

JAMAICA COLLEGE RESIDENTIAL CAMP MANUAL

JANUARY 2016

INTRODUCTION

Jamaica College seeks to develop students holistically through sports and other co-curricular activities, which may require the convening of camps/residential workshops and/or local and overseas travel, to facilitate and strengthen these activities. This manual provides guidelines and procedures to be followed before, during and after the operation of these camps. All camps are to be regulated by these policies, and the participating individuals must adhere to these procedures to ensure compliance and maintain proper institutional control.

1. PRE-CAMP/TRAVEL: PROPOSAL, PURPOSE AND OBJECTIVES OF CAMP

- 1.1. In order to convene a camp or to travel, a proposal must be developed in compliance with the guidelines stated in this manual.
- 1.2. The proposal referred to in Clause 1.1. must contain the following:
 - a. Purpose and objectives;
 - b. Daily schedule of activities, and
 - c. Budget clearly stating all revenues and scholarships.
- 1.3. The proposal must then be submitted to the Principal for his approval at least one (1) month before the proposed commencement date of the camp.

2. PERMISSION POLICY

Parents' Consent:

- 2.1. Parents must receive a consent form with detailed information about the camp or travel one (1) month before the date of commencement.
- 2.2. All campers in order to attend and participate in any activities, **must** return a signed ***Camp Consent Form***, to the Vice Principal with responsibility for Sports or the related residential Workshop Coordinator two (2) weeks before departure or before the commencement of the camp.
- 2.3. All participating parents must be briefed on the Jamaica College Camp Manual.

3. OPERATION GUIDELINES

Roles and Responsibilities of Camp Personnel

- 3.1. All camp personnel and volunteers must be clearly identified and background checks must be done for persons not employed to Jamaica College. Their roles and

responsibilities must also be stated explicitly. This should include, but not be limited to the following personnel:

- 3.1.1. **Camp Coordinator:** The Head Coach or a Designee's (approved by the Principal) role and responsibility includes engaging competent staff and outlining their specific role and functions, providing Camp Manual and ensuring that all aspects of the Manual are followed.
- 3.1.2. **Counsellors/Assistants/Volunteers:** Roles and Responsibility: The Counsellors, Assistants and Volunteers must adhere to the guidelines as outlined in the Camp Manual and achieve objectives and execute activities as stated in the proposal for the camp. They must ensure the overall safety of campers' personal belongings.
- 3.1.3. **Technical Staff/Team:** Roles and Responsibility: The Technical Staff and Team must ensure that all technical duties are carried out as outlined in the objectives.
- 3.1.4. **Medical personnel** (on or off campus) First responders must include **one or more** who possess certified training in CPR and basic first aid skills. Where camps are held out of town, in Jamaica, every effort will be made prior to the camp to inform the nearest doctor to the camp site in case there is an emergency.

4. CONTACT NAMES/DESIGNATES AND NUMBERS

- 4.1. Telephone numbers for parents/guardians of all the students must be obtained for ease of contact.
- 4.2. These contact numbers must be available to the staff in charge of the camp.

5. CAMP RESIDENTIAL ARRANGEMENTS

- 5.1. Accommodation for all campers should include:
 - a. Suitable accommodation must be provided with proper ventilation;
 - b. Individual beds and bed linen, and
 - c. Adequate bathroom facilities.
- 5.2. Sleeping arrangement
 - 5.2.1. Students should be organised according to age or other appropriate groupings based on the objectives of the camp.
- 5.3. Adequate space which allows individuals to easily walk between beds must exist for emergency reasons.
- 5.4. There must be **NO** sharing of beds or bed linen.

6. SUPERVISION RATIO

- 6.1. Students must always be supervised.
- 6.2. There must be at least one (1) adult to every fifteen (15) students.
- 6.3. A student/room Captain must be assigned to each room for supervision purposes.
- 6.4. Camp personnel must be awake on duty to maintain supervision and security at nights, for the duration of camp.

7. DAILY SCHEDULE

- 7.1. An appropriate schedule of activities must be developed, relevant to the specific camp and consistent with meeting its related goals and objectives. This should include but not limited to:
 - a. Training time
 - b. Meal time
 - c. Lights out
 - d. Breaking Camp (last day)
- 7.2. Details connected to these activities must be outlined.

8. DIET AND RESTRICTIONS

- 8.1. An appropriate diet must be provided for all camp participants.
- 8.2. Parents should advise the Camp Coordinator of all dietary concerns and restrictions for adequate arrangements to be made to facilitate these campers.
- 8.3. Declaration of all food allergies must be made.

9. MEDICAL CONCERNS AND MEDICATIONS

- 9.1. Medical concerns must be stated by parents/guardians and allergies to specific medications must be clearly stated in writing on the Consent Form.

10. SAFETY AND SECURITY

10.1. First Aid

- 10.1.1. Camp Coordinator must coordinate with local authorities as appropriate, to address any actions necessary to respond to the emergency events outlined in this plan.
- 10.1.2. Camp Coordinator must check for the nearest doctor to the camp site, to make arrangements if possible with that doctor to be on call, in case of an emergency.

- 10.1.3. Camp Coordinator must conduct a training program for camp staff in the implementation of procedures contained within this plan.
- 10.1.4. Basic First Aid provisions must be in place to treat with minor injuries. A comprehensive First Aid Kit must be accessible to designated personnel to be administered as required.
- 10.1.5. Accidents or other eventualities will be addressed expeditiously and the relevant personnel identified for action accordingly. This must be decided by the Camp Coordinator and the trained CPR/first aid personnel.
- 10.1.6. For campers with minor injuries such as scrapes and bruises, first aid will be administered by personnel on site.
- 10.1.7. Student with more severe conditions must be transported to the nearest health care facility to be seen by a doctor.

10.2. **Medical Emergencies**

- 10.2.1 In case of medical emergencies, parents must be contacted by the Camp Coordinator or his designee. This must be done as soon as reasonably possible, or once the situation is stabilized and the next steps are known.
- 10.1.2. Camp Director or his/her designee will call the family in the event of a serious illness during camp, or any other camp event, the nurse or person certified in CPA and/or a member of the Emergency Medical Response Team will immediately respond.
- 10.1.3. If the situation is viewed as serious, a cell phone call should be immediately made to dispatch an ambulance, where possible.
- 10.1.4. The Camp Director or appropriate camp personnel should take charge of the overall situation to ensure all the right response procedures are being followed and that calm and order are maintained.
- 10.1.5. Camp personnel will accompany a camper to the hospital if taken by ambulance or car. No one should ever be transported to the hospital/doctor alone.
- 10.1.6. If an ambulance is not required, a camp staff member should drive the individual home or to the hospital.
- 10.1.7. When the medical kit is used, disposable supplies should immediately be replenished.

11. **CHILD ABUSE OR NEGLECT**

- 11.1. The **Child Care and Protection Act** will be the overarching guide, as it relates to child abuse and/or neglect.
- 11.2. All responsible personnel at the camp must be aware of and be guided by the provisions of the *Child Care and Protection Act*.

12. GENERAL SAFETY

- 12.1. There must be adequate security of dorms and accommodation.
- 12.2. Campers must be aware of the fire drills and the location of all surrounding extinguishers.

13. RECORD KEEPING AND LOGGING OF INCIDENTS

- 13.1. A log book must be available to record all incidents occurring outside the prescribed operations of the camp.
- 13.2. All incidents must be reported to the Camp Coordinators.
- 13.3. The Camp Coordinator must apprise the Principal or relevant Vice-Principal of all these incidents for review and for the requisite actions to be taken where necessary.

14. CONTACTING PARENTS/GUARDIANS

- 14.1. Parents/Guardians must be contacted for the following reasons:
 - a. In cases of medical concerns and/or emergencies.
 - b. Dismissal of a student from the camp due to inappropriate conduct.
 - c. Breaking of camp (last day).

15. CODE OF CONDUCT GUIDELINES FOR STAFF AND VOLUNTEERS

- 15.1. All Volunteers must satisfy suitability criteria check by the school.
- 15.2. All staff members, coaches, officials and volunteers will receive a copy of this Manual and must sign the Acknowledgement Form.
- 15.3. Failure to abide by this Manual may result in the termination of the staff member, or dismissal of individuals in voluntary service.
- 15.4. To the extent possible, at least two staff members should be present with a camper at any given time.
- 15.5. Staff members and volunteers are to speak to the campers in a respectful manner and are prohibited from speaking in a way that is demeaning or abusive. All are to refrain from using inappropriate language which includes but is not limited to, swearing, racial, sexist or ethnic comments or crude jokes or comments regarding physical appearance.
- 15.6. Staff members and volunteers are prohibited from engaging in any sexually-oriented or inappropriate conversations with the campers.
- 15.7. Staff members and volunteers should not accept from or give gifts to campers without the knowledge of their parents or guardians.

- 15.8. Staff members and volunteers are prohibited from private communication with campers via text messaging, email, Facebook, Twitter or similar forms of electronic/social media except for Jamaica College business.
- 15.9. Staff members and volunteers are prohibited from possessing, using, smoking or otherwise taking illegal or performance enhancement substance or drinking alcohol while working with the campers.
- 15.10. Staff members and volunteers are prohibited from possessing sexually-oriented and/or inappropriate materials (magazines, cards, videos, books, clothing, and music) or accessing similar materials on the internet in the presence of the campers.
- 15.11. Touching should be contextually appropriate. In other words, it must be public and non-sexual and may include high fives, hand shake, pats on the back or shoulder etc. Proper boundaries should be maintained at all times.
- 15.12. Staff members and volunteers are prohibited from using corporal punishment or any other physical means of punishment.
- 15.13. Types of physical contact to be avoided include (but is not limited to): tickling, roughhousing, wrestling, piggyback rides, any type of massage, and any form of unwanted affection and remarks that refer to physique and/or body development.
- 15.14. All staff and/or volunteers will be required to reside in their designated rooms and must sleep in their assigned room each night, unless directed otherwise by the Camp Coordinator.

16. RULES AND REGULATIONS FOR CAMPERS/RESIDENTS

- 16.1. Camp attendees must sleep in their assigned room each night.
- 16.2. Guests are not permitted on the campsite or individual's room without permission from Camp Co-coordinator/Sports Master.
- 16.3. Camp attendees must maintain an appropriate noise level (voice/music) as stipulated by staff and assistants.
- 16.4. The furniture must not be removed from its original location without permission.
- 16.5. Camp attendees will be charged for any assessed damage(s).
- 16.6. Fire safety equipment is not to be tampered with unless it is an emergency.
- 16.7. All garbage must be deposited in the proper receptacles.
- 16.8. Camp attendees must be under the supervision of a camp staff member at all times.
- 16.9. In addition to the above, campers must comply with all rules, regulations and policies established by Camp Coordinator and Staff.
- 16.10. Campers must participate and comply with all emergency evacuation policies and procedures.
- 16.11. Campers must **NOT** participate in prohibited activities such as ragging, teasing, water and toothpaste fights, polishing, bullying or any other activities of this nature.

17. SANCTIONS

- 17.1. Disciplinary action consistent with sanctions allowed under the **school manual or school code** will be taken for violation of camp rules and regulations.

- 17.2. Failure to comply with the rules and regulations of the camp may also result in the student's removal from the programme.

18. LEGAL ISSUES

- 18.1. Where actions taken by individuals are not in accordance with these policies and guidelines, the Child Care and Protection Act and/or any other applicable laws of the land, legal action can be taken against such individual(s).
- 18.2. In cases where there are violations to the laws of the land, the police or other relevant authorities will be notified and/or asked to intervene.
- 18.3. Indemnity insurance for camp should be in place for each camp, where necessary.
- 18.4. Students on the camp should be covered under the regular insurance policy of the school.
- 18.5. Where trips are done locally or overseas insurance coverage if any, must be clearly stated.
- 18.6. Where insurance coverage is obtained for trips, the nature of such must be clearly stated by the insurer.
- 18.7. For students attending camp who are not registered at Jamaica College, a disclaimer must be signed by their parents.

19. END OF CAMP

- 191.1. Campers must be supervised until the last person has been collected by his parent/guardian.
- 19.2. All outstanding expenses incurred by the camp must be paid from the camp's budget.
- 19.3. A final Financial Statement and Report must be submitted after the camp to the Principal.
- 19.4. The Camp Log Book must be submitted after the camp to the Principal.

SOURCES

Tufts University Athletics Department Camp & Clinic Programs Manual (Date)

Providence College Athletic Camp and Clinic Manual, June 2013

Staff Emergency Protocol Handbook Hadar Camp (Date)

Parent Consent Form

I (full name of parent/guardian) _____

of (address) _____

have read the information contained in the letter enclosing this Form in relation to the activities that will take place at the (camp/residential workshop/) and I give permission for my (full name of child/ward) _____

to attend and participate in the (camp/residential workshop/) to be held at _____

I have/do not have any major medical insurance which will cover my child/ward for medical treatment and I authorize/do not authorize the Jamaica College to make medical treatment decisions for my child/ward.

My child/ward is allergic to the following (state medication and food) _____

Signature

_____/_____/_____
Date