

HEALTH & SAFETY

EMERGENCY PROCEDURES

GENERAL GUIDELINES:

1. Always remember: **Lives are most important; everything else can be replaced.**
2. Never leave campers unattended. Report any missing camper to the Camp Director or Program Team immediately.
3. No firearms are to be brought to camp. Concealed weapons are not permitted to be carried on camp property. Air-Soft and paintball guns may be brought to camp, but must be checked in at the office immediately upon arrival and may not be kept in cabins, camp buildings, or personal vehicles.
4. No fireworks or explosive devices of any kind are permitted on camp property.
5. No alcohol, tobacco, or drugs, and/or similar paraphernalia are permitted on the camp property. This includes campers and other guests. Please report such items to your supervisor immediately. Anyone using or concealing such items will be immediately removed from the campsite.
6. Practical jokes and horseplay that damage property, injure people, or disrupt the camp program and lights out are not permitted.

FIRE:

Instruct all individuals to exit the building quickly and calmly.

1. Counselors should notify the Camp Office of any fire and sound the alarm if the building is so equipped. Fire extinguishers are strategically located in or outside of each cabin, room, and building. These may be used for small fires, only after everyone is out of the building.
2. The Camp Office will notify the local fire department.
3. Your primary responsibility as a summer staffer has nothing to do with the fire, only with the safety and well-being of the campers and other staff.
4. If an alarm rings during the night, check each bed and get campers out of the building immediately. DO NOT stop to pack belongings.
5. Ensure that everyone is out of the building and do not allow anyone to return until permission is granted by authorities.
6. Counselors should make sure that their campers are kept safe by maintaining quiet groups at a safe distance from the building.
7. Fire extinguishers are not to be tampered with at any time and used only in the event of a fire. Discharge of a fire extinguisher must be reported to the office immediately and purposeful discharge of a fire extinguisher for prank or joking purposes will result in a fine.

POWER FAILURE:

In the event of a power failure, these instructions should be followed:

1. All counselors should stay with their campers.
2. All operational staff should attend to their normal duties unless told differently by their supervisor.
3. The schedule will remain the same unless instructions are given otherwise.
4. Buildings, such as the dining hall, will be provided with a generator.
5. The Camp leadership will address the power failure with local authorities.

THUNDERSTORMS:

1. In the event of a thunderstorm warning, you are to move all campers into a building.
2. No campers are allowed to be in the water or in boats until the warning has passed.
3. In the event that lightning is present, move quickly indoors.
4. Do not stand in the middle of an open field or seek shelter under a tree.

5. At no time should you wear your tin foil Martian signal blocking hat. These may act as conductors, thus causing catastrophic equipment failure.

TORNADOES:

1. In the event of a tornado warning, seek immediate shelter in the appropriate tornado shelter area.
2. Move to the center of the shelter. Do not sit or stand near windows or doors. Do not look out the windows, as flying glass may cause serious injury.
3. Do not leave your shelter until the all clear signal has been given.
4. In the event that a tornado is visible, place your hands, one on each cheek, and scream. There is nothing that you can do at that point. It has been nice knowing most of you.

TO CONTACT THE HEALTH OFFICER

1. During the day (8:30am-11pm) go to either the Health Center or the Camp Office. If the Health Officer is out of the Health Center he/she can be reached by the Camp Office.
2. During the night (11pm-8:30am) contact the Health Officer or Health Team first and then proceed to the Health Center. The Camp Office will be closed.

EMERGENCIES AT THE WATERFRONT

MISSING CAMPERS:

1. Perform buddy check. Check Daily Swimmers Log (DSL) for name and cabin of camper.
2. Talk to the buddy to find out where camper was last seen.
3. Have the beach front worker notify the health officer or health services director that a water search is beginning. They will attempt to contact the camper and counselor and will inform the Director. The office will also send free staff to the beach front as needed, as well as implementing further emergency procedures.
4. Send remaining campers across the road to a secure place of shelter.
5. Begin a water search with the lifeguards on duty and all other available staff. The beach front worker should stay near the radio.
 - Walk out as far as possible using the “human chain” method.
 - Determine the general area where the swimmer was last seen.
 - Look for signs of bubbles rising to the surface.
 - In clear water, make a systematic swim across the area with snorkeling equipment, looking for light clothing, swimming suit, or the gleam of bare skin on the dark bottom.
 - The lifeguard will give instructions to other rescuers to cover the area more efficiently.
 - If the lost swimmer is not found by the human chain, the search will continue until the authorities arrive.
6. When the victim is located, rescue breathing should be started immediately.
7. Assume the camper is at the beach front until he is found elsewhere.

MINOR INJURIES:

1. Determine the seriousness of the injury.
2. Give the injured person the appropriate first aid (fill out the “incident report form”).
3. Send the camper to the Health Officer with a counselor and the “incident report.”
4. Contact the Health Officer to determine if the camper was checked.
5. Let the Program Team know of any injury or “near miss” that has happened (forms may be found at the office and/or Health Center).

MAJOR INJURIES: (drowning, neck or back injury, broken bones, severe bleeding, etc.)

1. Stay calm.
2. Call the Camp Health Officer immediately. Emergency procedures will then be implemented.
3. Assign someone to control the rest of the group.
 - Get all remaining campers out of the water and send them across the road.
 - Give clear, short, simple guidelines for them to follow.
 - Keep bystanders well away from the victim.

4. Health Techs or anyone trained in First Aid: Begin First Aid.
5. Continue First Aid until the Health Officer or an EMT arrives to take over.

STEPS TO FOLLOW FOR EMERGENCY MEDICAL TREATMENT

FOR SERIOUS ACCIDENT OR ILLNESS:

Objectives:

1. Provide first aid and life saving steps.
2. Notify proper authorities.
3. Transport injured safely to hospital.

Procedures:

1. Stay with injured person and Health Tech or other A.R.C. trained person: carry out basic first aid. Maintain patient airway and give resuscitation if needed.
2. Send someone to notify the Health Officer:
 - Page over the radio or call with a cell phone.
 - Send someone to Health Center to notify the Health Officer.
3. If you suspect head or spinal injury or fracture, DO NOT MOVE without qualified help. If no injury is suspected, wait for Health Staff only to transport the injured person to the Health Center.
4. Remain calm and keep other campers at a distance.
5. Send someone to get the camper's counselor.
6. The Health Officer will delegate responsibilities.
 - Counselor to notify Director
 - Someone to drive car
 - Someone to get the camper's medical form and consent for treatment
 - Someone to call hospital
 - Someone to notify the parents (Even though we have parental consent, every effort must be made to contact the parent before treatment at a medical facility.)
7. In notifying the hospital:
 - Ask for the Emergency Room.
 - Identify yourself, the camp, the injured person, the type of injuries, and the expected time of arrival.
8. Parents will be notified of injury by the physician as necessary.

HEALTH & SAFETY POLICIES & PROCEDURES

GENERAL GUIDELINES

1. Medical advice and treatment should only be given by one of the Health Services staff members.
2. Sick campers *may not leave any service without adult supervision*. The camper must be escorted by a summer staffer to the Health Officer.
3. Sick campers are not to be in the cabin alone without a camp staff member present.
4. Be alert to signs of illness such as:
 - Excessive coughing
 - Pallor (Pale skin, or just a nasty color)
 - Excessive Fatigue
5. All injuries (Camper or Staff) need to be reported to the Health Center.
 - Incident reports and worker's compensation claims are an OSHA requirement.
6. Encourage campers to travel in groups of three.

HEALTH & SAFETY POLICIES & PROCEDURES cont.

7. **All life threatening emergencies must be brought to the attention of the Health Staff immediately! Call 9-1-1 only in extreme cases and notify the Health Officers and/or camp administration ASAP.** Because of the complexity of the camp layout. It is best for the Health Officer to contact EMS services in order to direct them to needed location.

MEDICATIONS

1. No camper may have medication of any kind in his or her possession after arriving at camp. All medications should be collected and brought to the Health Center's registration table or during Check-In with the Health Center.
2. Medication will be distributed 4 times per day - breakfast, lunch, dinner, and bedtime.
3. Medications will be returned to the sponsor or parent on Friday.
4. Counselors and op staff may keep their own medications in their cabins during the weekend until Monday lunch. All medications must be turned into the Health Center before campers arrive.
 - What is considered a medication?
 - All prescriptions
 - Antihistamines
 - Vitamins
 - Medication creams
 - If you do not know if your product qualifies please ASK!

EMERGENCIES

1. Any Camp Staff Member shall be allowed to dial 9-1-1 in the absence of available Camp Leadership during a life-threatening emergency. If Camp Leadership is available, they should call 9-1-1 for life threatening emergencies.
2. Caller should be prepared to calmly and clearly state:
 - Their name
 - The nature of the emergency problem
 - The name of the sick or injured person
 - The location of Camp CoBeAc on Reserve Road in Denton Township, Roscommon County.
3. Someone needs to meet the emergency vehicle at the front gate and direct them to the person that is ill.
4. Any Camp staff member can question a camper regarding his/her well-being if they observe something abnormal and direct any problems to the Camp Health Officer.
5. Two Counselors or one Counselor and two other campers should assist a sick or injured camper to the Camp Health Officer.
6. All bee stings must be reported to Camp Health Officer regardless of severity. Have the camper or Staff person identify the location where they were stung.

TOP FIVE INJURIES/ILLNESSES AT CAMP

1. Upset stomach
2. Abrasions/Sprains/Strains
3. Headache
4. Fatigue/Over-Exertion/Dehydration/Hyperventilation
5. Bee stings/Other insect bites

FIRST AID KITS

1. Camp Office
2. Kitchen
3. Gym Equipment Room
4. Lakefront Boathouse
5. Chapel Sound Booth
6. Ugly Mug and Mineshaft

HEALTH & SAFETY POLICIES & PROCEDURES cont.

LIFE-THREATENING “URGENCIES” AND EMERGENCIES

1. **Allergic reaction with difficulty breathing** or other serious signs/symptoms (especially involving a food allergy, bee sting, chemical exposure, etc.)
2. **Difficulty breathing** (especially choking, uncontrolled asthma, or allergic reaction)
3. **Persisting altered mental status** for any reason (head injury, low blood sugar, hypothermia, etc.) including **passing out or fainting**
4. **Severe** bleeding that cannot be controlled by continuous direct pressure on the wound
5. **Persisting Chest Pain** in any adult or child, especially a child with known heart defect(s) or an adult with heart risk factors, such as obesity, hypertension, and a history of angina-type chest pain or use of nitroglycerine medication
6. **Drowning** or near drowning
7. **New/unexpected Seizure activity** lasting longer than one or two minutes or occurring multiple times in a row (call immediately if they are diabetic)
8. **Vehicle accidents** resulting in injuries

FOR YOUR SAFETY

1. Assume **all** bodily fluids are infectious – regardless of whose blood or body fluid it is.
2. Always wear gloves when you are doing something likely to bring you into contact with another person’s blood or body fluid. This includes bed-wetting.
3. Gloves are to be discarded after a single use.
4. Dispose of contaminated latex gloves and other contaminated material into a bio-hazard bag (available from the Health Office).
5. Wash your hands immediately with soap and water after handling any contaminated objects or fluids.
6. Staff must wear gloves when changing diapers or assisting a camper who has soiled him/her self. These will be made available in the Health Center.
7. All bio-hazard bags are to be taken to Health Services for disposal. Please do not throw them into any other trash receptacle.
 - Bio-hazard is any material or item that is likely to cause infections:
 - Diabetic insulin needle
 - Body fluid soaked towel or cloth
8. Any incident which causes a staff member to be exposed to contaminated blood or body fluid should be reported to Health Services immediately.
9. Avoid punctures from objects that may be contaminated with blood. Never pick up broken glass with your bare hands; always use a dustpan and broom.

EMERGENCY PROCEDURES

1. Stay calm!!
2. Notify the Health Center or Camp Office to determine if 9-1-1 should be called.
3. Stay with the patient.
4. Crowd control is essential. Do not allow campers to “crowd around” the injured; it causes confusion and panic. Divert them from the scene, allowing maximum space and privacy for the victim.
5. Wait for directions from the Health Officer. Do not take matters into your own hands.
6. DO NOT MOVE the patient. If they are able to move under their own power take them from the event area and wait for the Health Officer.
7. Confidentiality is a MUST!!! Do NOT discuss medical matters with anyone besides those who need to know. All information will be given out on a “need to know” basis.

MISSING CAMPER

In the event a camper is thought to be missing the following should occur:

1. An announcement asking the missing camper to report to the nearest staff member will immediately occur.
2. All staff with radios will be informed of potential missing camper’s name, description, and instructions to quickly search their immediate vicinity.

HEALTH & SAFETY POLICIES & PROCEDURES cont.

3. Lifeguards report to the waterfront and prepare for a missing camper dive search (if it is nighttime, scan the surface with a Q-beam).
4. Campers and counselors meet at the Chapel and organize for roll call.
5. Staff organize to search the main camp buildings and cabins and drive the trails around camp.
6. If the camper is not found among the main buildings, the Roscommon County 9-1-1 should be notified of the missing camper and the county search team should be requested.

HEAD INJURIES

1. What to Look for:
 - Headache
 - Altered mental status
 - Pupils unequal or dilated
 - Vomiting
 - Blurred vision
 - Seizures
 - Loss of consciousness
2. All head injuries need to be evaluated by the Health Officer IMMEDIATELY!!!
3. Do not give them any medication, fluids, or treatment.
4. Head Injuries can be considered life threatening.

PROMOTING GOOD HEALTH IN YOUR CABIN/DISEASE PREVENTION:

1. Campers are to sleep head-to-toe. This is a mandate from the Public Health Code and must be enforced.
2. Encourage frequent hand washing.
3. Ventilate the rooms often by leaving the windows open when you are not in the room.
4. Don't keep dirty clothes lying around. Use the clotheslines and keep the rooms neat.
5. Any camper who is ill may be required to sleep in a separate room.
6. It is not the counselor's responsibility to diagnose or treat an illness. Do not give permission for a camper to miss an activity or service. This must come from the Health Officer.
7. Encourage campers to prevent "swimmer's itch" by rinsing off after swimming in the lake.
8. Use your weekends wisely! Taking time to rest is an investment in the upcoming week of camp.

OPERATIONAL STAFF/SICK CAMPER MONITORING PROCEDURES

1. Operational staff may be scheduled to spend the night with campers who become ill. Monitor the ill camper in the designated sick room according to the Health Officer's advice.
2. The camper should never be left unattended!

SICK CALLS

1. Staff members who are sick must first obtain permission from the Health Center before missing any work assignments.
2. Sick calls are taken no earlier than 7 a.m. and must be made before you are scheduled to work. You are responsible to notify your supervisor after you have received permission from the Health Officer.

HEALTH SURVEILLANCE POLICY

The camp Health Tech Team and Health Officer are first line of defense in responding to sickness, injury, and emergencies, but everyone on staff must be alert to the general health needs of the camper. A camper cannot respond to the spiritual influence of the camp if they do not feel well. Also, the parents expect us to attend to campers' physical needs. Remember, alertness to basic problems could be the difference between them remaining in camp to enjoy the benefits or becoming ill and being forced to go home.

Therefore, everyone, especially counselors who live with the campers, should watch for certain signs:

1. Fatigue, evidenced by irritability, drowsiness, lack of enthusiasm, and slowness. Consider extra rest and reducing their schedule, such as swimming.
2. Colds or flu evidenced by sore throats, watery eyes, runny noses, and frequency to bathroom. Some of these may be preludes to childhood diseases.
3. Constipation – this can cause headaches, listlessness, and loss of appetite. Encourage them to eat laxative type foods or send them to the Health Officer. Urge them to take time to go to the bathroom.
4. Headaches – may be early signs of illness, but can be fatigue or constipation.
5. Watch for bites, cuts, scratches, bruises and sprains.
6. Medications – the Health Officer will notify you of those who need medications. Help remind them to see the Health Officer.
7. Special problems – the Health Officer will notify you of those with allergies, asthma, epilepsy, etc. and what precautions are needed.

When a camper needs attention, see that he or she gets to the Health Officer and, if at all possible, that the counselor takes them. The counselor is usually their most reassuring contact and can help them through their fear and anxiety. In cases of emergencies, follow the procedures under “Emergency Medical Treatment”

HEALTH SCREENING POLICY FOR ARRIVING CAMPERS

1. The adult Health staff has a two week training program at the beginning of the summer. As part of their training, they learn basic first aid skills as well as the proper health screening procedure.
2. A Health Center is operated on the camp grounds with a Health Officer on call 24 hours a day.
3. Upon arrival at camp, the Health Officer inventories all medications. All prescription drugs and medications are checked in with the Health Officer. The Health officer will have a discussion with each camper concerning current health needs.
4. The Health Officer reviews each camper’s health history statement and arranges for prompt investigation and discussion of any special medical needs.
5. Each counselor discusses with the camper current health needs.
6. If a potential problem is identified by the counselor, then the counselor takes the camper to the Health Center for an examination by the Health Officer.
7. Ongoing health screening continues by the counselor as the week continues. The trained counselor looks for signs of fatigue, colds, sore throats, bites, cuts, etc.
8. If during the course of a week a problem is identified, then the counselor takes the camper to the Health Center for an examination.

IF YOU'RE ALLERGIC TO INSECT STINGS

Q. Which insect stings have proven the most dangerous?

A. Bees, wasps, hornets, and yellow jackets are most likely to cause an allergic reaction.

Q. What is a bad reaction?

A. Serious symptoms include generalized hives, swelling of the lips or tongue, trouble swallowing or breathing, asthma, nausea, and vomiting. In very severe cases, a person can suffer a cardiovascular collapse, with a drop in blood pressure and fainting. More rarely, a person comes down with gastrointestinal symptoms, abdominal pain, and diarrhea.

Q. What are the symptoms of a minor reaction?

A. Because insect venom contains a variety of enzymes, a person who is strong is going to have local swelling, pain, redness, and some discomfort. That’s normal. We have not been able to attach serious risk even to large local reactions. The problem is that reactions do not necessarily proceed in a nice, orderly fashion from a mild reaction near the site of the sting the first time, to an intermediate swelling

the next sting, and then to a serious reaction that affects the whole body. The difficult thing is that one can progress from a minor local reaction to a violent reaction, skipping the “intermediate” steps.

Q. Do insect-sting allergies run in families?

A. Unlike other allergies that have genetic predispositions, such as asthma or hay fever, insect-sting allergy can occur in anyone. If you have a family member who is allergic to stings, this does not mean that you are at increased risk.

Q. Can allergic reactions be prevented?

A. Yes, patients can undergo a series of injections with insect venom to build up an immunity against the sting. Desensitization therapy with specific venom is much more effective than older treatments that used the whole body of the insect.

Q. How soon does the reaction usually occur?

A. It can occur within moments. The most violent reactions can occur in less than 60 or 90 seconds.

Q. If you're in the middle of a picnic and yellow jackets or bees are attracted to the food, what steps should you take to avoid being stung?

A. You should move slowly in a controlled fashion. Don't start waving or running, because rapid movements may aggravate insects.

Material taken from an interview with Howard Schwartz, M.D., Chief Adult Allergy Clinic, University Hospital

COBEAC'S BEACHFRONT

The waterfront can be the most enjoyable activity center at CoBeAc, but it may also be the most dangerous. The main responsibility of our staff is to prevent dangerous accidents from happening. Each of you is an important part in this process. Any staff member who is aware of potential hazards and actively involved with other swimmers can be a great help in this area of safety. The following are beachfront guidelines:

1. Must follow lifeguards' instructions.
2. Must swim in designated areas only.
3. No running on docks, pushing, rough play, dunking others, or throwing sand.
4. No glass or metal objects at the beach front.
5. No diving off the docks.
6. Buddies must swim together.
7. Swimmers must check with the beach front worker at the buddy board when coming and leaving.
8. No swimming under docks or rafts.
9. Listen for whistle signals.
 - One blast is to get attention.
 - Two blasts mean a buddy check.
 - Three blasts means swim time is over.
 - Siren means everyone out of the water.
10. Never swim alone.
11. No more than 8 people on the platform at a time.
12. ALL swimmers in the activity section and ALL boaters must have a Coast Guard approved properly fitting life jacket.
13. No swimming without the camp lifeguard on duty.
14. Do not play with the lifeguard.
15. Must be fully clothed when going to and from the beach front.
16. No hanging on floating docks.
17. No jumping off the docks **at any time**.
18. First violation of rule: Warning
Second violation: Camper will be asked to leave.

BEHAVIOR MANAGEMENT

In accordance with the State of Michigan's Department of Licensing and Regulatory Affairs

BEHAVIOR MANAGEMENT POLICY

1. Discuss camp rules with all campers at camper orientation.
2. Discuss the consequences of breaking any rule.
3. **Be consistent** in application. Enforce all rules at all times.
4. Apply the consequences of rule breaking in a uniform and consistent manner.
5. Help campers understand and develop positive alternative behaviors which are appropriate to replace the unacceptable ones.
6. Use positive intervention methods such as:
 - Verbal praise
 - Positive incentives for good behavior
 - Reminders of biblical truths and promises
7. Acceptable consequences of rule breaking include:
 - Quiet time
 - Restriction from activity
 - Restriction to the campsite
 - Cleaning appropriate designated facility or area (specified approved procedures and applications only)
 - Conference with Director
 - Conference with camper's authorized person

Note: Define acceptable consequences, specify under what conditions and circumstances consequence is permitted, and identify who is allowed to administer specific consequences.
8. Keep the Camp Director informed of all disciplinary measures. Prepare an incident report.
9. At no time is discipline to include:
 - Depriving a camper of sleep or food.
 - Placing a camper alone without supervision.
 - Subjecting a camper to ridicule or threat.
 - Subjecting a camper to excessive physical exercise or excessive restraint.
10. Periodic evaluations of program/staff/camper groupings shall be conducted to insure that the camp environment is not contributing to behavior problems.
11. If restraint is required to protect a camper from himself or herself or to protect other campers, only those staff who have received training in the use of restraint may implement the restraint. In accordance with the Department of Consumer and Industry Services Division of Child Welfare Licensing, R 400.11101 (k) – "Excessive restraint" means restricting movement beyond that which is necessary to assist a camper to regain control or which is necessary to protect the camper from injuring himself or herself or others. Restraint, when used, shall be the least amount of force necessary over the shortest period of time necessary."
12. Follow camp procedures explicitly. Do not freelance. At no time is a staff member to deviate from this policy.
13. If a counselor has a difficulty with a camper, that counselor must relay his hesitation in dealing with the camper to the Director immediately.

CAMPER DISCIPLINE POLICY

On occasion, disruptive situations occur in a cabin. Knowing the human nature of man and the tendencies of campers, the staff must be prepared for potential problems that may occur during a week of camp. Each counselor has been given a wonderful opportunity to help his or her campers take the next necessary step in their lives. Discipline, though frequently viewed as a negative activity, is actually positive. A camper's misbehavior must be confronted, addressed, and confessed as a character flaw with the intent of helping the camper learn from the situation and move forward.

Discipline is part of the training all of us go through as we pursue spiritual maturity. Some campers have few people helping them through their lives, and their coming to camp is quite literally a "rescue mission." Most campers, however, just need a simple reminder to do the right thing after they did something that demonstrated immaturity and a lack of discernment. Once in a while, a more difficult camper refuses to heed words of correction.

Regardless of the situation, the staff must remain calm, firmly compassionate, and resolved to help in whatever way they can. It is imperative, however, that they maintain control in each situation. Listed below are procedures to follow, as necessary. Please exercise discernment and discretion as you deal skillfully with each individual.

- Many camp guidelines and procedures are presented to the campers by the counselors or by the program staff sometime on Monday.
- Never search a camper's personal property without his or her consent and never without prior arrangement with the Camp Director.
- The major rules the campers are asked to observe are as follows: no smoking, no illegal drugs, no physical contact, no stealing, and no drinking alcohol.
- Campers are informed of consequences of breaking these rules: "You have chosen to go home!"
- All rules, procedures, and policies will be enforced consistently, fairly, and firmly.
- Areas requiring further disciplinary measures include the following: inappropriate music, inappropriate dress, skipping a session, direct disobedience, disrespect toward authority, bad attitude, lack of participation in the program, anger, lying, breaking another's personal property, practical jokes, fighting, accusations between campers, complaining, causing contention, etc.

Steps to follow for actions that necessitate discipline:

- Counselor or staff member confront the individual(s) involved; *if not resolved...*
(If major rules are violated, take the camper directly to the Director)
- Conference takes place between counselor, camper(s) and the team leader; *if not resolved...*
- Conference takes place with counselor, camper(s), and Program Coordinator; *if not resolved...*
- Program team and sponsor get involved; *if not resolved...*
- Camp Director gets involved.
- Phone call is made from the Director to parents.
- Camper is dismissed at his or her expense.

At **NO TIME** should a camper:

- Be deprived of sleep or food.
- Placed alone without staff supervision, observation and interaction.
- Subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint as per State of Michigan R 400.11113.

CAMPER PROTECTION

In accordance with the State of Michigan's Department of Licensing and Regulatory Affairs

Our organization has developed a written plan and is following this plan to assure compliance with child and adult protection laws which covers reporting responsibilities, confidentiality, and separation of an alleged perpetrator from campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers and staff. (LARA R 400.11115)

GOAL:

To promote uniform understanding with our camp staff concerning child abuse and molestation, reporting guidelines and supervisory roles, as well as provide proper training as to protect our staff from accusations during our camping season.

- Safety** Our organization is committed to providing a safe environment for all our campers and staff while under our direct supervision during a week of camp. This not only involves the appropriate training for the awareness and knowledge of child abuse situations, this also involves the advising of our staff towards appropriate, wise, and prudent conduct as to protect them from accusations as they work with minors during our camping season.
- Reporting** Our organization is committed to creating a safe place for campers to report past/current abuse and to promote our responsibility to report abuse to the state following the appropriate steps and measures.
- Protection** Our organization is committed to providing confidentiality, safe channels, and proper supervisory training to achieve our goals with our child and adult protections plan as to protect the safety and well being of both campers and staff.

PROTECTION PLAN/STANDARDS OF CONDUCT

CHILD/ADULT PROTECTION PLAN

DEFINITIONS FROM MICHIGAN STATE LAW:

Act 238 of the Public Acts of 1975; as amended, and Act 280 of the Public Acts of 1939, as amended.

STAFF PROCEDURES:

- Upon arrival of campers, a health officer shall screen all campers as to their physical condition. The health office shall note any bruises, cuts, or marks on a camper's body. If a camper has suspicious marks, the Camp Director or Resident Child Protection Advocate is to be notified.
- The counselors shall watch for any signs of abuse or neglect.
- If abuse or neglect is "suspected," report to the Camp Director or Resident Child Protection Advocate.
- If a camper confides in anyone of having been abused or neglected, relate this information to the Camp Director or Resident Child Protection Advocate only. Do not tell any camper or other staff member.
- If abuse or neglect is alleged to have been caused by a current staff member, the staff member is to be temporarily removed from camper contact.
- Campers' records and application forms shall be kept confidential. No one shall have access to the camp and camper files except the Camp Director, Camp Secretary, Health Office, and authorized government officials.
- An alleged perpetrator is to be isolated from campers until an investigation has been conducted.

REPORTING PROCEDURES:

- The Camp Director or Resident Child Protection Advocate shall make an oral report to Camp Licensing within 24 hours.
- Within 72 hours, a written report shall be made to the Department. The written report shall contain the name of the camper and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the camper's authorized person and other information which might establish the cause of abuse or neglect and the manner in which it occurred.
- If the camper is injured, medical treatment will be given by the nearest hospital or clinic.
- Reporting is handled as follows:
 - The local county Protective Service Unit will be contacted for a situation that did not occur at camp.
 - The camp licensing consultant will be contacted for a situation that occurred at camp.

STANDARD OF CONDUCT FOR ADULT/CHILDREN RELATIONSHIPS AT CAMP

“A good man...will guide his affairs with discretion” (Psalm 112:5). As a ministry, we want to be discreet in our dealing with others. This set of operational and supervisory guidelines will help protect campers and staff members who wouldn’t think of sexually abusing a child. These guidelines should be applicable to all CoBeAc employees and volunteers.

1. All activities, including counseling, should be done in an open area or large room. Counseling that needs to be done in a private office should consider these guidelines:
 - Don’t do counseling in an office where there are no others outside the office area.
 - Keep the door slightly open.
 - Don’t sit too close to your counselee.
 - Limit your counseling to shorter periods of time.
 - Encourage a third-party observer present especially if someone in leadership must counsel someone of the opposite gender.
2. Do not be in a counseling session with the opposite gender alone. Always be careful about discussing personal or family matters with a child. Verbal or non-verbal sexual interaction is always inappropriate.
3. There should be adequate supervision from the beginning to the end of all activities. Do not use a volunteer who just happens to be around to help with supervision.
4. Two workers are encouraged to be present in a room at all times. It may seem excessive to say two people must watch two babies, for instance, but the precaution is worth the rule. If a worker must step out for a moment, that moment should not be any longer than necessary.
5. All children that need to go to the bathroom must have at least three persons present.
6. Never take a camper or child of any age in a personal vehicle.
7. Many campers could use a gentle pat on the head or arm or upper back, but touches should be done sparingly and with Christian care. Never touch campers inappropriately or in areas deemed risky. At no time should staff tickle members of the opposite gender. We are in no way diminishing the importance of physical touch, but we must use discretion.
8. Individuals who spend considerable “off- time” with the same child or children might have this matter discussed as to its appropriateness or necessity. Of course, every situation may need individual attention and varying degrees of understanding.
9. Each counselor is completely responsible for his or her 8-10 campers. *At no time can another staff member, volunteer, visitor, or sponsor have direct unquestioned access and/or authority over that camper without approval from the Counselor, Health Officer, Program coordinators, Legal Guardian, ministry counselor and/or the Camp Director.* A counselor is obligated to report any questionable behavior between their campers and another adult/child relationship.
10. Do not date campers or nurture an infatuation.
11. If a child alleges abuse, leave in-depth questioning of the suspect and victim to professionals.
12. If a child alleges abuse, or if you think you see inappropriate behavior between an adult and a child, report it to the Camp Director or Resident Child Protection Advocate.
13. All allegations will be investigated promptly, fairly, and discreetly. Any staff member or volunteer will be temporarily removed from primary duties until investigation is satisfactorily completed. Any time an investigation occurs, the accused will be treated professionally. It is the duty of this organization to report any suspicious staff and/or volunteers to the proper authorities.
14. Camp leadership is instructed to inspect offices, work places, and other areas, such as bathrooms and closets, where physical or sexual abuse might occur. Take necessary precautions to avoid being in areas where an accusation can more easily be alleged.
15. Use common sense!!!! Think how situations look to others.

These guidelines are for the benefit of everyone. These guidelines can help protect the children and help avoid situations that might lead to allegations (including false allegations).

STANDARD OF CONDUCT FOR COUNSELORS

For those in direct interaction with campers, you should **ALWAYS** be above reproach when interacting with minors within our organization. Unfortunately, our world has become so stained that people are quick to judge. Our actions and intentions must always be pure and honoring to Christ. The subject of physical contact is so fragile with kids and should be taken with the utmost concern and seriousness by every staff member.

The following are guidelines for appropriate/inappropriate conduct with minors:

Touch	
<p>Appropriate</p> <ul style="list-style-type: none"> • Handshakes, fist-bumps, and high-fives • Same-gender short, congratulatory, or greeting hugs • Arm around the shoulders • Piggybacks with young campers 	<p>Not Appropriate</p> <ul style="list-style-type: none"> • Private back rubs, arm tickles, massages, etc. • Touching of private parts (no exceptions!) • Touching a child in anger, disgust, or frustration • Frontal hugs with opposite gender • Sexual embraces • Lap sitting • Kissing • Intimate wrestling or tickling
Talk	
<p>Appropriate</p> <ul style="list-style-type: none"> • Verbal praise for achievement or behavior • Verbal encouragement • Scripturally based teaching (non-sexual) 	<p>Not Appropriate</p> <ul style="list-style-type: none"> • Compliments or questions relating to physique or body development • Sexual jokes, homosexual innuendoes, or bathroom humor • Swearing or vulgar language • Verbal harassment or abuse • Individual secrets or special gifts • Sexual coaching or conversation
Territory	
<p>Appropriate</p> <ul style="list-style-type: none"> • Public one-on-one interaction in group or public environments 	<p>Not Appropriate</p> <ul style="list-style-type: none"> • Sitting or lying on a bed with a minor • Private one-on-one interactions

MODESTY

Staff and campers shall never “sit around” or “walk around” without a towel or clothing covering private areas during activities that encourage such behavior (swimming, bathing, dressing etc.) Towels must be worn at all timesgoing to and from shower. (No exceptions!) It is against policy to display sexual body parts intentionally (even if it’s a joke.) Removal of shorts, tops (for girls), or swimsuits will NOT be allowed for swimming at ANY time.

ONE ON ONE’S

All one-on-one interactions with youth must be done in a public place with others visible. (Must be seen, but not necessarily heard.) A third person is always encouraged in these settings.

CONSEQUENCES

Any infraction of the above policy will be immediate grounds for dismissal with no chance of re-hire. A violation of one of these policies could not only be misunderstood by campers/staff, but result in legal consequences from parents. We are here to lead youth to Christ, and breaking of these policies is NEVER necessary to do that.

For the safety of our youth, keep each other accountable in love!

STANDARD OF CONDUCT FOR OPERATIONAL STAFF

For those in indirect contact with campers, these codes of conduct are intended for your protection, as well as the safety of our children and staff. Failure to comply with any one of these standards will be seen as an intentional act of defiance, resulting in an investigation and possible dismissal.

CAMPER CONTACT | One on one contact with minors in a secluded area regardless of gender is strictly prohibited.

CABIN/BATHHOUSE AREAS

Op Staff Men

- Girls' Side: Never enter the girl's side of camp alone. When entering the girl's side of camp be sure to:
 - Have another maintenance worker present
 - Post appropriate signage at the entrances of the building you are working on.
 - Always make your presence known before entering a dwelling. i.e. "Man in Camp"
- Boys' Side: Never find yourself alone in a cabin or bath house with a single male camper. Leave and wait until others arrive, or until he leaves.
- Never go to the swimming area when it is the opposite gender's swim time.

Op Staff Ladies

- Boys' Side: Never enter the boys' side of camp alone. When entering the boys' side of camp be sure to:
 - Have another op staff lady present
 - Post appropriate signage at the entrances of the building you are working on.
 - Always make your presence known before entering a dwelling. i.e. "Hospitality"
- Girls' Side: Never find yourself alone in a cabin or bath house with a single female camper. Leave and wait until others arrive, or until she leaves.
- Never go to the swimming area when it is the opposite gender's swim time.

CAMP PRESENCE

- Be friendly and courteous to children, staff, and parents
- Please follow the appropriate dress code

UNACCEPTABLE BEHAVIOR:

- Obscenities or Profanity
- Vulgar or suggestive language
- Pornography, drugs, alcohol or tobacco
- Crude and inappropriate jokes
- Staring at campers or staff in swimming suits
- **Relationships with campers or summer staff outside of camp are strictly prohibited**

PRECAUTIONS AGAINST ACCUSATIONS OF SEXUAL ABUSE OR EXPLOITATION

Child abuse is a serious criminal offense. As a camp counselor with the responsibility of caring for children, you may be placed in sensitive situations, making you vulnerable to charges of child molestation. If you take these simple precautions, however, you need not be afraid of groundless accusations.

- Respect the privacy of the child. Do not become intrusive or curious more than is necessary to monitor the health and safety of the child.
- The child has the right to reject displays of affection if he or she feels uncomfortable about them. Not every child comes from a background in which affection is openly displayed. Respect the child's wishes.
- Protect your own privacy. In some camp living situations, counselors room with their campers. There will be natural curiosity about boyfriends or girlfriends, personal relationships and, with some campers, things of a physical nature, etc. It is advised not to delve into discussions in these areas with your campers. Please use discretion!

- You should use common sense in discussion of sensitive subjects with your campers, and you should not go into the details of your private life.
- When supervising campers when changing clothes and showers, avoid times of being in a one-on-one relation.
- When it may be a questionable situation, try to have another staff member present.

Sexual exploitations should not be confused with physical contacts that are true expressions of affection. A warm and healthy relationship can exist between the camper and the camp staff if staff members respect the child and place reasonable limits on their physical interaction. Be wise and do not put yourself in a situation that you cannot defend later.

CAMPER PROTECTION TRAINING

CHILD PROTECTION GLOSSARY

- **Abuse Response Protocol** – A system of rules and procedures to be implemented when a report of abuse is made by a participant concerning an organizational or non-organizational related incident
- **Active Zone** – Any area on property that is currently being used for scheduled programming
- **“EYE-SHOT THEORY”** – A system of rules & principles to protect or promote visible access for the prevention of physical or sexual abuses
- **Buddy system** – Friend must accompany a minor where ever they go. You may not go alone.
- **Child** - A person under the age of 18 years
- **Clean Sweep** – An inspection of facilities for the detection, identification, and removal of concealed recording devices in the prevention of illegal recording
- **Direct Access** – Staff in direct supervision or control of minors (Directors, counselors, etc.)
- **Dead Zone** – Any area on property that is currently not being used for scheduled programming
- **Indirect Access** – Support staff (i.e. kitchen, office, medical etc.) and all employees on property not in direct supervision of minors or staff at any given time
- **Mandate/Mandatory** – An obligation handed down by those in authority
- **Non-Private area** – An area on property where visual access is mandatory
- **Offence** – An unlawful human act, which is accompanied by a blameworthy state of mind, and which is punishable by the State
- **Perpetrator** – Person who “commits” a crime
- **Private areas** – An area on property where visual access is controlled and/or prohibited (Shower houses, dressing rooms, tents, and toilet areas)
- **Random Protector Protocol** – The inspection of “DEAD ZONE” areas opposite of ongoing programmed activities
- **Sexual Abuse** – ANY act which results in the exploitation of a child, whether with their consent or not, for the purposes of sexual or erotic gratification (E.g. looking at inappropriate pictures together, talking about sexual things and/or body parts, physically touching)
- **Strangers** – Anyone who is not enrolled (or) working in the organization during that specific session
- **Vendors** – Persons who enter property for the sole purpose of providing goods or services to our organization (i.e. food service, gasoline, construction workers, office supplies, phone service etc.)
- **Visitors** – Persons not currently on staff or registered in the current activity but are on your property to observe
- **“360 DEGREE SUPERVISION THEORY”** – A system of rules and principals to monitor the interaction of individuals in accordance with the organizations code of conduct on the basis of 3 indicators:
 1. Who
 2. What
 3. Where

IMPACT & STATISTICS OF SEXUAL ABUSE

According to the American Society for the Positive Care of Children:

- **3.9 million** child maltreatment referral reports were received in 2020.
- Child abuse reports involved 7.1 million children.
- **90.6%** of victims are maltreated by one or both parents.
- **470,297** victims (74.9%) are neglected.
- **101,961** victims (17.5%) are physically abused.
- **57,963** victims (9.3%) are sexually abused.
- **39,652** victims (6.1%) are psychologically maltreated.
- Annual estimate: **1,750** children died from abuse and neglect in 2020.
- **5** children die every day from child abuse.
- For 2020, 35 states report **953** unique victims of sex trafficking.
- For victims of the sex trafficking maltreatment type, **88.6%** are female and **10.9%** percent are male.
- Child abuse crosses **all** socioeconomic and educational levels, religions, and ethnic and cultural groups.
- **14%** of all men in prison and **36%** of women in prison in the USA were abused as children, about twice the frequency seen in the general population.
- Children who experience child abuse and neglect are approximately **9** times more likely to become involved in criminal activity.

According to multiple broad based studies:

- **1 out of 3** girls and **1 out of 6** boys will be sexually abused before they reach the age of eighteen.
- Almost **90%** of child sexual abuse cases involve a perpetrator that the child knows and trusts. Such as: a care provider, family friend, coach, student leader, or ministry volunteer.
- According to the U.S. Dept. of Justice, **250 – 500 thousand** pedophiles or child molesters live in the U.S.
- Convicted child molesters abusing girls have an average of **52** victims before criminal prosecution and conviction. Men who molested boys have an average of **150** victims before criminal prosecution and conviction.
- Experts estimate that fewer than **10%** of perpetrators are ever criminally prosecuted because of the passage of time, legal time limits, adults who minimize an outcry from a child, or kids who never tell.
- Adolescents with a history of sexual abuse are much more likely to engage in promiscuous sexual behavior.
- Young girls who are sexually abused are **3** times more likely than others to develop psychiatric disorders or abuse alcohol and drugs in adulthood.
- Approximately **95%** of teenage prostitutes have been sexually abused as children.

360° SUPERVISION TRAINING

THE GOAL - to establish a blanket of monitoring and supervision with which to detect peer to peer and adult to child grooming and abusive behavior before the actions occur.

“360 DEGREE SUPERVISION THEORY” - is a system of rules and principals to monitor the interaction of individuals in accordance with our organization’s Code of Conduct on the basis of 3 indicators: Who, Where, What.

YOUR ROLE

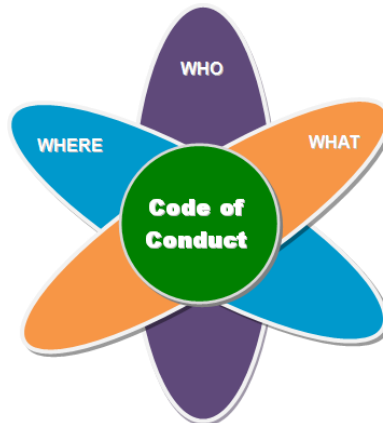
Step 1: Primary/Secondary Supervision

While serving as a volunteer/employee in our organization, you will be asked to supervise in one of two capacities at **ALL** times:

- **Primary Supervision:** ANYONE who assumes a role with direct supervision or control of any individual or group (i.e. Leaders of cabins, programs/activities/Sunday school teachers etc.)
- **Secondary Supervision:** ANY staff/volunteer personnel on property who are not in direct supervision or control of any individual or group (i.e. Counselor walking back to his cabin, maintenance mowing lawn, etc.)

Step 2: 3 Reads

1. **Who** are they?
2. **Where** are they?
3. **What** are they doing?



At **ALL times** and in any given circumstance you are asked to make 3 visual “reads” on interaction in adherence to our Code of Conduct

WHO ARE THEY?

(What is their current role within our organization?)

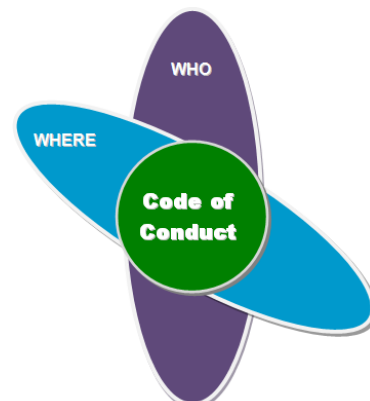
- Is it a leader and a youth
- Is it two youth
- Is it a visitor on property.....?



WHERE ARE THEY?

(Where are they located when you observe them?)

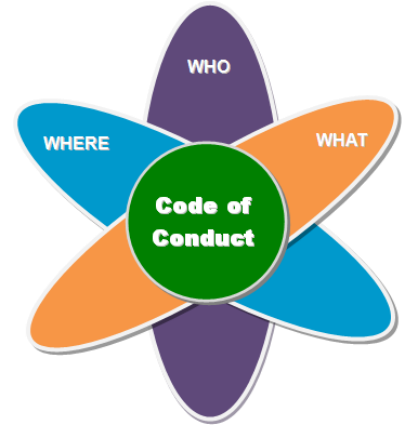
- Walking into the woods
- Going into a restroom unattended
- In a building or room not in use at that particular time?



WHAT ARE THEY DOING?

(What activities are they engaged in when you observe them?)

- Playing one on one at the gym
- Taking a shower in the same shower stall
- Sitting and talking at the gazebo



Step 3: Assess - Compliance with Code of Conduct



STOP (Red) - Non-compliance (*)

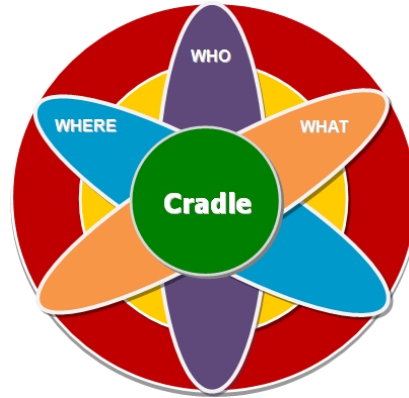


CAUTION (Yellow) - Questionable compliance (*)



GO (Green) - Full compliance

(*) Follow your reporting guidelines



GUIDELINES FOR RESPONDING TO REPORTS OF ABUSE

We are a Christian camp with most of our campers coming from Christian homes, but there is a possibility that a child may come with evidences of neglect, physical, or sexual abuse. Our society is showing the marks of sin.

We also must guard against any real or implied cases of abuse occurring at the camp.

The following policies are to help us handle cases that occurred before camp and to avoid any real or false claims at camp. Your reputation as a staff member and the camp as a whole can be harmed seriously if a camper is abused or even reported to have been abused.

DEFINITIONS

CHILD ABUSE means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which occurs through non-accidental physical or mental injury or sexual abuse.

CHILD NEGLECT means harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment including the failure to provide adequate food, clothing, shelter, or medical care.

Neither the camp or the state is asking the counselor to be a social worker or a private investigator looking for signs of abuse. However, if obvious signs of abuse such as unusual bruising, belt marks, cigarette burns, black eyes, or other visual signs of physical abuse are observed, or if oral reports of physical or sexual abuse are reported to the counselor, the counselor will report directly to the Camp Director or Health Officer.

WHAT TO DO

At some point, your campers may tell you that someone molested them. This may have occurred at home or at camp. If this happens, we want you to be prepared to help the child. Follow the guidelines below if a child indicates that he or she may have been the victim of abuse or exploitation:

DON'T panic or overreact to the information disclosed by the child.

DON'T criticize the child or claim that the child misunderstood what happened.

DO respect the child's privacy. Take the child to a place where you cannot be overheard by the other campers. It is important that you discuss the child's situation only with the Camp Director or Resident Child Protection Advocate and the camp Health Officer. It should not become the topic of conversation in the staff lounge. Camp is a hard place to keep information confidential. Your campers should not have to pay the price of your indiscretion and become the subject of camp gossip.

DO clarify that because of this report, a meeting needs to be scheduled with the Camp Director or the camp Health Officer. Make sure that the child feels that he or she is not to blame for what happened. Tell the child that no one should ask him or her to keep a special secret and that it is okay to talk with appropriate adults about what happened. Try to avoid repeated interviews about the incident. This can be very stressful for the child.

ADMINISTRATION'S RESPONSIBILITY

The Camp Director or Resident Child Protection Advocate will report possible abuse cases to the Michigan Camp License Consultant or Department of Social Services with an oral report within 24 hours and a written report within 72 hours.

RESPONDING TO A MINOR'S REPORT OF ABUSE

When reporting a case of abuse, it is very important to have as many facts as possible. Try to find a quiet place to talk where you won't be interrupted, then attempt to gather as much information as possible at the initial conversation so you don't have to repeatedly bring it back up. Ask questions that don't imply answers (If the case is eventually prosecuted, it is critical that the child was not asked leading questions). Here are the types of questions you will want to ask:

- Have you told this to anyone before? If yes, find out: Who, When, What was done about it? If the abuse has been dealt with properly, simply let the camper share and demonstrate love to them. If no, continue with questions for our report.
 - When does this happen? (How recent? How often? Under what circumstances?)
 - What happened? (You don't need extensive details; a professional will question the child later.)
 - Does this happen to anyone else? (Are there other children in need of care?)
 - Who does it? (This info is not needed to file, so do not press the issue as often the abuser is a family member which makes the situation even more difficult for the child.)
1. **Respond** in a calm manner. Children often love the person who is abusing them and simply want the abusive behavior to stop. Because they love and care about the person, they may be reluctant to get the person in trouble. If children start to tell someone about the abuse and that person reacts with disgust or does not believe them, they may stop disclosing the events. If a child begins to tell you about possible abuse, please listen carefully.
 2. **Remember** these helpful tips:
 - Be on the same eye level as the child; be tactful and have no physical barriers between you and the child.
 - Do not interrogate or interview the child.
 - Do not comment on the child's situation as being bad or good; let the child tell his/her own story; leave out your own assumptions and value judgments.
 - Be calm and in control of your responses and emotions.
 - Validate the child's feelings.
 - Believe the child and be supportive.
 - Assure the child that you care, you are still his/her friend, and he/she is not to blame.
 - Do not react with disgust.
 - Let the child know what you will do. Explain that you will have to tell someone whose job it is to help kids with these kinds of situations.
 - Tell the child you're glad he/she told you.
 - Tell the child you will try to get him/her some help.
 - Do not talk about the disclosure to other children or adults, except when reporting to your Camp Director or Resident Child Protection Advocate.
 3. **Report** to your Director or Resident Child Protection Advocate immediately.

RESPONDING TO ALLEGED ABUSER

IF PEER TO PEER ABUSE OR INAPPROPRIATE CONTACT IS ALLEGED:

- If a minor alleges being abused or having inappropriate contact with another minor, the staff member receiving that allegation should notify the Director or Resident Child Protection Advocate immediately. While the complaint is being investigated, staff will insure that the minors involved are separated and have no contact with each other.
- The Director or Resident Child Protection Advocate will meet privately with each of the minors involved (both the alleged victim and perpetrator) along with a staff member trusted by that minor to review the allegations and facts in an attempt to discover whether inappropriate contact took place.
- If, after investigation of the allegations, the Director and staff involved suspect that inappropriate contact has taken place:
 - The minor judged to have committed the offense will be immediately isolated from other minors.
 - His or her parents or guardian called and informed of the incident.
 - The minor will be sent home.
 - A staff member will accompany the minor to pack his or her belongings.
 - The nature of their dismissal from our organization shall remain confidential.
- Parents or guardians of the alleged victim will be notified of the incident and our organization's response. Their advice will be sought as to whether they would like to visit or pick up their child.
- The Risk Management Officer will be called by the Director or Resident Child Protection Advocate and notified of the incident.
- A thorough account of the event will be written by the Director or Resident Child Protection Advocate and remain on file for further use.
- If, after investigation of the allegations, the Director and staff involved suspect that the inappropriate contact did not take place:
 - They will meet with each of the minors involved to inform them of their findings, discuss the seriousness of the allegations, and warn them to avoid any future inappropriate contact or threats.
 - Staff will see that the minors involved remain separated throughout the remainder of the program.
 - Parents or guardians of both minors will be contacted to inform them of the allegations made, the results of the staff investigation of the allegation, the seriousness of making untrue accusations, and the actions taken to insure that the minors involved remain separated.
 - The incident will be documented and a record of the allegation, process for handling, and staff actions will remain on file for further use.

IF STAFF TO-MINOR ABUSE OR INAPPROPRIATE CONTACT IS ALLEGED:

- Any allegation of abuse will be taken seriously and will be investigated by our organization's leadership
- All persons who are the subject of this investigation will be removed from contact with minors, with pay, pending completion of the investigation.
- Immediately seize their phone, files and computer.
- Notify our organization's Human Resources officer immediately of the situation.
- If allegation is substantiated, the employment or volunteer status will be terminated.
- Each situation will be fully investigated by our organization's management with the assistance of legal counsel and civil authorities.

PRACTICAL OVERVIEW OF CAMPER PROTECTION TRAINING

3 T's:

Review our organizations Code of Conduct.

Touch: What is acceptable touch?

Talk: What is acceptable talk?

Territory: What are acceptable personal boundaries?

3 W's:

Review your role in the 360 degree Supervision using these three "reads."

Who: Who are they?

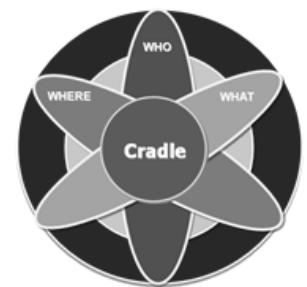
Identify the individuals as you observe them around property.

Where: Where are they?

Are they within the scope of where they're supposed to be and who they're supposed to be with at that given time?

What: What are they doing?

Are their actions appropriate and within the boundaries of our code of conduct and schedule of activities?



3 R's:

Review of the Safe and Secure orientation

Recognize: Recognize what is acceptable and unacceptable behavior. (By the use of our Code of Conduct)

Resist: Resist unacceptable behavior.

You have a right to say "NO" to anything that makes you uncomfortable or that goes against what you have been taught.

Report: Report what makes you feel uncomfortable or if rules have been broken.

Reinforce our reporting protocol.

1. Tell a counselor and/or Director.
2. Tell a Health Officer in the Health Center

CAMPER PROTECTION POLICY AGREEMENT/ TRAINING ACKNOWLEDGEMENT FORM

The organization of Camp CoBeAc is committed to providing a “Christ-like” love and acceptance for all children, youth, and volunteers who participate in ministries and activities sponsored by our organization. Considering the recent trend of sexual abuse around the nation, it is necessary for us to add the following commitment statement. The following policy statements reflect our organization’s commitment to preserving this organization as a safe place for campers and staff and a place in which all people can experience the love of God through relationships with others. Please read and understand each one before signing.

- No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) shall work with children or youth in any organizational activity.
- All staff/volunteers involved with children or youth of our organization must have read and approved all policies and procedures and commit to upholding these standards.
- All adults involved with children and youth of this organization shall abide by the Camper Protection Policy at all times.
- Our organization maintains a “zero tolerance” policy. Any staff member found in opposition to this policy will be terminated immediately.
- All adults involved with children and youth of our organization shall attend regular training and educational events provided by this organization to keep staff/volunteers informed of all policies and laws regarding child abuse.
- All adults involved with children and youth of our organization shall immediately report to their supervisor any behavior that seems abusive or inappropriate between peer to peer, staff to child, and staff to staff.
- You shall be advised that ALL reporting (by law) is kept confidential and will in no way harm your position with our organization unless false allegations are found to be made.
- You shall be advised that child sexual abuse is punishable by law and our organization is bound by law to report allegations of sexual abuse to the proper authorities.

Additionally, I acknowledge that I have received and listened to **the Standard of Conduct for Adult/Children Relationships at Camp and the Behavior Management Policy**. I have read and fully understand the guidelines and procedures Camp CoBeAc is asking me to comply with. Furthermore, I will act with discernment and compliance in following these procedures carefully and completely. I understand my personal responsibility to protect the well-being of each camper and staff member. In doing so, I also agree to report any wrongdoing to the camp leadership in a discreet and discerning manner.

I also acknowledge that I have received pre-camp training concerning the following information:

- The camp’s philosophy, objectives, policies, and operating procedures
- Procedures and requirements of these rules related to each staff member’s duties
- Camper behavior management
- Developmental needs of the population that is served
- Acceptable techniques of camper supervision

In accordance with the State of Michigan Family Independence Agency (R 400.1109), I have provided three personal reference forms from individuals not related to me and have informed the camp leadership of any criminal convictions other than minor traffic violations.

Complete the Child Protection Policy Agreement/Training Acknowledgement Form at this time.



<https://linktr.ee/cobeacstaff>

If your phone does not have internet access, please complete this form in the office.