

Sample policy for camper assessment of needs and camp suitability

Note: This sample policy has been provided by the Saskatchewan Camps Association with reference to resources from [HR Intervals](#), [BC Inclusive Child Care Toolkit](#), and Kedleston Gospel Camp.

Purpose

[Camp Name] aims to create a camp that allows every camper to thrive in our programs, no matter their background, characteristics, or abilities. The camp works to its best ability to meet the needs of each camper. Some programs may not be able to accommodate a camper's needs due to staff skill and ability, or resources available.

Scope

[Camp Name] will inform all families and/or agencies we serve that an assessment of needs and camp suitability policy is in operation and they are welcome to inquire about the decision-making procedure.

Statement

NOTE: This section refers to/reflects decision-making procedures and can be written in bullet point form.

[Camp Name] endeavours to provide a quality camper experience for everyone. Where there is uncertainty regarding the quality of experience for a particular camper, it is the role of the Executive Director to communicate effectively with the parent/guardian/camper (when 18+) to ensure [Camp Name] is able to meet the physical, emotional, and supervision needs of the camper. Where it is concluded that [Camp Name] is unable to accommodate these needs at our facility with the staffing provided, the Executive Director will make efforts to suggest alternative, more suitable camp options for the prospective camper.

We recognize that the facility and terrain of our camp may not best serve campers with certain physical and/or cognitive limitations. Where there is uncertainty regarding the quality of experience for a particular camper, it is the role of the Executive Director to communicate effectively with the parent/guardian/camper (when 18+) to ensure [Camp Name] is able to meet the physical, emotional, and supervision needs of the camper. Where it is concluded that [Camp Name] is unable to meet these needs at our facility with the staffing provided, the Executive Director will make efforts to suggest alternative, more suitable camp options for the prospective camper.

Responsibilities

This assessment of needs and camp suitability policy is fully supported by senior leadership and the Board of Directors. It will be monitored and reviewed annually to ensure that inclusion is continually promoted in the camp.

Definitions

Clearly define any terms used within the policy.

Questions

Identify the person or position employees can approach if they have questions.

References

Reference any other policies, documents, or legislation that support the interpretation of this policy. (ie. Policy/procedure showing an understanding of what barriers may be imposed by the camp's site, facilities, staffing, programs and other resources, and a list of external services to contact for access to additional supports, and contact information to assist the family's search for an alternative camp.)

Effective Date

Indicate the date the policy came into effect and the date of any revisions.

Review Date

Indicate the date the policy is due to be reviewed.

Approval

Indicate who approved the policy and the date of approval (for example, the board, the human resources policy committee, the executive director).