

Snow Valley Resorts (1987) Ltd.

Title: Bullying Prevention Policy	Date of Issue: 2022-04-20
Approved by John Ball	Review/Revised Date:
Location: Snow Valley Resorts (1987) Ltd.	

1.0 Purpose

This policy outlines Snow Valley Resorts (1987) Ltd. (Snow Valley) during Discovery Camp, Snow Valleys (Discovery Camp) commitment to a bullying-free environment, and the role that all campers, parents/guardians, and camp staff have in the prevention of and follow up of a bullying accusation.

2.0 Scope

This policy is to be reviewed by all camp staff and available for campers and parents/guardians.

3.0 Procedure

Definition

Bullying: An aggressive behaviour that is typically repeated over time. It is meant to cause harm, fear, intimidation, discomfort, or distress or create a negative environment at camp for another person. Bullying occurs in a situation where there is a real or perceived power imbalance.

- Examples of Forms of Bullying, but not limited to:
- Physical: hitting, shoving, damaging, or stealing others property
- Verbal: name calling, mocking, making sexist/racist/homophobic comments
- Social: excluding others from a group or spreading gossip or rumours about them
- Written: writing notes that are hurtful or insulting
- Electronic: spreading rumours and hurtful comments using email, cellphones, and social media

Prevention Guidelines

Everyone plays a role in preventing bullying before it can take place. To prevent bullying, Discovery Camp provides guidelines and staff training, on how to appropriately identify and respond to bullying, as well as how staff can build and promote a positive camp climate. These guidelines consider a range of elements including programming, teaching, camper relationships, staff modelling, parent/guardian engagement, and physical and emotional safety within the camp. Parents, camp counsellors, camp supervisors, and camp administration all play a unique role in the prevention of bullying, as outlined below.

Parents/Guardians

Parents/guardians are encouraged to help prepare their campers for camp, by taking an active role in contributing to a positive climate of inclusion and respect. We encourage parents/guardians to go over the bullying policy with their campers, as well as discuss proactive strategies for how to ensure cooperation and inclusion between other campers. Parents/guardians are encouraged to emphasize that if their camper feels excluded, they are to let their camp counselor know right away.

Camp Counselor

Camp Counselors are the front line in prevention, as they have the most personal interaction and influence with their campers. Counselors are encouraged to create a partnership with their campers at the beginning of camp, generating group agreements that promote a camp climate of caring and respect. Counselors are also encouraged to promote conversation surrounding what can be done to repair the harm or consequences put in place if one or more individuals do not follow the agreements. Counselors will create active participation with their campers in creating these agreements to promote accountability.

Senior Leaders

While planning for the upcoming camps, Senior Leaders are to be conscious about bullying prevention. As programs are shaped, special attention will be paid to scenarios where potential power imbalances could occur and will be careful to ensure that all identities of campers are respected and honoured. Part of this conscious planning includes providing a range of activities that can be enjoyed by a diverse population of campers. Senior Leaders will also follow those guidelines sent out for counselors.

Camp Director

The Camp Director will ensure that all bullying policies and procedures are being adhered to during camp sessions. They will stay up to date regarding bullying research, ensuring that this policy stays relevant to the manner in which children and youth are dealing with bullying today. The Camp Director will remain an open resource for all parents/guardians, campers, and staff, so that everyone feels adequately supported in the event that bullying occurs.

Reporting and Responding Guidelines

Snow Valley takes every reported incident of bullying seriously and takes steps to ensure that staff members are equipped with positive intervention and support strategies to promote camper safety. Snow Valley believes in ongoing communication to ensure campers feel that they can report bullying safely, and that staff members' responses to bullying are effective and supportive. The following outlines how various parties should respond to the reporting of a suspected situation involving bullying. Snow Valley will make every effort to resolve reported bullying incidents as they occur and promote reintegration into the camp program.

Campers

Any camper involved in bullying, either as the bully, the bullied, or a witness should report this immediately to the Camp Counselor or Camp Director. Campers involved in the incident are expected to be meaningfully engaged in repairing the harm and learning better ways of interaction. During the repair process, campers will take direction from camp staff as they work to make reconciliation occur.

Camp Counselors

Camp Counselors are often the first person who bullying is reported to. They have a responsibility to affirm a camper's perspective, and let them know that they are safe, that their concerns are valid, and that the counselor will follow up and ensure the bullying stops.

The counselor's responsibilities are as follows:

- Ensure that all campers are safe, and not in immediate harm or danger.
- If immediate harm or danger is present, radio for support.
- Talk to everyone involved in separate, private conversations, and document what is said

If all versions of bullying incident align:

- Ensure all involved come together to repair the situation
- Communicate the intolerance of these actions, and the consequences that will follow – Parent communication will happen at end of the day

If all versions of bullying incident do not align:

- Call the Camp Supervisor/Director in to assist
- Complete an incident report and give it to the Camp Director for discussion and next steps

Senior Leaders

If a camper report bullying directly to the camp supervisor, they are to follow the same protocol as the camp counselor. If a camp counselor calls for support, the camp supervisor needs to:

- Ensure all responsibilities were followed (listening individually, taking notes, determining if stories align).
- Take the involved parties (bully, bullied, witness) to the side of the camp activity.
- Have a conversation regarding the severity of bullying, the consequences that happen as a result.
- Ask if anyone would like to discuss their version of the incident again, in a private conversation. If a camp supervisor still has an unresolved incident of bullying, they will remove the involved parties from the camp activity area, to meet with the Camp Director.

Camp Director

The Camp Director will work with all parties (bully, bullied, witness, and staff), to determine what occurred, and what the next steps forward will be. The Camp Director will listen to a summary of the situation, documenting, as necessary. The Camp Director will then ensure that effective strategies are put in place in consequence to the bullying. Parents/Guardians will be apprised of all bullying incidents, regardless of their camper's involvement in the scenario, on the day the incident occurred.

Parents/guardians can expect to be:

- Given a summary of the scenario

- Given a list of actions taken
- Requested to discuss further actions to be taken

Discovery Camp, Snow Valley encourages parents/guardians to openly communicate about their campers' experiences. If parents/guardians have concerns, they are encouraged to contact the Camp Director.

4.0 Roles and Responsibilities

Camp Director

- Ensure compliance with this standard.
- Provide equipment, resources, and training needed to comply with this standard and those Senior Leader are held accountable for responding to and resolving complaints of bullying.
- Provide bullying prevention training to all employees.
- Ensure Senior Leaders know how to recognize hazards and warning signs of escalating conflict and are trained to respond.
- Ensure all incidents and complaints of bullying are investigated.
- Annually evaluate and update this policy
- Ensure measures are in place for the immediate response to bullying incidents.

Senior Leaders

- Ensure appropriate procedures are in place to minimize the risk to the employees and campers from bullying, including the immediate response plan for situations.
- Ensure the employees are trained in recognizing and reporting incidents of bullying.
- Ensure that every reported incident of bullying is documented, investigated, dealt with in accordance with Snow Valley Resorts resolution and progressive discipline guidelines, and potential areas for improvement are identified.
- Take appropriate action to report or deal with incidents of bullying whether brought to their attention or personally observed. Under no circumstances should the supervisor dismiss or downplay a legitimate complaint.

Camp Councillors shall

- Participate in training on bullying prevention and the procedures for responding to and reporting any incidents of bullying.

- Be responsible for helping create and maintain an environment that is free from bullying and commit to treating all people they encounter in the workplace (employees, contractors, visitors, clients etc.) with respect.
- Be familiar with and follow the procedures that are in place to protect campers from bullying.
- Report all incidents of bullying to their Senior Leaders or any member of senior staff.

Conclusion

This policy is designed to mitigate instances of bullying before they occur and minimize the effect of bullying if it does happen while at camp. Any changes in this policy will be communicated to staff through re-training and will be posted on Snow Valley's website.