



## Policy & Procedures Manual

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- (a) We are a summer camp ministry focusing on children and teens. In the spring and fall, we are a retreat ministry and a place to be used by our churches as an extension of their outreach.
- (b) We exist as an extension of the Yarmouth County Association of Baptist Churches. Camp Peniel relies on them for financial support and on all evangelical churches for staff and prayer support.
- (c) Our priorities are: evangelism, discipleship, and leadership training.

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Camp Peniel occupies an eight-acre site on the eastern shore of Cedar Lake in Yarmouth County, NS. The property was purchased by the Yarmouth County Association of Baptist Churches in 1961. Men volunteered to clear the land and erect camp buildings. During its first year, several Sunday Schools and youth groups used the camp site.

In 1962, a 100' lodge was built on the plateau overlooking the lake. Large picture windows lead to a glorious view of the lake and grounds. A grand fireplace was built in the centre from beach stones where guests of all ages still gather for services. Construction was supervised by Andrew Porter of Hebron. Arthur Allen, Wilfred Thurston, Clarence Rose, and Malcolm Lutes headed the roster of carpenters. At one time, the number of volunteers swelled to 75 strong, but even with all the help, the deadline of July 1st was unable to be met. Two camps were cancelled, but the boy's camp was held with fifteen boys in attendance. At the first camp, the boys had to bring their own mattresses and bunk down on the floor.

Sunday, June 23rd, 1963 was the Camp Dedication with 500 people in attendance. The speaker for that great occasion was Rev. J.B. Wilson who was the Field Secretary of the Board of Christian Education for the Atlantic Baptist Convention. The dedication was the first drive-in service held at camp, a tradition that held for years before the opening of the first camp for each summer.

Two dormitories were built in 1964 to house 24 guests, plus staff. The buildings are 45' x 18' in size. In 1988, four new small dorms (10' x 10') were constructed to house 8 guests each. These were placed in a semicircle across from the main lodge. These are now used as offices and the tuck shop.

1997 was the year major renovations were done because of the large increase in guest attendance. The previous year, many children had to sleep in borrowed tents from the Canadian Army. The need was seen by the people, and a new dorm housing 24 guests and 4 staff was built. This was an insulated building that would do for our cooler spring and fall events.

The same year saw a shop built as well as new washrooms with hot showers. All these buildings are wheelchair accessible to those who have special needs. It was a very busy spring, but all was usable for that camping season. In 1999, a director's cottage was added to the site, and in 2004, Hatfield House, measuring 16' x 20' and including a full basement, was added. When 2006 arrived, the construction of a two-storey waterfront building was completed to house waterfront materials and staff.

There have been many new activity additions since the beginning: a 30' climbing and repelling tower, a water trampoline, the RockIt, canoeing, outdoor education, sling shots, rockets, outdoor cooking, art & sketching, a slip- 'n -slide, trampoline, music & drama, a zip line, special sports, archery, mega board games, and many others as the demands arise.

The year 2004 saw a record of 485 guests come throughout the summer. This was due to a former staff member raising funds to send over 50 children from low income families to camp.

Many volunteer hours have been contributed to almost every project at the camp during its history, and the board of directors works very hard at meeting the needs of guests of every age.

*Written by the late Clarence Rose. This document has been edited for this purpose.*



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Camp Peniel is a tri-seasonal camp and retreat centre with programs for all ages.

Summer camp programs run during July and August. Children and youth between the ages of five and seventeen attend during these exciting weeks.

Peniel also offers many events during the spring and fall. There are events for families, women, men, seniors, and kids.

Our staff training programs are an excellent opportunity for young people to learn leadership skills, gain experience in teamwork, and grow spiritually. We offer two training sessions in the spring: our Senior Staff Training Program and our All Staff Training Program.



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For over 55 years of ministry, God has richly blessed southern Nova Scotia through hundreds of lives that have been changed at Camp Peniel.

Since 1993, hundreds of children, youth, and adults have made first-time decisions to commit their life to Christ. In addition, a myriad of youth and young adults have gained leadership skills through leadership programs at Camp Peniel, with many going on to Bible college or Christian ministry.

All of the churches in the Yarmouth County Association of Baptist Churches support Camp Peniel in various ways. Other churches in the area also give regularly for special projects. Most of these churches have children, youth, or adults that attend our programs. The majority of all key leadership positions continue to be held by people from our supporting churches.

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### Definitions:

1. In these by-laws:
  - a) "Society" means CAMP PENIEL SOCIETY
  - b) "Association" means the Yarmouth County Association of Baptist Churches
  - c) "Council" means the Council of the Yarmouth County Association of Baptist Churches
  - d) "Registrar" means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act
  - e) "Special Resolution" means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person or by proxy, where proxies are allowed, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given

### Membership Rights and Responsibilities:

2. The society is ultimately accountable to the members of the Society.
3. Every member is entitled to attend any members' meeting of the Society.
4. Every member may vote at any members' meeting of the Society and shall have the number of votes herein prescribed.
5. Any person of legal age, or with their guardian's written consent, is entitled to hold any office.
6. Membership of the Society shall consist of:
  - a) the member churches of the Yarmouth County Association of Baptist Churches,
  - b) the representatives and elected members of the Council,
  - c) any Pastor currently serving in an Association member church
7. Membership in the Society is not transferrable
8. Membership in the Society shall cease:
  - a) if the member ceases to qualify for membership in accordance with these by-laws, or
  - b) if, by a vote of the majority of the members of the Society at a meeting duly called and for which notice of the proposed action has been given, the member's membership in the Society has been terminated.
9. The members may repeal, amend, or add to these by-laws by a special resolution. No by-law or amendment to by-laws shall take effect until the Registrar approves of it.
10. No funds of the Society shall be paid to or be available for the personal benefit of any member.

### Members' Meetings:

11. Every member church shall appoint delegates to members' meetings. Delegates must be members in good standing of their church (as determined by the leadership of his/her church) and shall have one vote each. The number of delegates per member church shall be determined as follows:

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- a) two delegates for the first twenty-five members or portion thereof;
- b) two further delegates for the next twenty-five members or majority portion thereof;
- c) two further delegates for each additional fifty members or major portion thereof.

12. A general or special meeting of the members may be held at any time and shall be called:

- a) if requested by the chair, or
- b) if requested by a majority of the directors, or
- c) if requested by Council, or
- d) if requested in writing by a majority of the members.

13. Notice to members is required for general or special meetings. This notice must:

- a) specify the date, place, and time of the meeting,
- b) be given to the members fourteen (14) days prior to the meeting,
- c) be given to the members by letter mail, newsletters, newspapers, television, radio, email, telephone, fax, and/or other electronic means,
- d) specify the nature of the business, such as the intention to propose a special resolution, and
- e) the non-receipt of notice by any member shall not invalidate the proceedings.

14. An annual general meeting shall be held within four months after every fiscal year end and notice is required which must:

- a) specify the date, place, and time of the meeting,
- b) be given to the members thirty (30) days prior to the meeting,
- c) be given to the members by letter mail, newsletters, newspapers, television, radio, e-mail, telephone, fax, and/or other electronic means,
- d) specify the intention to propose a special resolution, and
- e) the non-receipt of notice by any member shall not invalidate the proceedings.

15. At the annual general meeting of the Society, the following items of business shall be dealt with and shall be deemed ordinary business and all other business transacted shall be deemed special business:

- a) minutes of the previous annual general meeting,
- b) consideration of the annual report of the directors,
- c) consideration of the annual financial report of the Society,
- d) the appointment of auditors for the ensuing year, and
- e) election of directors

16. Quorum shall consist of twenty members through attendance. No business shall be conducted at any meeting unless a quorum is present to upon the meeting and, upon request, before any vote.

- a) If a meeting is convened as per by-law 12(a) or 12(b) and quorum is not present within one-half hour from the time appointed for the meeting, it shall be adjourned to such time and place as a majority of the members present shall decide. Notice of the new meeting shall be given and at the adjourned meeting the members present shall constitute quorum only for the purpose of winding up the society.
- b) If a meeting is convened at the request of the members as per by-law 12(c) or 12(d) and quorum is not present within one-half hour from the time appointed for the meeting, it shall be dissolved.



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17. The Chairperson or in his/her absence, the Vice-Chairperson, or in the absence of both of them, any member appointed from among those present, shall preside as Chair at member's meetings.
18. Where there is less than a two-thirds majority vote, a motion shall fail.
19. The Chair may, with the consent of the meeting, adjourn any meeting. No business shall be transacted at the subsequent meeting other than the business left unfinished at the adjourned meeting unless notice of such new business is given to the members.
20. At any meeting, a declaration by the Chair that a resolution has been carried is sufficient unless a poll is demanded by at least three members. If a poll is demanded, it shall be held by show of hands or by secret ballot as the Chair may decide.

### **Directors:**

21. Any member in good standing of an Association church (as determined by the leadership of his/her church) shall be eligible to be elected a director of the Society. A director of the Society shall be a member.
22. Directors of the Society are selected by the Council and elected by the members, provided that they are a member in good standing of an Association church (as determined by the leadership of his/her church).
23. The number of directors shall not be less than 10.
24. Directors shall be appointed for a two-year term and shall retire from office at the end of the Annual General Meeting of the final year, at which time, their successors are elected. Directors shall be eligible for re-election up to two (2) more consecutive terms.
25. If a director resigns his/her office or ceases to be a member in good standing of an Association church (as determined by the leadership of his/her church), his/her office as director shall be vacated and the vacancy may be filled for the unexpired portion of the term by the Council.
26. The members may, by a special resolution, remove any director(s) and appoint another person to complete the term of office, provided that the Council has first approved the special resolution. The new appointment must be recommended by Council.
27. The management of the Society is the responsibility of the directors. In particular, the directors may engage a General Manager, and determine his/her duties, responsibilities, and remuneration.
28. The directors may appoint an executive committee and other committees as they see fit.
29. Directors who have, or could reasonably be seen to have, a conflict of interest have a duty to declare this interest. The declaration should be made to the members:
  - a) upon nomination, and

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b) if serving as a director, when the possibility of a conflict is realized.

30. A conflict of interest does not prevent a member from serving as a director provided that he/she withdraws from the decision making on matters pertaining to that interest. The withdrawal should be recorded in the minutes.

### Director's Meetings:

31. The board of directors shall meet no less than four times each year.
32. A meeting of directors may be held at the close of every annual general meeting without notice for the purpose of electing officers. For all other board meetings, notice is required and must:
- specify the date, place, and time of the meeting,
  - be given to the directors seven (7) days prior to the meeting,
  - an emergency meeting may be called on a shorter notice when necessary,
  - be given to the directors by letter mail, newsletters, radio, public bulletin boards, e-mail, telephone, fax, and/or other electronic means,
  - the non-receipt of notice by any director shall not invalidate the proceedings,
  - notice can be waived for board meetings with the unanimous approval of the board.
33. Quorum shall consist of a majority of the directors. No business shall be conducted at any meeting of the board of directors unless a quorum is present to open the meeting and, upon request, before any vote.
34. The Chairperson of, in his/her absence, the vice-chairperson or, in the absence of both of them, any director appointed from among the directors shall preside as chair of the board.
35. At director's meetings, where there is less than a two-thirds majority vote, the motion shall fail.

### Officers:

36. The officers shall be directors and shall be elected by the directors. The officers shall be a chairperson, a vice-chairperson, and a corporate secretary. The general manager and the Association Moderator shall be ex officio.
37. One of the officers shall be the Chairperson. The Chairperson shall be responsible for the effectiveness of the board and shall perform other duties as assigned by the members or the directors.
38. One of the officers shall be the Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chair during the absence, illness, or incapacity of the Chairperson, or when the Chairperson may request him/her to do so.
39. One of the officers shall be the Corporate Secretary. The Corporate Secretary shall:
- have responsibility for the preparation and custody of all books and records including:
    - the minutes of members' meetings,
    - the minutes of directors' meetings,
    - the register of members, and

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- iv) filing the annual requirements with the office of the Registrar, and
- b) have custody of the Seal, if any, which may be affixed to any document upon resolution of the board of directors, and
- c) file with the Registrar,
  - i) within fourteen (14) days of their election or appointment, a list of directors with their addresses, occupations, and dates of appointment or election
  - ii) a copy of every special resolution within fourteen (14) days after the resolution is passed, and
- d) have other duties as assigned by the board.

40. The directors may also appoint a Recording Secretary

- a) who is responsible for taking minutes of all board and members' meetings, and
- b) who need not be a director

41. Contracts, deeds, bills of exchange, and other instruments and documents may be executed on behalf of the Society by the Chairperson (or the Vice-Chairperson) and the Corporate Secretary, or otherwise as prescribed by resolution of the board of directors.

**Finance:**

42. The fiscal year end of the Society shall be the last day of December.

43. The directors shall annually present to the members a written report on the financial position of the society. The report shall be in the form of:

- a) a balance sheet showing its assets, liabilities, and equity, and
- b) a statement of its income and expenditure in the preceding fiscal year.

44. A copy of the financial report shall be signed by the auditor or by two directors.

45. A signed copy of the financial report shall be filed with the Registrar within fourteen (14) days after each annual meeting.

46. An auditor of the Society may be appointed by the members at the annual general meeting and, if the members fail to appoint an auditor, the directors may do so.

47. The Society may only borrow money in excess of 10% of the previous year's annual operating budget where approved by a special resolution of the members.

48. The members may inspect the annual financial statements and minutes of membership and directors' meetings at the registered office of the Society with one week's notice. All other books and records of the Society may be inspected by any member at any reasonable time within two days prior of the annual general meeting at the registered office of the Society.

49. Directors and officers shall serve without remuneration and shall not receive any profit from their positions. However, a director or officer may be paid reasonable expenses incurred in the performance of his/her duties.

50. The Society shall not make loans, guarantee loans, or advance funds to any director.



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### **Mission Statement:**

Camp Peniel exists to present the Lord Jesus Christ in His fullness and love.  
(Galatians 2:20)

### **Core Values:**

Peaceful, prayerful, safe, and fun-filled environment  
Evangelism and sound Biblical teaching  
Nurturing relationships in and through Jesus Christ  
Integrity and excellence in all things  
Exemplary training and mentoring  
Loving God and all of His creation

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We desire to be an extension of the ministry of the Yarmouth County Association of Baptist Churches and of the Canadian Baptists of Atlantic Canada, a summer camp ministry focussing on children and youth, and a camp and conference ministry for all ages (fall through spring).

We want to serve all evangelical churches in Yarmouth County and the surrounding areas. We rely on them to provide staff, volunteers, and financial and prayer support. We welcome people of all ages, races, creeds and backgrounds to attend our camp programs and expect that they act in accordance with biblical standards while they are on the camp property.

Our goal is for each person to have a life-changing and memorable experience while encountering Jesus Christ and for each staff and board member to grow closer to Christ through serving Him in unity. We want to participate in advancing the Kingdom of God.

1. Spiritual:
  - a) to communicate the message of salvation to all
  - b) to help develop Christ-centred thinking through teaching and practice
  - c) to help each person grow in their relationship with the Lord Jesus Christ
  - d) to give guidance to those who are seeking answers
2. Emotional & Social:
  - a) to stimulate creativity and personal growth through positive interaction with others
  - b) to provide an avenue for learning and functioning in a group setting
  - c) to enjoy both an organized and a free-play experience
  - d) to teach a healthy respect for authority and discipline
  - e) to develop genuine friendships based upon respect for individual worth
  - f) to train leaders who will impact the world for the glory of God
3. Physical:
  - a) to help develop a sense of self-worth in the light of the gospel
  - b) to aid in the discovery of personal abilities and encourage the accomplishment of goals
  - c) to provide a program that is challenging and helps in the development of skills and talents

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We believe that the Christian camp experience is one of the most effective Christian ministries there is. A quality camp experience can play a major part in the development and shaping of individuals and in encouraging their participation in the Kingdom of God. Our philosophy of Christian camping is as follows:

### A Christ-centred Camp

The program at Camp Peniel must be viewed as a whole experience where we strive to achieve a 24-hour environment of spiritual emphasis. Everything we do, planned or unplanned, has an impact on everyone involved. We want to demonstrate the relationship between faith in Jesus Christ and all aspects of life. We strive to make Christ the centre of all that we do.

### A Unique Environment

Camp is a place where you can meet God and experience His presence in natural surroundings. We seek to take away the normal distractions of today's world and to provide a compassionate, caring, fun, and safe atmosphere in which God is glorified through every activity.

### Importance of Fun

We believe that laughter and fun are an integral part of life. The camp experience is one in which great and lasting memories can be made. It is true that fun is a foundational part of this experience! We want people to see that life with God is exciting!

### Relational Focus

God is eternally relational (as Father, Son and Spirit) and is also in relationship with His creation, including human beings. The relationship between Christ and His Church is represented in Scripture as the relationship between a bridegroom (being Christ) and a bride (being the Church). As such, we place a heavy emphasis on building relationships as outlined in Scripture, including the marriage relationship between one man and one woman as the basis of family. It is through these relationships that the love of God is shown, the gospel is presented, and discipleship takes place.

### Guests

We see our guests as people of infinite worth, created in the image of God. Each one will be accepted as the sex indicated at the time of their birth. We want to treat them with the highest respect and care. Through the camp ministry, we seek to apply the gospel to humanity's total being, beginning with the restoration of their relationship to God. We want to teach our guests that God is their God at all times, no matter what they are doing. We must never lose sight of the fact that they are the reason why camp exists.

### Camp Leaders

It is important that each staff member fulfills their responsibilities so that the impact of camp can be effective and lasting. As such, we are committed to a high standard of training and staff development.

Our leadership development program has three basic elements: (a) Senior Staff Training Program, (b) All Staff Training Program, and (c) ongoing weekly staff training. During our All Staff Training Program, young and new staff work alongside more experienced staff to gain knowledge and develop skills in their area of responsibility.

Camp Leaders have an exceptional opportunity to experience life in community. Together with guests, they play, work out problems, share discoveries, discuss life, and worship. All of these circumstances



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present teachable moments in which the leader can build confidence and develop an understanding of themselves and the Lordship of Jesus Christ. All staff are expected to act in accordance with biblical standards.

### The Importance of the Spiritual Life Leader

Camp Peniel believes that it is of vital importance to have leaders of strong faith and character who provide spiritual leadership for guests and staff. The Spiritual Life Leader is here to clearly present the Word of God, be a catalyst for further discussion and growth, and be an excellent role model.

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**God:** The eternal (Nehemiah 9:5), triune God is revealed as one Being, three Persons (Father, Son and Holy Spirit) (2 Corinthians 13:14). These Persons are equally divine and distinct in Their respective functions but are one in essence (or being) and purpose. God is the creator (Genesis 1:1), sustainer (Hebrews 1:3) and redeemer (Isaiah 41:14) of the universe. He is self-existent, good, holy, and loving.

**Father:** The Father is the first Person of the triune God and is the author and caretaker of the created universe. The Father directs history according to His perfect will and ensures that His ordained purposes are accomplished (2 Peter 1:17). He is the one referred to as Father by the Son (Mark 14:36) and becomes the Father of those who turn to Him by placing their faith in Jesus Christ (Romans 8:15).

**Son:** The Son is the second Person of the triune God, eternally existent with the Father in pre-incarnate glory (John 1:1), and is the agent and sustainer of creation (Colossians 1:16-17). The Son became a human being in His virgin birth (Luke 1:26-27, 2:7). With regard to His humanity, it was full (Philippians 2:7-8). With regard to his divinity, it was full (John 1:14). He led a sinless life, suffered, died and rose again in order to make possible the redemption of all creation (1 Corinthians 15:3-4). He ascended to the right hand of the Father in heaven where He is the mediator between God and human beings (Hebrews 9:15). He will return at the culmination of history in order to judge the living and the dead, to initiate the coming of the new heaven and the new earth and to bring to completion God's redemptive plan for the universe (1 Thessalonians 4:16-17, Romans 2:16).

**Holy Spirit:** The Holy Spirit is the third Person of the triune God (John 14:26). The Holy Spirit convicts of sin and righteousness, regenerates, sanctifies, illuminates and comforts those who believe in Jesus Christ. The Holy Spirit also empowers believers for service in the Kingdom of God (1 Corinthians 12:11).

**The Holy Scriptures:** The Holy Scriptures, comprising the sixty-six books found in the Old and New Testaments, are the complete, true and inspired Word of God (2 Peter 1:19-21). The Holy Scriptures are the sole authority in all matters of faith and practice and are the true basis of Christian union. The proper interpretation of the Holy Scriptures comes through the illuminating activity of the Holy Spirit and is confirmed in the context of the community of God's people, the church (Acts 15:12-18).

**Satan:** We believe that Satan exists as the archenemy of God and humanity, is the originator of sin and seeks the destruction of God's good creation (1 Peter 5:8).

**Humankind:** Human beings were originally created by God in the image and likeness of God (Genesis 1:26). They were innocent persons who were fully dependent on the Creator for their existence, shared in a relationship with that Creator, and had freedom of the will.

Human beings broke the command of God and fell into sin (Genesis 3:6-7), becoming guilty before God and thereby incurring physical and spiritual death (Romans 5:12). Their fellowship with God (Genesis 3:23), one another (Genesis 3:12), themselves (Romans 7:15), and the rest of creation (Romans 8:22) was shattered.

Because of their act of disobedience, a sinful disposition was passed on to the whole human race, a disposition which reveals itself in ways contrary to God's design for humanity. Human beings are born into the kingdom of sin and death and live in rebellion toward God under its power (Romans 5:12). Their existence depends wholly upon God's sovereign grace and mercy. We are all in desperate need of God's saving grace.





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**Salvation:** Salvation is by grace, through faith in Jesus Christ (Ephesians 2:8-9). By the appointment of the Father, the Son voluntarily suffered an expiatory and propitiatory death, providing the all-sufficient sacrifice

for sin (1 John 2:2). On the third day He was gloriously resurrected from the dead (John 21:14).

Salvation is a process of regeneration (Titus 3:5), justification (Romans 8:30), sanctification (2 Thessalonians 2:13), and glorification (Romans 8:30) – it is the proper reconciling of all things to God and is completed at the consummation of history.

**The Church:** The local church is a community of believers in a particular geographical area that gathers together for worship, encouragement, fellowship, and celebration (Acts 2:42, 46-47). They are a part of the universal Church (comprising believers around the world) and also the mystical Church (comprising believers from all of history).

The New Testament outlines how the local church is to function as a body in service to God with Christ as its head (Colossians 1:18). Its primary mission is to make disciples, baptize and teach persons to obey Christ (Matthew 28:19-20). This mission is to be carried out in accordance with the gifts and guidance of the Holy Spirit and under the Lordship of Jesus Christ. All believers are called to be actively involved in ministry with their time, energy and resources and are to exercise and nurture the gifts given them by the Holy Spirit (1 Corinthians 12:27).

**Practices of Faith:** Baptism is the immersion of the believer in water (where possible), whereby the believer obeys Christ's command and publicly sets forth his or her identification with Christ in His death, burial, and resurrection (Matthew 28:19).

The Lord's Supper is a celebration shared in community which proclaims the death of the Lord Jesus Christ until He comes again. The elements partaken of symbolize the Lord's broken body and shed blood (1 Corinthians 11:23-26).

Marriage is the union of one man and one woman in covenant relationship (to the exclusion of all others) before God and in the company of witnesses (Matthew 19:5-6, 1 Corinthians 7:2).

**The Sabbath:** We believe that the first day of the week is the Lord's day and that it is to be emphasized as a day of worship (Exodus 20:8, Mark 2:27).

**Future things:** There will be a bodily and glorious return of the Lord Jesus Christ at a time appointed by God the Father (Mark 13:32-33). At that time, there will be the bodily resurrection of the just and unjust and the final judgment (1 Peter 4:5). Those who are not redeemed will enter into eternal punishment in the lake of fire (Matthew 25:31-46). Those who have been redeemed will enter into glory and the new creation with God.

Chapter	03	Administrative Policies	Number	03 01 01
Section	01	General Operations	Page	1 of 1
Subject	01	Risk Management	Reviewed / Updated	February 2017

### **(A) What is Risk Management?**

Risk management is the deliberate act of controlling potential hazards (both personal and environmental) in order to eliminate or minimize the potential loss of something of value. It includes all areas of the camp. Managing risk is critical to the successful operation of any business, especially for organizations that serve children. We are held to a high standard of care.

Camps must do anything they can to minimize the perceived and actual risk of activities and prepare for emergencies before they happen. Resources for risk management include sources such as actual laws, the Workers' Compensation Board, Christian Camping International, the Camping Association of Nova Scotia and Prince Edward Island, the Red Cross, and the Canadian Lifesaving Society.

### **(B) To Whom Does it Apply?**

Risk management plans must be consistently followed at all times and apply to all people involved in order to be considered effective. When board or staff members become complacent, overconfident, or careless about following camp policies, accidents can happen. It has been said that 70% of insurance claims come from staff members who are injured during their time off – which means participating in activities without following the necessary and stated guidelines. It is very important that all policies of the camp, especially written ones, are followed and implemented. Legally, camps are held responsible for maintaining the written stands they set.

### **(C) How the Plan Works**

There is great responsibility in providing a fun, challenging, and safe experience for all guests. Each board and staff member bears responsibility for risk management. The responsibilities include:

- (a) concern for the health and safety of guests
- (b) enforcement of policies and procedures
- (c) constant awareness of environmental conditions that affect program or participants
- (d) notification of supervisors when situations are observed that require attention
- (e) use of good judgment on daily decisions

### **(D) Preventative Risk Management**

Camp Peniel will use the hazard analysis matrix (HAM) chart to identify the likelihood and severity of potential accidents in activities and with equipment. These forms will be filled out and kept on file. All staff will have access to the forms and the supervisors of activities will be responsible for the implementation of proper risk management procedures.

### **(E) Actual Risk Management**

We will use the **PET** program when actual risk is encountered.

- Protect** – insulate guests and staff members from the danger
- Eliminate** – get rid of / fix the hazard
- Tell** – someone else needs to know if you are unable to eliminate it yourself



## Policy & Procedures Manual

Chapter	03	Administrative Policies	Number	03 01 02
Section	01	General Operations	Page	1 of 1
Subject	02	Security & Visitors	Reviewed / Updated	March 2018

Guest safety is of great importance at Camp Peniel. For security purposes, the following procedures must be enforced for anyone visiting while guests or other vulnerable persons are attending a camp program:

Visitors are defined as anyone who is not a current staff member or attendee of one of Camp Peniel's programs (this includes friends and family of current staff members as well as former staff members).

- (1) Upon arrival, all visitors must report directly to the main office (as indicated by signs).
- (2) Visitors must sign the sign-in sheet made available by the Executive Secretary.
- (3) Upon signature, an identification tag will be given to the visitor to wear while on the grounds.
- (4) Before departure, the visitor must return the identification tag to the office and sign-out.

A staff member who identifies a visitor without an identification tag must ensure he/she is taken to the office to sign in.

### **Intruders**

Intruders are visitors to the camp who may have come to Camp Peniel with bad intentions. A staff member who feels threatened or intimidated by a visitor should NEVER approach that visitor. If a staff member believes that an intruder has entered the property, they should:

- (1) Lead any guests in the area to a safe location away from the intruder.
- (2) Radio the Managing Director with a description and approximate location of the intruder.

The Managing Director will assess the situation, making the decision to approach the intruder if he/she thinks it is safe. The Managing Director will make the decision of whether or not to call the police.

In the case of an intruder who arrives brandishing a weapon, staff and guests are to make their way into the woods and hide silently as a group until they receive the "all clear" call from the Managing Director.



## Policy & Procedures Manual

Chapter	03	Administrative Policies	Number	03 01 03
Section	01	General Operations	Page	1 of 1
Subject	03	Parking	Reviewed / Updated	February 2017

All vehicles must park along the driveway or in the field unless:

- (1) The vehicle is a delivery vehicle.
- (2) The vehicle is an emergency vehicle.
- (3) The vehicle contains a person who requires assistance.

Chapter	03	Administrative Policies	Number	03 01 04
Section	01	General Operations	Page	1 of 1
Subject	04	Ecology	Reviewed / Updated	February 2017

The natural, physical environment around us was created by God and is a gift from Him. We are to be good stewards of it (Genesis 2:15).

We desire to create and maintain an environment that safeguards against “poor gardening practices.” We have a responsibility to care for the environment and live in such a way that prevents abuse of resources.

Some examples of inappropriate behaviours include:

- peeling bark, carving in trees, or picking leaves
- picking or damaging rare flowers and plants
- campfires outside of designated areas / without adequate and properly maintained fire pits
- littering and failing to use the appropriate recycling containers and garbage units



## Policy & Procedures Manual

Chapter	03	Administrative Policies	Number	03 01 05
Section	01	General Operations	Page	1 of 1
Subject	05	Facility Care	Reviewed / Updated	February 2017

Our facilities are a gift from God and we will not allow them to be defaced or destroyed.

- (1) As much as possible, bunks should not be moved around in the cabins in order to avoid scratching the floor.
- (2) Mattresses should not be moved off of the bunk without permission (unless cleaning).
- (3) Only posters and pictures that are in keeping with the goals and objectives of the camp should be posted. In newer dorms, only white sticky tack is to be used (no tacks or tape).
- (4) Graffiti of any kind is not permitted on the walls, bunks, shelves, or mattresses.



## Policy & Procedures Manual

Chapter	03	Administrative Policies	Number	03 01 06
Section	01	General Operations	Page	1 of 1
Subject	06	Equipment Care	Reviewed / Updated	February 2017

Camp Peniel owns a vast amount of program equipment, maintenance equipment, and facilities. It uses this equipment to carry out its mission and programs.

Proper use, adequate storage, and preventative maintenance can triple the life of equipment. This not only means that we can operate for less money but also that the items are available and useable when needed.

Equipment that is lost or damaged through carelessness or misuse must be paid for by the person(s) responsible. All losses, damages, or breakages must be reported to one of the Directors when they happen.



## Policy & Procedures Manual

Chapter	03	Administrative Policies	Number	03 01 07
Section	01	General Operations	Page	1 of 1
Subject	07	Music Policy	Reviewed / Updated	February 2017

We affirm that all truth is God's truth. As such, there can be much good and beauty found in the creative efforts of those who do not deliberately align themselves with the Christian community. With music in particular, we wish to affirm the good and truth found in all creative expressions.

As a general rule, music that is permitted in all areas of the camp must be (a) instrumental or (b) able to be purchased at a Christian Book Store.

All music must be age appropriate and have clearly discernable lyrics, especially when heard in public places.

Final say on issues of clarification or judgment (including any exceptions) will be at the discretion of the Managing Director.





## Policy & Procedures Manual

Chapter	03	Administrative Policies	Number	03 01 08
Section	01	General Operations	Page	1 of 1
Subject	08	Rentals	Reviewed / Updated	February 2017

Camp Peniel is owned by the Yarmouth County Association of Baptist Churches and is operated under the direction of the elected board of directors. Priority of use will be given to Camp Peniel's programs and activities and churches and groups of the Canadian Baptists of Atlantic Canada and related Associations.

Camp Peniel is a Christian camp and retreat centre and operates based on our clearly stated Mission Statement, Core Values, and Statement of Faith; therefore, the board of directors requires that individuals or groups renting Camp Peniel either support, or at minimum not oppose and / or contravene, these statements. Furthermore, rental groups will be required to refrain from any activity that would directly or indirectly oppose and / or contravene these statements while at the camp. Camp Peniel reserves the right to decline booking or terminate the stay of groups or individuals whose goals, values, objectives, philosophy, or practices are, in the opinion of the board of directors, opposed and / or contrary to these statements.

Requests for renting Camp Peniel will be subject to consideration by the Camp Peniel Board of Directors or the management of the camp.

All groups or individuals renting the camp are required to complete the application form and submit all required supporting documents.



## Policy & Procedures Manual

Chapter	03	Administrative Policies	Number	03 01 09
Section	01	General Operations	Page	1 of 1
Subject	09	Transportation Procedures	Reviewed / Updated	April 2019

In the event that guests or staff who under 18 years of age are transported by motor vehicle to another location during a non-emergency situation, the following must apply:

- parent or guardian written permission must be granted
- they must be properly restrained according to provincial and federal regulations
- a list of who is be transported by each vehicle must be made and kept in the office

Drivers are required to:

- be at least 21 years old
- hold a valid driver's license with no restrictions
- have valid registration and motor vehicle inspection stickers on their vehicle
- carry a minimum \$1,000,000 in liability insurance



## Policy & Procedures Manual

Chapter	03	Administrative Policies	Number	03 01 10
Section	01	General Operations	Page	1 of 1
Subject	10	Domestic Animals	Reviewed / Updated	April 2019

Domestic animals are not permitted on Camp Peniel property without the expressed written permission from the board of directors

Chapter	03	Administrative Policies	Number	03 01 11
Section	01	General Operations	Page	1 of 1
Subject	11	Sun Safety	Reviewed / Updated	February 2017

It is the policy of Camp Peniel that staff will take measures to protect guests, volunteers, and themselves against the harmful effects of the sun.

### Why is this important?

Skin cancer is the most common form of cancer. Reducing exposure to the sun's rays when the UV Index is moderate or high can prevent most skin cancer. Since staff, volunteers, and guests spend a lot of time outdoors during the summer season, Camp Peniel will work with staff, volunteers, parents, and guests to reduce this risk. Risk reduction efforts will include education about skin protection through the adoption of comprehensive sun-safe behaviours while outdoors. It is not the intent of this policy that Camp Peniel eliminates outdoor activities, but rather supports them in a proactive, sun-safe manner.

### Procedures: Camp Director

Ask staff, volunteers, and participants to provide their own sunscreen (SPF 30+) and hat (lip balm and sunglasses encouraged). Inform staff that their hat and a full t-shirt should try to be worn at all times while outside unless it is unsafe to do so. Provide training and orientation to those staff who will spend a significant amount of time outdoors. Inform parents that if for any reason (i.e.: allergies) they do not wish for their child to use sunscreen products they must advise the camp in writing. Recognize staff and participants for their sun safety efforts through recognition and praise.

### Procedures: Program Staff

It is important to consult Environment Canada for the UV index report. If there are too many days of sun in a row, then appropriate adjustments should be made to the camp program.

- Ensure adequate shade is provided for program participants and themselves when possible.
- The Health Director will post the UV index daily using a whiteboard or chalkboard.
- Post, if possible, sun safety signage and posters in applicable camp buildings.

### During Programs and Special Events:

- Provide developmentally appropriate, accurate information and activities about the practice of sun safety where and when appropriate for programs. This can happen during Sunday evening orientation for the summer camp program.
- Include sun safety activities in programs and look for unique ways to reinforce the sun safety message.
- If guests are outside, they will be encouraged to wear a hat (except when it may not be safe to do so).
- Ensure adequate shade is provided for program participants and themselves when possible.
- Model sun safe practices and be ambassadors of sun safety.
- During swim times and other water activities, all guests and staff must wear a full t-shirt to help prevent sunburns on the back, neck, and shoulders.

### Sun Screen Application:

Make reasonable effort to the extent that it is possible to see that sun screen (SPF 30+) is applied on all program participants 30 minutes before going outside. Once outside, staff should, to the extent that it is possible, make a reasonable effort to see that sun screen is reapplied every two hours and after water activities.

If assistance is needed, help apply sunscreen in public, open areas with two or more staff members present to supervise the application of sunscreen among program participants. A child may pair up with a child of the same sex for the application of sunscreen.



## Policy & Procedures Manual

Chapter	03	Administrative Policies	Number	03 01 12
Section	01	General Operations	Page	1 of 1
Subject	12	Drugs and Alcohol	Reviewed / Updated	April 2019

Camp Peniel is a substance-free environment. The possession and use of alcohol, cannabis, unprescribed legal drugs, illegal drugs (or the misuse of legal drugs), and the use of smoking products (including cigarettes, e-cigarettes, and vaporizers) are prohibited on the camp property. This remains true even if the person is of legal age.

Illegal, addictive, dangerous, or controlled substances are not allowed on camp property. Possession of drugs or drug paraphernalia or the use, manufacture, distribution, or sale of illegal drugs is prohibited. Drug paraphernalia includes any equipment, product, accessory, or material that is intended for making, using, or concealing drugs.

Camp Peniel is a smoke-free facility. Therefore, the use of tobacco (including smokeless tobacco products) and legal smoking products are prohibited on the camp property.



## Policy & Procedures Manual

Chapter	03	Administrative Policies	Number	03 01 13
Section	01	General Operations	Page	1 of 1
Subject	13	Program	Reviewed / Updated	March 2018

Camp Peniel endeavors to offer an excellent Summer Camping Program. As such, we offer specialty programming elements such as archery, sling shots, swimming, canoeing, arts and crafts, and wilderness trips. In each of these program activities, we will conduct the activity based on CANSPEI standards.

Chapter	03	Administrative Policies	Number	03 01 14
Section	01	General Operations	Page	1 of 1
Subject	14	Head Lice	Reviewed / Updated	April 2019

Head checks will be performed during camp registration. In the event that head lice or nits are found, a staff member who suspects that a camper may have head lice shall notify the Managing Director.

### Director's Responsibilities:

1. Notify the parent(s)/guardian(s) of the suspicion that their child has head lice;
2. Communicate pro-actively to parent(s)/guardian(s) regarding head lice prevention and treatment;
3. Children who are suspected of having live lice (insects) and or nits (eggs) will be sent home with parent(s)/guardian(s) for treatment.
4. Recommend to parent(s)/guardian(s) that they examine their child for the presence of head lice;
5. Send home a copy in an envelope or email an electronic copy of the NS Department of Health and Wellness pamphlet, *How to Prevent, Find and Treat Head Lice*, (Available at <http://www.novascotia.ca/dhw/publications/public-health-education/07135-head-lice-pamphlet-en.pdf>)
6. An attempt will be made to put the camper into another week of camp. If not, the camper will be provided with a full refund.
7. Advise camp staff that camper confidentiality is to be maintained.

### Staff Responsibilities:

1. A staff member who suspects that a camper may have head lice (outside of the initial head check done at registration) shall notify the Managing Director.
2. Maintain the camper's confidentiality on the matter of nits or lice to other staff and campers (other than advising the Managing Director)

Chapter	03	Administrative Policies	Number	03 02 01
Section	02	Personnel	Page	1 of 1
Subject	01	Privacy	Reviewed / Updated	March 2018

- (1) The personal information of staff, volunteers, and guests is collected in order to safely and adequately carry out the programs and services which Camp Peniel offers. Personal information may be collected through submitted forms, from publicly available sources, or by direct contact.
- (2) All collected personal information is for internal use only, except in the case where it is required by a government agency or for any medical services which need to be administered.
- (3) Camp Peniel will not sell, rent, or share personal information with any other persons or organizations (except for with the Camping Association of Nova Scotia and Prince Edward Island for the purposes of proving compliance with accreditation standards). If a person is under the age of the majority, their information may be shared with family members unless the legal parent / guardian deems otherwise.
- (4) Only those persons who are directly involved with the camp and its operations will have valid access to collected information.
- (5) An individual's personal information that is kept by Camp Peniel will be made available to that individual (or that individual's legal guardian if under 18 years of age) upon request.
- (6) Personal information will not be released to anyone other than the individual (or that individual's legal guardian if under 18 years of age) unless by legal requirement.
- (7) If there is a complaint regarding any privacy issue, refer to the Grievance Policy.
- (8) Collection & use of personal information is in accordance with PIPEDA



Chapter	03	Administrative Policies	Number	03 02 02
Section	02	Personnel	Page	1 of 1
Subject	02	Hiring	Reviewed / Updated	April 2019

Camp Peniel will make every effort to ensure the safety of our guests, especially those belonging to the vulnerable sectors of our society. Persons desiring to serve as a member of the Camp Peniel staff team must complete a comprehensive application and screening process. Staff members will be prayerfully chosen and must meet the following criteria:

### **Culture & Alignment**

Any staff member seeking to serve (and currently serving) at Camp Peniel must be in agreement to, and align themselves with, the following statements and documents:

- Statement of Faith
- Mission, Core Values, Objectives, & Philosophy
- "Expectations for Leaders and Role Models"

### **Application**

- must fully complete the required in-depth application form
- must provide the required number of references

### **Interview & Selection**

- must successfully complete an in-person interview
  - may be conducted via video conference or by telephone where necessary
  - there must be a minimum of 2 persons on the selection committee
  - will normally be approximately 20-30 minutes in length

### **Conditional Hiring**

Successful interview candidates will be hired conditionally until they return their signed contract agreement, part of which will include the successful clearing of a Criminal Record Check, including Vulnerable Sector Search. No staff member will hold responsibility for the direct care of children until such time that they successfully clear this check. Returning and permanent staff (full-time and part-time) will be required to complete the CRC every three (3) years. Criminal Record Checks are mandatory for all staff 18 years and older.

### **Training**

All staff members must attend the extensive Camp Peniel staff training program(s) required for their position. Some staff members will be required to complete first aid certification or WHIMIS certification, depending on their position.

Chapter	03	Administrative Policies	Number	03 02 03
Section	02	Personnel	Page	1 of 1
Subject	03	Staff Relations	Reviewed / Updated	February 2017

We are committed to providing an atmosphere that encourages positive and healthy relationships. As such, it is expected that any relationship involving a staff member (whether cordial or intimate) will require certain expectations of behaviour.

- (1) Focus on personal duties and responsibilities related to their position here must remain their top priority.
- (2) All staff will be expected to conduct themselves in a way that would be upright and pleasing to God, in accordance with the Holy Scriptures. This applies to all aspects of human relations, including any form of communication, physical or sexual relations, and emotional sensitivity.
- (3) Staff are expected to be professional in their conduct and sensitive to their social environment.
- (4) Staff are not to be in any area designated for persons of another gender, except where their duties or responsibilities deem necessary.
- (5) Only under exceptional circumstances will a staff member be alone with a person of another gender. In such cases, every effort will be made to meet in a public / visible setting.

Chapter	03	Administrative Policies	Number	03 02 04
Section	02	Personnel	Page	1 of 1
Subject	04	Dismissal Policy	Reviewed / Updated	February 2017

The safety of guests, staff, and volunteers as well as the integrity of Camp Peniel always has to be of top priority. Attitudes and actions are of critical concern. It is important that we put guests first, be safe, and have integrity and a diligent work ethic.

There is a 90 day probationary period for all staff (beginning on receipt of the staff member's Criminal Record Check or April 30, whichever is latest). There is a performance review done on a regular basis for all staff members. The performance review consists of a written document as well as a spoken review. The document is signed and dated by the staff member under review and the supervisor who is doing the review. Any areas of concern will be addressed during the review. If a satisfactory change is not seen in areas that have been identified as needing improvement, the staff member will be asked to leave.

The following is not an exhaustive list, but it gives an indication of the types of behaviours that will not be tolerated at Camp Peniel. Actions of this nature may result in immediate dismissal.

- Actions which jeopardize the safety of guests, staff members, or self
- Sexual misconduct
- Child abuse or any alleged abuse
- Insubordination or mutiny (failure to comply with authority)
- Use of alcohol, tobacco, or non-prescription drugs (or abuse of prescription drugs)
- Falsification or misrepresentation of any document
- Wilful damage to property

Warnings or probation will be given on the following:

- Consistent failure to be on time for all events and activities
- Putting any relationship before guests' needs
- Failure to complete assigned tasks or assigning your tasks to someone else
- Failure to meet the requirements of specific job descriptions
- Derogatory or insensitive comments of any kind

All benefits end with termination (this includes meals and lodging).

Chapter	03	Administrative Policies	Number	03 02 05
Section	02	Personnel	Page	1 of 1
Subject	05	Grievance	Reviewed / Updated	April 2019

When there is a grievance against the camp or one of its staff members from an individual or organization, the following method of action will be taken:

- a. The Managing Director will gather pertinent information on the issue
- b. The matter shall be taken to the executive of the board of directors by the Managing Director, and an attempt will be made by the Managing Director and the executive to resolve the issue.
- c. If further action is necessary, the board of directors will become a part of the mediation process. Submissions to the board of directors for review will first be accepted in writing and if no resolution is found, the person will be permitted to appear before the board of directors in person.
- d. If the complaint is not resolved, the person or organization seeking resolution will have the option of contacting a mutually approved mediator.

In such a case where the grievance comes from a member or member church of the Yarmouth County Association of Baptist Churches, guidelines set forth in the YCABC constitution will be followed.

Chapter	03	Administrative Policies	Number	03 02 06
Section	02	Personnel	Page	1 of 1
Subject	06	Personal Electronics and Media	Reviewed / Updated	February 2017

## Personal Electronics

One of the goals of Camp Peniel is to give guests the best experience they can have while being here at camp. We strive to have a unique environment without all the noise and busyness that usually accompanies life. In order to facilitate this, staff are to give their attention to attending the needs of guests and fulfilling their responsibilities in the best possible way. As such, mobile phones and other personal electronic devices may only be used during personal breaks and out of the sight of guests during the camp program. These devices are to be stored in the designated area when not in use.

## Media

Camp Peniel seeks to create a positive relationship between its staff and guests. Positive relationships can often involve being featured in the same videos or photographs. Camp Peniel receives written permission from each guest (or guest's legal guardian if under 18 years of age) to use his/her image in written and online materials. Any photos/videos taken by a staff member or volunteer may be given to the camp office to be posted on the camp's website or social media pages. It will be up to the discretion of office to decide whether or not to post the photos/videos. Staff and volunteers are prohibited from posting any pictures of guests using any form of their own personal social media.

For the protection of both staff/volunteers and guests, the following guidelines provide guidance on how to interact with guests after the camp program is over. This includes, but is not limited to, phone calls, text messaging, online communication (e.g., e-mail, instant messenger, Facebook messages), and face-to-face interaction.

- Camp Peniel recommends that staff members refrain from initiating contact with campers on social networking sites.
- Camp Peniel strongly advises staff members to not personally interact with campers outside of camp without the awareness and approval of the camper's parents or legal guardians.
- Camp Peniel strongly advises that staff member not engage in one-on-one outings with guests outside of camp.
- Camp Peniel recommends that individuals be aware of the possibility that certain conversations may endanger the staff member's or camper's reputation or may create conflict. Because of this possibility, camp recommends that any of these conversations that may be reasonably anticipated to be avoided entirely, or take place in the presence of a witness or in written form that cannot be deleted by the other party (avoid instant messaging or social networking comments).

Chapter	03	Administrative Policies	Number	03 03 01
Section	03	Abuse & Discrimination	Page	1 of 1
Subject	01	Defining Abuse	Reviewed / Updated	February 2017

## What is Abuse?

There are many forms of abuse that can be inflicted on a person to varying degrees with a wide spectrum effects, both short-term and long-term. In any abuse-related case, there is substantial risk to those involved, including Camp Peniel as an organization.

Abuse, by anyone in any form, will not be tolerated at Camp Peniel.

The following definitions are based on the Nova Scotia Children & Family Services Act. Child abuse, according to the Nova Scotia Act, is defined as pertaining to children up to the age of 16.

## Physical Abuse

Physical abuse is physical harm inflicted by a person (or persons) or caused by a person's failure to supervise and protect the child adequately. It is the intentional use of force on any part of a person's body that results in injury. Physical abuse may result from excessive inappropriate discipline.

The injuries sustained by the abused may vary in severity and range from minor bruising, burns, welts or bite marks or major fractures of the long bones or skull, and in its most extreme form, the death of a child.

## Emotional Abuse

Emotional abuse is anything that causes serious mental or emotional harm to a person, which the primary caregiver does not attempt to prevent or address. This type of abuse is often persistent or chronic and results in some degree of emotional damage to the person, often evidenced by severe anxiety. This type of abuse is often the most difficult to identify.

It may range from habitual humiliation of the person to withholding life-sustaining nurture / care. If a person is told often enough that he or she is no good and will come to a bad end, he or she may come to believe it and act accordingly. Similarly, lack of nurturing (holding, cuddling, and warm verbal communication) in the early years can be very damaging.

## Sexual Abuse

Sexual abuse is the improper exposure of a person to sexual contact, activity, or behaviour. This includes a wide range of sexual activity / behaviours. Sexual abuse may occur within the family or outside the family and may be homosexual or heterosexual in nature.

Examples can include instances where a person is encouraged, coerced, forced or even enticed into acts such as sexual molestation, fondling, sexual intercourse, oral sex, exhibitionism, or any sexual exploitation including pornography.

## Neglect

Any lack of care that may cause significant harm to a child's development or endangers the child in any way.

Chapter	03	Administrative Policies	Number	03 03 02
Section	03	Abuse & Discrimination	Page	1 of 1
Subject	02	Safeguards	Reviewed / Updated	March 2018

We desire to be a safe place for people of all ages, particularly when it comes to working with those in vulnerable sectors of society (i.e.: children and seniors). Abuse or harm of any kind will not be tolerated.

We also recognize that a certain level of appropriate behaviour must be maintained with the goal of ensuring the safety of all persons at Camp Peniel. These levels of appropriate behaviour also exist so that certain actions will not be misunderstood.

As such, we have undertaken to identify some behaviours that are inappropriate and other behaviours that require a great deal of discretion. Neither of these lists are exhaustive.

## Examples of Inappropriate Behaviours

- Being alone with a child / youth
- Restraint, except where the person is a risk to their own, or someone else's, safety
- Touching any part of the body for a sexual purpose
- Sexual innuendos, advances or demands / requests for sexual favours in any communication
- Nudity / exposure of any kind, including electronic media
- Kissing, prolonged hugs, snuggling, or sharing a blanket
- Physical obstruction, sitting on laps, or piggy-backs
- Not respecting gender identified areas
- Guests being in a staff member's space / room
- Aggressive or demeaning behaviour or language
- Physical coercion or force

## Examples of Behaviours requiring Discretion

- Hugging (use side hugs where possible)
- Being alone with someone (be in public view)
- Physical care (i.e.: lifting, attending medical needs)

In the case that a staff member is accused of abusing a guest or another staff member, that staff member will be immediately removed from the summer camping program to an area of the camp where he/she can be supervised at all times by one of the senior staff. The Managing Director will perform an initial discrete investigation to determine if there is any substantiation to the claims. If the accusation is determined to be obviously unfounded, the staff member will be allowed to return to their regular duties. If there is a possibility that the accusation is correct, the staff member will be immediately suspended without pay and will be removed from the premises as soon as possible, until such time that the matter is resolved.

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Section	03	Abuse & Discrimination	Page	1 of 1
Subject	03	Disclosure	Reviewed / Updated	March 2018

Disclosure of abuse may happen at any time. Typically, disclosure happens when a relationship of trust is built between two persons. When this happens, the person telling the story is trusting they will be heard as speaking from a place of great need and that they will be received with an open heart and compassionate spirit. When someone discloses abuse, here's what to do.

- (a) believe the person telling the story
- (b) listen openly and calmly and offer reassurance
- (c) report it immediately to the Managing Director

Here are some further things to be aware of:

- (1) Ensure that the person's story is not overheard and allow the person to tell what happened in their own words without pressing for details. Do ***not*** ask investigative questions or details which could cause more pain. It is not your responsibility to determine if a crime has been committed. Remember that investigation and interviewing are the jobs of the capital government agency and police.
- (2) You need to be aware of your own feelings toward disclosure. Hearing the story may cause you to feel overwhelmed with feelings of anger, pain, and possibly fear. Make sure you keep your emotional state in check and if necessary, deal with your own feelings at a later time in order to provide a safe atmosphere. Tell the person that it is not his/her fault and that he/she is not to blame. Do not be judgmental of the child or the family.
- (3) You must be honest with the person by saying that the abuse cannot be kept a secret, and that there are other people who need to know and can help. You may also want to reassure the person that they can count on your friendship and support, whatever happens.
- (4) When disclosure happens, or when there is suspected abuse, you must be very careful to keep all information confidential. No information may be shared with friends, other staff/volunteers, or guests except where required by law.
- (5) After following the proper procedures for reporting of abuse or suspected abuse, you should be as supportive as possible, but should have no further involvement in the investigation unless you are contacted by authorities for further information, or (in rare circumstances) are called for testimony in court.

## Code of Silence

This happens when you choose to withhold vital or important information, whether voluntarily or involuntarily (often under threat of force or fear of labelling). This is unacceptable and actually impedes the wellness of a person in cases of abuse.

## Duty to Report

All staff members have a duty to report any alleged or known abuse. You have the responsibility to keep others safe by reporting to the proper governmental authorities.



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Subject	04	Reporting Abuse	Reviewed / Updated	April 2019

Disclosure of physical, emotional, or sexual abuse happening at home or at camp may take place. You may also suspect that abuse has happened (at home or at camp) when someone appears to be in a state of neglect, has signs of physical injuries, or has certain behavioural problems. When disclosure or suspected abuse happens, there is a process for reporting.

- (1) Report the abuse or suspected abuse immediately to the Managing Director. When making a report, record the person's name, address, phone number, and the information which leads to the suspicion of child abuse. The following could be helpful (if known): parents' names, child's date of birth, if he/she has any siblings, what school he/she attends, etc.
- (2) The staff member is responsible to report the incident to the appropriate government agencies. The Managing Director will be there with the staff member to support them and help them through this difficult process, but it is the duty of the person to whom the abuse was disclosed to report it.
- (3) The government agency or the police will take over the handling of the situation. The government agency or the police, **NOT** Camp Peniel, will be responsible:
  - to inform the parents of any involved parties about the incident
  - to decide if the child should be returned to his / her home situation
  - to investigate / determine the responsibility or the genuineness of the claim
  - to perform any other kind of investigation
- (4) The staff member and Managing Director will cooperate fully with government agencies, will do nothing to prejudice their investigation, and will provide all the appropriate information
- (5) While the guest remains at the camp, it is important to ensure that they have a fun and safe camping experience. They are not to be questioned by any other staff members.
- (6) Where necessary, counselling services will be made available to any staff member involved.

If any staff member suspects the Managing Director of abuse or does not feel safe reporting to the Managing Director, they should contact Children and Family Services directly at 902-742-0741 or after hours at 1-866-922-2434. The staff member reporting the suspicion of abuse should then advise a member of the Board Executive.

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Section	03	Abuse & Discrimination	Page	1 of 1
Subject	05	Harassment and Bullying	Reviewed / Updated	February 2017

## Harassment

Camp Peniel is committed to maintaining a workplace free from harassment. Harassment is a violation of federal and provincial discrimination laws and is prohibited whether directed toward men or women. We will not tolerate such misconduct.

This policy applies to all staff persons and organizational representatives while on camp premises or functioning on behalf of the camp at any other location. It also serves to protect our staff from actions of third parties.

Sexual harassment is defined as:

*objectionable, coercive, or vexatious comments or attention of a sexual nature to a person or persons, that is known or ought reasonably to be known as unwelcome;*

*actions or communications with a sexual connotation or component, which are directed at no person in particular, but which create an intimidating, demeaning, or offensive work environment*

Some examples of sexual harassment include:

- unwanted sexual request or advance, inappropriate touching, or sexual assault
- any implied or expressed reward for complying with a sexually oriented advance or request
- displaying pornographic, offensive, or derogatory pictures or text
- persistent, unwanted social invitations
- persistent leering at a person's body
- any implied or expressed reprisal or threat of reprisal, or denial of opportunity for refusing to comply with a sexually oriented request
- reprisal or threat of reprisal against an individual for any action they take following this policy and its procedures

## Bullying

Bullying is defined as:

*Any intentional written, verbal, or physical act that physically harms a guest/staff member, damages a guest/staff member's property, or interferes with a guest/staff member's experience at camp. Bullying is intentional, severe, persistent, or pervasive; creates an intimidation or threatening environment; or substantially disrupts the overall camp experience.*

Bullying can take many forms, including slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

Neither harassment nor bullying are acceptable behaviours at Camp Peniel, and they will not be tolerated. Any harassment or bullying must be immediately reported to the Managing Director. Appropriate investigative and, where necessary, disciplinary action will be followed through on. For more information on harassment, refer to the Occupational Health & Safety department of the Nova Scotia government.

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Subject	06	Discrimination	Reviewed / Updated	February 2017

Discrimination may be defined as treating someone differently, or taking punitive measures in a way that affects their work, based on age; race; colour; religion; creed; ethic, national, or aboriginal origin; sex (including pregnancy); pay equity; sexual orientation; physical disability; mental disability; family status; marital status; source of income; irrational fear of contracting an illness or disease; association with protected groups or individuals; political belief, affiliation, or activity; or gender identity/gender expression.

Camp Peniel is committed to maintaining a workplace free from discrimination. Any discrimination must be brought to the attention of the Managing Director. Appropriate investigative and, where necessary, disciplinary action will be followed through on.

In the event that discrimination occurs the following steps will be taken:

First Offence	The Managing Director will deal with the offender on a one-on-one basis. Appropriate disciplinary action may be taken.
Second Offence	If applicable, the Managing Director will contact the offender's parents about the issue in order to bring about a resolution and correct behaviour. Appropriate disciplinary action will be taken.
Third Offence	The Managing Director will deal with the situation by contacting the appropriate government officials.

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Section	03	Abuse & Discrimination	Page	1 of 1
Subject	07	Accessibility	Reviewed / Updated	February 2017

Camp Peniel is committed to excellence in serving all guests, including those with exceptionalities. Persons with exceptionalities will be welcomed, included, and supported at the camp and the camp will endeavour to meet the special needs of such individuals to the best of its abilities. The provision of services to persons with exceptionalities will be integrated wherever possible. The camp promotes equity of opportunity to those with exceptionalities and will provide support systems when necessary and where reasonably possible.

The majority of our buildings (including the lodge, the bathrooms, and all of our cabins) are wheelchair accessible. We also have a 400-foot boardwalk that allows wheelchair access to our beautiful waterfront.

## Communication

Staff members and camp management will do their utmost to communicate with people with exceptionalities in ways that takes into account their exceptionality.

## Service Animals

Guests with exceptionalities who require service animals are welcomed at Camp Peniel. If a guest with an exceptionality is accompanied by a guide dog or other service animal, Camp Peniel will ensure that the guest is permitted to enter the camp with the animal and to keep the animal with him or her. Owners of service animals should note that Peniel is in a rural setting and at times is home to various wildlife such as squirrels, raccoons, porcupines, deer, bats and other species. Though Camp Peniel's property is not large, we recommend that guests keeping service animals nearby at all times.

## Support Persons

The parents/legal guardians of a guest with an exceptionality may request to have a support person accompany him/her at Camp Peniel. Camp management will do its best to accommodate such requests, but there may not be enough staff/volunteers available to provide a support person in all circumstances.

## Training

Camp Peniel will provide training to employees, volunteers, and others according to his or her role and responsibilities at camp in connection with policies, practices, and procedures governing the provision of goods and services to guests with exceptionalities.

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Section	03	Abuse & Discrimination	Page	1 of 1
Subject	08	Equity and Inclusion	Reviewed / Updated	February 2017

Camp Peniel is committed to providing excellence and accessibility in its camp programming to campers and staff. Services will be provided in a manner that respects the dignity and independence of its guests, staff, and volunteers.

## With Respect to Staff

Camp Peniel welcomes staff of diverse backgrounds, ethnicities, needs, and abilities. We strongly believe that diversity is an important aspect of camp and that it will foster a positive camp environment for all involved in the camping program. Camp Peniel is committed to hiring individuals who will promote our inclusion policy. All individuals who are able to fulfill the responsibilities and requirements of a staff member at Peniel are encouraged to apply. Whenever reasonably possible, Camp Peniel will provide support and assistance to staff members with exceptionalities up until the point that the cost of doing so would cause undue hardship to the camp.

## With Respect to Guests

Camp Peniel promotes inclusion for campers with exceptionalities, and will strive to meet the specific needs of each individual camper whenever possible.

Chapter	03	Administrative Policies	Number	03 04 01
Section	04	Finances	Page	1 of 1
Subject	01	Financials	Reviewed / Updated	February 2017

Camp Peniel is a non-profit, charitable organization.

We will be honest, act with integrity, and be transparent in all matters of financial concern.

Every effort will be made to keep camp fees modest while maintaining our financial objectives. The camp fee is never meant to be a deterring factor for those who wish to attend camp events. As a result, we will seek to make financial assistance available to those who require it.

Chapter	03	Administrative Policies	Number	03 04 02
Section	04	Finances	Page	1 of 1
Subject	02	Donations	Reviewed / Updated	February 2017

All donations made to Camp Peniel will be accepted with the approval of either the board of directors or the Managing Director.

Donations which are made with conditions or stipulations on the part of the donor will be reviewed by the board of directors in consultation with the Managing Director. Such stipulations or conditions will be taken into consideration.

The board of directors, in consultation with the Managing Director, reserves the right to decline the offer of any donation.

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Section	04	Finances	Page	1 of 1
Subject	03	Refunds	Reviewed / Updated	February 2017

If a guest cancels:

- More than two weeks prior to the program start date: a complete refund will be given, less the required down payment.
- Less than two weeks prior to the program start date: no refunds will be given on registration fees except under exceptional circumstances (i.e.: a family death, medical emergency), in which case a written explanation will be required.
- Registration fees are transferable between camp weeks or siblings, where space is available.
- No refund will be made for late arrivals or early departures.
- All refunds will be handled at the discretion of the Managing Director.



Chapter	03	Administrative Policies	Number	03 04 04
Section	04	Finances	Page	1 of 1
Subject	04	Budget	Reviewed / Updated	February 2017

The budget for Camp Peniel is created annually for presentation to the board of directors. The Managing Director is primarily responsible for drafting and proposing the budget, though he/she may seek input from relevant staff members. The board of directors is commissioned to approve the annual budget by a majority of votes.

### Zero-Based

The Managing Director is responsible for presenting a zero-based budget. The figures submitted are built from an expenditure plan for the new year and not as a percentage of the previous year's figures.

### Salary

The board of directors will evaluate any changes to the compensation package for the Managing Director annually. The Canadian Baptists of Atlantic Canada (CBAC) recommendations for pastoral salary packages will be taken into consideration as a model.

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Section	04	Finances	Page	1 of 1
Subject	05	Expenditures	Reviewed / Updated	February 2017

Personnel expenses are those directly incurred by people in the performance of their duties on behalf of Camp Peniel. Compensation for employees, training programs and materials for all personnel, and reimbursement of out-of-pocket expenditures that might be required while engaged in camp business are examples of personnel expenses. Some are governed by specific policies found in this chapter but all are governed by the same overriding principles. They must be:

- Approved by the Managing Director
- Submitted to the treasurer for payment

## Approval

The Managing Director is allowed to spend up to 1.5% of the approved budget on unbudgeted expenditures and 1.5% - 3% with the approval of the board executive. Any spending above 3% of the approved annual budget will require the approval of the board of directors. Such approval may be sought at the next regularly scheduled meeting or via an emergency meeting provided that all board members have received the necessary information and have opportunity to vote.

## Submission

All personnel-related expenses must be submitted by staff and volunteers using the accepted accounting procedures established for Camp Peniel.

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Section	04	Finances	Page	1 of 1
Subject	06	Mileage	Reviewed / Updated	February 2017

In serving Christ through the ministry at Camp Peniel, there is frequently a need for travel. Travel occurs when attending events as a part of personal worship and fellowship. It also occurs when serving the purposes of the camp in fulfillment of the staff's ministry function.

To eliminate confusion between these two needs for travel, guidelines have been established. This policy defines situations where mileage as a result of travel may be claimed as a valid ministry expense. The rate for mileage is \$0.45 per kilometre.

## Employees

An average of one return trip per day between home and the camp office to a maximum of five per week is considered personal travel and is not reimbursed as a mileage expense. This includes those working from a home-based office. The following activities, over and above these return trips from home, are considered business travel and therefore will be reimbursed by the camp:

- Travel from office or home to meet with camp staff when carrying out duties that are included in the employee's job description or at the explicit request of an immediate supervisor.
- Travel at the request of ministry leaders to attend events in which the employee makes a significant contribution.
- Travel for events or ceremonies where the employee acts in an official capacity and where an honorarium is paid (e.g. speaking engagements).

The following activities are considered personal travel and therefore will not be reimbursed by the camp:

- Travel to events where the employee's presence is optional and the employee has no significant role.
- Travel to and from lunch, except for specific camp purposes.

## Non-Employees

Mileage is not generally reimbursed to those who are not employed by Camp Peniel. In exceptional situations, the Managing Director may approve a mileage expense claim for non-employees.

For those making mileage expense claims, approval must be obtained in advance and must be signed by the Managing Director. The Managing Director will forward the expense claim to the Treasurer for payment.

Chapter	03	Administrative Policies	Number	03 04 07
Section	04	Finances	Page	1 of 1
Subject	07	Meals & Entertainment	Reviewed / Updated	February 2017

In serving Christ through the ministry at Camp Peniel, there may be occasions when entertainment expenses are required. In every situation where entertainment expenses are incurred, the costs must be modest and appropriate. This policy defines situations where entertainment may be claimed as a valid ministry expense.

The following activities are considered valid ministry expenses that will be reimbursed by the camp:

- An emergency care or counselling situation that requires an extensive amount of time with those in need. Using best judgement, the employee may make modest meal or light refreshment provisions for all involved.
- Travel at the request of an immediate supervisor that necessitates the purchase of meals away from home.
- When requested by an immediate supervisor to entertain guests of Camp Peniel (e.g., speakers, singers, consultants). The expenses, whether incurred at home or at a restaurant, will be covered.
- Tickets to a Christian concert, seminar, or workshop that the employee who is involved in pastoral care feels may benefit an individual who is experiencing difficulty in the topic-related area. The employee is not obligated to attend the event, but personal expenses will be covered if he/she decides to accompany the individual.

The following activities are considered personal entertainment and therefore will not be reimbursed by the camp:

- A personal invitation to camp staff and friends to share a meal or light refreshments, even if discussing camp ministry plans and initiatives.
- Meals during a regular working day.
- Provision of alcoholic beverages or tobacco in any situation.

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Section	04	Finances	Page	1 of 1
Subject	08	Gifts & Awards	Reviewed / Updated	February 2017

There may be occasions where a gift or award for service in the Lord's work is an appropriate expression of thanks to an employee or volunteer. Gifts and awards may be recommended by Directors for staff or for ministry volunteers.

## Tokens

The gifts and awards given must be tokens of appreciation and may in no way be considered payment or wages for a service rendered.

Chapter	03	Administrative Policies	Number	03 04 09
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Subject	09	Telephone	Reviewed / Updated	February 2017

Landline and mobile phones are a necessity in the ministry of Camp Peniel. Regular monthly billing expenses for basic plans and any ministry related add-ons or expenses will be covered by the camp for full-time employees up to \$85 per month. The cost of the actual phone will be the responsibility of the staff member.

All costs for personal calls on either the landline or cell phone will be paid monthly by the staff member when the invoice arrives.

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Section	04	Finances	Page	1 of 1
Subject	10	Clothing	Reviewed / Updated	February 2017

We require staff members to wear branded clothing to any events (i.e.: official ceremonies, meetings, etc.) where the mission of Camp Peniel can be advanced.

For each full-time employee, Camp Peniel will cover the cost of branded clothing up to a total of \$100 per year.

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Section	05	Emergency	Page	1 of 1
Subject	01	Emergencies	Reviewed / Updated	March 2018

In the event of an emergency appropriate action must be taken. The following is the proper procedure for dealing with an emergency situation (i.e.: natural disaster, fire, severe weather)

(1) The first staff member on the accident site must remain with any injured parties. In the event of a fire, the staff member must make sure all guests are out of harm's way.

(2) The staff member at the accident site must send another staff member for help. This person must:

- a. use the speaker system in the lodge to broadcast (using the appropriate broadcast code) the fact that there is an emergency
- b. notify the appropriate Directors
- c. follow appropriate procedures for the corresponding emergency (including first aid)

(3) All appropriate authorities (i.e.: police etc.) and family members will be notified by the Managing Director or (in his/her absence) his/her delegate.

## **Aquatic Emergencies**

In the event of an aquatic emergency, the Waterfront Director will immediately blow his/her whistle three times, indicating that all guests are to exit the water immediately. The Waterfront Director will use as many staff as are necessary to address the emergency, while the remaining staff will take the guests that are not involved in the emergency away to their cabins, the lodge, the sports field, or another suitable place until the emergency is resolved.

Continue on with sections (2) and (3) of the above emergency procedure.

## **Broadcast Codes**

The following code words are to be used over the speaker system in case of emergency:

Counsellor RED	Fire
Counsellor BLUE	Waterfront Emergency
Counsellor GREEN	Runaway or Lost Guest
Counsellor YELLOW	General Emergency (i.e.: broken leg)



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Subject	02	Fire	Reviewed / Updated	March 2018

If you are the first person to discover a dangerous fire:

- (1) Yell "Fire! Fire! Fire! And call for help
- (2) Remove all guests from the danger zone
- (3) Attempt to extinguish the fire through reasonable means
- (4) If unable to resolve, engage the fire alarm
- (5) Call 9-1-1

The following procedure is to be followed in case a fire alarm goes off:

- (1) Remain calm
- (2) Evacuate all buildings (bring sleeping bags where possible)
- (3) Quickly but calmly go to the upper sports field
- (4) Line up in your cabin group for a head count
- (5) Stay together with your cabin leader until the situation is resolved

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Section	05	Emergency	Page	1 of 1
Subject	03	Severe Weather & Natural Disasters	Reviewed / Updated	March 2018

## Severe Weather

Occasionally, weather may interfere with the program at Camp Peniel. In the case of mildly disruptive weather (i.e.: thunder and lightening, hail, prolonged periods of high UV index, etc.), the camp program will be adjusted in such a fashion that puts the safety of the guests as its first priority. Guests will remain under cover as necessary.

In the case of a thunderstorm, guests will be removed from the swimming area at the first sound of thunder. Swimming will not continue until at least 30 minutes after the last rumble was heard. In the case of a severe thunderstorm, guests will be taken into a protected building until the storm has passed.

Any guests or staff who may be participating in a boating activity when a thunderstorm or other severe weather arises should immediately head for the closest shore possible and take appropriate cover. Boating will not continue until at least 30 minutes after the last rumble was heard.

In the event of more severe weather, appropriate action will be taken to ensure the safety and wellbeing of Camp Peniel's guests. Certain extreme weather conditions may necessitate the cancellation of the Camp Peniel program and for guests to be sent back to their homes. Parents / legal guardians of guests will be contacted as soon as possible in the event of extreme weather that would result in the cancelling of the Camp Peniel program.

## Natural Disasters

The probability of a natural disaster occurring during the running of a program at Camp Peniel is very remote. In the event that a natural disaster does occur that threatens the safety of guests, staff, and volunteers, the appropriate emergency and governmental authorities will be contacted, and all guests, staff, and volunteers will be evacuated to a safe location. Parents / legal guardians of guests will be contacted as soon as possible in the event of a natural disaster that would result in the evacuation of guests from Camp Peniel.

## Evacuation

In the event that an evacuation is needed, the management of Camp Peniel will contact emergency services (such as the Canadian Red Cross), churches, and volunteers in order to obtain the necessary vehicles to transport all of our guests, staff, and volunteers to a safe location.

If an immediate evacuation is required that does not allow time for vehicle arrival, every person on the Camp Peniel property will walk to Cedar Lake Baptist Church and await help at that location.

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Subject	04	Health Care	Reviewed / Updated	February 2017

## **Daily Health Supervision**

Daily health supervision will be carried out by the Health Director. This staff member will be responsible in ensuring that:

- (1) Each guest receives their proper medications at the appropriate times
- (2) Keep a log of all medications given and at what time
- (3) The administration of health care is properly given when necessary
- (4) An "Accident Report Form" is filled out when deemed necessary

\* Note: two persons are required to be present and sign off on any and all medications given at Camp Peniel

## **Communicable Diseases**

In the event of any camp person acquiring a communicable disease (i.e.: chicken pox), a foodborne illness, blood-borne pathogen, or another outbreak, the following steps should be taken:

- (1) The affected person's primary care giver(s) will be notified by the Managing Director of the camp and arrangements will be made to have the child / staff member taken home
- (2) Until the affected person is able to be taken home, they will be isolated from the rest of the camp in order to attempt to prevent affecting other persons.
- (3) Camp personnel will be responsible for immediate sanitization of the areas which may be infected
- (4) The Health Director will keep a record of action taken in an "Accident Report"
- (5) If additional staff is required, the board of directors and local churches will be notified as to staffing needs, and volunteers will be drawn from their support

## **Handling of Emergencies and Accidents**

The Health Director will be primarily responsible for administering medical, nursing, and first aid services as they correspond with their qualifications during an accident or emergency. In the event of an emergency or accident, the Health Director will be required to:

- (1) Administer appropriate medical attention
- (2) Clean up the area where the accident / emergency took place
- (3) Keep a record of action taken (recorded in an "Accident Report")

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Subject	05	Missing Guest	Reviewed / Updated	February 2017

When it is suspected that a guest is lost, it needs to be determined if the guest is truly lost or just missing. It is also important to determine what the guest was wearing and where he/she was last seen. The following steps will be taken when searching for a guest.

- (A) Do a proper head count by cabin groups to determine if the guest is in fact missing.
- (B) The cabin leader (or available staff members) will do a search of all reasonable areas of the camp grounds where the guest may be.
- (C) The Managing Director (or delegate) will be notified of the missing guest and will determine the proper course of action, including:
  - a. Securing the rest of the guests in a safe area with adequate supervision.
  - b. Alerting the Health Director to prepare necessary first aid supplies and be available at the front of the lodge for emergencies.
  - c. Determining what area of the grounds to search.
- (D) When a ground search must be completed, the following procedure is to be followed:
  - a. Beginning at the furthest left hand section of the area to be searched, form a horizontal line no more than one arm-length apart.
  - b. Walk forward in a straight line, keeping in step with those beside you. It is important that you stay in a straight line so that you do not miss any ground. If you cannot keep the pace, do not be afraid to ask to slow down. The leader (who is at the end of the line) is responsible to set the pace.
  - c. When searching, remain as quiet as possible.
  - d. Be sure to look at both the ground beneath you and the trees above you.
- (E) When a water search must be completed, the following procedure is to be followed:
  - a. The staff members/volunteers who are available to search will be divided into two teams: a deep team and a shallow team.
  - b. The deep team will be made up of strong swimmers with a chosen leader. The team will line up (no more than one arm-length apart) on the left-hand side of the swimming area that is farthest from the shore. On the leader's instruction, the team will dive to the bottom and sweep the lake floor with their arms, coming up for air when necessary. The leader will ensure that no one swimming gets ahead of the team. Once they reach the right-hand edge of the swimming area, they will go closer in and repeat the process going back the other way.
  - c. The shallow team will line up at the left-hand side of the swimming area. They will walk in a straight line, with their arms linked. They will sweep the bottom of the lake with their feet. Once they reach the right-hand edge of the swimming area, they will go father out and repeat the process going back the other way.
- (F) Once the guest is found, two people will remain with the guest to assess the situation and comfort the guest. The leader will get any further necessary help and the rest of the staff will head back to resume the scheduled activities.
- (G) If the guest is not found after searching for a reasonable amount of time, the Managing Director or delegate will call 9-1-1.

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Subject	06	Accidental Death or Injury	Reviewed / Updated	March 2018

In the unfortunate event of accidental injury or death, the following procedures must take place. Discretion will be used according to the severity of the situation.

- (1) Call 9-1-1
- (2) Call board chairperson
- (3) Call parents or emergency contact of guest / staff
- (4) Call lawyers
  - CCCC (519-669-5137)
  - Andy Nickerson (902-749-1995)
- (5) Call insurance company
  - Magnes Group / Cathy McCann (800-650-3435 / 905-845-9793, ext. 358)
- (6) CCI Canada National Office (877-267-7745)
- (7) Camping Association of Nova Scotia and Prince Edward Island (902-425-5454)
- (8) Call grief counsellors (where necessary)

**NO PERSON** is to speak to the media except the Managing Director or board chairperson

(see media release in emergency file)

The Managing Director can use some or all of these same eight steps for dealing with any emergency, even if it is not related to accidental death or injury.

Chapter	03	Administrative Policies	Number	03 05 07
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Subject	07	Dangerous Animals	Reviewed / Updated	February 2017

Given that Camp Peniel serves as an outdoor recreation organization, the possibility that an encounter with a dangerous animal, although not likely, is possible.

In the event that a dangerous animal is encountered, staff members are expected to:

- refrain from agitating, disturbing, or otherwise provoking the animal
- use reasonable discretion in engaging the animal in order to protect others
- do what is reasonably possible to safely remove any guests from the immediate area
- report the sighting / encounter to management staff as soon as possible

The safety of guests and staff must remain top priority at all times. Where necessary, the proper authorities should be contacted to further deal with the situation.

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Section	05	Emergency	Page	1 of 1
Subject	08	Immediate Loss of Staff	Reviewed / Updated	February 2017

In the event that a key program leader is unable to fulfill his or her duties, the following will take place:

- (1) another qualified staff member will be called by management to replace them
- (2) where this is not possible, the affected program will be shut down until a qualified replacement can be found

In the event that multiple staff members are unable to fulfill their duties at the same time, the following will take place:

- (1) the program will be restructured to ensure safety of guests
- (2) a request for immediate assistance will be sent to qualified contacts (i.e.: alumni, churches)

If Camp Peniel is unable to carry out its programs safely and with a reasonable staff to camper ratio, the program will be cancelled and arrangements will be made to have guests sent home.

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Subject	09	Loss of Potable Water or Septic System	Reviewed / Updated	March 2018

## **Loss of Potable Water**

Camp Peniel has a very deep well that has never run dry. However, it is possible that in the case of an extreme drought that camp may run out of water. In the event that Camp Peniel were to experience a temporary loss of drinkable water, the camp would do one of the following:

1. Provide bottled water for cooking and drinking while using lake water for continued use of toilet facilities.
2. Purchase water from a local organization to put in our well.
3. Terminate the program that would be currently running until water returns to the well.

## **Loss of Septic System**

Camp Peniel has a quality septic system that is appropriate for the size of the camp and is well maintained. In the event that a malfunction occurred with the septic system, camp would do one of the following:

1. Provide portable toilets for guest use until the problems with the septic system are resolved.
2. Terminate the program that would be currently running until the problems with the septic system are resolved.



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Section	06	Documentation	Page	1 of 1
Subject	01	Document Retention	Reviewed / Updated	February 2017

Personal information is collected in order to safely carry out Camp Peniel's mission and programs. Any documentation pertaining to campers and staff will be stored (physically or electronically) for a minimum of seven years.

Documents may include, but are not limited to, the following:

- application and registration forms
- supporting documentation such as RCMP or Child Abuse Registry checks
- medical / medication distribution records
- incident reports

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Subject	02	Guest In-take and Out-take	Reviewed / Updated	February 2017

All guests are required to properly register for camp programs. Upon registration, a record of attendees will be kept on file.

From time to time, guests will leave the property during a program for personal or family reasons. In the event that a guest leaves a program early, the following procedure must be followed:

- they may only leave with the person whom their parent / guardian has granted permission
- they must sign out using the proper form (usually located in the office)
- when returning to a program, they must sign back in using the above-mentioned form

At the end of a program, guests under the age of 18 may only leave with their parent / guardian. If the guest's parent / guardian is unable to pick up the guest, the guest will only be allowed to leave with the adult specifically identified to the camp's administration by the guest's parent / guardian.

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Subject	03	Program Participation Logs	Reviewed / Updated	February 2017

Camp Peniel offers a wide range of programs and activities for guests to be involved in.

## Summer Camp Program

When leading a specific program where guests choose to be involved, staff members are required to keep a record of the activity which includes the following information:

- Name(s) of program leader(s)
- Date and time of program
- Program name with a brief description of activities
- Names of participants for each session
- Any incidents of note that occurred during the duration of the program
- The weather conditions during the duration of the program