

# CANSPEI

## Accreditation Documentary Audit CheckList (Revised November 2020)

Camp Name:

Date:

Document Name	Area *	Yes/ OK	Follow up	N/A	Ref.	Comments
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1	Camp's Mission Statement and/or Core Values.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.1	
2	Camp's (or parent Organization's) Provincial or Federal Certificate of Good Standing / Incorporation documents / CRA Annual Filing. (See note)	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.6	
3	Copy of the list of the Organization's current Board of Directors and their contact information.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.4	
4	Organizational Chart or List of Camp's Staff Positions.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.4	
5	Description of the Camp's governance and management oversight of the Camp by both the Board of Directors and the Management Staff of the Camp.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.5	
6	Current Year Certificate of Commercial Liability Insurance Policy.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.14	
7	Provincial Health License for the Kitchen Facilities.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R4.1	
8	Provincial Health License for Swimming Pool Facilities, if required by province.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9	Waterfront Water Quality Test/Assessment Report, if required by province.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10	Camp Annual Budget.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.3	
11	Current Year Certificate of Workers Compensation Insurance, if applicable.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D1.5	
12	Camp's Document Retention Policy and demonstration of compliance.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.12	
13	Refund Policy (if Camp charges fees).	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.2	
14	Privacy / Projection of Private Information Policy and control process.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.9	
15	Sample of First Aid certifications for staff.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.19	
16	Camp Senior First Aid Responder or Nurse or Paramedic Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.19	
17	Lifeguard Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R5.109	
18	Canoe & Kayaking Instructor Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R5.72	
19	Low Ropes / High Ropes Instructor Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R5.60	
20	Sailing and Boating Instructors Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R5.72	
21	Archery Instructor Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R5.19	
22	Food Handling Certificate for Camp Cook.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R4.34	
23	Missing Camper(s) Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.15	

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24	Severe Weather Events / Natural Disasters Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.15	
25	Fire. (both for buildings / tent areas and for forest fires) Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.15	
26	Aquatic Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.15	
27	Severe Injury or Illness Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.15	
28	Intruder / Stranger(s) in Camp Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.15	
29	Communicable Disease Outbreak, including Camp Staff In-Capacity / Immediate Loss of Camp Staff Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.15	
30	Camp Emergency Evacuation Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.15	
31	Dangerous Animal Encounters Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.15	
32	Camp Hiring Policy - see CANSPEI Accreditation Standards for minimum requirements.	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2	
33	Staff (both paid and volunteer) Job Descriptions / Job Offers / Contracts.	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.4/5	
34	Staff Job Performance Policy and Evaluation Form and demonstration of compliance.	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.4/5	
35	Camp Staff Annual Training Plan / Syllabus.	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.16/17	
36	Camp's employee and volunteer reference check policy and reference check form.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.2	
37	Camper Transportation Policy and Procedures (if Camp is doing such) and listing of all Camp drivers and copies of their valid Driver's Licenses, and Proof of Insurance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.7 D1.7-1.9	
38	Demonstration of compliance to CANSPEI camper-to-staff ratios.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.8	
39	Camper Registration Form and Medical Background Information Form.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.11	
40	Camper and Staff Emergency Procedures Consent, Photo Release and other Release(s) and Forms.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.9 D1.1	
41	Camper Sign-In and Sign-Out Policy and Form(s) and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.13	
42	Criminal Record Checks, including Vulnerable Sector Checks for all overnight Staff	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.3	

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43	Written Fire Inspection / Report or certifications within the previous 12 months.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.20	
44	Potable Water Testing Records	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R4.7	
45	Camper to Camper Social / Sexual Relations Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.11	
46	Staff to Staff Social / Sexual Relations Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.11	
47	Staff to Camper Social / Sexual Relations Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.11	
48	Use of Camp's Social Media by Staff and Campers Policy	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.11	
49	Staff to Camper Social Platform Networking / Communications Policy	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.12	
50	Inclusion / Equity / Accessibility Policies.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.9	
51	Abuse and Harassment Policy and Specific Action Steps & Procedures in such an event.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.9	
52	Tobacco, Alcohol and Recreational Drugs Policies	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.4	
53	Staff Manual - needs to meet the basic CANSPEI accreditation standards.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2.18	
54	Release of Campers Policy and Procedures	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.13	
55	Camp Security & Access Policy	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.24	
56	Visitors / Guests at Camp Policy, Procedures & Log	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.24	
57	Serious Incident / Accident Report Form.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1.19	
58	First Aid Log and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R3.11	
59	Camp's Infection Disease Policy Safe Blood Handling Policy & Procedures.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R3.16/17	
60	Camper Medications Dispensing Control Policy and the Medication Administration Record (MAR) Form.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R3.10/11	
61	Camp's Domestic Animals Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R3.5	
62	Camp Menu.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R3.21	
63	Camp Pre Season Inspection, Cleaning & Maintenance Log Form and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R4.5	
64	A Safety Inspection / Facilities Cleaning Check Log Form for each camp session and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R4.5	

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65	Time and Temperature Logs for all individual chilled and frozen cold storage.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R4.35	
66	Camp Sun Safety Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R3.4	
67	WHIMS Policy (if Camp has any of the designated WHIMS controlled or restricted substances on site.)	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R4.1	
68	Camp Activity & Program Goals and Learning Policy	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sect. 5	
69	Camp written formal Daily Program Plan / Schedule.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sect. 5	
70	Swimming Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sect. 5	
71	Low Ropes Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sect. 5	
72	High Ropes Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sect. 5	
73	Horse Back Riding Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sect. 5	
74	Canoe & Kayaking Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sect. 5	
75	Sail/Boating Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sect. 5	
76	Archery Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sect. 5	
77	Biking Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sect. 5	
78	Out-Trips Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sect. 5	
	NOTES & COMMENTS						
2	This would normally be obtained from the NS Registry of Joint Stocks or the PEI Corporate Business Names Registry and/or from the CRA Registered Charity Database annual filing or a letter of good standing from the Camp's oversight organization.	NOTES					
42	These must be current year for new staff and no more than up to 3 years prior for returning staff.	NOTES					
44	Unless the Camp is using a Provincial or Parks Canada campground where this is undertaken and guaranteed by the Province and/or Parks Canada. If a Camp is renting or using the facilities of another CANSPEI Accredited Camp, the	NOTES					

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	renting or using Camp must have copies of that Camp's most recent Potable Water Testing Records.)						
	* <u>OPERATIONS &amp; SAFETY AREAS</u> Administration (ADMIN) Certifications (CERTS) Emergency Plans (EMER) Human Resources (HR) Inclusion, Health & Safety (I, H&S) Program (PROGM)						