

Issue Brief: Camp Operating Guidelines

1st August 2017

CAMP OPERATORS' NEED TO KNOW

- Camp operators are encouraged to register with Environmental Health annually. Visit our [website for the Application Form](#).
- All camps taking preschool children **MUST** be licensed as a Day Care Centre for the camp period. See application on our website.
- There must be an indoor location for children to seek shelter, that is in good condition and meets environmental health and safety standards. E.g. 25 sq ft per child
- Programmes should be age and developmentally appropriate, flexible and multidimensional.
- Operators must ensure staff are trained in safety regulations, emergency procedures, communications and behaviour management techniques.
- First Aid kits must be maintained and kept in readily available locations. A portable first aid kit should be taken on all outings.
- An accident and illness HS1 Report Form (on our website) should be completed after any reportable accident and sent to Environmental Health.
- For more information visit : www.gov.bm/personal-care-and-childcare-safety-programme

FAST FACTS

Operators of a summer camp should:

- Be 21-years or older
- Have 2-years experience working with children

Staff should be:

- 18-years or older.
- Younger persons must work under direct supervision of qualified staff.
- Trained in Pediatric First-Aid and CPR
- Have a valid Bermuda driving licence if providing transportation.

Operators should have policies on:

- Discipline
- Emergency Procedures
- Bullying
- Field Trip/Outings
- Water safety
- Visitors and complaints



CHILD TO STAFF RATIOS

For Camp Activities (no water)

Ages	Child:Staff	Max Group
3-4	10:1	14
5-8	10:1	20
9-12	12:1	24

For Camp Activities (w/water)

Ages	Child:Staff
3-4	4:1
5 +	6:1

SAFETY & HEALTH POINTS

- All premises and activities must be operated in safe and sanitary manner e.g. no unsafe fencing, dogs, unsafe steps, unsafe electric cords and outlets.
- All camps should provide access to clean, safe drinking water. Sweetened drinks are discouraged.
- Tobacco, alcohol and illegal drugs are prohibited during camp hours
- Abuse or neglect must be reported to the Dept. of Child and Family Services at 296-7575.
- Children must not play around any body of water without constant supervision (see ratios of child to staff for activities around the water)