

**Camp NeeKauNis**  
40 NeeKauNis Road  
Waubashene, Ontario, Canada  
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## **Sending Home Policy: Drugs, Alcohol, Bullying, Physical and Sexual Abuse.**

**All primary offences: drugs and alcohol use or impairment, sexual harassment, violence, threatening behaviour, require detailed incident reports.**

Individual(s) in question are to be sent home and not to return to other programs in the calendar year in which the incident occurred. Parents are to be contacted when the individual is under 18 years of age. **A letter of apology is to be sent to the Camp Clerk and to the relevant Program Director immediately.** Where the individual is a minor, a letter of apology is expected to be sent to the parents as well.

If the individual(s) wishes to return to Camp in any capacity in the following year, a letter of request must be sent to the Clerk and to the Clerk of Ministry & Counsel: it should contain a recognition the event and a commitment to following Camp policies. It may also contain information for reasonable accommodation if there were underlying causes that were unclear at the time of the incident.

Incidents will be recorded on the General Incident Form and kept in the Incident form binder, double-locked in the Nurse's Station or in the safe in Rogers/Camp Office. At the season's end the reports will be held in the Camp NeeKauNis files in Ottawa under double-lock. This task is the responsibility of the Committee Clerk in consultation with the clerk of Ministry and Counsel.

**Secondary offences(see Bullying and Harassment Policies): persistent verbal abuse including yelling, racist comments, and mockery, bringing war toys to camp, irresponsible use of pocket knives and sling shots, graffiti, leaving Camp without permission/ notifying directors, girls in boys cabins and vice versa also require incident reports.**

A warning is to be given for first offences and a reconciliation attempted. For a second offence, the individual should be sent home, with the same follow-up as for the primary offences.

**General Requirements:** The Committee Clerk and the Clerk of M&C must receive a call when these “send homes” happen.

**Under the offences above, there may be Criminal Code issues. Police must be called in the case sexual abuse of minors and of violence causing physical harm. We will also follow the above procedure for reporting in these cases.**