

# SUMMARY OF POLICIES & PROCEDURES for Private Contract Workers

**2012**

<b>1.0 INTERACTIONS</b>	
<b>1.1 SELECTION and HIRING PROCEDURES</b>	
1.1.4 Vulnerable Sector (VS) Police Checks	Private contract workers over the age of 18 and working at Rainbow must provide a clear VS police check to the Camp Director before arriving at camp
1.1.8 Letters of Contract and Letters of Agreement	Private contract workers will review, sign and return a copy of their Letter of Agreement which becomes a binding contract
<b>1.2 STAFF ORIENTATION and TRAINING</b>	
1.2.1 Promotion of Healthy Child Development	Private contract workers will be offered an opportunity to participate in the HIGH FIVE® Principles of Healthy Child Development training at their own expense
<b>1.3 STAFF EVALUATIONS, GRIEVANCES and TERMINATION</b>	
1.3.3 Disciplinary Action, Termination of Employment and Layoff	Private contract workers who do not adhere to the policies & procedures of Rainbow may be subject to disciplinary action including termination. Cause for termination include: gross misconduct or insubordination, alcohol or drug use, smoking, theft or misuse of funds, falsification of records, illegal, violent or unsafe acts, abuse or mistreatment of campers or co-workers, failure to abide by the policies & procedures of Rainbow, and unwillingness or inability to support the goals and philosophy of Rainbow
<b>1.4 STAFF BEHAVIOUR</b>	
1.4.1 Camper Behaviour Management	Private contact workers must treat campers with respect, acceptance and honesty, interact with campers in a patient, interested, understanding and caring manner, promote feelings of competency and self-esteem, encourage responsible, safe and mutually-respectful behaviour, guide inappropriate conduct using positive child-guidance practices, and accommodate individual difference and make all campers feel welcome regardless of race, gender, cultural background, economic status or ability
1.4.2 Prohibited Behaviour Management Tactics	The following behaviours towards others are unacceptable: corporal punishment, physically aggressive or harmful treatment, sexual abuse and sexual harassment, leaving campers unattended or with an inexperienced volunteer, depriving campers of nurturing care, derogatory comments, mocking, ridiculing, embarrassing, threatening, intimidating or evoking fear, use of tobacco, alcohol or narcotics while caring for campers and swearing or using inappropriate language
1.4.3 The Management of Confidential Information	Rainbow protects the privacy of private contract workers and adheres to the legislative requirements of the Canadian Personal Information Protection and Electronics Documents Act (PIPEDA)
1.4.4 Creating a Culture of Respect among Campers	Rainbow has a zero tolerance policy for bullying, racism, violence, sexual harassment, substance abuse and disrespectful behaviour
1.4.5 Collaboration among Staff, Volunteers and Private Contract Workers	Private contract workers will work collaboratively with all others at all times

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1.4.6	Prohibited Behaviour of Staff, Volunteers and Private Contract Workers	Private contract workers are prohibited from being under the influence of drugs, alcohol, and substances or products that impair cognitive ability. Smoking on site is not permitted
1.4.7	Social Networking and Web-based Technology	Private contract workers are not permitted to access social networking internet sites during work hours. Private contract workers will refrain from sharing their personal email or social networking addresses with campers or their families. Privacy settings must be set to maximum restriction
<b>1.6 INCLUSION and SUPPORT</b>		
1.6.2	Participation of Campers with Special Needs	Rainbow provides care giver relief to families in a recreational day camp environment. The program is not designed to provide respite care or treatment of any kind. Campers with special needs will be assessed prior to being placed at camp and may be restricted from participation
1.6.3	Private Contract Workers	Private contract workers must be a minimum of 16 years of age and entering grade 10. Rainbow will not provide recruitment, orientation or training to family-hired private contract workers. Private contract workers must review and sign a Letter of Agreement before participation at camp
<b>2.0 SUPERVISION AND SAFETY</b>		
<b>2.1 EMERGENCY PREPAREDNESS</b>		
2.1.1	Crisis Management Systems	Rainbow has an established crisis management system that private contract workers should be aware of
2.1.10	Program Adjustments and Extreme Weather	Private contract workers will adjust programs and activities during adverse weather conditions to ensure the safety of their camper
<b>2.2 CHILD ABUSE PREVENTION, DETECTION and REPORTING</b>		
2.2.1	Child Abuse Detection and Reporting	Private contract workers will be trained to detect and report suspected cases of child abuse and disclosure of abuse by a camper
2.2.2	Staff, Volunteer or Private Contract Worker Suspected of Child Abuse	Private contract workers suspected of child abuse will be reported to Family & Children's Services of Guelph & Wellington under the Child and Family Services Act of Ontario. The suspected private contract worker will be removed immediately from their duties while their conduct is being investigated
2.2.3	Duty to Report Suspected Child Abuse	As required by law under the Child and Family Act of Ontario, Private contract workers must report suspicions or disclosures of child abuse
2.2.5	Electronic Posting of Photographs of Campers	Private contract workers are not permitted to post on the internet or any other electronic media, or make reference of, campers. Private contract workers are not permitted to take, use, copy or share photographs of campers for personal use and will be held fully accountable for any personal or corporate damages as a result from a breach of this policy
<b>2.3 INJURY and ILLNESS PREVENTION</b>		
2.3.2	Prescription and Non-Prescription Medications	With family permission, private contract workers may administer over-the-counter and prescription medication to their camper
2.3.7	Bullying Prevention, Intervention and Conflict Resolution Strategies	Bullying behaviour in any form will not be tolerated. Those who bully will be held fully accountable for their actions

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2.3.8	The Management of Campers with Allergy and Medical Conditions of Campers	Private contract workers will be informed on critical medical conditions of their camper including diabetes, asthma, food sensitivities and allergies, stinging insect allergies and DNR orders
<b>2.4 CAMPER SUPERVISION</b>		
2.4.5	Use of Electronic Devices at Camp (including cell phones)	Private contract workers are not permitted to use electronic devices at camp other than for camp business or for medical reasons. No calls, no texting, no gaming, no internet use.
<b>2.6 SANITATION</b>		
2.6.2	Hand Washing	Private contract workers must be vigilant regarding hand washing procedures especially after using the toilet and prior to meals and snacks
<b>2.7 PREPARATION and/or SERVING OF FOOD</b>		
2.7.1	Safe Preparation of Food	Private contract workers will take precautions when preparing and serving food to campers to prevent food-related illnesses
2.7.3	Severe Food Allergies	Rainbow is 'nut aware' and staff will make every effort to prevent the inclusion of nuts or nut products in any form at camp. Similar protective steps will be taken to protect campers from other known food allergies when planning activities. Staff, with the help from volunteers and private contract workers, will inspect their campers lunches every morning and remove any nut or nut products. These items will be labeled with the child's name and returned at the end of the day with a note reminding parents not to send nut products to camp. Private contract workers should wash their hands after handling any nut products. Rainbow has a 'no food sharing' policy with campers
<b>3.0 PROGRAM CHARACTERISTICS AND SUPPORTS</b>		
<b>3.1 PROGRAM PLANNING</b>		
3.1.1	Philosophy and Goals	Rainbow's programs are planned and implemented in ways that support and reflect the HIGH FIVE® Commitment to Children policy. Private contract workers should be aware of the goals and philosophy of Rainbow
<b>4.0 ADMINISTRATION</b>		
<b>4.2 STAFF, VOLUNTEER, and PRIVATE CONTRACT WORKER SPECIFIC</b>		
4.2.4	Reimbursement of Expenses	Private contract workers are not eligible for reimbursement of their expenses
4.2.5	Photographs of Staff, Volunteers and Private Contract Workers	Private contract workers may have their photograph taken while at camp
4.2.6	Visitors at Camp	Private contract workers are not allowed any personal visitors while at camp without the pre-approval from the Camp Director – do not invite family or friends to visit you
4.2.7	Parking and Transportation	Parking fees are the responsibility of Private Contract Workers. Rainbow will not be responsible for any parking fines received
4.2.8	Security of Personal Property	Rainbow does not accept responsibility for lost, stolen or damaged personal property
4.2.9	Keys	Private contract workers will not be assigned any keys
4.2.10	Dress Code	Private contract workers are required to be dressed appropriately for work at all times. Close-toed shoes must be worn at all times. Female

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	workers are required to wear a full, one piece bathing suit for all water activities. Body piercings may present a risk of damage or injury to the wearer – use at your own risk
4.2.11 Creating a Healthy Working Environment for Staff, Volunteers and Private Contract Workers	Private contract workers are expected to treat others in a respectful manner. Rainbow will not tolerate bullying, racism, violence, sexual harassment, substance abuse or disrespectful behaviour – disciplinary action may be implemented
<b>4.4 AT CAMP</b>	
4.4.1 Swimming Program	Private contract workers are expected to participate with their camper at all times