

SEXUAL ABUSE IN RESIDENTIAL CAMPS AND DAY CAMPS

*A guide to prevention
and intervention
for administrators*

Québec 

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IN RESIDENTIAL CAMPS
AND DAY CAMPS**

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and intervention
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This document, which is intended for use in the recreational sector, is an adapted version of « Sexual Abuse in Amateur Sports », produced in 1994 by the Direction des sports (Sports Branch) of the Ministère des Affaires municipales (Ministry of Municipal Affairs).

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Foreword

This guide is designed to give camp directors information and suggestions on how to implement an effective policy for dealing with sexual abuse.

While young campers' safety is the prime concern, it is also important that parents be guaranteed a camp environment that they can trust.

In carrying out their duties, camp directors and counsellors have a significant influence on young people because, in addition to serving as role models, they are sometimes also their heroes, and frequently their confidants.

As is the case in other settings, the camp community is grappling with the problem of children as the victims of sexual abuse, where either :

- camp workers take advantage of their position to sexually abuse children; or
- camp workers discover cases of the sexual (or other) abuse of children.

Camp directors are liable for the sexual abuse perpetrated by their employees, and would be well advised to find out what insurance coverage they have in such situations.

Another purpose of this guide is to discuss the issues involved and the responsibilities of all concerned in order to enable them to help provide protection and intervene appropriately in any problem situation.

Note : The term "**child**" refers to a person under the age of 18 years.

An "**abuser**" is anyone who engages in sexual abuse.

A "**camper**" is any child registered for a camp session.

A "**camp**" is either a residential camp or a day camp.

-- The masculine form is used in this text to refer to both men and women.

PART ONE

Facts you should know about sexual abuse in camps

Camp life : Why and for whom?

All children, regardless of their age, depend on adults for their physical, psychological, social and emotional development.

Camp workers may play a significant role in the lives of the young people with whom they are associated and must be aware of the enormous influence they wield — an influence which is sometimes stronger than that of either parents or teachers.

It is often through their counsellors that young people learn to know themselves, to assess their own self-worth, and to develop their own set of values. For this reason, camp workers must deeply respect campers and their needs.

Unfortunately, some people take advantage of their position of authority and their influence over children to steer them into situations which are unacceptable.

What constitutes sexual abuse?

Sexual abuse of a child is considered a criminal act.

Moreover, when the abuser is in a position of trust or authority, the idea of consent, whether express or implied, cannot be used to justify sexual activity. The camp worker must always demonstrate maturity.

The *Criminal Code* now cites many sexual offenses that may involve children, including :

- Sexual interference
- Invitation to sexual touching
- Exhibitionism
- Sexual assault
- Sexual exploitation of a young person
- Anal intercourse
- Bestiality
- Parent or guardian procuring sexual activity of a child
- Householder permitting sexual activity
- Nudity in a public place
- Offenses relating to juvenile prostitution :
 - Living off the avails of child prostitution
 - Attempting to obtain the sexual services of a child
- Incest
- Corrupting children
- Indecent acts
- Sexual assault with a weapon, threats to a third party or causing bodily harm
- Aggravated sexual assault

A person, whether an adult or an adolescent, may be found guilty if he or she uses a position of power, trust, or authority to cause a child to take part in any type of sexual activity. The accused will be found guilty if the court is convinced that a crime has occurred, that the accused is the person who committed the crime, and that he or she intended to commit the crime.

In all cases, there are steps which may be taken with regard to the victims, their immediate environment and the abuser.

Where and when does sexual abuse take place?

Sexual abuse may occur in private or in a group, in washrooms and showers, in dormitories or tents, near activity areas, and during hikes or other recreational outings.

The presence of many young people, the power and the authority of camp leaders, the intimacy and trust which can develop between a child (and his parents), as well as the numerous occasions when a young person may find himself alone with his counsellor or another person, are just a few of the circumstances which might prompt an abuser to become part of a camp organization or lead someone who is not yet an abuser to take advantage of the situation to become one.

Who are the victims of sexual abuse?

Any camper may become a victim of sexual abuse. In fact, because campers admire and often trust the adults who surround them, they can be manipulated, exploited, and eventually become victim to sexual abuse. Fear, the desire for privileges or the possibility of rejection are other factors which can explain their compliance.

Children do not choose to be the victim of sexual abuse. They are not responsible for it and should, under no circumstances, be blamed for what has happened to them. The fact that they did or did not receive privileges in no way mitigates the adult's responsibility.

Children become victims of sexual abuse not because they are weak or have provoked an abuser, but simply because they are children. They become victims because they trusted someone who did not deserve their trust and who saw them as a means of satisfying his own needs, without regard for their well-being.

Any child may one day encounter a sexual abuser or become the victim of an abuse of power or of other unacceptable behaviour.

Portrait of a sexual abuser

There is no such thing as a « typical » sexual abuser. Generally, these people are beyond reproach. The fact that someone would want to work in a residential camp or day camp should not automatically be cause for suspicion. However, a number of factors should be brought to the attention of camp directors responsible for recruiting and selecting workers.

According to various experts, child sexual abusers :

- were sometimes themselves victims of sexual or other abuse;
- are men, in 97 % to 99 % of cases;
- may be married or unmarried;
- often have difficulty establishing a normal, satisfying emotional relationship with an adult;
- are overly drawn to children and excessively, and sometimes obviously, seek out their company, their trust and their friendship (time alone with a child);
- know how to plan their approach to young people and even their parents : they patiently establish situations in which they are free to act without risk of attracting suspicion or being surprised or even accused;
- sometimes try to gain the trust of children through treats or gifts; they may resort to blackmail, compliments, trickery, promises or even threats to get what they want.

The abuser is generally known to his victim and exerts a certain authority or influence over him. The abuser is often someone who is liked and respected by his peers and who the child trusts. Once established, this trust will place the abuser above suspicion and will give him the illusion of being able to act with impunity, without fear of accusation or even suspicion.

The longer sexual abuse persists without punishment or fear of accusation, the more an abuser is encouraged to continue. Unfortunately, for every accusation brought against a sexual abuser, there are many victims who do not come forward, but who attempt, instead, to forget their suffering and seek comfort in silence. The actual number of child sexual abuse cases is greater than that revealed by the investigation of complaints and laying of charges.

There are various types of sexual abusers. Some will never be able to change their behaviour, even after long periods of therapy. Ideally, with a great deal of determination, an individual who suffers from certain behavioral problems will learn to control the impulses which cause him to seek out the company of children and to abuse them sexually. However, nothing can ever be taken for granted and recidivism is always a danger.

How to recognize a child who has been sexually abused

A child who has been the victim of sexual abuse is not always capable of voluntarily informing those around him of his situation. However, certain indicators should suffice to alert camp workers or the people around the child to the fact that something is wrong and prompt them to look into his situation more closely. Moreover, the child may try to reveal his problem indirectly, and may not necessarily be willing to talk about it.

Indirect clues may include :

- an obvious loss of interest in camp life, or even a complete withdrawal from it;
- difficulty sleeping, changes in appetite, abdominal discomfort, vomiting, nose bleeds;
- a tendency to avoid certain persons, situations or locations;
- an unusual desire to be alone, a tendency toward withdrawal, and running away from camp;
- depression, a negative attitude, frequent aggressiveness and even self-destructive behaviour, irritability;
- physical evidence : bruises, burns, sexually transmitted diseases, repeated injury (possibly even self-inflicted in an effort to attract the attention of those around him);
- the development of certain phobias or exaggerated fears;
- a decrease in self-esteem and an unusual need for positive reinforcement;
- mood swings;
- inappropriate sexual behaviour for the child's age.

This evidence does not necessarily constitute proof that a child has been the victim of sexual abuse, but should be enough to suggest that something is wrong, particularly if the behaviour persists or is accompanied by other unusual behaviour. It may also signal other types of mistreatment, whether physical, psychological or emotional. Similarly, family problems, or problems at school or related to a child's self-esteem may trigger such symptoms.

What are the consequences experienced by the victims of sexual abuse?

Sexual abuse in camps may take the form of harassment, voyeurism, exhibitionism, touching, fondling, assault or even rape. However, because force or physical threats are used, the abuser will leave few bruises or very obvious physical evidence on his victim. This fact in no way diminishes the consequences, and the effects can be devastating.

For example, one of the consequences for a child who is the victim of sexual abuse is that he may be unable to establish a normal emotional and/or sexual relationship with another person once he reaches adulthood.

These consequences will be even more profound and painful if the child has placed his trust in the abuser, if he has felt emotionally tied to him or if he has had to depend on him for protection or to meet certain essential needs.

Some victims of sexual abuse feel that their psychological and emotional equilibrium has been completely upset. They often feel powerless, ashamed and guilt-ridden. They are also afraid of having fingers pointed at them and of being judged by their parents and friends.

Repeated sexual abuse over an extended period of time may cause serious emotional damage and engender self-destructive behaviour. During adolescence, such behaviour may often result in alcohol or drug abuse, eating disorders, delinquency, prostitution or even suicide.

In addition to the many psychological effects, there is also the possibility of the transmission of sexual diseases or cases of unwanted pregnancy.

Middle- and long-term consequences can be lessened by various types of therapy, by placing the child in a better environment and monitoring his progress. The child's age, personality, risk status, and the extent of his feelings of guilt about the abuse are other factors which may affect the seriousness of the consequences. In addition, the reaction of those in his immediate environment may be critical. The fact that effective treatments exist in no way diminishes the potential impact of such abuse on the child.

Most cases of abuse remain secret until long after the abuse has come to light. Such situations can therefore persist for years after they have been discovered and accusations have been made. In the meantime, many victims will have decided never to attend camp again and to keep quiet.

This silence has the double effect of preventing many victims from getting help and permitting the abuser to continue to abuse other children.

Finally, for every child who has been the victim of sexual abuse, there are many other persons who are likely to require assistance : the children who are close to him and their parents, as well as his own parents. In addition, without minimizing the seriousness of the abuser's actions, both he and his family will also need help.

In addition to destroying lives, such inexcusable and unacceptable practices tarnish the image of camps.

PART TWO

Developing a general policy for dealing with sexual abuse in residential camps and day camps

There are several factors which camp management should take into account in designing and implementing its action policy. Its success depends largely on the activities developed to inform children, parents, and camp workers, and to prevent abuse.

To create a safe environment and discourage abusers, the organization should :

- clearly define its position on sexual abuse;
- appoint a sexual abuse officer;
- have a clearly defined procedure for recruiting and hiring camp workers;
- know the procedures to be followed where there is a reasonable suspicion of sexual abuse;
- on request, inform parents of its position and its policy on sexual abuse;
- seek out professional assistance in measures involving children;
- ensure that all camp workers are aware of the problem of sexual abuse.

A clearly defined policy

Any organization which manages a residential camp or a day camp should have a clearly defined policy on sexual abuse. Camp directors should be responsible for drawing up such a policy (see Appendix 1 for a model).

Before publicizing its action policy and philosophy, the organization should present it to all camp workers at a meeting shortly after hiring them.

It may also be useful to show this policy to the Sûreté du Québec (Quebec provincial police), the municipal police, the regional office of the Direction de la protection de la jeunesse (Youth Protection Branch), the various associations which are active in matters of sexual abuse or the health-care professionals who can help the organization. They will find it easier to provide assistance in the context of a policy with which they are already familiar than in one where objectives have been poorly laid out.

A policy for preventing sexual abuse is as necessary to the safety of children as proper instruction in technique, and respect for rules of safety and hygiene.

The appointment of a sexual abuse officer

To ensure maximum co-ordination of action, whether general or specific, every organization should appoint a sexual abuse officer.

The primary responsibilities of such a officer could be :

- to develop the organization's general action policy;
- to ensure the implementation of procedures governing the recruitment, hiring and supervision of camp workers;
- to see to it that camp workers abide by specific rules of conduct;
- to provide camp workers with information concerning sexual abuse and the procedures to be followed in cases of reasonable suspicion (information sessions, documentation, and so forth);
- to establish the appropriate contacts with and represent the organization in dealings with the Sûreté du Québec or the municipal police, the Youth Protection Branch (DYP), community groups that deal with sexual abuse, specialists, and so forth;
- to assist the organization's workers when a problem arises and to direct them to the appropriate authorities;

- to answer parents' questions, help them on request, and direct them to the appropriate authorities;
- to co-ordinate any appropriate professional intervention in the case of prevention-related activities involving children or an actual problem situation;
- to reach a consensus with the organization on a procedure for the temporary or permanent suspension of a camp worker from his duties (see Appendix 6);
- to reach an agreement with the organization concerning the procedure to follow in a case where an investigation by the appropriate authorities reveals that no sexual abuse has occurred.

Procedures for recruiting and hiring camp workers

This is probably the aspect of intervention for which the organization bears the heaviest burden of responsibility. In fact, the camp organization has a social obligation to take the necessary steps to ensure the integrity of its staff.

Legal action could be taken against an organization if it is proven that it did not verify certain points before entrusting children to a camp worker. A candidate's availability should not be the sole selection criteria.

Through a systematic hiring process, an organization can do the most in terms of preventing sexual abuse, while establishing an atmosphere that discourages potential abusers. Such a process consists of the following four stages :

- the organization informs the candidate about its sexual abuse policy;
- the candidate completes a personal information sheet;
- the candidate promises to abide by a code of ethics;
- the sexual abuse officer verifies the candidate's references and contacts the police force to see whether the candidate has a criminal record.

The organization informs the candidate about its sexual abuse policy

The organization should explain its sexual abuse policy to each candidate, either at a meeting or by providing the candidate with a written copy of its policy.

The candidate completes a personal information sheet

This sheet (see Appendix 2) enables the organization to gather references and information on the camp worker's past experience, his training requirements and his previous history in other organizations. An organization should pay particular attention to a history of frequent relocations.

The candidate promises to abide by a code of ethics

This is an excellent way to have the candidate reflect upon his commitment, his influence over children and the various duties that will be his.

The sexual abuse officer verifies the candidate's references

When the sexual abuse officer checks the candidate's references he should identify himself clearly and explain his role with regard to the organization's policy. This step is very important because it makes it possible to show that everything has been done to ensure that the candidate is qualified for the position. It is preferable to ask for references in writing.

At least two references should be obtained, either from the candidate's current employer or someone in authority in an organization to which the candidate has previously belonged, or a person who can comment on how the candidate relates to children.

Possible questions to be asked of persons providing references for candidates include :

- In general, how would you describe the candidate's behaviour when dealing with children?
- Why would the candidate wish to be involved in a youth organization?
- How well will the candidate be able to comply with the organization's policy?
- Does the candidate have any alcohol or drug-abuse problems?
- Is there any reason to believe that the candidate has already or could potentially sexually abuse children?

An organization wishing to be more thorough could conduct a more systematic interview of the candidate (see Appendix 3 for how to conduct the interview). Police forces may also be consulted, although such a step is complex and delicate (see Appendix 4).

The organization could employ either of these approaches in the case of someone hired to work on a full-time basis or for a specific area of responsibility, ex. : safety during camping or hiking. These approaches could also be adopted at the request of a camp worker who claims that he has been unjustly accused of abuse.

Training and rules of conduct

Training

Sexual abuse is not very well understood. To avoid conveying false information, it is important to be well informed.

The information in the first part of this guide summarizes the main concepts associated with sexual abuse and related matters (see Appendices 8 and 9 for additional information).

This guide can be used to facilitate an information or discussion session on sexual abuse. The following resource persons can make useful contributions to such information sessions :

- the director of youth protection or his representative (see Appendix 7 for a list of DYP offices);
- an authority from the local police station or from the Sûreté du Québec;
- a local community service or community health department psychologist who is responsible for such cases;
- a professional involved in the rehabilitation of sexual abusers;
- a primary or secondary school professional who is responsible for such cases;
- the network of regional ESPACE teams (See Appendix 8).

Rules of conduct

Camp workers could be given the following recommendations on how to behave with children in order to avoid being unjustly suspected of abuse :

- try to be where you can be seen by other people when speaking privately with a child or when physically displaying affection or encouragement;
- touch the child on the back, head or shoulders or hug him, from the side, by putting one arm around his shoulders; listen to what the child is saying, how he likes to be touched; for example, some people like a pat on the back and others do not;
- ensure that two adults are present in washrooms, showers, or the dormitories or tents where the children sleep or, if this is not possible, make sure that these places are visible;
- arrange to have another adult accompany you on hikes or other outings with the children;
- report the results of any private meeting with a child to the camp director;
- have genital examinations conducted by health professionals; in the case of an emergency, ensure that another adult is present;

- never force a child to undress; respect every child's sense of modesty, particularly in the shower.

Procedures to be followed in the case of reasonable suspicion of sexual abuse

The duty of every citizen

The *Youth Protection Act* states that « every person who provides care or services to children or adolescents, even one having privileged information, has an obligation to inform if he has reasonable cause to believe that a child is in danger within the meaning of the Act. One such cause is where the security or development of a child is endangered by sexual abuse or physical ill-treatment through violence or neglect ».

The act also reminds every adult « that he is bound to bring the necessary assistance to a child who wishes to notify the competent authorities of a situation that endangers his security or development, that of his brothers and sisters or that of any other child ».

It should also be borne in mind that it is not necessary to have proof or to know with absolute certainty that a child has been the victim of sexual abuse and is in need of protection. Any adult with reasonable grounds to suspect that this is the case must bring the situation to the attention of the authorities.

Establishing reasonable suspicion

◆ Rumours and the observation of facts

A resource person who hears or observes certain things about an adult or a child must not brush the matter aside, concluding that « it's not possible ». Likewise, he must not launch into an inquisition. Rather, he should :

- consider the source of the rumour and the credibility of that source;

- very discretely check the repetitiveness of observations and activities surrounding this adult or child;
- contact the sexual abuse officer of the organization in order to discuss the matter; increased surveillance of activities around the child and the adult in question could be considered;
- seek the advice of the police or the DYP (see Appendix 7) in assessing the situation and deciding upon an approach.

◆ Disclosures made by the child

The constant or repeated occurrence of rumours and observances of the type mentioned above is often the first source of information. It may then be possible to urge the child to confide in a camp worker or for the child to decide to speak to someone of his own accord.

This must be done very tactfully and gently because the child must not feel forced to speak. The subject could be raised in any one of the following ways :

- ask him if anything is bothering him;
- show an interest in or even a concern for his well-being, saying that for the last little while he has shown certain signs that may lead you to believe he is going through some difficult times;
- assure that him that you only want to help him;
- invite him to confide in you, even if it is about something that he does not want to talk about for fear of causing problems for other people;
- respect his needs and do not rush him.

Where a child confirms that he is in a situation of sexual abuse, the main guidelines are :

- Speak to the child on a one-to-one basis

Bring the child to a quiet place where he can relate what has happened in his own words. In order to avoid turning such a meeting into an interrogation session, it is best to allow the child to talk without exerting any pressure and without asking leading questions. We would stress here that specially trained persons will question the child later when a police force or the DYP becomes involved.

- Listen attentively to what the child has to say

The presumed abuser may appear to be beyond reproach. Children rarely lie about matters of this nature and it is also very unusual for them to seek attention on such a pretext. You should reassure the child that he has done the right thing in talking about it and, of course, refrain from making any hasty judgments.

- Remain calm and reassure the child

If you cannot restrain your anger, it is important to make the child understand clearly that it is not directed toward him, but rather at what has happened to him. Furthermore, he is not responsible for what has happened to him and should not be blamed for it. Avoid making promises that cannot be kept, for example, that the abuser will be punished, since such a consequence is beyond the responsibility of a single individual.

If the child asks that his secret not be revealed, he should be reminded that in speaking out he is also asking for help. The adult in whom he has confided will explain that since he has told him about his problem he intends to do everything possible to help him, but that because other people may be involved he cannot promise that it will remain a secret.

- Take notes

It is very important to record the facts reported by the child in writing because such a report could prove very useful during the investigation.

The written report should include the following :

- the child's name;
- the child's address;
- the date and location of the child's statement;
- the child's statement describing (in his own words) the actions of the abuser;
- the description of the abuser;
- the child's personal comments.

Taking immediate action

It is important to inform the police **as soon as a serious suspicion** of sexual abuse arises. In the interests of the successful outcome of any potential investigation, it is helpful if the police are the first to be informed. The police must advise the DYP as soon as possible so that the latter can ensure the child's psychological and physical well-being. Should the abuser be a stranger, the DYP must contact the child's parents and reach an agreement with them concerning how to proceed in response to what has occurred.

Police investigations in child abuse cases are always conducted expeditiously and with the child's welfare in mind.

In the interests of a successful investigation, the abuser should only be advised of the complaint against him by the investigator in charge of the file.

The police officer's main role is to collect all the evidence required to charge the abuser and arrest him when the time comes. The file is then submitted to the deputy attorney general who will initiate legal proceedings, if appropriate.

It is important to lodge a complaint because it is only through a police investigation that the abuser can be arrested and other children protected. The outcome of such an investigation depends largely on the testimony and evidence provided by persons working in the environment in which the abuse was committed.

The camp organization should not attempt to be a substitute for the legal institutions, nor should it attempt to initiate a parallel process to the current legal process. It is important to avoid jeopardizing the evidence by initiating an unnecessary process duplicating the steps taken in the investigation. The investigation is a delicate process, requiring competence on the part of the investigator and the presence of a professional to assist the child and his parents.

As soon as the outcome of the investigation and the legal proceedings is known, the organization can take steps based on a violation of the *Criminal Code*. If the outcome of legal proceedings is not conclusive, the organization may take action, but it must respect certain very specific guidelines (Appendix 6 suggests a number of approaches open to the organization).

It is also possible to bring a case of sexual abuse to the attention of the DYP (see Appendix 5).

APPENDICES

APPENDIX 1

Model sexual abuse policy for a residential camp or a day camp

(This model can, of course, be adapted to meet the objectives of the organization)

Our organization recognizes that sexual abuse is an important issue in our society, both at school and in the home. Since it is of concern to every citizen and therefore all the more to us, since we are in a position of authority over campers, we wish to play a leading role in addressing this problem.

The philosophy of our organization

In addition to offering healthy opportunities for campers to develop, our organization intends to do everything in its power to protect them from sexual abuse. In our view, one case of sexual abuse is one too many!

We therefore want to take steps to ensure the integrity of all our workers, just as we seek to monitor all the activities associated with our organization.

We consider it important to have the trust of parents and that our workers quietly work toward our objectives while remaining protected from unfounded accusations.

Our interventions

The following measures are used in the implementation of our philosophy :

- 1- At their request, we inform the parents of our policy and of the name of the organization's sexual abuse officer.
- 2- We have a specific procedure for recruiting and hiring our camp workers, including collecting information on candidates and verifying certain references. In addition, all of our workers promise to abide by the appropriate rules of conduct.
- 3- We inform our workers about what sexual abuse is, the symptoms of sexual abuse in a child, the establishment of a reasonable suspicion and the procedures to be followed in such a case.
- 4- Our organization's sexual abuse officer, Mr. or Ms. _____, is responsible for the implementation of our action policy and can be reached at _____.
- 5- The rules of conduct are set out for camp workers in order to prevent sexual abuse.

Camp Director's signature

APPENDIX 2

CANDIDATE'S PERSONAL INFORMATION SHEET			
SURNAME		FIRST NAME	
CURRENT ADDRESS :			
STREET AND NUMBER		APT.	
CITY			
PROVINCE		POSTAL CODE	
NUMBER OF YEARS AT THIS ADDRESS			
TELEPHONE (WORK)		TELEPHONE (HOME)	
DATE OF BIRTH ___/___/___		SOCIAL INSURANCE NUMBER ___/___/___	
PREVIOUS ADDRESS :			
STREET AND NUMBER		APT.	
CITY			
PROVINCE		POSTAL CODE	
NUMBER OF YEARS AT THIS ADDRESS			
(List any other addresses within the past five years)			

CHILDREN	YES	NO	HOW MANY _____
NAME	SEX (M-F)	AGE	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

EMPLOYER	
IMMEDIATE SUPERVISOR	TELEPHONE
NUMBER OF YEARS IN THIS POSITION _____	
PREVIOUS EMPLOYER	
IMMEDIATE SUPERVISOR	TELEPHONE
NUMBER OF YEARS IN THIS POSITION _____ (List any other references within the past five years)	

PERSONAL REFERENCES :	
NAME	TELEPHONE
NAME	TELEPHONE
EDUCATION :	
Secondary school _____ College _____ University _____	
Specialization :	

OTHER WORK AND VOLUNTEER EXPERIENCE		
YEAR	NAME OF ORGANIZATION	DUTIES

WHAT ARE YOUR REASONS FOR WANTING TO JOIN OUR STAFF?

WHAT DO YOU EXPECT OR WISH TO GIVE
THE CHILDREN FOR WHOM YOU WILL BE RESPONSIBLE?

I certify that the answers provided in this questionnaire are complete and accurate, and am aware that a false statement could result in my not being hired or my dismissal.

DATE _____ SIGNATURE _____

APPENDIX 3

Interview with a candidate concerning sexual abuse

It is preferable that the interview be held at a location where the participants can speak privately. Ideally, the sexual abuse officer should be accompanied by a colleague. The interview can begin with a presentation of the organization's policy for dealing with sexual abuse.

Sample questions

- What prompted you to offer your services as a camp worker?
- What aspect of the job interests you most?
- Describe yourself: what qualities do you possess that would make you a good camp worker?
- Why do you want to work with children? Do you have experience with them?
- Tell us about your children, if you have any.
- How do you talk to your children about the issue of sexual abuse?
- One of your campers cries regularly. How do you react?
- Do you have any questions concerning this interview, the operation of our organization or our policy against sexual abuse?

The interviewers should observe the candidate's reactions closely as he responds to the questions; they should also pay close attention to his non-verbal signals and to their own feelings about him.

APPENDIX 4

Consulting police records

For such a consultation to be conducted in accordance with the laws governing criminal records and access to information, a procedure has been developed for doing this work with the maximum discretion and efficiency.

This type of request is not contrary to the *Charter of Rights and Freedoms*, since there could not be any question of employment discrimination. The situation of an organization accepting volunteers is completely different.

The organization asks the candidate to obtain a certificate from the Sûreté du Québec (SQ) concerning his criminal record.

If the result is positive, the SQ does not give the form to the candidate. He is advised how to obtain a copy of his file from the Royal Canadian Mounted Police.

Clearly, where there is a criminal record involving sexual offenses against children, the candidate will probably withdraw his application. If he does not, the organization will have to take a position. Where a criminal record does not involve sexual offenses against children, the organization must assess whether such offenses pose a threat to the security of the children in the organization.

It would be preferable if the organization's representative has reached an agreement in advance with the appropriate member of the SQ or the municipal police concerning how to proceed.

APPENDIX 5

Intervention by the director of youth protection

Where there is a reasonable cause to believe that a situation of sexual abuse exists or where the security or development of a child is in danger, the case must be brought to the attention of the Director of youth protection (DYP). It is the task of the DYP to conduct the customary checks and assemble the evidence. The person bringing the situation to light presents the facts obtained in his interview with the child. This person is free to identify himself because the law protects the confidentiality of anyone who informs and guarantees their immunity from eventual prosecution.

After a situation is brought to the attention of the DYP, it is recommended that the following steps be taken :

- check to see whether or not the case has been accepted or whether the DYP intends to conduct further investigations;
- find out about deadlines for taking action;
- ask to be informed if further investigations lead to the conclusion that the complaint is unfounded (which the DYP is required to do);
- offer your assistance.

Where it is established that there are grounds for accepting the case and he considers it necessary, the DYP will take urgent steps. However, if the case is accepted and, after assessment, is considered to be valid, the DYP is not required to inform anyone of the assessment or any action contemplated.

The principal objective of the DYP is to see to it that the abuse ceases and the child receives help. He must ensure that the parents take the situation in hand and will recommend to them that they advise the police so that a complaint can be filed. If the DYP considers that the parents are not taking the appropriate steps he may file a complaint with the police himself, particularly if he considers that other children could be victims of abuse. However, he has no authority to take action against the abuser.

APPENDIX 6

Suspensions and dismissals

The question of the suspension or dismissal of a camp worker is extremely complex. An organization must distinguish between the **authority of the courts** and its own **governing authority** under its by-laws.

To act with greater certainty, it is strongly recommended that organizations' general by-laws include provisions governing the following points :

- the suspension of a camp worker or the temporary denial of a position to a new candidate until verdict is rendered would be legally justified if that person has been **accused of the sexual abuse** of a young camper, provided that the camp has obtained the assurance of the clerk's office or of the court that such an accusation has, in fact, been made;
- in addition, the dismissal of the camp worker or the unequivocal refusal to hire to such a position a person whom the court has **found guilty of sexual abuse** would be legally justified, bearing in mind the convicted person's right to exhaust all appeals or the possibility that he may obtain a pardon.

There are many legal aspects to consider in the relationship between an organization and a person accused or convicted of sexual abuse. In order to temporarily suspend or permanently dismiss a member for violating the *Criminal Code*, an organization must assure itself that such an offence has been clearly recognized by the legal system, otherwise the organization could be liable for prosecution under the *Charter of Rights and Freedoms*.

A camp organization can also legitimize its actions by the prior inclusion of provisions defining correct behaviour, the rules of fair play, the kind of camp desired, and so forth, in their by-laws or in a code of ethics. Such rules governing conduct should generally describe how a notice of suspension is to be issued; how a complaint may be heard; how a suspended member may present his case; regional and provincial appeal procedures and decision levels, and so forth.

The organization that manages the camp should consult a legal advisor for more detailed information on the type of by-laws that could be adopted.

APPENDIX 7

List of youth protection directors (November 1996)

- | | | | |
|-----------|--|-----------|---|
| 01 | Marie-Reine Patry
Centre jeunesse du Bas-St-Laurent
Directrice protection jeunesse
92, 2 ^e Rue Ouest, 2 ^e étage
Rimouski (Québec) G5L 8V5
Tel.: (418) 723-1255
Fax: (418) 722-0620 | 06 | Suzanne Lemire
Centres jeunesse de Montréal
Directrice protection jeunesse
1001, de Maisonneuve est, 6 ^e étage
Montréal (Québec) H2L 4R5
Tel.: (514) 896-3104
Fax: (514) 896-3179 |
| 02 | Michel Senéchal
Centres jeunesse Saguenay–Lac-St-Jean
Directeur protection jeunesse
310, rue Parent
Chicoutimi (Québec) G7H 2A1
Tel.: (418) 549-4853
Fax: (418) 549-8040 | 07 | Michael Godman
Centres de la jeunesse et de la Famille
Batshaw
Directeur protection jeunesse
2155, rue Guy, bureau 1010
Montréal (Québec) H3H 2R9
Tel.: (514) 989-1885
Fax: (514) 989-2295 |
| 03 | Camil Picard
Centre jeunesse de Québec
Directeur protection jeunesse
540, boulevard Charest Est
Québec (Québec) G1K 8L1
Tel.: (418) 529-2571
Fax: (418) 529-1704 | 08 | Jean-Eudes Morin
Centres jeunesse de l'Outaouais
Directeur protection jeunesse
105, du Sacré-Coeur
Hull (Québec) J8X 1C5
Tel.: (819) 771-6631
Fax: (819) 771-7263 |
| 04 | Marc Lacour
Centres jeunesse Mauricie–Bois-Francis
Directeur protection jeunesse
2700, boulevard des Forges
C.P. 1330
Trois-Rivières (Québec) G9A 5L2
Tel.: (819) 378-5481
Fax: (819) 378-4929 | 09 | Nicole Levasseur
Centres jeunesse de l'Abitibi-
Témiscamingue
Directrice protection jeunesse
341, rue Principale Nord
Amos (Québec) J9T 2L8
Tel.: (819) 732-3244
Fax: (819) 732-9422 |
| 05 | Jean Gélinas
Centre jeunesse de l'Estrie
Directeur protection jeunesse
340, Dufferin
Sherbrooke (Québec) J1H 4M7
Tel.: (819) 822-2727
Fax: (819) 564-7149 | 10 | François Richer
Centre-jeunesse Côte-Nord
Directeur protection jeunesse
835, boulevard Joliet
Baie-Comeau (Québec) G5C 1P5
Tel.: (418) 589-9927
Fax: (418) 589-4304 |

- 11** Lise Bernatchez
Centre jeunesse Gaspésie/Les Îles
Directrice protection jeunesse
205, boulevard York, C.P. 39
Gaspé (Québec) G0C 1R0
Tel.: (418) 368-1803
Fax: (418) 368-5406
- 12** Jacques Dumais
Centres jeunesse Chaudière-Appalaches
Directeur protection jeunesse
5500, boul. Rive Sud, bureau 245
Lévis (Québec) G6V 6W8
Tel.: (418) 837-9331
Fax: (418) 837-7531
- 13** Margaret Douek
Centre jeunesse de Laval
Directrice protection jeunesse
308, boul. Cartier
Laval (Québec) H7N 2J2
Tel.: (514) 975-3867
Fax: (514) 975-4271
- 14** Michel Brault
Centres jeunesse de Lanaudière
Directeur protection jeunesse
260, Lavaltrie Sud
Joliette (Québec) J6E 5X7
Tel.: (514) 756-4555
Fax: (514) 756-0814
- 15** Alain Blaise
Centres jeunesse des Laurentides
Directeur protection jeunesse
352, rue Bocage
St-Jérôme (Québec) J7Y 2Y5
Tel.: (514) 438-3575
Fax: (514) 438-8055
- 16** Jean-Pierre Hotte
Centres jeunesse de la Montérégie
Directeur protection jeunesse
25, boulevard Lafayette
Longueuil (Québec) J4K 5C8
Tel.: (514) 679-0140
Fax: (514) 651-5894
- 17** Yvan Rioux
Centre jeunesse Inuulitslvk
Baie d'Hudson
Directeur protection jeunesse
Puvirmituq (Québec) J0M 1P0
Tel.: (819) 988-2355
Fax: (819) 988-2304
- 18** Daniel Michaud
CSS Ungava
Directeur protection Jeunesse
C.P. 10
Kuujuaq (Québec) J0M 1C0
Tel.: (819) 964-2919
Fax: (819) 964-2666
- 19** Jean Gratton
CSS Baie-James
Directeur protection Jeunesse intérimaire
Chisasibi - Baie-James
Nouveau-Québec (Québec) J0M 1E0
Tel.: (819) 855-2844
Fax: (819) 855-2867
- 20** Odette Ouellet
Coordonnatrice - Secteur protection jeunesse
Association des centres jeunesse du
Québec
2000, rue Mansfield, bureau 1100
Montréal (Québec) H3A 2Z1
Tel.: (514) 842-5181
Fax: (514) 842-4834

APPENDIX 8

Organizations

List of ESPACE Groups in Quebec

These community organizations work to prevent all forms of abuses involving children. They have an educational program with adapted tools for children age 2½ to 12. The adult component of the program informs parents and social actors making everyone capable of prevention and of taking action for children with specific needs.

For more information on the various workshops, please contact your regional chapter or the Regroupement des équipes régionales Espace.

REGROUPEMENT DES ÉQUIPES RÉGIONALES ESPACE

59, rue Monfette, local 235
Victoriaville (Québec) G6P 1J8
Tel.: (819) 751-1436

REGROUPEMENT DES ÉQUIPES RÉGIONALES ESPACE MEMBERS

ESPACE Bois-Francis
59, rue Monfette, local 231
Victoriaville (Québec) G6P 1J8
Tel.: (819) 752-9711

ESPACE Châteauguay
255, boulevard d'Anjou, suite 215
Châteauguay (Québec) J6J 2R4
Tel.: (514) 692-5757

ESPACE Outaouais
C.P. 1872, succ. B
Hull (Québec) J8X 3Z1
Tel.: (819) 771-1546

ESPACE Estrie
1255, rue Daniel, local 131
Sherbrooke (Québec) J1H 5X3
Tel.: (819) 822-6046

ESPACE Chaudière-Appalaches
C.P. 116
St-Jean-Chrysostome (Québec)
G6Z 2L4
Tel.: (418) 839-9704

ESPACE Mauricie
C.P. 732
Trois-Rivières (Québec)
G9A 5J3
Tel.: (819) 375-3024

ESPACE Val-d'Or
164, rue Perreault
Val-d'Or (Québec) J9P 2H2
Tel.: (819) 824-3572

ESPACE Suroît
C.P. 295
Valleyfield (Québec) J6S 4V6
Tel.: (514) 371-8096

ESPACE pour les droits des
enfants de la région de Québec
C.P. 48012
Québec (Québec) G1R 5R5
Tel.: (418) 649-5140

Other organizations

Centre de Prévention des Agressions de Montréal
C.P. 237, succ. Place du Parc
Montréal (Québec) H2W 2M9
Tel.: (514) 284-1212

Canadian Institute of Child Health
55 Parkdale, 3rd floor
Ottawa, Ontario K1Y 1E5
Tel.: (613) 729-3206
Fax: (613) 722-4829

National Clearinghouse on Family Violence
Brooke Claxton Building, 7th floor
Health and Welfare Canada
Ottawa, Ontario
Tel.: (613) 957-2938

La Corporation professionnelle des psychologues du Québec
1100 Beaumont
Montréal (Québec)
Tel.: 1-800-363-2644

Conseil québécois pour l'enfance et la jeunesse
3700, rue Berri, bureau 425
Montréal (Québec) H2L 4G9
Tel.: (514) 842-5485
Fax: (514) 842-0585

Affaires secrètes - C.L.S.C. Centre-Sud
Social theatre for children. C.L.S.C. Centre-Sud à Montréal.
(Play for children and parents).

REGROUPEMENT QUÉBÉCOIS DES CENTRES D'AIDE ET DE LUTTE
CONTRE LES AGRESSIONS À CARACTÈRE SEXUEL :

Regroupement québécois des CALACS
C.P. 267, Succ. De Lorimier
Montréal (Québec) H2H 2N6
Tel.: (514) 529-5252
Fax: (514) 529-5255

* CALACS région Côte-Nord
C.P. 2232
Baie-Comeau (Québec)
G5C 2S9
Tel.: (418) 589-1714

* La Maison ISA
C.P. 1551
Chicoutimi (Québec)
G7H 6Z5
Tel.: (418) 545-6444

* Centre d'aide et de prévention
des agressions sexuelles (CAPAS)
C.P. 63
Granby (Québec) J2G 8E2
Tel.: (514) 375-3338

Centre de prévention
et d'intervention
pour les victimes
d'agressions sexuelles
(CPIVAS)
C.P. 294, succ. Vimont
Laval (Québec) H7M 3W9
Tel.: (514) 669-8279 (assistance)
Fax: (514) 669-9053
(administration)

Mouvement contre le viol et l'inceste
C.P. 364, succ. N.D.G.
Montréal (Québec) H4A 3P7
Tel.: (514) 278-9383

Centre d'aide et de prévention
d'assauts sexuels (CAPAS)
C.P. 47030
Châteauguay (Québec) J6K 5B7
Tel.: (514) 699-8258

La Passerelle - CALACS
C.P. 93
Drummondville (Québec)
J2B 6V6
Tel.: (819) 478-3353

* Centre d'aide et de lutte contre les
agressions sexuelles Outaouais
(CALAS)
C.P. 1872, succ. B
Hull (Québec) J8X 3Z1
Tel.: (819) 771-6233
(information)
(819) 771-1773
(emergencies)

Centre pour les victimes
d'agression sexuelle de Montréal
1801, boul. de Maisonneuve Ouest
Suite 400
Montréal (Québec)
H3H 1J9
Tel.: (514) 934-4504

Le Service aux victimes d'agression
sexuelle de l'Hôtel-Dieu
3840, Saint-Urbain
Montréal (Québec)
H2W 1T8
Tel.: (514) 843-2611

* Trêve pour Elles
C.P. 51119
3365, Granby
Montréal (Québec) H1N 3T8
Tel.: (514) 251-0323

* Centre d'aide et de lutte contre les
agressions à caractère sexuel
(CALACS) de Rimouski
115, rue Ste-Thérèse
Rimouski (Québec) G5L 4C3
Tel.: (418) 725-4220

* CALACS Chaudière-Appalaches
11980, 2e Avenue
Saint-Georges-de-Beauce (Québec)
G5Y 1X3
Tel.: (418) 227-6866

- La Traversée - Centre de lutte contre les agressions à caractère sexuel de la Rive-Sud
C.P. 400
St-Lambert (Québec) J4P 3R8
Tel.: (514) 465-5263
- * Centre d'aide et de lutte contre les agressions à caractère sexuel (CALACS)
C.P. 776
Trois-Rivières (Québec) G9A 5J9
Tel.: (819) 373-1232
- * La Vigie
C.P. 295
Valleyfield (Québec) J6S 4V6
Tel.: (514) 371-4222
- Viol-Secours
1010, Boul. des Capucins,
bureau 290
Québec (Québec) G1J 3R8
Tel.: (418) 522-2120
- * Point d'appui - Centre d'aide et de prévention des agressions à caractère sexuel de Rouyn
C.P. 1274
Rouyn-Noranda (Québec)
J9X 6E4
Tel.: (819) 797-0101
- * CALACS La Bôme
C.P. 1907
Gaspé (Québec) G0C 1R0
Tel.: (418) 368-1929
- ** Centre d'aide aux victimes d'agression sexuelle de Lanaudière et des Laurentides
C.P. 202
St-Jérôme (Québec) J7Z 5T9
Tel.: (514) 565-6231
- Centre d'aide et de lutte contre des agressions à caractère sexuel (CALACS)
C.P. 1594
Sherbrooke (Québec) J1H 5M4
Tel.: (819) 563-9999
- * Assaut Sexuel Secours
C.P. 697
Val d'Or (Québec) J9P 4P6
Tel.: (819) 825-6968
- * CALACS Lanaudière
C.P. 31
Joliette (Québec) J6E 3Z3
Tel.: (514) 756-4999

- * Member of the Regroupement
** Non-voting member the Regroupement

The other organizations mentioned are active in this sector

APPENDIX 9

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