



ENSURING THE SAFETY AND WELLBEING OF CAMP MICAH PARTICIPANTS

(Approved by the Camp Micah Board May 9, 2022)

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RATIONALE

Camp Micah is a vibrant, diverse community and we are all responsible for building an inclusive and welcoming space. Anyone attending Camp Micah has the right to the integrity of their personhood, emotional and physical safety and to be free from any kind of harassment or abuse.

This policy summarizes the shared understandings, commitments and practices for ensuring the safety and wellbeing of participants. It defines various forms of abuse, outlines staff responsibilities, and how we will work together to prevent abuse and harassment.

ROLES AT CAMP MICAH

- **PARTICIPANT:** Anyone who is registered for Camp Micah's summer camp program or participates in an event organized by Camp Micah outside its summer program.
- **STAFF or STAFF MEMBER:** Camp Micah has no paid staff, everyone is a volunteer. Staff refers to anyone who has been appointed by a director to plan and deliver the program and includes the founding director, director(s), administration team, camp nurse and home group leaders.
- **HOME GROUPS:** Small groups of 6 to 8 participants who eat meals together and work together throughout the camp for programming purposes.
- **HOME GROUP LEADERS:** Staff members who work directly with participants in home groups and develop and implement Camp Micah programming.
- **ADMINISTRATION TEAM:** A small group of staff appointed by the director(s) who deal with administrative tasks like registration and promotion.
- **DIRECTOR(S):** The person (or 2 persons) who holds the role of director and the responsibility for directing the operations of the camp. At times this may be one person or may be a director model where the role is shared by 2 people.
- **FOUNDING DIRECTOR:** At present (2022) the founding director is involved in many aspects of camp, including coordinating fundraising and supporting the administration team.
- **BOARD MEMBERS:** Camp Micah has a volunteer board of nine members who take legal responsibility for the operation of the camp and seek to ensure its long-term sustainability.
- **RESPONSE TEAM:** A small team of staff that responds to situations of difficulty or crisis that may include, amongst other things, physical injury, emotional distress and workplace safety. The team is made up of one director, one admin support person, the camp nurse and the mental health support person. The director will inform the board chair in a timely manner of any incidents deemed appropriate for the board to know.
- **VISITOR:** Anyone who comes on to camp property who is not a staff or a participant.
- **CEDAR RIDGE STAFF:** Camp Micah camp is hosted by Cedar Ridge Camp. There are a number of people employed by Cedar Ridge Camp who support our program including a director, lifeguards, program staff and kitchen staff.

DEFINITIONS

- **ABUSE** constitutes *Sexual Abuse, Emotional Abuse, Physical Abuse, Physical Neglect and Sexual Harassment*, and includes physical, emotional or sexual harm as defined in the Child, Youth, and Family Services Act 2017, 2017, S.O. 2017, c. 14, Sched. 1, section 136.
- **BULLYING** refers to peer behaviour where a participant exploits a power imbalance to hurt, scare, intimidate or isolate another participant. Bullying may consist of one act or repetitive behavior. Bullying occurs in four main forms: verbal, social, physical and cyber.
- **CHILD** refers to anyone under the age of 18.
- **CHILD IN NEED OF PROTECTION** refers to a child who is or who appears to be suffering from abuse and/or neglect.
- **CHILD PROTECTIVE AGENCY** includes either of a local child welfare and protection agency (a Children's Aid or Native Child and Family Services agency), the Ontario Provincial Police or any other police agency.
- **CHILD SEXUAL ABUSE** occurs when anyone engages in sexual contact, sexual touching or sexualized behaviour with a child. It includes any form of physical contact for a sexual purpose or any other behaviour involving contact, physical or otherwise, which may be considered sexual behaviour directed towards a child. Child sexual abuse does not include non-sexual, affectionate behaviour towards children and excludes normal health and hygiene care.
- **CONSENT** is a true, free and voluntary agreement to an activity, including physical touching or an intimate relationship. Consent must be fully informed and clearly expressed. Consent is specific to the activity in question and can be withdrawn at any time.
- **EMOTIONAL ABUSE** occurs when any person or persons direct derogatory language, threaten, intimidate or seek to isolate another person or persons. Emotional abuse includes any behaviour that causes emotional harm to another.
- **DUTY TO REPORT** is the legal responsibility to report suspected child abuse or neglect of a child under the age of 16, or of a child who is 16 or 17 and under a child protection order.
- **HARASSMENT** is any behaviour which subjects a person to unwanted verbal or physical attention. Harassment may involve one incident or a series of incidents. It may consist of any verbal, emotional, mental, or physical conduct. It includes a wide range of behaviour such as innuendo, lewd comments, demeaning jokes, racial slurs, derogatory language, physical gestures, unwanted touching and threatening conduct.
- **INCIDENT AND ACCIDENT REPORT BOOK** is a paper book at camp and digital folder kept confidential between the director(s). The Incident and Accident Report Book documents all incidents of significance at camp including accidents and disclosures/allegations of abuse and harassment.
- **PHYSICAL ABUSE** is any unwanted touching of or use of physical force against a person, including threats of unwanted touching or physical force. Physical abuse does not include use of reasonable force by staff or director(s) in exigent circumstances to prevent harm.

- **PHYSICAL NEGLECT** is a form of abuse. It is the failure to meet the physical needs of a child in one's care. It constitutes harm or threatened harm to a child's health or welfare by failing to provide adequate food, clothing, shelter, or medical care, or failing to intervene to eliminate a risk when able to do so.
- **RESTORATIVE JUSTICE** is an approach to justice that seeks to repair harm by providing an opportunity for those harmed and those who take responsibility for the harm to communicate about and address their needs in the aftermath of a crime.
- **SEXUAL ABUSE** is any behaviour which subjects a person to unwanted verbal or physical attention of a sexual nature. Sexual abuse may involve one incident or a series of incidents. It may consist of any verbal, emotional, mental, or physical conduct. It includes a wide range of behaviour such as innuendo, lewd comments, sexual jokes, and overt demands for sexual favors. Any sexual interaction between a staff member and participant will be considered sexual abuse.

STAFF GUIDELINES AND RESPONSIBILITIES

Staff Responsibilities

While staff seek to build community with participants, staff are in a position of power. This power is only to be used to support the wellbeing of participants and the community as whole.

Staff responsibilities include:

- Working to build a welcoming, safe and inclusive space.
- Modeling healthy relationships in all interactions with participants and other staff.
- Participating in regular trainings about creating safe environments.
- Being familiar with Camp Micah's policies.
- Reporting any concerns about participants' safety to the director(s).
- Following the Duty to Report.

Duty to Report

Staff have a legal responsibility to protect children and youth from harm. Everyone in Ontario, including members of the public, is required by law to report suspected child abuse or neglect of a child under the age of 16 (*Ontario's Child, Youth and Family Services Act, 2017, please see Appendix A for the legislation itself*).

Any staff member who has reasonable grounds to suspect that a child is, or may be, in need of protection will:

- First make certain that the participant is safe.
- Immediately report this information to a director. The director(s) will guide the staff member to fill out a "Report of Suspected Child Abuse or Neglect" (Appendix C) and submit it. This disclosure is confidential.

- Jointly, with a director, inform the local child protection agency (see Appendix B) of the alleged abuse and follow instructions given by this agency.

The children's aid society will assess the report and determine whether an investigation is needed. All allegations and reporting interventions will be documented by the director(s). If the matter is urgent and a children's aid society cannot be reached, the local police will be called.

Disclosure

In the event that a participant under the age of 16 discloses that they are subject to or are at risk of physical, emotional or sexual harm, the following guidelines should be followed.

- **Validate the participant's experience:** Assure the participant what they are telling you is very important and represents a legitimate problem.
- **Listen openly and calmly:** A participant's disclosure of abuse is likely to be upsetting and may evoke a range of feelings. It is important to stay grounded and to focus upon the participant's needs and experience. Avoid condemning the abuser. In many cases, the abuser is a close family member, relative or a person the participant cares for deeply. If the participant knows you are angry at the abuser, they may hold back from saying what they need to say.
- **Do not investigate.** Try to avoid any questions beyond, "*Is there anything more you would like to tell me?*" The participant will tell you what they want to disclose. Any questions or suggestions on your part could end up hindering an official investigation.
- **Reassure the Participant:** Tell the participant they did the right thing in telling you. The three most important messages for the participant are: "It's not your fault...You are not alone—other children go through this also...There are people who can help you."
- **Do not make promises.** The participant may say, "Please don't tell anyone." However, staff have a legal duty to report.
- **Write down the facts:** As soon as possible after the participant talks to you, write down what the participant said. Document the facts as closely as possible and avoid interpretation or speculation. Make a record of the date, time, place of the participant's disclosure to you, and the name(s) of anyone else present during the conversation. Use the "*Report of Suspected Child Abuse Form*" (Appendix C) as needed. Ensure all records are kept confidential. Give the records to a director immediately. These reports will be placed in the Incident and Accident Report Book by one of the directors which is kept confidential and in a safe place.
- **Inform a director and jointly report it to the local child protection agency immediately (see Duty to Report).**

Risk of Harm to Self or Others

Staff also have a duty to report if a participant is at risk of harming themselves or others. Staff must intervene when:

- a participant poses a risk to themselves or an identifiable person or group of people;
- the risk of harm includes bodily injury, serious psychological harm or death;
- the risk is imminent;
- the participant has a plan, a timeline, the means and the intent to carry out that plan.

A staff member who receives such information will make certain that the participant at risk (and any other participant in the staff member's charge) is safe and accompanied at all times. The staff member will report the situation to a director immediately. The director will convene the Response Team. Together they will consider how to best support the participant and ensure the wellbeing of the camp community as a whole.

Participants at imminent risk of harming themselves or others will be taken to the nearest emergency department. In the event a participant is unwilling or unable to consent to this, a member of the Response Team will call 911. A director will inform the participant's parent, guardian or emergency contact of the situation. The Response Team will monitor the situation and remain involved until the participant is in the care of their parent, guardian or emergency contact.

Situations involving risk of harm to self or other and their interventions will be documented by the director(s) in the Incident and Accident Report Book.

It is recommended that staff receive training in dealing with suicide either through Assist or Safe Talk.

Guidelines for the Prevention of Sexual Abuse, Physical Abuse and Harassment

Camp Micah staff is committed to providing an environment that is free of sexual abuse, physical abuse and harassment. Staff are responsible to maintain appropriate physical and emotional boundaries with participants. As a community we do not condone or tolerate the following:

- Any sexual activity between staff and participants, no matter what their ages.
- Sexual advances of any kind by staff toward participants.
- Infliction of sexually abusive behaviour upon participants including sexual touching, sexual body contact, unwanted body contact, exhibitionism, voyeurism, or involvement of participants in pornographic materials.

Any violation of the above, whether occurring before, during or after camp, will be grounds for immediate termination (if a staff member) or dismissal from the program (if a participant). The Police will be informed in instances where there has been a violation of the *Criminal Code*.

The following are prohibited in addition:

- The infliction of physically abusive behaviour or bodily injury upon participants.
- Any kind of touching with the goal of physically hurting a participant, including slapping or hitting.
- Physical neglect of participants, including failure to provide adequate safety measures, care or supervision.
- Emotional maltreatment of participants or staff, including verbal abuse or verbal attacks.

Any violation of the above shall be considered grounds for immediate dismissal. Violations of the Criminal Code will be reported to the police.

Statement of Guidance for Private Conversations

Staff should be aware that being alone with a participant in a private space is not always safe for the participant. The following are a few guidelines for private conversations between a member of staff and a participant:

- Private conversations with a participant could happen in an area where the two people talking can be seen by other members of the community. For example, a chat by the fire pit or on the dock would be both visible and private.
- A second staff member or even another participant (friend or sibling) could be invited to be present.

It is also recognized that there may be situations where it is necessary and/or appropriate for a staff member and a participant to have a private conversation.

Use of Physical Touch

Touch is to be used in a sensitive, attuned way that fully respects a participant's emotional and physical boundaries with the intention of supporting the well-being of the participant.

Staff should seek the permission of a participant before extending or using touch. For example, if seeking to offer comfort to a distressed participant, a staff member should ask, "Can I give you a hug?"

Addressing Participant Behaviour

Efforts to correct inappropriate participant behaviour are done in a spirit of respect and collaboration as needed to support the well-being of participants and the community as a whole. The following guidelines should be considered during a behavioural intervention:

- If at all possible, corrective interventions should be done in the presence of another staff person.
- In situations where there are serious concerns about a participant's behaviour, staff will consult with and involve the director(s).
- The director(s) may choose to engage the Response Team.

No staff will ever physically discipline or harm a participant. Efforts to correct a participant's behaviour may not include any form of physical or emotional punishment, denial of needs (sleep, food, shelter, clothing), or verbal abuse.

GUIDELINES FOR PARTICIPANT-TO-PARTICIPANT RELATIONS

Participant Rights and Responsibilities

Camp Micah is a vibrant, diverse community and participants are responsible for contributing to the creation of an inclusive and welcoming space. Anyone attending Camp Micah has the responsibility to respect other participants' emotional and physical safety and to create an environment free from any kind of harassment or abuse. All participants are made aware of their responsibilities on the first day of camp.

Bullying

Camp Micah understands that bullying involves a power imbalance between peers. As a community, we will :

- Build awareness and responsibility around the ways that each one of us, staff and participants, hold power.
- Actively encourage allyship, anti-racism and creating safer spaces.
- Teach and learn the difference between bullying and conflict.
- When a staff member witnesses bullying, they will intervene and provide support to the participant who was targeted.
- When bullying occurs, the staff who were made aware of the situation will speak to the director(s).
- The director(s) may choose to convene the Response Team.
- The situation will be dealt with on a case by case basis, considering participant safety and following the principles of restorative justice where possible including de-escalation, redirection, corrective measures and/or mediation.

Sexual Relationships and Consent

Consent is defined as the voluntary willingness to engage in sexual activity without abuse, exploitation of trust, power or authority, coercion or threats. It may be withdrawn at any moment.

Our participants range in age from 14 to 19. Participants have ordinarily finished grade 9 before Camp Micah. Exceptions are made for those who are already 14 on January 1st of the year of camp. As staff we support participants in the development of healthy relationships. Therefore we will:

- Educate participants about consent.
- Avoid shaming participants.
- Discourage sexual contact at camp.

The age of consent in Canada is 16 with the following close-in-age exceptions (from the Department of Justice website <https://www.justice.gc.ca/eng/rp-pr/other-autre/clp/faq.html>):

A 14 or 15-year-old can consent to sexual activity as long as the partner is less than five years older and there is no relationship of trust, authority or dependency or any other exploitation of the young person. This means that if the partner is 5 years or older than the 14 or 15-year-old, any sexual activity is a criminal offence.

There is also a "close in age" exception for 12 and 13-year-olds. A 12 or 13-year-old can consent to sexual activity with a partner as long as the partner is less than two years older and there is no relationship of trust, authority or dependency or any other exploitation of the young person. This means that if the partner is 2 years or older than the 12 or 13-year-old, any sexual activity is a criminal offence.

In the event that a staff member becomes aware of a non-consensual sexual encounter between participants, they will inform the director(s). The director(s) will:

- Engage the Response Team.
- Call the police.
- Report to CAS if necessary.
- Inform the participant's parent(s)/guardian(s) as soon as possible, at the discretion of a director, unless the participant is older than 18 or is sixteen years of age and has withdrawn themselves from the care of their parent(s)/guardian(s).
- Keep confidential records of all action taken.

Drug and Alcohol Use at Camp

Participants agree not to use drugs and/or alcohol at Camp.

CELEBRATING DIVERSITY

Camp Micah is an LGBTQ2S positive space. Staff will support participants in their expression of sexual orientation and gender identity by:

- Using participant pronouns even if they differ from their identity assigned at birth.
- Using participants' chosen names even if different from their legal names.
- Modeling Pride in our sexual orientations and gender identities.
- Supporting participants by connecting them to resources in their home communities.

RESPONSE TO AN ACCUSATION OF ABUSE OR HARASSMENT BY A STAFF MEMBER TO A PARTICIPANT

The following steps are to be taken in the event of a disclosure of abuse or harassment of a participant by a staff member or visitor. These steps are informed by the following principles: protection and safety of the participant and the person alleging abuse; confidentiality; fair process for the person accused; compliance with the laws of Ontario.

- The staff member who receives information about abuse or harassment will make certain that the participant is safe.
- Staff who suspect or receive disclosure of abuse or harassment must report it to a director. The director will guide the staff member to fill out an "Allegation of Sexual Abuse, Physical Abuse or Harassment Form" (Appendix D). This disclosure is confidential.
- If the participant is under the age of 16, the duty to report procedure must be followed (see above).
- A director will take appropriate action against the person accused including dismissal and removing them from camp property.
- If the subject of an allegation is a director, the chair of the board will be notified immediately. The board chair will take appropriate action, including suspension or dismissal, and assume the coordinating role that would otherwise be the responsibility of a director.
- All actions taken in response to an allegation of abuse or harassment will be documented on a report sheet found in Appendix D.
- The report sheets will be kept confidential by the director(s).
- At any time, the director(s) may consult the Response Team for the purpose of informing their response to an allegation. Co-directors are to protect the confidentiality of those involved.
- The parent(s) or guardian(s) of a participant who has experienced harm as a result of bullying, harassment or physical or sexual abuse will be notified as soon as possible, at the discretion of a director, unless the participant is older than 18 or is sixteen years of age and has withdrawn themselves from the care of their parent(s)/guardian(s).
- Camp Micah will seek to ensure that the participant (and the subject of the allegation as appropriate) have access to ongoing support as needed. For example, it may be appropriate to provide the participant with information and updates about the camp's

response to the complaint, or access to counseling services or other resources.

- The director(s) will notify the board chair of all formal allegations of abuse or harassment and will jointly determine whether the insurance company and camp's lawyer need to be informed.
- At an appropriate time after a complaint has been made, the director(s) and the board chair will review the circumstances surrounding the complaint, conduct a review of camp policy in relation and consider what may be learned to protect against similar incidents in the future.
- If the subject of a complaint is suspended or dismissed from camp, the suspension or dismissal remains in effect until a thorough assessment of camp safety is performed, and appropriate reconciliation efforts have been achieved. Any reconciliation process should involve the complainant or the complainant's input, to the extent possible and according to the complainant's wishes. Restorative justice principles will be followed where appropriate.

PARTICIPANT INJURY OR ILLNESS

Participants will be introduced to the camp nurse and mental health support staff member upon their arrival and encouraged to approach them for support and assistance with physical and mental health needs as they may arise.

The following procedures are to be followed in the event of serious participant injury or illness:

- Participants and staff will be informed about Cedar Ridge emergency response protocols upon arrival.
- Staff will act to ensure the safety of the injured or ill participant to the best of their ability, administering first aid and getting help as needed, while also ensuring the safety of any other participants in their charge.
- In crisis situations, the first available staff member should call 911.
- The camp nurse and a director are to be informed immediately. The camp nurse will assess what medical intervention may be needed and the director(s) will coordinate the overall response, convening the Response Team as needed.
- Parents/guardians of injured or ill participants will be notified as soon as possible, at the discretion of the director(s). In all cases involving head injury, the director(s) will contact the parent(s)/guardian(s).
- Participant emergency contact information will be kept on file and readily accessible at Cedar Ridge.
- Staff members involved with responding to an accident, or serious near accident, will complete an accident report (Appendix E) as soon as they are relieved of responsibility for a participant's care. Staff members will document what happened and avoid interpretation. Report sheets will be kept confidential by the director(s).
- All actions taken in response to an accident, injury or serious illness will be documented.
- The director(s) will inform the board chair of all incidents of serious participant injury or

illness. The board chair or designate will inform the insurance company as appropriate.

CREATING A SAFE ENVIRONMENT TOGETHER

The most important way to prevent abuse and harassment is through the continuous building of a culture of caring, kindness, respect, self-reflection and generosity of spirit—in other words, a safe and supportive environment. Staff members are committed to embodying these values in all aspects of our work and relationships.

Screening

New staff members will be required to submit an application form to the director(s) which will include their contact information, a summary of their experience working with youth, a resume and the names of two references that may be contacted. A director will interview all new staff candidates and contact their references.

Staff will be responsible for applying for a vulnerable sector check (VSC) in their own communities. They will be provided with a volunteer letter to reduce costs. Any costs incurred will be reimbursed. VSC will be considered valid for 3 years. A copy of each VSC will be kept by the admin team in a confidential file. The intent of the police check is to identify and exclude any individual with a criminal history of physical and/or sexual harm.

Staff Responsibilities

Staff make a commitment to the following:

- Be familiar with policies
- Take part in training
- Sign policies annually
- Take part in the creation of a code of conduct (annual practice)

Training

Staff take part in regular training on creating a safe and supportive environment for our participants. Trainings include but are not limited to:

- Anti-racism
- Trauma Informed Care
- Accessibility (AODA)
- Duty to Report and handling disclosure
- Supporting LGBTQ2S participants
- Supporting Mental Wellness

Staff orientation will include sessions on healthy relationships and boundaries and a review of the issues dealt with in this policy.

Releasing A Child

No participant will be released into the custody of someone other than their legal guardian unless it has been pre-arranged through a director.

Visitors

The director(s) will be informed about and approve all visitors to Cedar Ridge. The director(s) will ensure that visitors are welcomed, oriented to the property and informed about safety policies and community expectations. Visitors will only interact with participants when accompanied by a staff member.

Policy Review

This policy will be reviewed on an annual basis by the board policy committee.

APPENDIX A

Child, Youth and Family Services Act Child, Youth, and Family Services Act 2018, c. 6, Sched. 3, s. 4.

Duty to report child in need of protection

125 (1) Despite the provisions of any other Act, if a person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect one of the following, the person shall immediately report the suspicion and the information on which it is based to a society:

1. The child has suffered physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,
 - i. failure to adequately care for, provide for, supervise or protect the child, or
 - ii. pattern of neglect in caring for, providing for, supervising or protecting the child.
2. There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,
 - i. failure to adequately care for, provide for, supervise or protect the child, or
 - ii. pattern of neglect in caring for, providing for, supervising or protecting the child.
3. The child has been sexually abused or sexually exploited by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual abuse or sexual exploitation and fails to protect the child.
4. There is a risk that the child is likely to be sexually abused or sexually exploited as described in paragraph 3.
5. The child requires treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or, where the child is incapable of consenting to the treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, the treatment on the child's behalf.
6. The child has suffered emotional harm, demonstrated by serious,
 - i. anxiety, iii. withdrawal
 - ii. depression,
 - iv. self-destructive or aggressive behaviour, or
 - v. delayed development
 and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
7. The child has suffered emotional harm of the kind described in subparagraph 6 i, ii, iii, iv or v and the child's parent or the person having charge of the child does not provide services or

treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the harm.

8. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph 6 i, ii, iii, iv or v resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
9. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph 6 i, ii, iii, iv or v and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, treatment to prevent the harm.
10. The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or where the child is incapable of consenting to the treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.
11. The child's parent has died or is unavailable to exercise custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.
12. The child is younger than 12 and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to treatment.
13. The child is younger than 12 and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately

APPENDIX B**Important Contacts****Family and Children's Service:**

Highland Shores Childrens' Aid
16 Billa St., Suite 104,
P.O. Box 837
Bancroft, ON
K0L 1C0
Telephone: 613-332-2425
After hours: 1-800-267-0570

Insurance Company:

NON-PROFIT DIRECTORS' AND OFFICERS' LIABILITY INSURANCE
BMS Canada Risk Services Ltd.
825 Exhibition Way
Suite 209
Ottawa
ON K1S 5J3

Certificate of Insurance No. VOLC-00016061-008

To report a Directors' and Officers' liability claim contact Great American at 1-800-869-9965 or eldclaims@gaig.com.

Ontario Provincial Police

Emergency: 911

Non-emergency: 1 888 310-1122

APPENDIX C

REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT

Give this form immediately to a director.

Participant's Name: _____ Age: _____ Gender: _____

Parent 1/Guardians Name: _____ Phone: _____

Address: _____

Parent 2/Guardians Name: _____ Phone: _____

Address: _____

Reason for this report (give detailed description of evidence observed):	Dates
_____	_____
_____	_____
_____	_____

If a participant's explanation was sought or offered, fine details, including what was said, where and when.	Dates
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Have you spoken to anyone else about this? (who was spoken to, what was said, when)	Dates
_____	_____
_____	_____
_____	_____

Staff Member: _____ Date: _____

Was Children's Aid Society notified? • YES • NO Society Contacted: _____

Person spoken to: _____ Date: _____ Time: _____ Phone: _____

Other comments: _____

Director's Name: _____ Date: _____

FOLLOW-UP ACTIONS TAKEN FOR REPORTED SUSPICIONS OF CHILD ABUSE OR NEGLECT

Date: _____ Staff: _____

Action Taken: _____

Comments: _____

Date: _____ Staff: _____

Action Taken: _____

Comments: _____

Date: _____ Staff Member: _____

Action Taken: _____

Comments: _____

APPENDIX D

ALLEGATION OF SEXUAL ABUSE, PHYSICAL ABUSE OR HARASSMENT FORM

Give this form immediately to a director.

Participant's Name: _____ Age: _____ Gender: _____

Parent/Guardian's Name: _____ Phone: _____

Address: _____

Parent/Guardian's Name: _____ Phone: _____

Address: _____

Reason for this report (give detailed description of evidence observed):

Dates

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Have you spoken to anyone else about this? (who was spoken to, what was said, when)

Dates

_____	_____
-------	-------

Staff Member: _____ Date: _____

FOLLOW-UP ACTIONS TAKEN IN RESPONSE TO THE ALLEGATION

Date: _____ Staff: _____

Action Taken: _____

Comments: _____

Date: _____ Staff: _____

Action Taken: _____

Comments: _____

Date: _____ Staff Member: _____

Action Taken: _____

Comments: _____

APPENDIX E

ACCIDENT OR INJURY REPORT

Participant's Name: _____ Age: _____ Gender: _____

Parent/Guardian's Name: _____ Phone: _____

Address: _____

Parent/Guardian's Name: _____ Phone: _____

Address: _____

Time of Accident or Injury: _____

Circumstances involved (where it happened, what happened, who was involved, actions taken in response):

ACTIONS TAKEN IN RESPONSE

Date: _____ Staff Member: _____

Action Taken: _____

Comments: _____

Date: _____ Staff Member: _____

Action Taken: _____

Comments: _____

Date: _____ Staff Member: _____

Action Taken: _____

Comments: _____

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