

serioösfunSM
children's network
founded by paul newman



Chennai Staff Manual



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Welcome to Camp Rainbow-Chennai!

From our hearts, THANK YOU and welcome to Camp Rainbow! We are so happy that you have committed to join a caring compassionate group of adults who will strive to do their utmost to celebrate the lives of our campers. Camp Rainbow will allow you an opportunity to recognize and encourage the strengths of a number of children, we well as an opportunity to recognize some of your own personal skills and strengths. Together we will make wonderful friends, make wonderful connections, and make a difference!

In this 5th year of camp, we will host a week of intensive staff training and two weeks of camp sessions, serving 100 campers. This manual is designed to be a resource for you as you work to bring a life-changing experience to the campers at Camp Rainbow-Chennai!

You are about to start a remarkable experience that will have a powerful impact, not only on the campers you will work with, but on yourself as well.

Partner Organizations

The Y.R. Gaitonde Centre for AIDS Research and Education (YRGCARE) and SeriousFun Children's Network (SeriousFun) since 2016 continue their partnership with a goal to bring the magic of camp to children living with HIV in India. This partnership is part of a strong legacy that dates back to 1988, when an actor from the U.S. named Paul Newman decided to build a camp for children who spend more time in hospitals than on playgrounds.

Camp Rainbow is now part of a larger Global Partnership Programs (GPP) in SE Asia, Africa and Latin America and the Caribbean. We are excited that Camp Rainbow-Chennai was the FIRST GPP program in India since 2011 in Chennai, India.

YRGCARE's mission is to respond to the needs of people who are not receiving care, support, education, and/or information about HIV awareness and prevention. The mission of SeriousFun is to create opportunities for children and families to reach beyond illness and discover joy, confidence and a new world of possibilities, always free of charge.

Camp Mission Statement: To create positive life experiences for children with serious illnesses by providing a chance to experience a fun-filled program that promotes healthy well-being and encourages them to build a positive approach towards themselves and others, all free of charge.

Together these organizations provide a psychosocial intervention for children living with HIV through the vehicle of camp.

Your Camp Leadership Team, Medical Team and Support Team (2017)

Camp Director – Satish **Logistics Coordinator – Yugesh**

Activity Leader Coordinator – Berni **Group Leader Coordinator – Fathima and Parthiban**

Entertainment Coordinator – Partha **IPI Coordinator – Rochelle**

Medical Coordinator –Dr Pradeep **Associate Director- Programs, SeriousFun – Mary Silvia**

Doctor(s) **Nurses- Sr Nagomi & Sr Sheeba**

The **core Leadership Team** will be on-site at all times during staff training and all camp sessions

1. What is “Camp”?

Simply put, a “Camp” is a place that provides a series of fun and challenging activities and experiences for participants. First and foremost, this program is about the **children**. They are here to learn about health, peer-related issues, environmental awareness, and most importantly; they are here to GROW. All of the children in the programme are HIV positive, come from disadvantaged and orphaned backgrounds, and building their resilience and confidence is the key. Once they have that, the other aims of the program will follow naturally.

In any camp setting, the most important goal is to create an environment where physical risks are managed appropriately and participants are supported emotionally. These elements are essential for learning.

Camp is much more than a collection of fun activities and a place to learn. **Camp is a place where kids get to make friends and feel unconditional love and support.** It is in this context that children are often able to step outside of their comfort zone. With appropriate support, challenges generally lead to growth. The camp programming philosophy ensures that campers are supported during their time at camp. The camp program is committed to helping children feel comfortable and safe throughout their experience. Camp activities are intentionally developed to be child focused and inclusive, have challenge by choice with attainable opportunities for success. Campers are encouraged to set goals and challenge themselves as they see fit—we call this challenge by choice.

The magic of camp lies with endless smiles, laughter and spirit of the children and staff. It presents itself when children are able to accomplish something they never dreamed possible, when they feel empowered and laugh out loud. We know our programs are successful when an environment is created that evokes our 3 core values of **safety, love and respect.**

2. Core Values of Camp Rainbow

The Camp Rainbow program is firmly committed to creating an environment where each individual can be physically and emotionally SAFE, feel support and LOVE, and always be treated with kindness and RESPECT. These values guide the design and delivery of the program and are actively incorporated into every aspect of camp at every opportunity.

Safety

In any interaction we have with children, it is most critical and fundamental that every child feels safe. This value describes both physical and emotional safety.

Love

Love best describes the connection between participants and caring staff members who are not immediate family members or teachers. A loving environment provides a unique opportunity for staff to become a surrogate parent/friend/mentor for a short period of time and positively influence and care for participants.

Respect

In a respectful program environment, each person feels valued for who he is and is not judged negatively. A program that is committed to respect is a supportive, positive, and healthy social environment where participants can take risks and learn.

3. Staff Training and Preparing to Work at Camp

Even though Camp is all about fun, it is serious work to create a powerful Camp experience for everyone involved. As part of your preparations for Camp you will go through an intensive “staff training.” This training will teach you many skills about working at Camp. Throughout training, we will address the following key areas:

1. **Teamwork:** Programs that transform children’s lives are delivered by competent, compassionate and professionally trained staff. The core of any child-centred program is the staff and their ability to work together, support each other and use their newly acquired skills in unison to make a difference in a child’s life.
2. **Protection:** Any program working with children and youth must first and foremost be “safe”. This includes both the physical and emotional safety of the entire experience for all of the children and adults involved.
3. **Connection:** There is overwhelming research demonstrating that the most important protective factor for children and youth is the presence of a “caring adult relationship” in their lives. Therefore, a critical component of any camp program centres on the positive, genuine and safe relationship that is created between staff and campers.
4. **Education:** It is not enough to create a fun experience for children. The educational opportunities that exist within a camp setting are numerous and it is absolutely essential to be intentional about how to capitalize on this powerful learning medium and help campers develop practical knowledge and skills.

4. Key Roles and Responsibilities at Camp Rainbow

Group Leaders

Group Leaders are very important. You need to be the guardians, the big brothers and sisters, the supporters and the disciplinarians for campers.

You are the ones who:

- ❖ Are responsible for the full time supervision of your colour group of campers from the beginning to the end of Camp
- ❖ Get your campers where they need to be at the right time
- ❖ Sit with your campers at meal time, monitor food intake and general behaviour
- ❖ Monitor individual hygiene, behaviour, social interaction, etc. of campers and report any relevant information/concerns to the Camp Leadership
- ❖ At night, you are responsible for making sure all campers have brushed their teeth, and washed faces, making sure that campers are in bed and lights are out, and at least one group leader should monitor each group of campers to be sure that campers are falling asleep and not moving out of their dorms/rooms to see other campers.
- ❖ Facilitate time with the colour groups: It is important that staff spend time with their campers at the beginning of the day and the end of the day in order to:
 - Help campers reflect on their day
 - Help campers uncover their strengths and interests at Camp
 - Discuss and alleviate any fears about the Camp experience
 - Bring the energy levels down or up depending on the time of the day
 - Assure them there is a caring adult close by
 - Build trust and friendship

- ❖ Maintain an informal assessment of the camp program
- ❖ Appropriately and sensitively handle any potential behaviour challenges that may occur within the group
- ❖ Participate in, assist and support the Activity Leaders in activities they are facilitating for the Camp

Activity Leaders

Activity Leaders will plan, organize and lead all of the activities for Camp – including welcome activities, morning and afternoon activity rotations, all camp games, evening programs, and meal leading. Activity Leaders will also be assigned to a colour group of campers and offer support for the Group Leaders when they are not leading activities.

You are the ones who:

- ❖ Are responsible for designing and facilitating camp activities, including Arts and Crafts, Pool, Nature/Discovery, Performing Arts, Life Skills, and much more.
- ❖ Create activity plans and are always prepared in advance of the activity start time
- ❖ Document all of the activities that you lead with activity outlines to help create resources for the next camps
- ❖ Explain all the safety rules to the campers before playing any activity, and make sure that the campers and staff understand what you have planned.
- ❖ Debrief each activity with campers so that they build life skills.

Medical Team

From before you arrive to the moment you leave, the medical team will help to take care of all of the medical needs of the staff and campers at Camp Rainbow. The medical team will staff the onsite clinic at Camp Rainbow and will be charged with health maintenance of our campers and staff as well as response to any acute incidents.

You are the ones who:

- ❖ Screen campers and staff for camp appropriateness
- ❖ Responsible for maintaining a facility that can take care of the basic medical needs of campers and staff
- ❖ Be the point people for any medical questions.
- ❖ Distribute Medications to campers and staff and ensure that medications are returned home with campers
- ❖ Assess and treat any acute medical concerns
- ❖ Triage and coordinate transfer in any medical emergency.
- ❖ Document medical incidents, clinic visits and medicine distribution

The Leadership Team will run the Camp Rainbow program. They will be at Camp every day to handle all of the operations and logistics of running Camp as well as help make sure that Camp runs smoothly and safely, that staff are supported and motivated, and that the Camp has everything it needs to run effectively.

The Leadership Team will:

- ❖ Ensure the Camp program starts and ends on time
- ❖ Provide feedback to the staff on performance
- ❖ Intervene with challenging camper situations
- ❖ Coordinate the participation of other staff in Camp Opening, Camp Closing and other all Camp activities
- ❖ Ensure that Activity Leaders and Group Leaders are enforcing the Camp rules

- ❖ Ensure that Activity Leaders are prepared for their activities
- ❖ Work on Camp finances, budgeting, etc.
- ❖ Coordinate the transportation logistics for campers and field trips
- ❖ Handle any concerns or questions about the facilities, Camp materials or site
- ❖ Help make sure that we have food each day and that Camp facilities are safe
- ❖ Ensure that the day-to-day operations of Camp run smoothly

Staff Feedback and Evaluation

The LT encourages the staff to provide feedback; either verbal or written to the LT that can help better serve campers, support staff and improve the camp program.

a) Evaluations

- a. Group Leader Coordinator (GLC) and Activity Leader Coordinator (ALC) have at least one formal check-in with each of their staff during each camp session. During Camp session2. staff complete a self-assessment form to bring to their check-in after session1.
- b. Group Leader Coordinator and Activity Coordinator complete formal written evaluations for each of their staff by the end of the last camp session. During the staff members' check-in time in the last camp session, this evaluation is reviewed together by the Coordinator and staff member.
- c. The Leadership Team reviews all staff evaluations briefly during the final debrief session, and thoroughly before the next year's Staff Recruitment.
- d. These evaluations form the base for providing certificates and letter of recommendations for our staff as and when required and needs to be well stored.

b) Feedback

- a. Staff are encouraged to communicate any questions, concerns, or thoughts to the Leadership Team throughout camp sessions.
- b. Staff and Leadership Team debrief at the end of each camp session after camper departure, communicating any issues, questions, comments, or ideas from the session.
- c. The Leadership Team discusses the staff feedback and makes suitable revisions to camp programming and records lessons learned for use next year.

Medical Team Evaluation and Feedback

- a. During the assigned time off, the Medical Staff has verbal check-ins with the Medical Coordinator and/or Camp Director throughout each camp session (egs. what things went well/didn't go well, challenges and how issues can be changed over the course of the day, session or season).
- b. The Camp Director/Medical Director completes a Medical Staff Evaluation to share with the Medical Staff at the end of each camp session and the final camp season. It is recommended that the medical team does this for each other as well; allowing provisions for setting standards and expectations in each role and responsibilities.
- c. The Leadership Team, along with the Medical Coordinator, reviews all Medical Staff Evaluations briefly during the final debrief session, and thoroughly before the following year's medical team recruitment.

b) Feedback

- a. Medical Staff and Leadership Team debrief at the end of each camp session, communicate issues, questions, comments, or ideas from camp session.

- b. The Leadership Team reviews all Medical Staff feedback and suggestions during the final debrief session.
- c. It is recommended/encouraged that the Medical Team reviews medical error forms, follow up forms and incident/accident forms on a daily basis with each other and provides the LT a brief report on the same during LT evening meets.
- d. Medical Staff are encouraged to communicate any questions, concerns, or thoughts to the Leadership Team throughout camp sessions.

It is highly recommended that the on-call medical specialist and camp medical overseer review medical issues and feedback on a daily basis and makes suggestions and recommendations for enhancing the medical clinic either immediately, for the next session or following season.

5. Camp Rainbow Guiding Rules

In order to make Camp safe, there are 3 Camp Rules that all campers and staff must work and live by. The following are the 3 main Camp Rules that apply to both campers and staff:

1. **NO UNSUPERVISED ACTIVITY** – always be with an adult or be sure that they know where you are
2. **NO PHYSICAL VIOLENCE**
3. **NO PUT DOWNS** or comments that make people feel bad about themselves

In addition to these rules, each family group has the opportunity to create a GROUP CONTRACT at the beginning of each session. During the first day of the session, the group will be allotted a time period to establish and commit to their own group contract. This allows campers to be invested in the rules they create for their camp community. It is an opportunity for staff to ask campers questions such as:

- ❖ What do you want the rules to be within our group?
- ❖ How can we be sure that everyone sticks to these rules?
- ❖ What should we do if someone decides to break these rules?

Once a list of group rules has been established, written down, and the entire family group has agreed upon them, each group member needs to sign the contract. The contract can then be posted in an area that can be seen and reflected upon throughout the session to remind campers of the rules and guidelines they committed to.

6. Policies and Procedures for Staff

The list below represents the policies and procedures of Camp Rainbow. These are the standards by which all staff, by signing their employment contract, agree to conduct themselves while working and living at Camp Rainbow. Please carefully read these rules and regulations and fully familiarize yourself with them.

**YOU WILL BE HELD ACCOUNTABLE FOR CONDUCTING YOURSELF
ACCORDING TO THESE POLICIES:**

CAMPER INTERACTION SECTION:

Abuse: Abuse of campers/staff is strictly forbidden. Disregard of this policy will constitute grounds for immediate dismissal and will be reported to local authorities. **Any staff member observing the behaviour of another person, which is considered abusive to others, must report this to Camp Leadership.**

Child/Staff Abuse and Disclosure: Disclosure of any child/staff abuse (sexual, physical, or neglect) or suicidal thoughts must be reported immediately to the camp leadership.

Camper Interaction: For the protection of all campers, staff, volunteers and visitors, the camp prohibits any isolated one-to-one interaction between an adult and a child inside any closed room, vehicle, bathroom, showering stall or any area that could be considered private. Any inappropriate physical contact or touching between staff and campers is strictly prohibited.

Camper Interaction After Camp:

Staff/campers are not allowed to share their **personal communication details including** phone numbers, **email ids, social media id between staff and campers**. This is to protect both the campers and staff. Some discussions may arise outside of camp that may be extremely difficult to deal with without proper support. If campers would like to make contact with camp staff, they may contact the Camp Director. If campers ask staff for their personal contact details, staff should give them the number of the Camp Director (*please review the list of phone contacts available in your ID Card pouch*).

Confidentiality: The staff at camp has been entrusted with very private and personal information about their campers in order to provide optimum individualized care. This information is not to be shared with others who are not intimately involved in the care of that child. This information is never to be shared with other campers, parents or visitors. When discussing specific campers with other staff, use discretion to assure information is kept confidential. Unless necessary, the name of the camper need not be used when seeking advice from another staff member or relating a special memory. Names, photos, videos should not be shared with anyone outside camp as it could compromise the confidentiality policy. Any breach in confidentiality will result in immediate disciplinary action.

Camper Supervision: As a Group Leader or Activity leader you are primarily responsible for the care and supervision of all campers assigned to you. You share responsibility for all other campers, including during sleep times where you are must maintain close proximity to be alerted of any camper concerns or issues. Campers should never be left unsupervised, and staff are expected to make frequent **head and nose counts**.

Rule of 3! At camp, there are will be at least three persons in each group every time , when they move from an activity to other activity or even they go to see camp doctor or rest room. The rule of three refers to a minimum of one adult with two children or two adults with one child.

For the safety of campers and staff while camp is in session, Camp Rainbow maintains the **Rule of 3** at all times, ensuring no one adult is alone with a child. An adult must be within eyesight and earshot of another adult at all times.

TIMING AT CAMP SECTION:

Accidents: Staff members must file Incident/Accident forms within 24 hours after any incident or accident.

Attendance and Punctuality: Tardiness is not acceptable and will not be tolerated. If there is a circumstance that causes you to be late, you are expected to inform the Camp Leadership. Staff are also expected to arrive, with their team, to all activities. When we are late for an activity the campers miss out on their Camp time. We want every moment at Camp to count, please do not be late!

Time Off: Staff will have scheduled minimum 2-hours time off blocks through each camp session to utilize time for self-care. Staff must stay on site during their assigned time off. Time off assignments will be made to ensure that only one staff from a team will be off at a time.

Whereabouts: The whereabouts of camp staff must always be known. In the case of an emergency, it is essential that we are able to account for all campers and staff. Staff are prohibited from leaving camp grounds at any time, except in case of emergency and must notify the camp leadership.

SELF CARE AT CAMP AND SEEKING SUPPORT:

One of the most common mistakes we as staff members make at camp is not taking care of ourselves. Yes, camp is about the campers and we want to make sure they have a good time, but, if we're overtired or sick we won't be as creative, attentive, funny, or encouraging to the campers. Please take care of yourself and keep these few things in mind:

- Get enough sleep
- Use your time off to recuperate
- Find personal comfort (call a friend, write in your journal, eat your favorite food)
- Let your mind go (read a book, watch a movie, let your mind drift wherever it wants to)
- Go for a walk (*within the boundaries of the camp site*)
- Treat yourself to something nice
- If you're feeling rundown, take care of yourself. Getting sick and being contagious can be a risk to the success of camp. Don't be afraid to state that you are sick.
- Give yourself the same amount of care as you give your campers
- Eat healthy
- Stay hydrated
- Wear sunscreen (*if necessary*)
- Encourage your peers to take care of themselves

Seeking Support: If you need extra down time let your immediate supervisor know. The Leadership Team is here to provide you support!

****Healthy staff improves the quality of care for our CAMPERS****

PERSONAL POSSESSIONS SECTION:

Mobile Phone Use: Staff members are not permitted to have their mobile phones on during any part of the camp program. The phone must be OFF (Vibrate or mute is not considered "off"). Mobile phone use is only permitted at designated times and locations and always away from campers. In the case of any emergencies, please inform your family to call a member of the Camp Leadership Team.

Music Players and Earphones: Staff members are prohibited from using personal music players (cell phones, mp3 players, iPods, etc.) in front of campers. Personal music players can be used on staff time off, and Camp Rainbow is not responsible for any loss or damage of such devices.

Theft: Theft of any kind is forbidden and is grounds for dismissal from camp.

Personal Property: Any personal property brought to Camp is the responsibility of its owner. Neither weapons nor any item that could inflict injury should be brought to camp.

Medication: All staff medications must be turned over to the medical staff upon your arrival and they will dispense according to your instructions. (This policy is for camper safety.)

STAFF BEHAVIOR SECTION:

Behaviour: Under no circumstances should intimidation (verbal or otherwise) be used to modify behaviour. Tone of voice or physical presence that exhibits anger or lack of patience is unacceptable.

Curfew: All staff members must be well rested and energetic so they can care for our campers to the best of their abilities. LIGHTS OUT for camp staff is strictly 10:30 pm. Demonstration of recurring exhaustion due to sleep deprivation will be addressed by a member of the leadership team. Staff are prohibited from leaving camp grounds at any time, except in case of emergency.

Money: Staff members are prohibited from accepting any money from parent/guardians or relatives of campers.

Relationships: Personal relationships should not interfere with professional responsibilities.

Sexual Harassment: It is against policy for any individual, male or female, to sexually harass another individual. **Staff who report of sexual harassment are to immediately contact the Camp Director. Any individual who is found to sexually harass or abuse another will be immediately terminated.**

SUBSTANCES SECTION:

Alcohol: Alcoholic beverages are not permitted on Camp. It should be clearly understood that any staff member who is on Camp property and found to be under the influence/in possession of alcohol will be immediately dismissed from all duties, and escorted off Camp. No staff that misuses alcohol shall remain on staff or be recruited in the future.

Drugs: The use of illegal drugs while in the employment of Camp will mean immediate dismissal.

Smoking: There is no smoking or use of tobacco products on Camp grounds. Staff members and their clothing should never smell like tobacco products while at camp.

Possession of these products is prohibited within Camp grounds and warrants immediate dismissal.

AROUND CAMP SECTION:

Photographs: Staff may not take photographs during camp. All photographs during camp will be taken by the camp leadership. Staff are prohibited from sharing photos from camp online including social networking sites such as Facebook.

Visitors: Family and friends of camp staff are asked not to visit camp. There may be special visitors invited to camp (supporters, photographers, organization representatives). These visitors will be checked in and escorted around camp. If at any time a stranger is seen walking around camp, s/he should be reported to camp leadership staff immediately.

Hygiene: Staff will assume responsibility for general hygiene of themselves and campers. This includes hand washing after using the bathroom and before handling of food and showering. It is the responsibility of the staff to make sure that their area of camp is kept clean and in order. It is important that equipment and personal property be orderly. Campers should be active participants in this activity.

Cough Etiquette

During Staff Training, staff members are informed of proper cough etiquette: covering their mouth and coughing into their elbow. The staff is responsible for role modelling this etiquette for campers and encouraging healthy habits when possible.

Dress Code: Staff and campers are expected to dress appropriately at camp. We call this "Camp appropriate." Items of clothing that are not acceptable include: short skirts/mini-skirts, very tight fitting shirts, short shorts, any apparel that promotes alcohol, sex, violence or anything that would be inappropriate for a child to see regardless of language. The Camp Leadership reserves the right to define and redefine "Camp appropriate" during the program. Staff and campers (including visitors) must wear their name tags at all times while on the Camp premises.

Pool/Beach: Requirements for staff working at the swimming pool/beach (if available)

At Camp, the swimming pool/beach can only be used when under supervision of trained staff. During Staff Training, staff will learn swimming pool/beach rules, procedures and emergency medical procedures at the swimming pool/beach. Additionally, activity leaders will be trained to facilitate and assist at this activity. Trained staff should be able to, at the minimum, demonstrate a strong ability to swim and implement swimming safety and emergency procedures.

Violation of Camp Policies and Procedures

If staff violate any of the rules at camp or their performance is not satisfactory, disciplinary action will be undertaken to correct and curtail any further occurrence.

1. **Progressive discipline will occur as follows:** Verbal warning, and if no positive progress is made or if the violation happens again, termination.
2. **Gross misconduct** is employee behaviour that warrants immediate termination without following the steps of progressive discipline. Examples are: violent behaviour, abuse, neglect, theft, exploitation of campers, committing crime while at work, using drugs or alcohol at work, extreme insubordination, gross neglect of duties, sexual harassment, or putting a camper in danger. The Camp Leadership Team has the right to define what constitutes Gross misconduct.

These Camp policies will be reviewed during the Camp staff training. Please review all of them in detail and ask any clarifying questions you may have.

7. Safety, Emergency and Crisis Procedures

All staff share responsibility for the well-being of camp and the campers, particularly in emergency and crisis situations. For this reason it is vital that the children are supervised at all times and that staff always know the whereabouts of all of their campers. Frequent head counts and nose counts are expected in accomplishing this.

During training it is expected that staff acquaint themselves with the geography of camp and become familiar with each building area, its layout, its accesses, and its function within the camp. All staff are required to report dangers that might lead to hazardous situations.

An **emergency** is defined as unexpected situation that requires immediate attention and impacts the well being of an individual or group of individuals.

A **crisis** is a time of intense difficulty with large scale impact that challenges continuation of camp.

FIRE DRILLS AND EMERGENCY ASSEMBLY PROCEDURE

If you discover a fire:

- Quickly and calmly clear all campers and staff from the area and proceed to the emergency assembly area
- Send someone to notify a member of the Leadership Team

Fire Alarm Sound:

- The Leadership Team member who is made aware of the fire will SOUND THE ALARM eg. Trrrr-Trrrr-Trrrr-Trrrr
- Upon hearing the ALARM staff will quickly and calmly remove the children from the area and meet at the emergency assembly point.
- Choose one staff member to search the area to ensure that it is clear of all campers and staff
- Once at the emergency assembly point campers will line up according to their colour groups with staff spreading throughout and behind the group
- Staff will complete a headcount and nose count ensuring they have all of the correct campers assigned to their group
- A Leadership Team member will use the *ON-SITE LIST* to complete a roll call
- Any missing persons must be reported immediately to the Camp Director or a member of the Leadership Team.

Fire in living quarters at night:

- Staff will calmly and quickly escort all campers out of the sleeping quarters and to the emergency assembly point.
- Immediately send one staff to notify a Leadership Team member

MISSING PERSONS PROCEDURE

- If a camper is unaccounted for, immediately check the area to see if the person is present. Has another staff member given permission for them to leave the area? Are they with a medical staff member? This should only take a few minutes.
- If camper is not located: the staff member who noticed the missing camper should immediately inform a leadership team member
- Staff member shall report description of the missing camper: **name, height, hair, clothes, where last seen, with whom.**
- The Leadership Team member who is made aware of the missing camper will **SOUND THE ALARM**
- Upon hearing the **ALARM** staff will quickly and calmly remove the children from the area and meet at the emergency assembly point.
- Choose one staff member to search the area to ensure that it is clear of all campers and staff
- Once at the emergency assembly point the leadership team member who sounded the ALARM will make a public announcement:

“Your attention please – Our RED ROSE is missing. Can the LEADERSHIP TEAM and _____ COLOUR GROUP LEADERS please meet to discuss this”

- This is the signal for the SEARCH TEAM (Leadership Team and any relevant Colour Group Leaders assigned to the missing campers group) to meet and discuss the description of the missing camper.
- Once the description is given the SEARCH TEAM will start searching for the missing camper at the location where the camper was last seen working their way to the boundaries of the site.
- Simultaneously, two leadership team members will remain at the emergency assembly point with the rest of the staff and campers.
- Staff will complete a headcount and nose count ensuring they have all of the correct campers assigned to their group.
- One of the leadership team members will use the ON-SITE LIST to complete a roll call.
- Any other missing persons must be reported immediately to the Camp Director or another member of the leadership team.
- Once the roll call is complete the leadership team members and Activity Leaders will facilitate downtime games while the SEARCH TEAM continues to look for the missing camper.
- Once the camper has been found the leadership team will notify the groups to resume the normal camp schedule.
- If the camper has not been found, local authorities and caregivers will be informed immediately.

Missing person discovered in the living quarters at night:

- Staff who reported the missing person will inform the Camp Director or leadership team member on duty either in person or by telephone.
- The Camp Director will then call all members of the leadership team to meet at the dorm room of the missing camper for a description of the individual.
- All other campers and staff will remain in their dorms sleeping.
- The Leadership Team and staff who reported the missing person will start searching for the individual starting from the point the child was last seen working their way to the boundaries of the site.
- If the camper has not been found, local authorities and caregivers will be informed immediately.

Note: the Emergency ALARM and On-site List are located at the Medical Center of the dorm building.

SUSPICIOUS PERSON/INTRUDER ON SITE

- Due to the nature and location of our program site, there will frequently be individuals onsite that are not participants in our camp program.
- Always be aware of your surroundings and the interactions that strangers are having with the program, especially the campers themselves. Staff should minimize strangers’ interactions with campers as much as possible.
- If a staff member spots a suspicious looking person on site they should ensure that the area is safe. If safe, gather all campers and leave the area. Notify a Leadership Team member as soon as possible
- The Leadership Team will decide the appropriate response and will communicate the need to move to safety as needed.

INCLEMENT WEATHER PROCEDURE

- In the case of a severe weather system (eg. cyclone, tsunami), all camp activities will be moved indoors to spaces that are fully protected from the elements. All activities including meals will remain indoors until it is deemed safe to return to outdoor areas.
- At the first sign of lightning, all outside activities will be suspended and all outdoor groups will move inside to dining hall.

- Anyone who spots lightning must report it to the leadership team immediately.
- The leadership team will determine when it is safe to go outside.
- If a group is inside another building while it is raining/lightening they will stay there until a leadership member instructs them to move.

POWER OUTAGE PROCEDURE

- Staff will report a power outage to a leadership team member as soon as it is discovered. Flashlights will be provided in each team's camper box.
- The Leadership Team will communicate a plan as soon as possible

WATER FAILURE PROCEDURE

- Staff will report no water to a leadership team member as soon as it is discovered.
- The Leadership Team will communicate a plan for hand washing and showers as soon as possible

DANGEROUS ANIMALS and SUBSTANCES ON SITE

- Campers' safety is paramount and they must be supervised at all times.
- Children should be encouraged to stay on the walking paths or assigned areas at all times and should be refrained from touching, petting and/or feeding stray or local dogs, other animals and birds or touching other unknown plants/objects/substances.
- If you see an animal behaving strangely or inside a building or cabin, report it to the Leadership Team immediately.
- First Aid for Animal Bites and allergic reactions to plants or other noxious substances
 - Be alert for complaints of redness or itching or swelling on the skin.
 - Contact the Medical Team or move the person immediately to the medical center.
 - Contact the appropriate hospital in case of poisonous or rabid animal bite for appropriate medical treatment.
 - An incident report will need to be completed within 24 hours.

CAMP EVACUATION PLAN

Emergency evacuation is the immediate and urgent movement of campers and staff away from the threat or actual occurrence of a hazard. Examples of a camp-wide Camp Rainbow evacuation include: large scale fire to site, site management decides to close their facility, death on camp, potential risk of wide-spread infection, and political disruption.

Because campers are travelling to Camp Rainbow from upwards of 500 kilometers away, in cases of unpredictable natural disasters the leadership team will decide if it is possible to evacuate the site in time for all campers and staff to reach home safely, otherwise a decision will be made to remain at the campsite until it is deemed safe to travel.

Crisis Response Plan

Daytime Procedures:

- If the Leadership Team deems it necessary to evacuate the campsite, the Camp Director will SOUND THE ALARM
- Upon hearing the ALARM staff will quickly and calmly remove the children from the area and meet at the emergency assembly point.
- Choose one staff member to search the area to ensure that it is clear of all campers and staff

- Once at the emergency assembly point campers will line up according to their colour groups with staff spreading throughout and behind the group
- Staff will complete a headcount and nose count ensuring they have all of the correct campers assigned to their group
- All staff with emergency equipment like first aid kits, etc should bring them to the assembly area.
- Announce to all staff and campers the anticipated evacuation plan, including the reason for the evacuation, the method of transportation, and the timeline.

Nighttime Procedures:

1. If the Leadership Team deems it necessary to evacuate the campsite at night, the Leadership Team will SOUND THE ALARM and inform all individuals to meet in front of the dorm building.
2. One LT member should inform those staying away from the dorm building to come immediately to the dorm building.
3. A Leadership Team member will obtain the ON SITE LIST.
4. All staff with emergency equipment like first aid kits, torches, mobiles, etc should bring them to the front of the dorm building.

ON CAMP MEDICAL EMERGENCY PROCEDURE

In the rare event of a medical emergency occurring on Camp, we as a staff will follow the below procedure to ensure a swift and thorough response.

Medical Emergency

- Loss of consciousness
 - Seizure
 - Stroke
 - Broken limb
 - Excessive bleeding (that requires more than basic first aid)
- If a camper goes down for any of the above reasons it is important to NOT move the camper. The closest staff member to the child will assume the role of First Responder.
 - The First Responder will stay with the child and send one staff member to first get a MEMBER OF The Medical Team (and second, to notify a member of the Leadership Team).
 - The First Responder will ask an available staff member to take the campers away from the scene of the incident. This staff member will take the campers to an area removed from the scene and work to distract the campers (i.e. song, dance, game, etc.).
 - Once notified the Leadership Team member will notify the other members of the Leadership Team via phone and immediately prepare the camp vehicle for transport to the hospital. The vehicle will be driven as close to the child in need as possible.
 - As soon as the Medical Team member arrives on the scene he or she will assess the situation and decide on the appropriate course of action (i.e. transport the child to hospital or provide care on site).
 - If deemed necessary by the Medical Team, the first responder, a Leadership Team member, and member of the Medical Team will safely move the child into the transport vehicle.
 - The first responder and the Medical Team member will accompany the child to the hospital

A post emergency report will be completed within 24 hours of the incident occurring.

The Leadership Team will refer to the 'Communication Plan' (*see Program Policies and Procedures Manual*) to notify the child's caregivers, physician, camp director and partner organisation, as needed.

POOL/BEACH SAFETY AND EMERGENCY PROCEDURES

For pool/beach safety, the assigned AL(s) need to work with the LC and Medical Team to ensure pool/beach safety and cleanliness

Pool Procedures (adapted for beach)

1. Each Activity Group will have at least one activity block at the pool.
2. GLC to ensure that no GL has a time off when his/her AG has a scheduled pool activity.
3. Group Leaders to ensure that campers are ready with swimming/change of clothes during the previous breaks and collect any downtime games required for those unable to enter the pool/sea.
4. Every child should have a comfortable swim suit/swimming attire, towel/shawl and sandals/flip flops. Those requiring shower caps will be given these along with cotton balls for ears.
5. Group Leaders should have downtime games prepared (UNO, cards) to bring to the pool/beach
6. **Every camper must use the toilet before leaving the dorm for the pool/beach!**
7. Staff must enter the pool/sea area first (line up with staff mixed in with campers)
8. Group will be welcomed by the pool/beach Activity Leader
9. Staff collect ID cards of campers entering the pool and place them along with the campers clothes/towels (for beach: this is not done)
10. Staff assist campers in putting on and securing their arm floatation devices
11. Prior to getting in the water all participants must shower/rinse off using the showers at the pool area and apply sunscreen if required.
12. At the end of each pool/beach session, the AL will announce (ring a bell) that it is time to get out of the water, campers will evacuate pool/sea and remove the arm floatation devices
13. Everyone must shower/rinse again prior to joining the next session

Pool/Beach Activity Leader Responsibilities:

Pool/Beach staff arrive to pool area atleast 15 minutes before the activity starts in order to prepare

- a. Pool staff collect arm floatation devices from Activity Leader storage area
- b. Floatation device safety check: make sure there are no air leaks in the arm floats. If so, discard.
- c. Pool/Beach area safety check: Check area for stones, glass, objects in pool and to ensure area is clean and deeper water levels are roped off
- d. Collect the emergency bell and ensure that it is easily accessible at the pool/beach
- e. Be ready to welcome the campers😊

Rules: (Must be modeled by the pool/beach staff and camp staff)

1. On the first day at the swimming pool/beach, the Activity Leaders introduce the pool rules to campers and remind them of the same during the next pool/beach visits
2. No running. No diving
3. Staff must always enter the pool/beach before the campers/Campers cannot enter pool/sea until they are invited into the pool/sea assisted by the GLs safely down steps
4. Staff-camper ratio:
 - For 10 campers, there must be at least 3 staff in the pool/sea and at least 1 staff observing
 - Staff to camper ratio for campers who are comfortable in the pool must be 1 to 3
 - Staff to camper ratio for campers who are not comfortable in the pool must be 1 to 1
5. The Pool/Beach Activity Leader must have the emergency pool bell nearby.

Precautions: The usable pool/sea area is only about 1m deep while the deeper end of the pool/beach is roped off to prevent campers and staff from swimming in this area. In case of an emergency, two life guards are available during our time slots. *(please work with camp site for the same)*

Emergency Pool/Beach Procedures

1. In case of emergency, the Activity Leaders will ring the bell/horn and everyone will immediately evacuate the pool/beach area

2. Ringing the bell/sounding the horn is also an indication for the Medical Team to immediately come to the pool/beach area. At the pool/beach, a LT member will call for the rest of the MT.
3. If this is a medical emergency follow the steps below:
 - Staff will move campers to the grass/sand and engage/distract campers until receiving further notice from the Leadership Team
 - Medical point person / Camp Doctor will assess the situation and determine if the emergency vehicle is needed
 - If the emergency vehicle is needed, the Camp Director will be notified (*by phone if applicable*)
 - Medical point person and one Group Leader will escort the camper to the nearest hospital
4. If a camper has been identified as missing at the pool/beach, the Missing Persons procedure will be followed.

8. Incident/Accident Report Form

Date of Incident/Accident: _____ Time of Incident/Accident: _____

Camper(s) involved:

Staff Involved:

Location:

Please describe the incident or accident and be as specific as possible.

Events leading up to incident or accident:

Incident/Accident:

Action Taken/Care Given/Resolution:

Was a guardian/hospital contacted: **YES** **NO** (circle one)

By Whom: _____

Person Contacted: _____ Phone Number: _____

Person completing the report: _____ Date: _____

Reviewed by Camp Director: _____ Date: _____

9. Medical Policies and Procedures

GENERAL SAFETY RULES

- Campers are to be supervised at all times.
- Staff are expected to make regular head counts and know where their campers are at all times.
- Shoes/Slippers must be worn at all times.
- Illness or serious injury must be reported immediately.
- Standing on benches, tables and chairs is prohibited.
- All medication accessible to campers must be stored in the medical center. All staff living in the dorms must turn over their medications to the medical center for storage and distribution while camp is in session. Camper medication will be checked upon arrival.

FIRST AID PROCEDURES

- First aid kits are located at the medical centre and at all indoor activity areas and dorms.
- Each colour group will also have a first aid kit in their carry bag especially for outdoor activities. Staff is responsible for knowing where the first aid kits are located.
- Staff is responsible for informing the Medical Team when these kits need to be replenished.
- Staff may attend to basic first aid incidents (cuts and scrapes, etc.).

ROUTINE MEDICAL CARE NEEDS

- The Medical Center and team is available at all times; the medical team will either be available at the medical room or within the camp area and can be reached over the phone in case of urgency/emergency. **Staff are restricted from entry into the medical room for non-medical reasons.**
- At Camp Rainbow, the availability of the medical team for non-/emergent adult issues are restrictive to certain times in the day and will be announced during the medical session. Adults visiting the medical center during camp session are required to inform their support teams of their whereabouts and ensure that the Rule of 3 is maintained.

Staff are requested to adhere to this requirement to ensure adequate medical support during camp session.

- Staff may bring their campers to the medical center for:
 - Ear ache, sore throat, tummy ache, rash, etc.
- Proceed to the medical center immediately if you don't think it is in the best interest of the camper to wait. Examples:
 - Bleeding injury
 - Nausea/ vomiting/ diarrhea
 - Fever
 - Your intuition tells you the camper needs to be evaluated by the medical staff.
Don't be afraid of making the wrong decision. The medical staff members are here to assist with the medical care of the campers and answer questions or concerns you may have.
 - All visits to the medical center for medical treatment will be logged in.
- Lice Policy
 - a) During caregivers' sessions, caregivers are informed to check the campers for potential lice and are informed about cleaning the hair of the campers prior to sending the children to camp.
 - b) If a camper is found to have lice while at camp, he/she will be given lice shampoo as per recommended guidelines.

- c) At camp, the nurse will supervise the washing of the camper's hair in the dorm. The camper's bed linen and clothes will be washed and dried in the sun.
 - d) A follow up sheet will be filled out for further hair care on return which will be discussed with the travel chaperone and/or caregiver.
 - e) The medical team will make an assessment along with the Group Leader on the extent of exposure to others at camp especially with regard to colour groups. If required, all the others exposed will also follow the same procedure outlined above.
- Contaminated Furniture, Surfaces, and Equipment - If contamination of equipment, furniture, or other surfaces occurs, they can be disinfected with 10:1 dilution bleach solution. Inform the medical team if this is necessary. Be sure to wear gloves and use disposable paper towels.
 - Soiled Linen - Soiled linen should be bagged up using gloves, in the regular clear plastic bags and brought to the medical area. Soiled linen should be clearly marked with a black marker. All laundry is treated as if potentially infectious.
 - Food and Fluids - Food and adequate nutrition is an important part of camp life.
 - Staff needs to keep an eye on campers at mealtimes to see that they're eating a balanced meal.
 - If a camper is not eating, offer some optional choices. Discuss optional choices with someone from the Camp Leadership team. If the poor intake continues, inform the nurse.
 - If a camper is on a special diet, you will be made aware of this.
 - If you are unsure what the camper can/cannot eat, check with the nurse.
 - Encourage and remind campers to drink. Model good behavior and drink plenty yourself!
 - Sun Protection Policy – Good Morning Sunshine!
 Though our campers are accustomed to the sun and heat; they are seldom outdoors for prolonged periods of time doing high energy activities throughout the day. Care is taken within the schedule to reduce the amount of time outdoor during the hot times of the day so as to minimize heat exposure. Unprotected sun exposure can have serious medical consequences and translate to heat exhaustion. Some signs of heat exhaustion include: dizziness, fatigue, weakness, nausea/ vomiting, headache, profuse sweating and this requires immediate medical attention.

Protect yourself and others:

Campers should have sunscreen liberally applied whenever they're outside and reapplied several times throughout the day. (Every 2-3 hours and as necessary). There will be sunscreen available at the outdoor activity locations and in the colour boxes and at the Medical Center. It's not acceptable to send a camper home with sunburns or other symptoms mentioned earlier that could have been prevented with the liberal use of sunscreen or protecting the campers in another ways mentioned below:

- Encourage kids to wear their bandanas when they are out in bright sunlight.
 - Plan your outdoor activities to avoid exposure to ultraviolet radiation when it is at its highest, between 10 am and 2 pm.
 - Water, towel drying, sweat or contact with other people can remove sunscreen and will need to be reapplied.
- Protection from mosquitoes
 Camp purchases mosquito repellent product (Odomos) for staff and camper use. Staff members are encouraged to apply the repellent, especially if outdoors for long periods of time and at night.

- Hydration, Water is our friend!

Adequate hydration is paramount to maintaining the health of staff and campers alike and preventing heat exhaustion.

- Encourage and remind campers to frequently drink water throughout the day-at each activity area, going to and from the dorms and at meals. There will be water dispensers available throughout the camp.
- Model good behavior and drink plenty yourself while with the campers.
- Try using fun games to ensure all campers are staying hydrated.
- Remember, by the time you feel thirsty, you are already somewhat dehydrated!

10. Universal precautions

Universal Precautions are part of all Camp Rainbow infection control practices. Specific guidelines must be followed to provide every person protection from diseases, which are carried in the blood or body fluids. Blood and body fluids can carry many types of infectious diseases even when a person does not look or feel ill. **The Medical staff will provide comprehensive infection control education during training to include, but not limited to, the following information:**

WASH YOUR HANDS (with warm water and soap for 30 seconds) friction greatly decreases the microbes:

- Before and after every meal
- After going to the bathroom

WEAR GLOVES:

Gloves are available in every group leader pack.

- This means one should wear protection (like gloves) whenever you're doing a job in which it's likely that you'll touch someone else's blood or body fluids. Common examples are:
 - Changing soiled bed linen
 - Evaluating or performing first aid on a cut, scrape, or bug bite.
 - Cleaning up vomit
 - Before you apply direct pressure to a bleeding injury

After use, discard gloves and wash hands at least 30 seconds with antibacterial soap using friction.

- If hands or other skin surfaces accidentally come in contact with blood or other body substances before gloving, they should be immediately washed with soap and water and the exposure noted to a member of the Medical team for evaluation.

When significant exposure (needle stick, mucous membrane splash, or contact abraded or broken skin) to blood or body fluid occurs, report to a member of the Medical team for evaluation for examination and follow up. An incident report should be completed.

If it's wet and sticky and not yours, don't touch it without gloves.

REMEMBER THE PROPER WAY TO TAKE GLOVES OFF. WE WILL DEMONSTRATE THIS DURING TRAINING!

11. HIV Health Information

HIV (*Human Immunodeficiency Virus*) is the virus that causes AIDS.

Overview: This virus is passed from one person to another through blood-to-blood and sexual contact. In addition, infected pregnant women can pass HIV to their baby during pregnancy or delivery, as well as through breast-feeding. These body fluids have been proven to spread HIV:

- Blood
- Semen
- Vaginal fluid
- Breast milk
- Other body fluids containing blood

Some people fear that HIV might be transmitted in other ways; however, no scientific evidence to support any of these fears has been found. If HIV were being transmitted through other routes (such as through air, water, or insects), the pattern of reported HIV cases would be much different from what has been observed. For example, if mosquitoes could transmit HIV infection, many more young children and preadolescents would have been diagnosed with HIV.

HIV can weaken the body to the point that the patient acquires rare and other infections. While there are a number of treatments to slow replication and bodily effects of the virus, there is no known cure.

Who are our campers?

- Most of the campers would have acquired HIV from their mother, at birth. This may lead to negative or confused feelings about “family”.
- Campers come from different living situations, including family structures, socio-economic backgrounds, and orphanages.
- They are active, healthy children with dreams.
- Some campers may have experienced stigma/discrimination in their school, home or and/or community.
- Some campers may be nervous and slow to interact with staff or other campers. For many, it is their first time to experience camp.
- Most of the children take their anti-retroviral medications twice per day. The medicines they take taste bad and can cause side effects such as nausea, vomiting, poor appetite, and fatigue.
- Some campers may wet their bed or be afraid of the dark or large crowds.
- With good medical care, the HIV can be well managed for years, allowing reasonably “normal” growth and development.

How does this affect life at camp?

- Fear of contracting the virus should not be a part of camp. If universal precautions are practiced with all campers, no one should be at risk.
- If you are nervous, or have questions, please talk to a member of the medical team.
- These children have dealt with enough isolation; **they need to feel accepted here at camp.**
- Campers with severe disease and weak immune systems can tire very easily.
- Some campers because of their medication may not be hungry at meal times.

Things to Remember

- Watch for any signs of fever or infection and notify the medical team.
- The campers may need more rest than other children.
- The campers may need small frequent meals or snacks and a lot of water.
- Confidentiality is **VERY** important.

Our Campers are Children First! 😊

12. Guidelines for Staff-Camper Contact

Camp is a child-centred environment. We do everything we can to provide a physically and emotionally safe and comfortable space for children. Although we hope that the staff we hire would not intentionally harm a child, we believe that even the best prepared and most caring staff member needs to be informed of child abuse concerns.

The following are examples of healthy precautions staff members should take to guard against potentially unhealthy interactions with children:

- ❖ Do not use abusive or derogatory language with campers
- ❖ Always have at least two staff members present when supervising showers or changing clothes. Encourage young children to change their own clothes.
- ❖ Respect a child's limit on being touched. Some children need to be touched; a hug, a squeeze around the shoulders, etc. is appropriate. Make sure others are present and your affection is delivered in public. Other children will not want to be touched or hugged and will tense up or move away from you. Please respect these children's limits.
- ❖ Be aware of verbal and nonverbal cues of discomfort
- ❖ Never touch a child's body in a place that is normally covered by a bathing suit
- ❖ When you are feeling stressed or close to losing control, take a personal time out away from the campers. When a camper is exceptionally resistant or challenging, group leaders can use time outs.
- ❖ No one may hit a child or otherwise make threatening physical contact with a child.

When touching campers the following guidelines should be followed:

- ❖ Touching on the hand, shoulder or upper back is appropriate.
- ❖ Never against a child's will (unless in the case of clear and present danger to the child)
- ❖ Never against a child's discomfort, whether expressed verbally or non-verbally
- ❖ Never in a place on a child's body that is normally covered by a bathing suit, unless for clear medical necessity, and then only with supervision by another adult
- ❖ Campers will not be subjected to "initiation" rites that are abusive in any manner
- ❖ Younger children should be encouraged to change their own clothes as much as possible
- ❖ A staff member will under no circumstances share a bed or sleeping bag with a camper
- ❖ Setting limits with children who "cling" or hang on the body of staff
- ❖ Tickling or teasing a camper is unacceptable

Promoting Positive Behaviour in Campers

The following are some helpful hints to encourage positive behaviour in our campers:

1. Make safety rules and expectations clear.
2. Set good examples for respect, co-operation and teamwork. BE A ROLE MODEL.
3. Limit saying "NO". Present alternatives instead.
4. Keep clear routines and remind campers of them often.
5. Spend time getting to know each and every camper. Do not play favourites in your team.
6. Do not be afraid to "catch" inappropriate behaviour early and work with the child to create a plan for more appropriate Camp behaviour. In other words, work with the camper to create an ALTERNATIVE behaviour that is more in the spirit of Camp.
7. Consider REDIRECTION: Sometimes the behaviour a camper is exhibiting is actually appropriate, but how or where he is exhibiting it is not appropriate. For example, if a camper is throwing

rocks, the act of throwing itself is not inappropriate, but throwing a rock is not safe at Camp. What could you do to redirect the behaviour to something more appropriate?

Behaviour Support Policy: Handling Challenging Camper Behaviour

Camp may be a difficult place for some campers, and challenging behavior may arise. In all cases of challenging camper behavior, the same core elements of our intentional programming model and behaviour techniques (Proaction and Redirection) will be used to support the camper in question as well as to preserve the experience of other campers.

There may be situations where a camper is exhibiting difficult behaviour or breaking a Camp rule. If the techniques above do not work, then you will need to try a more significant intervention. At Camp, we believe that when a camper exhibits difficult behaviour we have a special opportunity to make a significant difference in their problem solving and positive choice making skills.

But to do this, you need to be patient, understanding and empathetic to the child's situation. This Intervention technique we recommend is called **CDPR**.

C - CONTAIN the camper away from the group in order to establish that you have each other's undivided attention. Also create an atmosphere of comfort in which a camper can speak openly and safely with you.

D – DISCUSS the incident and explore the child's point of view to try to find out what led to the camper feeling upset or behaving in a certain way.

P – PLAN. Encourage the camper to develop a PLAN for themselves for what they will do next time they are feeling the same way that caused the behavior that is leading to this conversation.

R – RETURN the camper to the Camp program. But, before you do, discuss with the camper to make sure he or she is ready to get back into the Camp schedule. Be considerate of helping the camper "fit" back in to Camp without feeling embarrassed or singled out.

This approach takes time.

Instead of just telling the camper what he or she did wrong or how to behave better next time, at camp, we help the camper to begin to understand their actions, feelings and the consequences of their choices. Thus the camper has the opportunity to learn alternative ways to solve the challenging problems they may be dealing with.

This is also one of the reasons we have such a high staff to camper ratio, so that you can spend time, one-on-one with a camper without taking away from the group's experience.

Staff Addressing Challenging Camper Behaviour

Staff will be responsible for addressing disruptive camper behaviour, missing home and situations where camp rules are being broken, depending on the severity.

- i. During the daily staff meetings, any behavior concerns or potential situations should be discussed with the Group Leader Coordinator.
- ii. The camper will be given the opportunity to understand the impact of their behavior, what is expected at camp and alternative choices that are more positive for the camp community.
- iii. If a camper exhibits consistent or escalated aggressive, harmful or unsafe behavior (towards themselves or others), do discuss with your immediate supervisor/Leadership Team member for further steps.

Camp Rainbow Staff Manual Agreement

Name: _____

Position Title: _____

| I have been shown the location of: | I have been informed of: |
|---|---|
| <input type="checkbox"/> Arrival/Departure & Parking Area <input type="checkbox"/> Activity Areas (<i>indoor, outdoor, other</i>) <input type="checkbox"/> Dining Area <input type="checkbox"/> Dorms (male/female) <input type="checkbox"/> Leadership Team accommodations <input type="checkbox"/> Supply Areas <input type="checkbox"/> Emergency Assembly Point <input type="checkbox"/> Medical Center and isolation room <input type="checkbox"/> Toilets & Wash Areas <input type="checkbox"/> Special Rooms <input type="checkbox"/> Emergency Exits <input type="checkbox"/> Fire Extinguisher (<i>if there is one</i>) | <input type="checkbox"/> Camp Core Values <input type="checkbox"/> Camp Schedule, including rotation for time off <input type="checkbox"/> Rule of 3! Camper Supervision Policy <input type="checkbox"/> Camp Policies and Procedures for staff <input type="checkbox"/> Safety and Emergency Procedures including: <ul style="list-style-type: none"> <input type="checkbox"/> Fire Drills and Emergency Assembly Procedure <input type="checkbox"/> Missing Camper/persons Procedures <input type="checkbox"/> Suspicious person on site <input type="checkbox"/> Inclement weather procedure <input type="checkbox"/> Water failure procedure <input type="checkbox"/> Medical emergency procedure (on site) <input type="checkbox"/> Pool/Beach Safety & Emergency Procedures <input type="checkbox"/> Camp Evacuation Plan |
| Additionally, I have been informed of: | |
| <input type="checkbox"/> Medical Policies and Procedures including: <ul style="list-style-type: none"> <input type="checkbox"/> General Safety Procedures <input type="checkbox"/> First Aid procedures <input type="checkbox"/> Routine medical needs <input type="checkbox"/> Sun protection policy <input type="checkbox"/> Universal Precautions <input type="checkbox"/> HIV Health and Safety Information | <input type="checkbox"/> Program Philosophies (<i>inclusiveness, attainable success, challenge by choice, child focus</i>) <input type="checkbox"/> Behavior Support Model & Techniques <input type="checkbox"/> Steps if a camper/staff discloses abuse <input type="checkbox"/> Guidelines for staff-camper contact <input type="checkbox"/> Incident/Accident Reporting Procedure <input type="checkbox"/> Roles and Responsibilities of LT, Med Team, Staff (<i>role modeling, behaviour management, etc.</i>) |

I have received, read and understand the information presented in the Camp Staff Manual

Yes **No** *By signing, I confirm I have received a copy of the Staff Manual and agree to abide by the policies and procedures as outlined in the manual.*

Signed: _____

Date: _____