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2020 CANSPEI Accreditation Appendices

Applicable Nova Scotia Acts, Codes and Regulations

The official statutes and regulations should be consulted for the purpose of interpreting and applying the law.

Official copies of Nova Scotia Legislation are available in print and electronic form from:

Nova Scotia Registry of Regulations

P.O. Box 7

Halifax, Nova Scotia

B3J 2L6

Phone: (902) 424-6723

Fax: (902) 424-7120

regofregs@gov.ns.ca

www.gov.ns.ca

<http://www.gov.ns.ca/just/regulations/index.htm>

Appendix 1: Insurance

Membership in the Canadian Camping Association (CCA) and Provincial Camping Associations (PCA) allows camps to have access to the National Insurance Program, which provides comprehensive insurance coverage designed specifically for the needs and uniqueness of the camping industry. A number of camps across Canada take part in this insurance program.

For over twenty years, the CCA Insurance Committee has worked with Nancy Brown to develop the program for CCA Accredited Member camps. Camps may participate in the CCA insurance program and retain their current broker/agent relationship. Sub-brokers are responsible for approximately 1/3 of the camps currently in the program.

Nancy Brown of **Firstbrook, Cassie and Anderson** is the authorized insurance broker for the CCA.

Website: www.nbrown.com

Email: nbrown@pathcom.com

Phone: 905-683-4629

Appendix 2: Sun Safety

Research tells us that both policy and education can change people's behaviors in the sun. Sun Safe Nova Scotia is ready to help in both of these areas and to assist CANSPEI camps as they keep campers, volunteers and staff safe in the sun.

In 2023 - For policy templates, educational and training resources, please contact Sun Safe Nova Scotia at sunsafety@eastlink.ca.

For educational and training resources, please visit www.cancercare.ns.ca/recreation. On this site there are a variety of useful supports, such as staff training resources, sun safe activities for campers and an information letter for parents.

Below is a policy template (an electronic version can be found at www.cancercare.ns.ca/recreation). This template can help camps create and implement a Sun Safe policy. There may be some procedures in the template that are not applicable or feasible at particular camps. Adapt the policy so it works for your camp and enables everyone to have a fun and sun safe summer.

Sample Sun Safety Policy

Policy Statement: It is the policy of _____ Camp that staff will take measures to protect campers, volunteers and themselves against the harmful effects of the sun.

Purpose: To assist in providing a sun safe environment for campers, volunteers and staff.

Why is this important? Skin cancer is the most common form of cancer. Overexposure to the ultraviolet (UV) rays from the sun is the primary risk factor for skin cancer. Reducing exposure to the sun's rays when the UV Index is moderate or high can prevent most skin cancer. As staff, volunteers and campers spend a lot of time outdoors during the summer season, _____ Camp will work with staff, volunteers, parents and campers to reduce this risk. Risk reduction efforts will include education about skin protection through the adoption of comprehensive sun safe behaviors while outdoors. It is not the intent of this policy that _____ Camp eliminates outdoor activities, but rather to support them in a proactive, sun safe manner.

Procedures

Board of Directors/Camp Director

Keep a supply of non-scented hypoallergenic sunscreen (SPF 30+) at program sites for those staff, volunteers and campers who may have forgotten theirs.

Provide staff with a wide-brimmed hat and t-shirt (tank tops are not sun-safe) as part of their summer uniform. If ball hats are worn, staff should be reminded to apply sunscreen to ears and back of neck.

Inform staff that their hat and t-shirt must be worn at all times when outside. In instances where the wearing of a t-shirt or hat would impede staff from performing duties (i.e. instructing), other methods of protection from the sun are to be employed (e.g. shade umbrellas, rash guards/swim shirts, etc.).

Provide training and orientation to those staff who will spend a significant amount of time outdoors. At times when the running of a session is not feasible (i.e. time restraints and/or not a sufficient number of staff to offer an educational session), staff are to be given a sun safety education package.

Include an information letter along with registration materials to parents re: the policy, and provide the necessary information for compliance (i.e. information on sunscreen, suitable clothing, etc.) to increase the chance that parents will follow the policy.

Inform parents that if, for any reason (e.g. allergy), they do not wish for their child to use sunscreen products, they must advise the camp in writing.

Include sun safety information in the camp brochures.

Include sun safety policy and information on website.

Award staff and participants for their sun safety efforts through recognition and praise.

Program Staff

When designing and implementing programs and special events:

- Consult Environment Canada for the UV Index report and adjust your program plan accordingly.
- When the UV Index is high or moderate, try to schedule (when possible) the bulk of outdoor programming before 11:00 am or after 4:00 pm.
- Post the UV Index daily in a specified location known to staff, volunteers and campers.
- Ensure adequate shade is provided for the program participants and staff. This can be accomplished through the provision of umbrellas during outings, or having outdoor activities take place in well-treed areas. When natural shade is not available, consider alternate portable arrangements such as gazebos or shade tents. Perhaps a change of location is required.
- Be aware that concrete, sand, glass and water are surfaces that reflect UV rays, increasing the amount of exposure. Limit time spend on or near reflective surfaces when possible.
- If possible, post sun safety signage and posters in your camp buildings, washrooms and cabins.

During programs and special events;

- Provide developmentally appropriate, accurate information and activities about the practice of sun safety where and when appropriate for programs.
- Include sun safety activities in programs and look for unique ways to reinforce the sun safety message, such as with stickers, games, etc.
- Make reasonable effort, to the extent that it is possible, to see that sunscreen (SPF 30+) is applied on all program participants 30 minutes before going outside. Once outside, staff should, to the extent that it is possible, make a reasonable effort to see that sunscreen is reapplied every 2 hours and after water activities.

- If campers are outside, their hat must be worn (except when it may not be safe to do so, such as when swimming).
- Model safe sun practices and be ambassadors of sun safety through the use of protective clothing, sunscreen application and limiting long periods of sun exposure. Set a good example. If the staff practice sensible sun habits, campers will too.

Sunscreen application

Ask staff, volunteers and participants to provide their own sunscreen (SPF 30+) and hat. Lip balm and sunglasses are also encouraged.

During the registration process, request authorization from parents/guardians to apply sunscreen on participants who are unable to apply their own sunscreen or need help with the application. If assistance is needed, apply sunscreen in public, open areas with two or more staff present.

Supervise the application of sunscreen among program participants, to ensure adequate coverage. A child may pair up with a child of the same sex for the application of sunscreen.

Make parents and guardians aware that staff will not be applying sunscreen on campers unless assistance is required and that it is the responsibility of the parent/guardian to ensure that campers are responsible to apply it. Parents and/or guardians could assist the staff by teaching the camper how to apply sunscreen for themselves. Starting the application of sunscreen at an early age encourages it to become a lifelong habit.

Appendix 4: Food Handling Practices

A copy of the Nova Scotia Food Retail and Food Services Code can be found at:

<https://novascotia.ca/agri/documents/food-safety/NSFoodCode.pdf>

A copy of the Prince Edward Island Food Premises Program can be found at:

<https://www.princeedwardisland.ca/en/information/health-and-wellness/food-premises-program>

Appendix 5: Logs

Appendix 5.1 - Challenge Course Log

Challenge Course End of Program Summary Form

Group Name: _____ Date: _____

of Participants: _____ Age Range: _____ Time: _____

Facilitators: _____

List of Initiative games done: _____

Elements used: Low Ropes: _____

Elements used: High Ropes: _____

Pre-use Inspection Log was filled out prior to activity? Yes No

Were there any incidents or accidents? Yes No

Were there any near misses? Yes No

Was an incident/accident form required to be completed? Yes No

Were the rope/webbing logs filled out? Yes No

Weather conditions: _____

Comments: _____

Lead Facilitator signature: _____ Date: _____

Supervisor signature: _____ Date: _____

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Appendix 5.3 – Aerial Inspection Form

Aerial Inspection Form

Instructors: _____

Date of Inspection: _____

Element:	Bolt connections & staples: Check for looseness, bends, nicks, corrosion, heat damage or discoloration (i.e. lightning strike)	Wire rope cable: Corrosion, kinks, broken strands, lightning damage, proper drape, wear points	Cable terminations Ferrules cracked or split, broken strands around ferrule, strand vise slippage, bent or deformed, or point loaded bail, cable clamps tightness, missing service sleeve	Lumber Slivers, check around fasteners
<input type="checkbox"/> Team Swing				
<input type="checkbox"/> Vertical Play Ground				
<input type="checkbox"/> Climbing Tower				
<input type="checkbox"/> 12ft Climbing Wall				
<input type="checkbox"/> 8ft Climbing Wall				
<input type="checkbox"/> Team All Aboard				
<input type="checkbox"/> Aerial Trust Drive				

□ JRD Posts				
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Aerial Inspection Form – Page 2

Instructors Comments: *Include any action taken to fix a variance*

Supervisor Comments: *Include any action taken to fix a variance*

Lead Instructor Signature: _____

Supervisor Signature: _____

Appendix 5.4 – End of Program Summary Form

End of Program Summary Form

Group Name: _____ Date: _____

of Participants: _____ Age Range: _____ Time: _____

Facilitators/Lifeguard on duty: _____

List of games played: _____

Were there any incidents or accidents? Yes No

Were there any near misses? Yes No

Was an incident/accident form required to be completed? Yes No

Weather Conditions: _____

Comments: _____

Lead Facilitator signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Appendix 5.5 – Sample Archery Log



Archery Activity Log

Camp: _____

Date: _____

Team/Cabin Name:	Start Time	End Time	Day of the week
# Bows: _____	# Campers: _____		
Lead Instructor:	List of other Camp Staff:		
Additional Instructors:			
Participants:	Comments on Program/Issues/Near Misses:		
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.	Arrows recovered <input type="radio"/> Bows and Arrows stored <input type="radio"/>		
17.	Activity Leader's Signature:		
18.			
Safety Briefing			
Safety Checklist	√	1. ID Activity Instructor/Leader and other staff	
Roll Call		2. Description of shooting activity and equipment	
Range Inspected		3. Range Rules – see Page 8 of Archery Standards	
Equipment Inspected / Targets set up		4. Clothing not impeding / Safety guards	
Flag or “Range Open” sign up		5. Start time and duration	
Safety Briefing Completed		6. Sequence of shooting	

Range Entrance Closed / Under Observation		7. Other key information
First Aid Kit OK		8. Emergency plan – Hazards and risks
Cell or Radio Communications Check OK		9. Required personal kit
Hydration/Sunscreen/Hat Check OK		10. Meals and Hydration
Clothing / Jewelry / Sharp Object check		11. Q & A

1. Safety Briefing. The required CANSPEI Safety Briefing, delivered by the QI, includes:

1. Identification of the Camp Archery Instructor who is leading the activity and the rest of the Instructors and staff leadership team members and their roles.
2. Nature of the activity, destination & the expected challenge level of the activity. Make sure everyone is within their comfort zone and match the necessary skills and experience level to the challenge level of the activity.
3. Range Rules:
 - Shooting is done ONLY when Camp Archery Instructor is present and supervising. The range is closed at all other times.
 - Explain range set-up and layout including: backstop and safety curtain, waiting point/line, shooting line, target line
 - Equipment explanation and usage
 - The QI will explain the steps to shooting and the whistle and verbal commands.
 - Arrows are to be pointed downrange at all times when notched on the string AND never point your bow or arrows at anyone, even if there's no arrow drawn
 - Archers are to shoot at the targets ONLY
 - Archers are only to shoot on the instructor's word of command (or whistle signal) and all at the same time and in the same direction as other archers.
 - NO running is permitted
 - Everyone is to wait until all archers have finished before going to the target butts to retrieve their arrows. Archers are only to leave the firing line when given the word of command (or whistle signal) and will move as a single group in line abreast, led by a QI, to the target butts to retrieve their arrows.
 - Once all archers have retrieved their arrows, they will turn around as a group and face the shooting line, and only leave the butts when given the word of command (or whistle signal), moving as a single group in line abreast back to the shooting line.
4. Conduct a Practice Demonstration.
5. Required Personal Kit: This information is provided usually before the Safety Briefing. However, double check that everyone, at a minimum, has their hat, sun-glasses, sun screen, bug-juice, personal water bottle and any other necessary personal kit as required for the activity and weather conditions.
6. Explain the Emergency Plan.
7. Do a radio / cell phone check with the Camp Director.
8. Ask for Questions.

Suggestions:

- a) Remember that one of our Accreditation Standards is for Sun Safety. Whenever you give a briefing or teach a class, try to find overhead shade protection and have the group assemble there for their briefing or class. Make sure all campers and staff have applied sun screen before you start the activity.
- b) As with all teaching classes, make sure you arrange the group so that everyone has a clear view of you, what you are pointing at or demonstrating, and always try to face the group as much as possible.

Appendix 5.6 - Sample Biking Log



Camp: _____

Date: _____

Team/Cabin Name:	Start Time	End Time	Day of the week
# Bikes: _____	# Campers: _____		

Lead Instructor:	List of other Camp Staff:
Additional Instructors:	

Participants:	Description of Activity:
1.	
2.	
3.	
4.	
5.	
6.	Comments on Program/Issues/Near Misses:
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	Activity Leader's Signature:
18.	

Safety Checklist		Safety Briefing
Roll Call	√	<ol style="list-style-type: none"> 1. ID Activity Leader and staff 2. Walk the course with participants 3. Rules of the track 4. Start time and Duration 5. Key information participants need to know 6. Emergency Plan – Hazards and Risks
Safety briefing completed		
Bike Course checked		
Bikes checked		
Helmets inspected and Fit Tests OK		
First Aid Kit OK		

Cell or Radio Communications Check OK		7. Required Personal Kit and Required Team Kit
Hydration/Sunscreen/Hat Check OK		8. Meals and Hydration
		9. Communications Plan
		10. Q & A

Appendix 5.7 – Sample Low Ropes Log



Camp: _____

Date: _____

Team/Cabin Name:	Start Time	End Time	Day of the week
# Campers:			
Lead Instructor:	List of other Camp Staff:		
Additional Instructors:			
Participants:	Description of Challenge:		
1.			
2.			
3.			
4.			
5.			
6.	Comments on Program/Issues/Near Misses:		
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.	Course Closed <input type="radio"/>	Equipment stored <input type="radio"/>	
16.	Activity Leader's		
17.	Signature:		
Safety Checklist		√	Safety Briefing
Roll Call		1. ID Course Instructor and other staff	
Safety briefing completed		2. Course Rules	
Weather forecast OK		3. Description of Challenge and Outcome Goals	
Course Inspected		4. Anticipated Challenge Level	
Equipment and Ropes Inspected		5. Start time and Duration	
Helmets Inspected and Fit Test OK		6. Sequence of Challenge Tasks	
All participants taught SPLAF		7. Key Information Participants Need to Know	

Cell or Radio Communications Check OK		8. Emergency Plan – Hazards and Risks
Clothing/Jewelry/Sharp Objects check		9. Required Personal Kit and Required Team Kit
Gloves for each participant		10. Meals and Hydration
Hydration/Sunscreen/Hat Check OK		11. Q & A
First Aid Kit OK		

Appendix 5.8 – Sample Swimming Log

Swimming Activity Log



Camp: _____

Date: _____

Team/Cabin Name:	Start Time	End Time	Day of the week
# Swimmers:			

Lead Lifeguard:	List of other Camp Staff:
Additional Lifeguards:	

Participants:	Comments on Program/Issues/Near Misses:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	Waterfront Closed <input type="radio"/> Equipment stored <input type="radio"/>
17.	Lifeguard's Signature:
18.	

Safety Checklist		Safety Briefing
Roll Call	✓	1. ID Lifeguard(s) and other staff 2. Anticipated length of swim

Weather Forecast OK		3. Forecasted weather and wind speed/direction 4. Tide information (if on ocean) 5. Other key information swimmers need to know 6. Swimming rules and whistle signals 7. Ensure Buddies are paired 8. Emergency plan – Hazards and risks 9. Hydration / Sunscreen / Hat Check 10. Q & A
Swim area roped off and flags out		
Spinal Backboard, restraints and straps		
Rescue Tube/cans		
Lifeguard chair/station		
First Aid Kit, blankets		
Cell or Radio Communications Check OK		
Rescue board / kayak		
Mask / fins / snorkel		
Safety Briefing completed		

Appendix 5.9 – Sample Boating Log

Boating Activity Log



Camp: _____

Date: _____

Team/Cabin Name:	Start Time	End Time	Day of the week
# Boaters:			

Qualified Instructor/Operator:	List of other Camp Staff:
Additional Instructors:	

Participants:	Comments on Program/Issues/Near Misses:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

15.		
16.		Equipment stored <input type="checkbox"/>
17.		Instructor's Signature:
18.		
		Safety Briefing
Safety Checklist		√
Roll Call		1. ID Instructor(s)/Operator(s) and other staff
Weather Forecast OK		2. Nature of activity, destination, challenges
Trip Plan submitted		3. Planned route and expected weather and wind
PFDs and Lifejackets inspected		4. Departure point and time
Emergency gear checked		5. Expected duration, stopping points, ETA return
Risk and Hazard Assessment completed		6. Boat order and formation plan
First Aid Kit, blankets		7. Required personal kit
Cell or Radio Communications Check OK		8. Meals and hydration
Rescue boat identified		9. Emergency plan, Rally/RV points
Wet-exit training		10. Communications Plan
Safety Briefing completed		11. Q & A

Notes for Boating Safety Briefing

Indicate that you will take questions at the end of the safety briefing, to minimize interruptions. Remember to give the briefing out of the sun, ensuring that all participants can see you. After the safety briefing, but before entering the boats, ensure that a proper fit test is done for the PFD or lifejacket for each participant.

1. Identification of Trip Leader and the rest of the leadership team members and their roles.
2. Nature of the activity, destination and the expected challenge level of the activity – Make sure everyone is within their comfort zone before you depart, and that everyone has the necessary paddling skills and experience to match the trip challenge level.
3. Planned route and expected weather and wind – Point out the route to the group at the waterfront. If the route is out of line-of-sight, have a map or chart to show the route to the group. If no printed map is available, draw it on paper or in the dirt or sand. Give the weather and wind forecast. Ideally, boat upwind on the outbound leg, and downwind on the return.
4. Departure point and time.
5. Expected duration, stopping points and the ETA for return to the camp or home base.
6. Boat order and formation plan – on out-trips and on day trips away from the camp waterfront, clearly lay out the order of the boats in the boating column or formation, and the camper and staff assignments for each boat. Tell the group where YOU will be (i.e. your boat position in the column or formation) and where the rest of the leadership team will be.

7. Required personal kit – This information is provided before the safety briefing. However, double check that everyone, at a minimum, has their hat, sunglasses, sun screen, insect repellent, personal water bottle and any other necessary personal kit as required for the duration and weather conditions. Remember to ensure that campers and staff have their personal prescribed medications (includes Epi-Pen and Emergency puffer) for the day, in case you are delayed on the trip and miss their next dosage time.
8. Meals and hydration – Usually, the camp will be supplying the food/snacks and the supplemental hydration. If not, tell the group what food/water they need to bring before they come to the safety briefing.
9. Emergency plan and emergency rally/rendezvous (RV) points – Identify anticipated hazards and key challenges and your planned response, including hand signals and what to do if they capsize or get separated from the group or lost.
10. Communications plan – Do a radio/cellphone communications check with the camp staff and the leadership team before you depart.
11. Questions – Give all participants a moment to consider questions to ask.

Appendix 6 – Harassment and Abuse Policies

Your camp's policies should explain and define **Abuse and Harassment**. There are many resources online to assist your Camp in this. Your camp's Abuse and Harassment policies should state that your Camp will not tolerate these behaviors.

Harassment Policy

Your camp's **Harassment Policy** should outline and explain the administrative protocols and means for Camp staff or volunteers to report harassment, and protocols and steps for investigating an allegation of harassment. The policy should also state that, in the case of staff, this may result in an employment suspension and/or dismissal. If a camper is found to be harassing, bullying or abusing others at your Camp, your Policy should indicate that camper will be sent home.

Abuse Policy

Your camp's Abuse Policy should explain that any Abuse by Camp staff will be a basis for immediate suspension and/or dismissal. The policy must also clearly outline the procedural check-list of detailed steps that will be taken at your Camp in the event of a disclosure of Abuse against a camper or staff member, from the moment the disclosure is made to a staff person and the Camp Director is informed, until the final resolution of the matter.

These procedures must also explain the steps taken for a disclosure of Abuse in the camper's or staff person's home/ community location AND the steps taken for a disclosure of Abuse which may happen at your Camp. The policy must also clearly state that it is the legal responsibility of the person to whom the disclosure has been made to report the disclosure to the local police/RCMP and/or the Department of Community Services (DCS) Child Protection.

The policy must also clearly state that, in addition to reporting the allegation of abuse to the RCMP/DCS, your Camp Director will also report the alleged disclosure to their higher authority, such as the camp's Board of Directors and/or the President, if the alleged abuse happened at camp.

Appendix 7 – Risk Management

The camp has written safety rules and Risk Management procedures and practices to minimize risk for all the camp's operations and activity programs.

Risk Manage is a management process for formally assessing and predicting the likelihood of risks / hazards occurring at your Camp and making judgements about the potential consequences that may result to the campers, staff and visitors as well as to the camp property and organization, if those risks / hazards actually happen. Once this likelihood/impact-consequence assessment is completed, the Camp then must develop appropriate operating polices, practices, safety rules, training programs and resources as well as deploy the appropriate equipment to mitigate the impact of those potential risks / hazards in their camp's operations and activity programming.

Camp staff are made aware of these procedures and safety rules, during the camp's training session, prior to the start of the camping season. Campers are made aware of the program safety rules prior to each program activity during the camping session. CANSPEI's *Safety Briefing* tools (for example, [Boating](#)) are the recommend templates for fulfilling this Standard requirement.

For some activities (e.g. Archery or Boating), camps may choose to simply to state that that a particular program area will adhere to and comply with the CANSPEI Accreditation Program Standards. Camps can then include the CANSPEI Accreditation Program Standards for that program in their camp's Policy Manual Appendix.