

## **Eastern Canada Key Leader Program**

### **Risk Management Plan**

Updated: **April 1, 2017**

#### **General**

***The Key Leader (KL) Eastern Canada Committee (see Appendix 2)*** consists of the KL Eastern Canada Chairperson, KL Atlantic Canada Vice Chairperson, the KL Ontario Vice Chairperson, and the KL Site Coordinators. They rely heavily on the Kiwanis EC&C District Governor, Kiwanis Eastern Canada LGs, Key Club Eastern Canada District Administrator, and Key Club Eastern Canada District Governor for assistance in promoting the event throughout Eastern Canada. The Committee will follow the guidelines set out by the Kiwanis International Key Leader Team. All adults who are involved with the Key Leader weekend will adhere to the ***Kiwanis Youth Protection Guidelines (see Appendix 1)***.

The KL Eastern Canada Committee will develop a plan to actively promote the KL program to high school students throughout Eastern Canada. While most Key Clubs will readily receive information on KL, the Committee will work to especially inform schools without Key Clubs and other youth organizations about the program, encouraging them to attend. A concerted effort is also necessary to encourage Kiwanis Clubs to identify students and to provide financial assistance for them to attend.

The KL Eastern Canada Committee will work to secure donations for the KL weekends, including pens, snacks, and scholarships. The Kiwanis Foundation of Canada provides a \$50 scholarship for each Canadian Student registered for a KL event in Canada. It is encouraged that students pay a portion of the registration fee whenever possible to give them more of a “buy in” to the program.

#### **Event Crisis Preparation**

##### **First Aid and Emergency Services**

Prior to each event, the respective Site Coordinator will ensure that at least one member of the adult volunteer team is trained in First Aid, Cardio Pulmonary Resuscitation (CPR), and Automated External Defibrillation (AED). They will coordinate with the camp on the location of first aid supplies and an AED. If the camp does not have these supplies readily available to the location of the KL activities, the EC&C District will provide them. The Site Coordinator will ascertain the location of the nearest Medical Clinic or Emergency Room and instructions for calling Emergency Medical Technician (EMT)/Ambulance from the camp. All chaperones will be informed by the Site Coordinator on how and who to contact in case of a medical emergency during the night or at a time when they might be the only adult present. The Site Coordinator and KL Chairperson or Vice KL Chairperson should be notified of any emergency asap after medical procedures have been requested.

##### **Arrivals, Departures, No Shows**

Because of the importance of participating in the entire weekend from “Get Acquainted” activities to the Closing Ceremony, late arrivals and early departures will be discouraged and controlled as closely as possible. Students need to arrive by 5 p.m. on Friday (7:00 p.m. at the latest) and stay until noon on Sunday. The occasional exception will be handled by the Site

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Coordinator with as little disruption to the event as possible. If any registered student has not arrived before dinner, the Site Coordinator will call the parents to inquire on the status of the student's arrival.

#### **Health History Forms**

The Site Coordinator will assign one chaperone the responsibility of collecting, screening, and filing the health history forms. These forms will be kept in a closed and secured file. The responsible chaperone will review the forms for relevant information. Necessary information will be shared with the appropriate cabin chaperone, and/or the Lead Facilitator and Site Coordinator as required for the safety and well-being of the student only on a "need to know" basis. Students are responsible for keeping and self-administering all medications. All food allergies should have previously been reported to the Camp Food Service but should be verified after review of health history forms.

#### **Safety Orientation and Supervision**

Prior to the event, the Site Coordinator will communicate with all adult chaperones regarding their responsibilities and expectations. At the beginning of the event, all adults will be reminded of any "off-limits" areas or special provisions required, i.e. aquatic activities. The rule of 3 is to be followed for all students during breaks, free time, and moving between activities. Chaperones are required to be watchful of any instances where students are not following guidelines and remind or suggest alternatives where appropriate. Serious violations should be reported immediately to the Site Coordinator. Chaperones should verify that all students are out of the cabin or in the cabin at designated times. Student facilitators will be able to determine if anyone is missing from their group when sessions start. In the event a student is not where they are expected to be at any given time, the cabin chaperones will make the initial checks for the most probable locations. If that fails to locate the student, the Chairperson, Vice Chairperson or Site Coordinator will utilize other chaperones and/or camp staff to locate the student and, if necessary, contact the parents.

#### **District Communication Plan**

In case of a crisis situation during the KL weekend, the first priority of notification (if needed) will be family and legal authorities and will be handled by the KL Chairperson, Vice KL Chairperson or Site Coordinator. The KL Chairperson or Vice KL Chairperson will have a contact **List of Crisis / Grief Counselors** ( see Appendix 3 ) who are readily available to the camp location and will request their assistance if necessary. The KL Chairperson or Vice KL Chairperson will be the designated Point of Contact at the camp in the event of a crisis situation. The KL Chairperson or Vice KL Chairperson will be responsible for notifying the Kiwanis EC&C District Governor, Kiwanis EC&C District Secretary- Treasurer, and the KL Team at Kiwanis International. The KL Chairperson or Vice KL Chairperson will also be responsible for dealing with the Media if that is necessary. The Site Coordinator and Lead Facilitator will ensure continuance of the event (as appropriate) and focus on the remaining students.

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## Appendix 1

### Kiwanis Youth Protection Guidelines effective October 1, 2016

***All adults working with youth under the age of 18 at any Kiwanis event are expected to read/understand, agree to, and abide by these guidelines.***

**Education:** Every Kiwanis club is expected to educate its members on the Kiwanis Youth Protection Guidelines. Each year, a club should provide members with a copy of the Guidelines with educational training—informing them of the highest standards of conduct and awareness.

In addition, every Kiwanis district is expected to help inform and educate. During every district-produced convention and conference, the district is expected to provide an educational forum or workshop regarding the Guidelines and best practices for adults who work with youth. Districts should use materials provided by Kiwanis International.

Every member should attend a training annually—whether offered by the club or district, or via the online tool.

**Chaperone:** A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis (in the place of a parent), 21 years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

**Criminal History Background Checks:** Kiwanis clubs are required to have a clear criminal history background check—conducted and verified by Kiwanis International—of any member serving as a Kiwanis advisor to any Service Leadership Program club (Aktion Club, Circle K, Key Club, Builders Club and K-Kids). Kiwanis International’s criteria shall be followed to determine whether the background check is considered ‘clear.’ Background checks shall be valid for no more than two years. SLP clubs that petition to charter will only be approved once the appointed Kiwanis advisor has a clear criminal history background check conducted by Kiwanis International. Clubs are strongly encouraged to ensure confidential background checks for all adults who will work directly with youth outside of the school and/or who may not have undergone a background check. The criminal history background check should conform to applicable local and state/provincial laws and requirements.

Kiwanis International requires clear criminal history background checks conducted by its provider for all adults working with youth at all Kiwanis International-sponsored events. These include the

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Key Club International Convention, the Key Club Governor and Administrator training conference, the Key Club International Leadership Conference, and any Key Leader weekend.

All district chairpersons and committee members for all Service Leadership Programs are required to have a clear criminal history background check conducted by Kiwanis International. A district may also require criminal history background checks for other adults working with youth as part of district programs or events. (See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks.)

**Overnight Stays:** While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adult chaperoning must include no fewer than one adult male for each 10 or part of 10 youth males, and one adult female for each 10 or part of 10 youth females. Except for a parent sharing a sleeping room or other sleeping quarter (e.g., tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarter with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

**Transportation:** When transporting youth, the best practice is having three people in the car at all times with documented approval from the parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

**Use of Alcoholic Beverages, Tobacco, Marijuana, and Other Substances:** While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

**Medications:** The possession of prescription and nonprescription (over-the-counter) medications by youth at a Kiwanis event should be permitted only with the written permission of the parent/guardian.

**Reporting:** If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he or she must immediately contact the appropriate personnel at the event and provide notification to law enforcement personnel as appropriate. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide

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notification to law enforcement personnel as appropriate. All local, state, provincial and federal laws regarding reporting must be followed.

**Personal Information:** All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission-to-treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained for a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

**Youth and Social Media:** For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) who appear in those media; it could be illegal to do otherwise. (See Kiwanis International Policy B for complete social media guidelines.)

**Behavioral or Health Issues:** Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

**Conflicts with Other Rules:** Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

***These policies can be found in Kiwanis International Policies and Procedures as Procedure 432.***

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## Appendix 2

### Key Leader (KL) Eastern Canada Committee for 2016-17

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**Darren Creamer, KL Eastern Canada Chairperson** - Lives in Mt. Stewart, PEI  
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**Glenn Pushman, KL Ontario Vice Chairperson** - Lives in Ottawa, ON  
[glenn.pushman@primus.ca](mailto:glenn.pushman@primus.ca) 613-737-3069 mobile 613-282-4550

~~**Not Yet Appointed, KL Atlantic Canada Vice Chairperson**~~

**Sheila Donald, KL Site Coordinator – Circle Square Ranch- Brantford, Ontario**  
- Lives in Point Edward, ON  
[s.donald@cogeco.ca](mailto:s.donald@cogeco.ca) 519-332-0073 mobile: 519-490-0066

**Firma French, KL Site Coordinator – Arden - Circle Square Ranch Arden, Ontario**  
- Lives in Ottawa, ON  
[hffrench@rogers.com](mailto:hffrench@rogers.com) 613-837-4078 mobile 613-859-4078

**Peter Curtis, KL Site Coordinator – Camp Argonaut -1 – Gagetown, NB**  
- Lives in Fredericton, NB  
[peter.curtis57@gmail.com](mailto:peter.curtis57@gmail.com) 506-459-4828

**Peter Curtis, KL Site Coordinator – Camp Argonaut -2 – Gagetown, NB**  
- Lives in Fredericton, NB  
[peter.curtis57@gmail.com](mailto:peter.curtis57@gmail.com) 506-459-4828

**John Ryan, KL Site Coordinator – Scotian Glen, Thorburn, NS**  
- Lives in Sydney, NS  
[johncryan50@msn.com](mailto:johncryan50@msn.com) 902-567-1706

**Ken Willkie, Registrar and the Administrator - Bayside Youth Camp, - Sambro, NS**  
- Lives in Halifax, NS  
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## Appendix 3

### List of Crisis/Grief Counsellors

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In the event of an emergency, at one of the following KL events being held in Eastern Canada, where crisis/grief counselling of the KL attendees is deemed appropriate, the KL Site Coordinator or District KL Representative at that camp will contact the organization as indicated under the appropriate camp below.

#### **For Ontario Camps**

##### **KL Brantford - Circle Square Ranch- Brantford, Ontario**

Contact the ***Brant County detachment, Ontario Provincial Police (OPP)*** at **911**, (request dispatch to put you through to the ***Brant County detachment***) **OR** call them directly at **519-442-2242** and request crisis/grief counselling services.

##### **KL Arden - Circle Square Ranch Arden, Ontario**

Contact ***Sharbot Lake detachment, Ontario Provincial Police (OPP)*** at **911**, (request dispatch to put you through to the ***Sharbot Lake detachment***) **OR** call them directly at **613-279-2195** and request crisis/grief counselling services.

#### **For Maritime Camps**

##### **KL Argonaut 1 - Camp Argonaut – Gagetown, NB and**

##### **KL Argonaut 2 - Camp Argonaut – Gagetown, NB**

Contact ***RCMP New Brunswick*** at **911**, (request dispatch to put you through to the ***Oromoco, NB detachment***) **OR** call them directly at **506-357-4300** and then request crisis/grief counselling services.

##### **KL Scotian Glen - Scotian Glen, Thorburn, NS**

Contact ***RCMP New Scotia*** at **911**, (request dispatch to put you through to the ***Stellarton NS detachment***) **OR** call them directly at **902-755-4141** and then request crisis/grief counselling services.

##### **KL Bayside - Bayside Youth camp, Sambro, NS**

Contact ***RCMP New Scotia*** at **911**, (request dispatch to put you through to the ***Halifax, NS detachment***) **OR** call them directly at **902-426-5647** and then request crisis/grief counselling services.

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## Approval

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Approved at the EC&C District Board of Trustees meeting of September 17, 2015 and to go into effect on September 17, 2015.

Signed:



DST Jim Steele

Date: September 17, 2015

- Original approved on Sep 17, 2015 by the EC&C District Board of Trustees
- Updated on April 21, 2016 by Glenn Pushman
- Updated on July 11, 2016 by Glenn Pushman
- Updated on **March 19, 2017** by Glenn Pushman

