



# EUROPEAN BURN ASSOCIATION: BURN CAMP COMMITTEE

## Guidelines for Burn Camp Leader Exchanges

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### Purpose

- To increase the effectiveness of professional exchanges between specialists from different countries and regions working in the field of the rehabilitation of burn-injured children.
- Through burn camp leader exchanges, to improve and further develop burn camps and clubs as an effective post-burn intervention, and to promote good practice amongst burn camps and clubs for the benefit of young burn survivors.

### Background

Specialised holidays for children with specific medical diagnoses have been in existence for many years. The general philosophy behind them is not one of attempting to “make up” for what illness may have brought to children’s lives, nor to treat them as if they are “special” or different from their peer group. Rather, programmes have been designed to help children overcome the particular challenges that their experience of illness and treatment has brought them and to provide them with an opportunity to experience as many normal aspects of child development as possible. Camps for burn-injured children have been in operation since 1982, with the first week long burns camp becoming established in 1983 at Camp Cheley in Colorado (Shields, Abrams & Siegel 1985). Recently the development of burn camps and clubs across Europe has intensified.

The European Burn Camp Committee (part of the European Burn Association) has been working for many years to create a forum for the exchange of ideas and experiences within the European family of burn camps. This has been achieved through holding burn camp sessions at the EBA congresses, the creation of a booklet, “How to organize a burn camp”, establishing guidelines for running burn camp programmes and being available for assistance and guidance in this process. The EBCC has also been working on creating a database of camps and clubs in Europe.

The EBCC is aware of a number of countries/regions keen to develop burn camp programmes in their area. Burn camp leader exchanges offer a useful method for sharing expertise from well-established camp programmes with colleagues from another area interested in developing a burn camp/club programme. These guidelines are therefore designed to facilitate such professional exchanges and to help camp leaders to gain the most from them.

### Guideline Philosophy

These guidelines offer a framework of points to bear in mind when considering embarking on such a project. They aim to serve as a useful tool for the camp leaders before, during, and after the exchange visits. Camp leaders are free and welcome to arrange exchange visits between their camps. The EBCC can be used as a coordinating and advisory body as required, and would be grateful for any information/feedback from any leader exchange visits that take place.

There can be two kinds of leader exchange programmes:

- One-off exchange visits of visiting leaders to a host burn camp organisation.
- Long term leader exchange programmes for selected leaders of identified organisations. This may be a long-term relationship with one particular camp or involve visiting several different camp programmes.

## **Guidelines**

**Initial stages:** Identify and approach a suitable burn camp programme to see if they would be interested in participating/hosting a leader exchange. In identifying a suitable programme consider issues such as language, culture, aims and organizational structure (and how that relates to your own organisational set-up), legal frameworks (e.g. insurance arrangements, criminal background checks).

- It is very important to learn as much as possible about the host camp before the exchange – its size, landscape, history, and traditions. Information on host camp leaders may be useful. It may be helpful to have photos of the camp site, photos of the host leaders and their names.
- Meeting with host camp leaders before the exchange is highly recommended.
- A language barrier is a really important problem and should not be underestimated. Therefore:
  - Visitors should learn as much as possible about their role in the host camp.
  - If it helps and is possible, consider coming in pairs. In the case of an exchange visit to a foreign camp at least one of the leaders should speak a language of common communication. Otherwise it is worth considering using an *interpreter*.
- Cultural differences are also important so again it is important to gather information about this and particularly about behavioral expectations and policies at the host camp.

## ***Setting up the Exchange:***

- Participants of the leader exchange programme should be recruited from the most active and dedicated staff, having experience in working with burned children and committed to developing burn camp/club programmes in their own country or region. In the case of long term leader exchange programmes each organization should first send camp directors and key organizers and later, active camp leaders.
- It would be useful if the host camp appointed a person to take care of the visiting leaders.
- Consider whether it is better for the visiting leaders to stay in the same accommodation as the host camp leaders or separately.
- Information on camp policies and procedures, activities, games, songs, psychological recommendations can be exchanged by e-mail before the camp.
- It can be helpful if the visiting leaders bring something from their camp/culture to share with the host camp (e.g. a game, camp activity, arts/crafts project, song).

## ***After the Exchange:***

- After exchange visits both sides (and the EBCC) should get as much feedback as possible in the form of reports, recommendations, plans for future exchanges and joint working.

## **Notes about Camper Exchanges**

If visiting camp leaders are considering taking **campers** with them to the host camp, the following points should be borne in mind:

- Usually children taken on exchange visits enjoy the camps and greatly benefit from them. It is also a great opportunity for the leaders to learn more about a host camp using the visiting campers' experience and impressions.

- Children taken on an exchange visit should not have marked psychological or physical problems, as these may prove too difficult to manage appropriately in an unfamiliar environment and the experience may end up being counter-productive for all involved.
- Taking children to a partner camp can mean that the visiting leaders are more distracted as they have to look after their campers, and as a result learn less. Campers often treat camp leaders whom they come with as “parents”.
- A language barrier can pose difficulties for children. It is therefore recommended that:
  - Campers can communicate in the language spoken at the host camp.
  - Campers are told as much as possible about their role, camp programme and activities, daily schedule, camp rules etc.
- Basing on previous experience it is recommended, if possible, to take two or more children on exchange visits.
- Leaders should not be too protective towards campers from their own country/region. Children normally mix with their peers more easily than adults expect if they clearly understand their role and the camp programme.
- Cultural differences can also pose challenges and lead to different expectations about behaviour (e.g. smoking). It is therefore important to make sure that visiting campers fully understand the rules and expectations of the host camp and are willing to abide by them.

### **Leader Exchange Agreement**

A standard agreement between host camps and visiting leaders can be drawn up and signed by both organizations. It need not be too formal, but should stress the aim of the exchange, responsibilities of the parties involved and serve as a reminder of joint intentions.

### **Conclusions**

European and international exchanges can be extremely useful for the development and promotion of good practice amongst burn camp programmes. The European Burn Camp Committee can be a helpful resource for camps/individuals considering embarking on such a project.



# EUROPEAN BURN ASSOCIATION: BURN CAMP COMMITTEE

## Burn Camp Leader Exchanges: Host Camp Questionnaire

To be completed by the Camp Director or person responsible for the exchange visit.

### Information about the host camp

Name of the camp:.....

Short history of the camp (how long has it been running for, which burn centre(s) is it linked with, how many other camp programmes are run etc.):.....

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Where is the camp held: .....

Dates of the camp:.....

Practical arrangements (including nature of accommodation, how many children in each bedroom, sleeping arrangements, washing and toilet facilities etc.):.....

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Number of campers and number of groups:.....

Number of adults/leaders and their roles (group leaders, sports instructors, doctors etc.):.....

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Camp programme with daily schedule (attach separately).

Camp rules and expectations (attach separately).

### Camp exchange information

How many visiting adults/children can the camp receive? .....

Accommodation arrangements for visiting leaders/campers (together or separately from the rest of the leaders/ campers, which block or cabin etc):.....

Name and information about person from host camp who is responsible for co-ordinating the exchange:.....

Expected role of the visitors (e.g. team leaders, observers, mixture of both...): .....

**Sharing experience**

What kind of experiences would the host camp hope to gain from the exchange? (e.g. Short presentation from the visiting camp leaders about camps/burn care in their country/region; visiting leaders to lead an activity from their country/region for all campers etc.).....

**Legal and insurance information**

Insurance requirements (yes/no, what kind, sum of remuneration etc.):.....

Criminal Background checks (yes/no, what kind etc.):.....

**Visa support and transportation**

Who is arranging meeting of visitors and transportation to the camp site? .....

## Host Camp Contact Information

Throughout the year:

Name:.....

Address:.....

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Telephone numbers:.....

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e-mail address:.....

web site: .....

Whilst at Camp:

Name:.....

Address:.....

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Telephone numbers:.....

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email address:.....



# EUROPEAN BURN ASSOCIATION: BURN CAMP COMMITTEE

## Burn Camp Leader Exchanges: Visiting Camp Questionnaire

To be completed by the Camp Director or person responsible for the exchange visit.

### Information about the visiting camp

Name of the camp:.....

Short history of the camp (how long has it been running for, which burn centre(s) is it linked with, how many camp programmes are run etc.):.....

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Where is the camp held: .....

Dates of the camp:.....

Practical arrangements (including nature of accommodation, how many children in each bedroom, sleeping arrangements, washing and toilet facilities etc.):.....

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Number of campers and number of groups:.....

Number of adults/leaders and their roles (group leaders, sports instructors, doctors etc.):.....

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.....

Camp programme with daily schedule (attach separately).

Camp rules and expectations (attach separately).

### Camp exchange information

How many adults would like to visit? .....

Camper exchange? Yes/No If yes, how many?.....

Would an interpreter be required? If so, please give details.....

Role that visitors would like to take (e.g. team leaders, observers, mixture of both...): .....

**Information about visiting leaders:**

Leader 1: Name:..... Date of birth:.....

Background, burn camp experience and present role in camp organization:.....

Previous participation in burn camp exchanges:.....

Knowledge of foreign languages:.....

Criminal record Yes/No (please attach relevant documentation)

Insurance details:.....

Leader 2 Name:..... Date of birth:.....

Background, burn camp experience and present role in camp organization:.....

Previous participation in burn camp exchanges:.....



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Knowledge of foreign languages:.....

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Criminal record Yes/No (please attach relevant documentation)

Insurance details:.....

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**Sharing experience**

What kind of experiences would the visiting leaders like to contribute to the exchange? (e.g. Short presentation about camps/burn care in their country/region; leading an activity from their country/region for all campers, bringing items from home country/region to share etc.)

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**Travel documents**

Are passports needed to attend the host camp? Yes/No If yes, do all participating leaders and campers have passports? Yes/No If no, please outline how this is being addressed:.....

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Are visas needed to attend the host camp? Yes/No If yes, who is responsible for arranging these?

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## Visiting Camp Contact Information

Contact 1:

Name:.....

Address:.....

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Telephone numbers:.....

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e-mail address:.....

Camp web site: .....

Contact 2:

Name:.....

Address:.....

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Telephone numbers:.....

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email address:.....

**Campers:** *(This information should go on the host camp's standard camper application form).*

- Names, age
- Burn trauma (date and severity).
- Knowledge of foreign languages
- Notes on personal requirements
- Contact information: address, telephone number
- Insurance (yes/no, sum of remuneration(?))



# EUROPEAN BURN ASSOCIATION: BURN CAMP COMMITTEE

## Burn Camp Leader Exchange Agreement

[insert date]

The Host Burn Camp organisation [enter name], hereinafter referred to as the “Host Camp”, represented by [insert name and designation], on the one hand, and the Visiting Burn Camp organisation [insert name], represented by [insert name and designation], hereinafter referred to as the “Guest Camp”, on the other hand, and jointly referred to as the “Parties” have made this Agreement as follows.

### 1. Subject of the Agreement

1.1. The Parties undertake to organise an exchange visit of [insert number] professionals/burn camp leaders and [insert number] campers from the Guest Camp to the Host Camp at [insert location] during [insert dates]. This professional exchange is organised to facilitate development and promotion of good practice amongst the two burn camp programmes, aimed at effective psycho-social rehabilitation of burned children.

### 2. Responsibilities of the parties

2.1 The Parties undertake the following:

2.1.1. To inform each other in advance regarding background information about the host and guest organisations, roles and names of the camp leaders and campers, dates of the camp, rules of camp life and other appropriate information (for example – the visitors’ CV’s and campers’ standard information). Recommendations of the EBA Burn Camp Committee should be observed (*see attachment*).

2.1.2. Before and during the camp to share good practices – activities, recommendations etc.

2.1.3. To observe the discipline and rules of the Host Camp.

2.1.4. To exchange reports on the camp containing reflections and recommendations not later than 4 weeks after the exchange camp. It is recommended that copies of the reports should also be sent to the European Burn Association Burn Camp Committee – coordination and advisory body.

2.1.5. If necessary the Host Camp should give support in organising visas and transportation. The Guest Camp should submit its requirements in advance.

### 3. Legal and financial provisions

3.1.1. Parties bear legal responsibility only for ‘their own’ children according to the laws of their countries and Regions.

3.1.2. The Parties have no financial responsibilities before each other. The Host Camp may cover the cost of food and accommodation of Guest camp leaders and campers if its budget allows to do so. The parties should agree on such expenditures prior to the exchange.

#### **4. Term of validity of the Agreement**

4.1. The Camp leader exchange Agreement is valid from the moment it is signed by the Parties until the date of sending each other and the EBA Burn Camp Committee all appropriate reports (not later than 4 weeks).

#### **5. Final provisions**

5.1. The Parties will solve disputes and discords on this Agreement or in connection with it, by negotiation.

5.2. In the event of any changes in the dates and participants, the Parties undertake to inform each other in advance.

5.3. This Agreement consists of two copies, one copy for each Party.

#### **6. Addresses and contact details of the Parties**

**The Host Camp:**

**The Guest Camp:**

#### **7. Signatures of the Parties**

**The Host Camp:**

**The Guest Camp:**

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