

EXTERNAL SUPPORT WORKERS – CAMP

DATE APPROVED: August 5, 2021

DATE UPDATED:

The following procedure should be reviewed and adhered to by camp staff as well as those external to the Municipality of Clarington staff team who are providing support to participants in a registered camp program.

Support persons and external personal support workers are welcome to attend our recreation programs and drop-in activities at no additional cost while supporting another individual.

Support can be provided by a family member, friend, trained support worker or social worker. Support persons must be at least 16 years of age.

We may request personal information from the support person for emergency purposes. For child, youth, and camp programs, families providing their own support worker must complete the [Outside Worker Release Form](#) before starting the program or camp.

All support workers must comply with Clarington's rules and regulations as outlined below and within the facility. Support workers participate with the participant so that inclusion is fulfilled. They should encourage independence, socialization, and participation in camp activities when appropriate.

Registered campers are the responsibility of the Municipality of Clarington. A support person attends to provide individual care and support of the camp participant during all camp activities. They must always stay with the participant. A support person must always follow camp sign-in/sign-out procedures.

All support persons attending one of our camps must be familiar with and understand the following information:

Camp staff

The camp supervisor or designate will be there to greet you at the start of camp and ask all required screening questions (you will be required to use the Municipality of Clarington camper screening tool prior to the start of each day). The team can answer any questions you may have about support expectations or modifications to activities.

Dress code

You must wear clothing that is comfortable to play in, for example, a t-shirt or athletic long-sleeve shirt, athletic shorts, or athletic pants, and running shoes. Avoid any items that could be grabbed, pulled, or caught (for example long earrings, necklaces).

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Be prepared for outside activities (rain or shine) at minimum have sunscreen, a hat, and a reusable/non-breakable water bottle.

Punctuality

A participant who needs support and is bringing an external support worker with them, cannot attend camp until their support person arrives. It is not safe for the participant to be unsupported or unattended at any time, even for a few minutes. Communicate with the family of your participant if you are running late or going to be away so they can make other arrangements.

Personal Protective Equipment (PPE)

You are required to provide your own PPE in accordance with the type of care being provided (ex. gowns, gloves, face shield, etc.). Please note face masks are required when minimum 2 metre or 6 feet physical distancing cannot be maintained.

You will be required to follow all [Provincial and governing safety regulations surrounding COVID-19](#).

Cell phones, photos, and video

Cell phone use must be minimal and used for immediate work-related matters only. You cannot use your phone to record or take pictures during camp. If a parent is requesting pictures of their child, please have the parent speak directly to the camp staff on duty.

Taking Breaks / Leaving the Camp Location

Camp participants are encouraged to remain with the camp program as much as possible for a more inclusive experience. From time to time, campers may benefit from quiet time or a sensory break away from the main camp activity. An appropriate location for this break should be discussed and determined between the on-site camp supervisor and the support worker. Always ask for assistance in how to address the needs of your camper.

Should the camper need to take this break away from the camp group location (i.e., move to the lobby from the gym), sign-in/sign-out procedures must be followed with the camp supervisor before leaving the space / property. External Support Workers must be designated on the release form if the camper will be leaving the camp with them.

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Washroom procedures

. During bathroom visits, you must accompany your camper to the washroom. If your camper requires more extensive toileting support (i.e., diapering, cleaning, etc), notify a camp staff who will accompany you out of the camp space to the washroom facilities.

As an external support person, you may not take any other campers to the washroom with you. All campers and staff in the group must follow camp washroom procedures:

- [Handwashing to prevent the spread of COVID-19](#)
- [Using hand sanitizer](#)

Accessible equipment

We understand that some participants use equipment as a comfort to reduce anxiety or over-stimulation. Participants may choose to bring items from home. This equipment may need to be cleaned prior to entering the facility and should be cleaned after removal from the facility. The Municipality is not responsible for any loss, theft, or damage that may occur.

If using municipal equipment, return equipment to the appropriate storage container after use. If the equipment is broken or no longer safe to use, inform camp staff.

Confidentiality

Treat the camp participant's personal information with sensitivity and confidentiality. It is inappropriate to share personal information about the person you support with anyone, including other campers. There are times when you may need to share some information with municipal staff if there is risk to the participant's health and safety.

If you are concerned about the behaviour of other campers, speak to the Community Development Coordinator or on-site recreation staff as soon as possible.

Safety

Any injuries sustained by either the camper or you as the support person must be immediately reported to the applicable supervisor.

Any instances of workplace violence or respectful workplace concerns must be immediately reported to the Community Development Coordinator or full-time staff.

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In the event of an emergency, lockdown, or evacuation, follow the directions of the on-site staff.

Camp expectations

The Municipality wants to provide an environment that is safe, fun, and welcoming. Making sure that everyone in the camp has the same understanding of needs, expectations and awareness are vital to ensuring an enjoyable camp experience.

We expect that everyone participating in the camp will:

- Stay with the group and take part in activities
- Use acceptable language
- Follow all sign out procedures and not leave the program space without permission
- Not harm other campers or staff. Name-calling, hitting, spitting, kicking or any other form of harm is unacceptable.
- Touching or taking personal property without permission is unacceptable