camp management participate in professional development through the OCA or some other relevant professional/organization?	Yes	No	NA
HR.1.3.	Does the camp director have adequate training and/or experience corresponding to the size and scope of the camp?	Yes	No	NA
HR.1.4.	Does the camp director abide by the "Code of Professional Ethics"?	Yes	No	NA

MANDATORY:

HR.1.1., 1.3., and 1.4.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes
- Rentals

HR.1. MANAGEMENT:

Contextual Education

HR.1.1. The total set of skills required to operate a safe and professional summer camp must be in place in the organizational structure, although not necessarily with a single person. Considerable experience, skill and expertise are required to operate a safe, successful camp. The range of camp experience must be commensurate with the roles of all managers.

HR.1.3. The on-site camp director must have the maturity, education, skills and experience to run the operation day to day as defined in the General Notes. In the absence of the camp director, an acting director must be appointed.

HR.1.4. The Code of Professional Ethics is included on page 16 of the Introduction – Year-round Standards.

HR.1. MANAGEMENT:

Compliance Demonstration

HR.1.1. to HR.1.4.

Visitor Observation: Review of HR Protocols, formalized training schedule and materials, counsellor handbook, etc.

Visitor Interview: Current director's resume including background, list of current educational workshops, OCA conference, other seminars attended.

HR.2. Hiring and Recruitment

MANDATORY:

HR.2.1., 2.2., 2.6., 2.7.,
2.11., and 2.12.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

HR.2.1.	Does the camp comply with all human rights legislation?	Yes	No	NA
HR.2.2.	Does the camp comply with all provincial and federal labour legislation?	Yes	No	NA
HR.2.3.	In an overnight camp, will all programme staff be at least 17 years of age within the calendar year?	Yes	No	NA
HR.2.4.	In a day camp, will all programme staff be at least 16 years of age within the calendar year?	Yes	No	NA
HR.2.5.	Does the camp provide a written job description for each position at camp?	Yes	No	NA
HR.2.6.	In the process of selecting staff, does the camp gather appropriate information on each applicant?	Yes	No	NA
HR.2.7.	Are at least two references checked on each staff member who is new to your camp?	Yes	No	NA
HR.2.8.	Does the camp request a Criminal Record Check from each new staff member before commencement of employment?	Yes	No	NA
HR.2.9.	If a staff member has been associated with another camp or children's organization, is every effort made to obtain a written or verbal reference from that source?	Yes	No	NA
HR.2.10.	Do returning staff members submit Criminal Record Checks every three years before commencing their employment?	Yes	No	NA
HR.2.11.	Before being hired, is every staff member interviewed, whether in person or by phone/video conference, by a person with the authority to make a decision?	Yes	No	NA
HR.2.12.	Does the camp annually issue and receive a signed copy of a written employment contract for all seasonal personnel?	Yes	No	NA

HR.2. HIRING AND RECRUITMENT:

Contextual Education

HR.2.1. and 2.2. When hiring, camp boards, owners and directors should be familiar with the human rights legislation, as well as all other provincial or federal employment legislation, which is applicable to their camps.

HR.2.3. and 2.4. “Programme staff” includes all staff who have direct supervisory and programming responsibilities with campers, whether in an assistant role or not. Being a Programme Staff is a demanding job that requires maturity and emotional stability. Age is only one factor that assists camps in determining the maturity of staff. It is recommended to place first time staff members under the direct supervision of a senior staff member. Camps will determine the level of responsibility to be given to a first time staff member based on numerous factors, which may include, for example, successful completion in a LIT/CIT programme or other past experience.

HR.2.6. Camp personnel files should include copies of current staff qualification certificates such as swimming qualifications, first aid, CPR, the staff application, references and other pertinent material such as successful completion of a Criminal Record Check where applicable.

HR.2.7. References are an essential staff screening tool to help camp directors confirm that their decisions are appropriate. A reference through a LIT/CIT programme may be sufficient. If an applicant comes directly through your own LIT/CIT programme, references are not required. References should be obtained from people who are qualified to judge the applicant’s personal integrity as well as professional ability. A reference may be oral or written. Record the date and comments of the reference check. References must be handled in a confidential manner.

HR.2.8. A Criminal Record Check is another method of screening potential staff members. These checks are strongly recommended especially when the staff member is new to your camp. Some camps prefer to have all returning staff and returning LITs/CITs complete a voluntary disclosure statement, which asks the individual to attest that they do not have any type of criminal record.

Applicants under 18 years of age may have to apply in person as they fall under the provisions of the Youth Criminal Justice Act. The record must be given directly to the youth who may then choose to share the information with the camp. It is often difficult to get a Criminal Record Check done for anyone under the age of 18, and therefore a statement signed by the applicant and parent or guardian maybe the next best solution.

HR.2.9. If a camp director has knowledge that an applicant has worked with children before, whether in a camp, school or other setting, it is critical that a reference be obtained from that source with the applicant's permission and subject to labour and privacy legislation.

HR.2.12. An employment contract for both paid and volunteer staff should be drawn up in duplicate annually (one copy for the employee and one for the camp files) and should include all details concerning remuneration, hours of work, and conditions of employment. It should be signed annually by both employer and employee.

If the staff member is under 18 years of age, the camp may wish to have the parent or guardian sign on behalf of their child or alternatively add a clause in the contract that the parent or guardian has read the contract and agrees to its terms. The camp should obtain legal advice in this regard.

HR.2. HIRING AND RECRUITMENT:

Compliance Demonstration

HR.2.1. to HR.2.12.

Visitor Observation: Review of hiring procedures and employment contracts

Visitor Interview: Discussion regarding all hiring practises.



Camp Arowhon

HR.3. Staff Training and Conduct

HR.3.1.	Does the camp offer opportunities for staff training prior to camper arrival?	Yes	No	NA
HR.3.2.	Does the camp have a staff manual? Do camp staff sign and acknowledge that they have received and read the information in the staff manual?	Yes	No	NA
HR.3.3.	Are all staff trained in emergency procedures?	Yes	No	NA
HR.3.4.	Does the camp have a set of written policies and practises outlining acceptable staff behaviour?	Yes	No	NA
HR.3.5.	Does the camp discuss personal transportation safety with all staff?	Yes	No	NA
HR.3.6.	Does the camp director ensure that staff members have regular evaluations?	Yes	No	NA

MANDATORY:
HR.3.1., 3.2., 3.3.,
and 3.6.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

HR.3. STAFF TRAINING AND CONDUCT: Contextual Education

HR.3.1. The majority of the time should be spent on orientation and training in camp skills and programme, and not in the physical preparation of the camp. It should provide an opportunity for the staff members to understand the camp philosophy and become familiar with the campsite, facilities, and one another.

TRAINING MUST INCLUDE AS A MINIMUM: the responsibility and role of the staff member, the rules and policies of the camp, a review of the relevant aspects of the staff manual, and a review and practice of all emergency procedure. It is important that you ensure the safety and contentment of not only your campers but also your staff. That means that your staff are appropriately trained to do the specific tasks assigned to them, and that you provide appropriate supervision. Through staff meetings, suggestion boxes or private meetings with the director, staff should be able to express any concerns about their welfare, working conditions and their environment.

HR.3.2. A staff manual or training document is essential and may include history, a map, philosophy, staff organization, job descriptions, emergency procedures, programme ideas, leadership techniques, medical resource materials, bullying, risk management, behaviour management techniques, essential rules, regulations, policies and procedures. This manual should be available on site any time to anyone.

HR.3.5 All safety rules apply to staff on their days off or free time. In pre-camp remind staff of the importance of safe driving, having a designated driver and the risks found in local road conditions. Camps may give out emergency contact numbers so that staff can contact the camp to indicate that they may be late or are taking a taxi. Staff should not feel pressured to “speed” to get to camp.

HR.3.6. The evaluation should allow for an interaction between the staff member and the appropriate supervisor. It should clearly indicate how well the staff member has been performing.

HR.3. STAFF TRAINING AND CONDUCT:

Compliance Demonstration

HR.3.1. to HR.3.5.

Visitor Observation: Review of training schedules, staff manuals, emergency procedures, protocols, and evaluation materials.

Visitor Interview: Discussion regarding staff manuals and training confirmation by staff. Discussion with director regarding personal transportation safety with all staff.



Camp Kandalore

HR.4. Camper-to-Staff Ratio

HR.4.1.	Does the camp have an overall camper-to-staff ratio of 8:1 or better?	Yes	No	NA
HR.4.2.	Does the camp evaluate the supervision requirements and level of risk of each activity in order to adjust the camper-to-staff ratios accordingly?	Yes	No	NA
HR.4.3.	During all organized activities, does the camp adhere to the OCA recommended camper-to-staff ratios?	Yes	No	NA

MANDATORY:
HR.4.1. and 4.2.

Applies to:

- Day Camps
- Overnight Camps

HR.4. CAMPER-TO-STAFF RATIO:

Contextual Education

HR.4.1. The overall ratio applies to the entire camp population on any given day, divided by the number of staff who have direct responsibility for the supervision of campers or programming of activities. Maintenance, office and support staff are not included in this calculation.

HR.4.2. Camps must exercise good judgement in determining an appropriate camper-to-staff ratio for each activity and programme. Fewer staff may be acceptable in controlled environments. Conversely, more staff are recommended when campers participate in higher risk activities, during technical instruction, or when additional staff may not be close by.

HR.4.3. The recommended activity ratios are:

- Children five years and under: maximum of six campers to one staff member (6:1).
- Children six and over: maximum of 10 campers to one staff member (10:1).
- LITs/CITs are excluded from these ratios.

HR.4. CAMPER-TO-STAFF RATIO:

Compliance Demonstration

HR.4.1. to HR.4.3.

Visitor Observation: Camper to staff ratios and activity ratios during camp tour.

Visitor Interview: Discussion regarding ratios with camp director.

HR.5. Occupational Health and Safety

MANDATORY: ALL

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

HR.5.1.	Have all staff completed required Occupational Health and Safety Awareness training through a qualified trainer or individual or online video?	Yes	No	NA
HR.5.2.	Does the camp keep records and can prove their staff has been given all necessary training?	Yes	No	NA
HR.5.3.	Does the camp keep adequate records of all work accidents, health and safety complaints, and health hazards?	Yes	No	NA
HR.5.4.	Does the camp participate in the development and implementation of programmes to prevent hazards in the workplace?	Yes	No	NA
HR.5.5.	Does the camp post the health and safety act, and its health and safety policy and manuals in easy view for all staff to see?	Yes	No	NA
HR.5.6.	If required, does the camp have a health and safety representative or health and safety committee?	Yes	No	NA

HR.5. OCCUPATIONAL HEALTH AND SAFETY:

Contextual Education

The Ontario Ministry of Labour governs Occupational Health and Safety at Camps. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances. Some examples follow.

HR.5.1. The Occupational Health and Safety Awareness training video is available at:

labour.gov.on.ca/english/hs/elearn/worker/index.php

HR.5.2. Training can be done via a video or by encompassing such training in the staff risk management session(s).

HR.5.6. If the camp has 20 or more employees that work three months or more, a committee is required:

labor.gov.on.ca/english/hs/training; labour.gov.on.ca/english/hs/elearn/supervisor/index.php

HR.5. OCCUPATIONAL HEALTH AND SAFETY: Compliance Demonstration

HR.5.1. to HR.5.6.

Visitor Observation: Are all health and safety posters or rules visible?

Visitor Interview: Discussion regarding health and safety training, records of training, records of incidents/accident forms, health and safety policies and procedures, and health and safety representative(s)/committee.



CampBrain

HR

HUMAN RESOURCES