

Last, First Middle Name \_\_\_\_\_

## CAMP SERTOMA CHILD ABUSE POLICIES

Camp Sertoma is committed to ensuring that our camp is a community of safety and fun for every person. In order to ensure the safety and well-being of children, we ask that you carefully review the following policies, guidelines, and code of conduct regarding abuse.

### **CHILD ABUSE POLICIES**

No form of child abuse, whether physical, emotional or sexual, will be permitted or tolerated under any circumstances whatsoever at Camp.

Child abuse is morally and legally wrong. It can come in many forms. Physical abuse is non-accidental injury, which is intentionally inflicted upon a child or youth. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth's growth, development or psychological or emotional functioning. Anything done to inflict pain while disciplining a student is considered child abuse. The physical size and strength of staff members necessitates that you use discretion and restraint in all physical contact activities with campers.

We cannot be too careful in the area of sexual abuse. Even the appearance of wrong or false allegation can cause irreparable damage to the reputation of the accused staff member, volunteer, and/or the camp. Stating which behaviors are appropriate and inappropriate allows camp staff and volunteers to comfortably show positive affection and yet identify individuals who are not maintaining safe boundaries with children or youth.

Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or third person. Sexual behavior between a child and an adult is always considered forced, whether or not the child has consented. The behavior may or may not involve touching. Sexual abuse perpetrated by another child or youth is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity that is meant to arouse or gratify the sexual desires of any of the children or youth.

The following Guidelines for Appropriate Affection are based, in large part, on avoiding behaviors known to be used by child abusers to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all camp counselors and volunteers working around or with children.

### **Appropriate Forms of Affection**

- Brief hugs
- Pats on the shoulder or back
- Handshakes
- "High-fives" and hand slapping
- Verbal praise
- Holding hands while walking with small children
- Kneeling or bending down for hugs with small children
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## **Inappropriate Forms of Affection**

- Inappropriate or lengthy embraces
- Kissing
- Touching bottoms, chests or genital areas
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms
- Any form of unwanted affection
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing

## **CHILD ABUSE REPORTING**

Though we have no intention to call our counselors or volunteers to suspicion and mistrust, we do recognize the need to call our counselors or volunteers beyond the naiveté of unquestioning confidence and into the care and discipline that must characterize our choices where children are concerned.

Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if you have reasonable cause to suspect abuse, you should talk with an appropriate person to see what steps could and should be taken to protect the child and help the family. Reasonable cause includes behaviors that are inconsistent with the camp policies, guidelines for appropriate affection, or code of conduct or other inappropriate behaviors.

## **PROCEDURES FOR CHILD ABUSE COMPLAINTS**

1. Any actions you observe that are not acceptable behavior according to the policies, guidelines, code of conduct, or any other inappropriate or suspicious behavior should be reported as soon as possible to a camp director.
2. The camp director will notify the appropriate authorities and parents, if necessary.
3. The camp director will take appropriate internal action.
4. The camp director or his appointee will be the official spokesperson for the camp in any of these matters. All counselors and volunteers must be sensitive to the need for confidentiality in the handling of this information, and therefore, no other counselors or volunteers shall speak to the media, to each other, or to any third party, but only to the camp director regarding issues related to matters of abuse.

In the event that there is an accusation of child abuse the camp will take prompt and immediate action as follows:

- All allegations will be taken seriously and camp director will take appropriate action in accordance with state laws, insurance requirements, and based upon advice of legal counsel.

- At the first report of probable cause to believe that a child-abuse incident has occurred, the counselor or volunteer receiving the report will notify a camp director.
- The camp director will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate with any legal authority involved to the fullest extent appropriate.
- In the event the reported incident(s) involves a counselor or volunteer at camp, the camp director will take appropriate remedial action, which can include, but is not limited to, immediate suspension and termination. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.

#### CODE OF CONDUCT FOR ABUSE PREVENTION OF CHILDREN AND YOUTH

- Counselors or volunteer will not physically, emotionally, or sexually abuse a child or youth.
- Counselors or volunteer will do their best to prevent abuse and neglect among children and youth involved in camp activities and services.
- Counselors or volunteer agrees that they have not engaged in or have been accused or convicted of child abuse, indecency with a child, or injury to a child.
- Counselors or volunteer agrees that in the event they observe any inappropriate behaviors or possible policy violations with children or youth, such behaviors or violations will be immediately reported to the camp director.
- Counselors or volunteer is prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.
- Counselors or volunteer is prohibited from participating in or allowing others to conduct any hazing activities.
- Counselors or volunteer agrees to avoid being alone with a child or youth where other adults cannot easily observe them unless it is an emergency or unavoidable circumstance.
- Counselors or volunteer agrees that when supervising or assisting private activities such as dressing or showering, the staff member or volunteer will remain observable by others or work in pairs.
- Counselors or volunteer agrees to dress and undress in a modest way in the presence of children or youth.
- Counselors or volunteer will dress conservatively and avoid wearing provocative attire.
- Counselors or volunteer will adhere to the guidelines of appropriate affection as outlined on the preceding page.
- Counselors or volunteer is prohibited from dating or becoming romantically involved with a child or youth.
- Counselors or volunteer is prohibited from having sexual contact with a child or youth.

- Counselors or volunteer is prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on camp property or in the presence of children.
- Counselors or volunteer is prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth.
- Counselors or volunteer is prohibited from using the Internet to view or download any sexually oriented materials on camp property or in the presence of children or youth.

I understand that as a counselor or volunteer with minors I will be subject to a background check, including criminal history annually.

I understand that any violation of this code may be grounds for removal as a Camp Sertoma counselor member or volunteer.

All counselors and volunteers must read and sign this Policy Agreement and Code of Conduct.

By signing my name below, I agree to comply with the above Child Abuse Policies and Code of Conduct. I understand that these may be changed, withdrawn, added to or interpreted at any time at the camp's sole discretion and without prior notice to me.

By signing my name below, I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate camp leaders in accordance with the Child Abuse Policies and Code of Conduct. I understand that the camp will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

By signing my name below, I have read and understand the Policy Agreement, Code of Conduct, and the above provisions.

Camp Counselor/ Volunteer Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Signature \_\_\_\_\_ Date \_\_\_\_\_

## COUNSELOR/VOLUNTEER CODE OF CONDUCT

While acting in our capacity as Camp Sertoma counselor/volunteer the following rules shall apply.

- 1) Smoking or using tobacco products in the presence of minors is prohibited.
- 2) Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
- 3) Shall not abuse such minors, including:
  - Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
  - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
  - Sexual advances or sexual activity of any kind between any person and a minor;
  - Sexual advances or sexual activity of any kind to a minor(s);
  - Infliction or physically abuse behavior or bodily injury to a minor;
  - Mental or emotional injury to a minor
- 4) Counselors and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- 5) Counselors and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

## Camper Privacy Policy

To protect Camp Sertoma youth

*I understand, accept, and agree to the following:*

- 1) All communication and contact with campers are prohibited after Camp Sertoma.
- 2) I will not use photos, videos, and digital images for personal use including social media.
- 3) I will not e-mail, mail, text, Instant Messenger, or call any campers.
- 4) I will not give my contact information to campers or accept campers contact information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name