

Camp Kintail – Video Conferencing Policy

Policy

Camp Kintail values the safety and privacy of our community, the positive reputation of our camp, and the importance of the connections that are created at camp. It is the policy of Camp Kintail that these values must be prioritized, not only when in physical community, but when connecting in community virtually.

This document was created to operate in conjunction with Camp Kintail's Internet Use Policy and all other applicable policies that can be found in Camp Kintail's Safety Plan.

Safety

First and foremost, safety is our main priority. To ensure the safety of campers, LITs, parents, guardians and staff, all staff and volunteers must follow the guidelines of the Presbyterian Church in Canada's "Leading with Care" policy. This policy must be followed in both physical and virtual environments.

Definitions

Camp Kintail Leader – describes Camp Kintail Staff, chaplains, board members, volunteers, or anyone else designated as such by the Executive Director or their designate

Video Conference – describes any meeting, session, lesson, or call that uses live video conferencing such as (but not limited to) Zoom, FaceTime, WebEx, Google Hangouts, Skype, etc.

Communicating with Campers, LITs, Parents and Guardians

When communicating with campers, LITs, parents and guardians virtually, Camp Kintail leaders will adhere to the following guidelines:

1. Facilitation Guidelines

The Camp Kintail leaders will:

- have approval by the Executive Director(s) or their designate for all video conferences. This will include sharing the purpose of the meeting, as well as sharing the meeting dates, times, and the names of those who are participating with the Executive Director(s) or their designate.
- only use Camp Kintail approved digital platforms and technology.
- take time to familiarize themselves with the video conferencing platform and all of its features ahead of virtual meetings.
- actively take part in Video Conferencing Training provided by Camp Kintail prior to engaging in a video conference with campers.
- ensure that all campers and their families are familiar with internet video conferencing to some degree and provide guidance when appropriate. "How to" documents will be made available for participants (and guardians).

- avoid using personal email/texting and social media accounts for Camp Kintail purposes.
- lead video conferencing from an appropriate location (e.g. meeting room in The Nest) and not from their personal living quarters.
- ask participants to conference from an appropriate room, for example a shared space like a home office, family room or kitchen.

2. Safety, Professional Standards and Legal Obligations

Camp Kintail leaders will:

- ensure parents and/or guardians are provided with information about the meeting prior to its start including the date, time and purpose of the meeting.
- ensure that they are not video conferencing with any participants under the age of 17 without explicit parent and/or guardian consent. Consent must be received prior to the start of the meeting.
- send digital invites to parents and/or guardians, rather than campers, for participants under the age of 13. For this age group, parents and/or guardians will be invited to be present while the conference is taking place.
- ensure communications with campers and their parents and/or guardians occur during the work day (8:30am – 5:30pm, unless otherwise specified)
- keep their language, tone and behaviours professional at all times.
- distribute and discuss the Camp Kintail Behavioural Expectations for Video Conferences with all participants at the start of every call.
- ensure that the language and behaviours of all participants remain appropriate, safe and inclusive for all
- cancel a person's participation in a video conference if their behaviour is deemed unmanageable or dangerous to themselves, other participants, or Camp Kintail's video conference leaders
- ensure conversations remain appropriate and are related to Camp Kintail programming content
- not let participants join that they don't know and haven't received parental consent from.
- let participants and parents know that video conferences may be recorded– by you or by other participants.
- keep in mind that video sessions could be recorded and shared publically. While some platforms will not allow participants to record a session, other devices could be used to record it.
- ensure all meetings have two Camp Kintail staff present at all times throughout the call. At no point should one leader leave.
- the meeting should not commence until two Camp Kintail staff are present and at least two participants can be present. Do not engage in one-one-one video conference calls with a camper or their parent/guardian.

- all participants should be help in the virtual waiting room until two Kintail staff members are able to participate and there are at least two participants to be let into the video conference.
 - disable the private chat function so that participants can only chat publically. Save all public chats for safety records.
 - record the date and time of the conference and include a list of the full names of all of the participants who attend on the Camp Kintail Video Conference Log Form. This attendance record will be kept in the designated Dropbox file for 10 years.
 - always be the first participants and the last participants in the video conference. When the conference is over staff will make sure that the call is ended for all participants.
3. If you become aware that participants are being abused, neglected, cyberbullied, or are experiencing mental health issues follow Camp Kintail's Child Abuse and Disclosure protocols.

In Conclusion

Camp Kintail trusts the professional judgement of all Camp Kintail leaders asked to lead online video conferences. Use your good judgment and discretion when leading these conferences to keep yourself and our campers safe.

Please also refer to the following Camp Kintail Policies and Procedures:

- Internet Use Policy
- Camp Kintail's Safety Plan
- Child Abuse and Disclosure Protocols