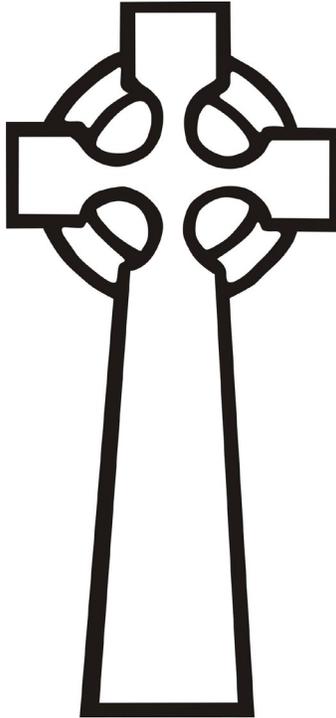


**Camp Wingmann  
Counselor Handbook  
&**



**Camp Wingmann Policy and Procedures &  
Rules and Regulations**

**Emergency Procedures**

**A. Lost Camper**

It is rare to have an actual 'lost camper'. Many times the camper in question has just returned to a cabin, is taking a walk, or has just not communicated their whereabouts to a counselor. However, there is always the need to be concerned if someone is not present with your group when they should be. This situation requires calm thinking and quick response.

- At first notice of a missing camper, the counselor should check with their counselor and with their cabin mates. If feasible, they can then check the cabin, bathrooms, and the area around the event.
- Check with cabin counselors concerning homesickness, illness, unusual behavior or events, etc.
- If a camper is still not located, the counselor should report immediately to the Assistant Directors and the Executive Director. Then following will happen:

**1.** Director with one volunteer will take the camp vehicle with a cell phone and check the ball field, ropes course, perimeter of camp on road, all while calling out the camper's name. They will then return to the camp office if camper is not found.

2. Assistant Director, with a cell phone, will take one volunteer and check the lakefront building, lakefront area, Duplex, cottage, and the Lodge... all while calling out the camper's name. If camper is not found they will return to the camp office.
3. Head Counselor/ Assistant Director #2, with cell phone, and one volunteer and check all cabins, the chapel, the mess hall and gym all the while calling out the camper's name. If camper is not found they must return to the camp office.
4. The nurse needs to stay in the camp office and monitor the phone. The nurse will also check all medical forms for that camper.
5. When all have reported back to the camp office, if the camper has not been located, the Executive Director will contact the child's parents and the sheriff's department. The Chaplain and Assistant Directors will keep things calm and camp running as usual. All other staff and counselors should continue program and activities as planned.

## **B. Emergency Procedures: Lightning Storms**

Lightning is a quick and deadly force of nature. Central Florida is the lightning capital of the world. Every year people are killed by lightning. Whenever there is a storm, it is best to use extreme caution and to be safe. Equipment and activities can be replaced, people cannot. It is important to remember that while a fast response to a lightning storm is needed, it should not occur at the expense of safety. Panic never works and is, in fact, very dangerous. Whenever you see a lightning strike or hear thunder, you should begin to put a plan into action. It is important to remember that storms have their strongest lightning on the leading edge of the storm, and the strikes happen often before the rain begins to fall. Do not wait until the storm is in full swing before making a decision. When enacting a lightning plan, be calm and assertive. Give clear directions and remember to take a head count of all present. In all storms, stay away from bodies of water, open fields, and all tall trees (the only safe place is in sturdy building). Do not use phone, showers, computers, metal objects (such as aluminum boats, golf clubs, etc.). Where to go and what to do:

- If at the Lake (Swimming): At the first sign of lightning or after hearing thunder, clear the swimming area. All swimmers must immediately get out of the water and in to the lake front building. Take a head count. Do not leave until the storm has passed. Do not go near the water or use a phone unless absolutely necessary. If the storm continues for a long period of time the Directors will come and instruct you and where you are to go.
- If you Kayaking, Sailing, or Canoeing: At the first sight of lightning or after hearing thunder, blow the whistle to clear the lake. Use sign of paddle held straight in the air as a sign to clear the lake. Gather all campers and counselors in lake front building and take a head count. Do not go near the water or use a phone unless absolutely necessary. If the storm continues for a long period of time the Directors will come and instruct you and where you are to go.
- If you are doing Field activities (Ropes, Archery, Ball Field, Sports, etc.): At the first sign of lightning or the sound of thunder, clear the fields and go to the gym. Do not gather in the woods or under trees... go to the gym and take a head count. Stay until Directors give the all clear.
- Louttit Lodge, Gym, Cabins, Water Front Buildings, Chapel: These are the 'safe places' we can go to. If a storm occurs while gathered in these places you are to stay until the storm has passed. Keep everyone calm and wait it out. Take a head count.

The key to dealing with storms is to remain calm and keep the campers and yourself safe. Make sure you have everyone in your group. If you are paying attention to your surroundings then you will not be caught off guard.

## **C. Emergency Procedures: Fire Drills**

### Main Camp Area:

In the event of an emergency fire, the main camp bell will ring continuously. Upon hearing this, cabins and buildings should be evacuated as follows:

- Those in all Cabins, Yates Hall (the ol' Mess Hall), Chapel, Duplexes, Cottage, Gym, and Lake Front building will go, with their groups, to the cross by the lake. Have the groups sit down in a circle, take a head count

and keep everyone calm. **Counselors are to send one runner to alert the executive director of fire alarm.** Stay there until the Directors give the all clear to return to your area.

#### Louitt Lodge:

- If the fire alarm goes off, everyone must evacuate the building immediately. Lead everyone out of the building and gather at the flag pole in front of the Lodge and do a head count. All kitchen staff are to gather in a circle, again do head count. The Assistant Director will send a runner to to the Director's house. Again, once all are evacuated, **If the executive director is not present then the assistant director, will send a runner to get him/her immediately.**
- The Assistant Director will then go to each group to ascertain that all are present, including the nurse. Everyone is to stay outside by the flag pole in their groups and remain calm until the Director gives the all clear.

#### **D. Emergency Procedures: Hurricanes**

- If a hurricane is threatening Florida and is within 2 days of reaching Camp Wingmann, the staff will call all parents to come immediately to pick up their children. When all campers have been picked up, all staff will then be sent home. This evacuation of camp will occur no less than 24 hours prior to the possible arrival of the storm. **Summer Camp cannot and will not stay to 'ride out' the storm.**

#### **E. Emergency Procedures: Tornadoes**

Tornadoes create a very dangerous and immediate situation. The Directors have weather apps on their phones with warnings and the office has a weather radio. The weather is monitored with the weather bureau 24/7. Here is what to do if a tornado warning is issued:

- Campers and staff will gather in the Lodge and sit, with the doors closed, in the inner halls of the wings until the danger has passed.
- Secondary shelters for the old part of the camp are the hallways of the Rectory and Retreat House with all doors closed. These are used if reaching the Lodge is not possible due to time or severity of the weather conditions.
- If you are caught in a cabin with no warning and no time to seek other shelter, then have everyone get under the bunk beds and cover their heads.

#### **F. Emergency Procedures: First Aid**

**This is not intended to be a replacement for the course in first aid.** This is a resource of what to do in certain situations. The main thing to remember is to keep yourself and those around you calm while still responding to the situation at hand. Panicking can be just as harmful as what is going on. Here are some basic guidelines for first aid situations that may arise around the camp.

- For small scrapes, cuts, bits, scratches, bumps, and bruises: Clean affected area with soap and water and use a band-aid. If in doubt call the nurse.
- If injury needs attention beyond step I and the person is fairly ambulatory (is able to walk) and is lucid (not dizzy, feverish, hobbling, etc): Take them to the nurse for attention. Examples of this would be a badly scraped knee or elbow, or a cut on the hand.
- For more serious injuries (i.e. severe bleeding, broken bones, unconsciousness, dizzy, possible head injury): Keep the person still and apply basic first aid (pressure to wound, non-movement (watch for signs of shock). Send for nurse immediately. Do not try and move them.

- Snake bites and allergic reactions (bee, wasp, hornet, or scorpion stings, and spider bites): These require immediate attention. Get the nurse or get the camper to the Lodge as quickly as possible. If the camper has medication with them (asthma inhalers, epi-pens) then use as directed.
- Heat Stroke or Heat Exhaustion: Get the person out of the sun and keep them still. Fan them and give water in small amounts. Send for the nurse immediately.
- **In case of a camper throwing up in the cabin:** Contact nurse and keep the camper calm. If it is possible, take the camper to the nurse at the Lodge.
- **To clean up vomit:** Use No-Vom (kitty-liter with Lysol) this is found in the labeled milk jugs or in the 2 liter coke bottles in each cabin and various areas around the camp. **When cleaning vomit please use plastic gloves.** Generously pour the no-vom on the vomit and allow it to soak up as much as possible... let it stand for a few minutes. Use the 'special broom' and dust pans that are designated for this purpose to sweep up the no-vom. These 'special' tools are located in the laundry room at the Lodge. **Do not use the vacuum cleaner to clean up the no-vom!**
- Once it is cleaned up, the broom and the dustpan **MUST** be washed and sanitized in the mop sink in the room with the water heater at the Lodge by placing the broom in a bleach solution and spraying down the dustpan with bleach and then rinsing.

In the case of out of camp trips, all leaders should have their cell phones, which is used in emergencies. All staff are trained in basic CPR and first aid and should respond to any emergencies they see. All life guards are to be certified in CPR with all certifications on file in office.

## **G. Emergency Procedures: Active Shooter**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Good practices for coping with an active shooter situation:

- Beware of your environment and possible dangers
- Take note of the two nearest exits in any building
- If you can safely do so, run away from the location of the threat and seek concealment/cover
- If you are inside a building, stay there and secure the door.
- If you are in the hallway, get into a room, secure the door and hide. Turn off lights, cell phone, and remain quiet. Call 911 only when it is safe to do so. Remember the shooter could hear you.
- If you are outside, run into the nearest wooded area and hide. Do not go too far into the woods that we cannot find you. Go far enough in to conceal you and your group.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her with any hard object (i.e chair, fire extinguisher, etc.)

How to respond when an active shooter is at camp:

- If you can flee into the nearby woods, do so. Hide.
- If you cannot flee then get into the losses concrete building, lock all of the doors, move furniture in front of the doors, and lay on the floor
- Leave all of your belongings behind
- Help others to escape, if possible
- Prevent others from entering an area where the active shooter may be
- Silence your cell phones (unless you're able to dial 911) or any source of noise.
- Remain quiet
- Dial 911 if possible to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen
- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by
  - acting as aggressively as possible against him/her
  - throwing items and improvising weapons

- yelling
- committing to your actions

How to respond when law enforcement arrives:

- Do not come out of hiding or your secure building until the office provides the code word. Please ask for this word upon arrival.
- Remain calm and follow the offices' instructions
- Put down any items in your hands
- Immediately raise your hands and spread your fingers
- Keep hands visible at all times.
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask for help or directions when evacuating, just proceed in the direction from which the officers are entering the area.

## **H. Emergency Procedures: Executive Director Role**

The Executive Director of Camp Wingmann will serve in the primary communication role for all emergency procedure correspondence. They will contact all parents and necessary parties to ensure that proper communication of the event has been made. They will also be the point of contact for all media communications.

## **General Policies and Procedures**

### **A. Waterfront Policy**

Trout Lake is an awesome place for our campers to enjoy water activities. But with any lake in Florida there are dangers and concerns which must be addressed. It only takes a second for someone to disappear under water and be in serious trouble. These policies are in place for the safety of all participants. ***Failure to abide by these can result in being banned from all lake activities.***

- The head life guard is in charge, with other life guards next in authority. They can and will boss everyone at the waterfront. Obey them.
- In case of an alligator sighting all swimmers are to immediately leave the lake. We do not wish to alarm swimmers and create panic so if sighted alert lifeguard with the word "puppy in the water" and then aid in getting everyone out of the lake.
- All rules listed on signs are in effect at all times.
- Under the horseplay rule, no one pushes anyone off either dock.
- There is no running on the docks.
- No kayaking or canoeing with a counselor accompanying group. This means that a counselor has to be kayaking or canoeing.
- When campers are in the water, life guards are to never take their eyes off swimmers... even if life guard is engaged in conversation.
- Life guards are to ensure that campers follow the 'buddy system' when campers are to swim. This means each camper is swimming with another person in arms length.
- Life guards are to stop any behavior which they deem unsafe or risky.
- If the lifeguard sees lightning or hears thunder, no matter how distant, they are to order everyone out of the water immediately. This includes boaters.
- In case of lightning and/or thunder lifeguards with counselors can take swimmers to the nearest building or gym and if lightning and/or thunder is not seen or heard for 15 minutes then they can resume lake activities.
- All life guards are to be Red Cross or YMCA current certification. A copy of said certification must be on file in the office prior to them serving as lifeguard at Camp Wingmann... this includes fall and spring season activities.

- **No swimming, kayaking, canoeing or any other water activity is to be done after dark.**

## **B. Ropes Course Policies and Procedures**

Our ropes courses, both low and high elements, offer campers a chance to learn the art of team work and to challenge themselves mentally and physically. While it is a lot of fun this can be a very dangerous activity if done incorrectly. These are put in place to ensure that everyone has a fun and safe experience.

- The Lead Ropes Course Facilitator is in charge, with other ropes course facilitators next in authority. Obey them.
- Safety is paramount... it is the most important thing. Facilitators are to stop any behavior they deem risky or unsafe. ***Be alert!***
- If a facilitator sees lightning or hears thunder, no matter how distant, all rope activities are to cease. Take everyone to shelter in the gym. If lightning is not seen and thunder not heard for 15 minutes then rope activities can resume.
- No one is to go on the high rope elements unless at least two Camp Wingmann facilitators are present and in charge of the activity.
- All Facilitators are to be trained by a designated senior ropes leader. That person is hired to lead training by the Executive Camp Director. Trainers are to have at least one year of leading ropes experience in order to be considered.
- Facilitator to camper ratio must not exceed 12 to 1.
- High Ropes gear must be used and inspected by facilitator. ***After the participant has put on gear it must be inspected at least twice to ensure it is on and working properly.***
- Nobody is to be forced or pressured to go on the high rope elements. While we encourage and challenge everyone to push their boundaries we are not to belittle or demean anyone who refuses to go.

## **C. Wildlife Policy**

At Camp Wingmann we have some really cool and beautiful wildlife. Some are harmless... while others... not so much. These policies are put in place for everyone's safety and for the safety of the wildlife.

- Do not touch any wild life. You may observe but stay back a safe distance and do not bother them.
- Do not kill the snakes. *It is not your job or responsibility to deal with nuisance wildlife, including snakes. Report all sightings of snakes to the director and let him deal with it.* Believe or not the nonpoisonous snakes are our friends and help us control rodents. Please leave all snakes alone.
- If you see a raccoon, possum, or foxes out in the daytime, stay away from them and report it to the director. They are not normally day time animals and it could be an indicator that they have rabies.
- If you see bats out, day or night, leave them alone as well. They often are carries of rabies.
- We have many types of birds here. Give them space and leave them alone. You can observe them... better yet you can learn their names and their calls.
- Any alligators observed are to be reported to the director. Gators six feet or more in length will be removed by the Florida Wildlife Commission. Before reporting a sighting to the Director please make sure you are not mistaking a cattail plant or turtle. *Even if you suspect an alligator report your suspension to lifeguards by telling them you thought you saw a puppy by the water. This is our code word to avoid panic. They will have everyone come out of the water.*

## **D. Policies concerning Visitors and Parents of Participants**

### **Visitors**

- All visitors are to report directly to the camp office upon arrival. If a counselor sees a stranger around the camp, they should ask that person to report to the office and direct them to there.

- If a counselor wants to have a visitor come during a camp session, *they must clear it with the director before the invitation is issued.*
- If the visitor is staying for a meal or meals then it is expected that they will pay the going rate for that meal. Normally we do not offer any facilities for overnight visitors. However, at the discretion of the executive director, volunteers may be allowed to stay provided a space can be found.

## **Parents and Campers**

- At opening day (normally at registration) parents are asked to list the names of the persons who are authorized to pick up the camper. On the closing day, or at any other time, only the designated parent or guardian on that list can sign for that child. ***A camper will not be released to anyone who is not on the check out list. If there are misunderstandings, you must refer to the Registrar, Executive Director, or the office manager.***
- There are to be no parent visitations during a camp session. They are welcome to come and observe the closing but it is a serious distraction when a parent visits during the session. ***If there are misunderstandings then you must refer them to the director.***

## **E. Smoking and Alcohol Rules**

All camp staff are expected to live by a code of conduct at Camp Wingmann that prohibits the use of tobacco products (including any vapor products), alcohol in any form, illegal drugs of any kind.

- Smoking or ‘Vaping’ is prohibited at Camp Wingmann. There are no designated smoking areas on the grounds. If there is a question let the Executive Director deal with it.
- Camp Wingmann is an alcohol free zone. The only alcohol allowed on campus is the wine used strictly at the Eucharist. If there is a question let the Executive Director deal with it.
- Any medications brought on campus must be cleared with the nurse on duty for that week or weekend.

## **F. Firearms, Fireworks, Weapons**

- It is prohibited to be in possession of the above items as well as firearms, fireworks, or other explosives.
- Weapons are prohibited.

***For rules A and B... violations can result in immediate dismissal of employment and/ or being asked to leave Camp Wingmann.***

## **G. More General Rules for Camp Wingmann**

- Personal pets are not allowed. The only exception will be seeing eyes dogs or teaching animals (such as snakes and other reptiles). These exceptions must be cleared by the Executive Director and be caged or harnessed appropriately.
- Personal sports equipment, valuables and belongings are not insured by Camp Wingmann and are the sole responsibility of the owners. You are asked to keep all valuables that you might use (i.e. personal archery bow, basketballs, jewelry, electronic equipment, etc) either in your vehicle or just leave them at home. ***Camp Wingmann can not be responsible for damage, theft, or loss of any personal items.*** Personal equipment use needs to be approved by the Executive Director.
- Staff and clergy families may use the lakefront and swimming area during their free time provided there is a certified lifeguard present and on duty. There is absolutely no swimming at any time unless a certified lifeguard is on duty.
- All boating activities (kayaking, sailing, canoeing, any kind of boat) requires the use of a life jacket. The life jacket must be of appropriate size and properly worn and secured. No exceptions.
- All staff should submit proof of personal medical insurance or sign a ‘no health insurance’ waiver. All staff must also complete all health and medical release forms to be on file in the office.

- Incident reports will be kept by the camp nurse concerning all injuries and visits. A medical loge will be present and kept. Should a counselor witness an accident or other incident, an incident report should be filled out and given to the camp nurse. Forms are available in the first aid room or in this packet.

## **H. Rules Concerning Vehicular Traffic**

- **All personal vehicles are the responsibility of the owners. Staff vehicles should be parked in the Lodge parking lot, and should not be used unless authorized by the executive director.**
- **At absolutely no time should there be a camper in a vehicle belonging to a staff member. Any exceptions must have written consent from the parents or guardian of the camper. This is also true of siblings or family members.**
- **Any vehicle which comes on camp property during regular camp sessions should be driven at no more than 10mph. A counselor has the authority to stop a fast moving vehicle and remind the driver of the presence of children on camp grounds.**
- **Counselors should be aware and make campers aware that an active road does run through the camp. They should always check for traffic and moving vehicles before crossing the road and going through “the jungle”.**
- **Please maintain the 10mph speed limit at all times... even on the ‘days off’. We have not only people onthe campus but also wildlife.**
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- Please maintain the 10mph speed limit at all times... even on the ‘days off’. We have not only people on the campus but also wildlife.

## **I. Conditions Of Employment**

- Drug and Intoxicating Substances Testing
  - Camp Wingmann reserves the right to test all applicants and employees for any intoxicating beverages or substance and/or controlled drugs that could affect job performance or safety. Any testing will be performed in accordance with all applicable laws. The testing program may include the following components:
- Pre-employment testing:
  - A pre-employment drug test may be required of all prospective employees.
- For-cause testing:
  - When a supervisor observes behavior or performance problems that could adversely affect an individual’s personal safety or the personal safety of others, or otherwise has a reasonable belief to suspect that intoxicating substances and/or drugs have been used, the supervisor may notify the Camp Director to determine whether a drug test for cause should be conducted. No prior notice is required to test for cause. Cause for testing will be determined at the sole discretion of the Camp Director. Cause may include, but is not limited to, odor or residual odor peculiar to drugs or alcohol, observance of drug paraphernalia or alcohol, and unusual, irrational, or erratic behavior.
- Post-accident testing:
  - Camp Wingmann may require a post-accident drug test of all covered persons near the scene following an on-the-job accident, illness, injury, or incident.
- Random testing:
  - Camp Wingmann may randomly conduct drug and alcohol tests at its discretion, including, but not limited to breathalyzer testing.
- Return to duty testing:
  - Camp Wingmann may require a drug or alcohol tests of all individuals who are returning to duty

following a leave of absence related to injury or illness.

- Applicants or employees who refuse to be tested, interfere with testing procedures, alter or attempt to alter test results, or test positive for drugs or alcohol may have their job offer revoked (applicants) or may be subject to discipline, up to and including termination of employment (employees).
- Searches
  - Camp Wingmann Inc. has the right to search, in its sole discretion, any personal effects or areas of its employees while present at camp, including but not limited to any bag, purse, briefcase, backpack, package, container or vehicle brought onto the camp premises (including parking lots) as well as desks, closets, cabinets, or other areas.
- Staff Performance Evaluation
  - Summer staff hired during any given year shall have opportunity for feedback from supervisors some time during the first few weeks of camp. The employee's immediate supervisor will provide some feedback throughout the summer session and employees should supply feedback on issues to their supervisors.
- Payment of Salary
  - Salaries will be paid weekly. Money should be available by Midnight on Friday for payday. You will be able to obtain money from local ATM machines. The camp will advance no money unless an emergency situation arises (Death in the family, etc.). The Camp Director must approve this. Final paychecks may be withheld until all reports, records, equipment or debts have been turned in or cleared. The following deductions will be made when applicable: FICA, Federal and State taxes.
- Social Security
  - This is deducted from all paychecks; therefore, all employees must have a Social Security number.
- Benefits May Also Include
  - Meals when served in camp & lodging
- Hospitalization and Medical Care
  - Medical insurance is provided by the employee.
- Holidays
  - There will be no paid holidays for summer camp staff.
- Time Off
  - Time off will be granted at the discretion of the Camp Director. (No less than 24 continuous hours within 2 weeks.)
    - Staff may be permitted to leave camp on weekends after all campers in their groups have departed, their duties have been completed and any scheduled staff meetings have been held. They must be back at camp in time for any scheduled staff meetings and for chapel on Sunday.
    - Counselors and support staff may not leave their group prior to being relieved by on-duty persons.
    - All nights off must be cleared with the AD's & Camp Director.
    - All staff persons are subject to reassignment by the year-round leadership team if the situation requires it.
    - Request for Special Occasion Unpaid Time Off (weddings, reunions, etc.) should be submitted to the full time staff prior to the first week of camp. Permission for this unpaid time off will be granted if we can work out replacements for your position.
- Leaving Camp
  - Staff members may leave Camp only on regular time off or on Camp business as directed by a full time staff member.
- Staff Visitors
  - Staff persons are not allowed to have visitors while camp is in session. Visitors between sessions must be pre-approved by the director. Any visitors must not interfere with staff or campers or the camp program. Visitors will be charged for meals. All visitors are expected to pay \$8.50 for

their breakfast, \$8.50 for their lunch and \$8.50 for their dinner. This should be collected in advance by their host and turned in to the Director or the Office Manager. Visitor reservations should be made in advance.

- Deployment of Staff
  - Because of the unique nature of Camps and their operation, it may, from time to time, become necessary to deploy staff members across job description lines. The staff members are expected to share in those tasks for which he/she may be deployed so that the total operation of the Camp may proceed smoothly.

# Camp Wingmann Counselor Handbook



## Tips on How to be a Super Counselor

### 1. Hiring Policy:

Camp Wingmann is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Camp Wingmann is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. Camp Wingmann is a faith based non-profit retreat and conference center, so our employment decisions at Camp Wingmann are based on applicants having a sound Christian faith/ belief, business needs, job requirements and individual qualifications, without regard to race, color, family or parental status, or any other status protected by the laws or regulations in the state of Florida. Camp Wingmann will not tolerate discrimination or harassment based on any of these characteristics.

All potential employees will

- Submit a written and signed job application which includes a pledge of good, moral conduct and permission to conduct background checks.
- Have an interview with the Camp Director
- Have three references to be checked
- Have background checks by:
  - FDLE
  - Local Law enforcement
  - Sex offender registry
- + Sign an employment Contract

### 2. Required Training of Staff

Every counselor will receive training in the following areas:

- How to be a counselor
- Camp Wingmann rules and regulations
- Camp Wingmann policy and procedures
- Adult Sexual Misconduct Prevention (Safeguarding God's Children, etc)
- Child Sexual Abuse Prevention (Safeguarding God's Children, etc)
- Basic First Aid and CPR Training
- COVID-19 Guidelines

### 3. Staff- Camper Relationships

- There will be no romantic or sexual relationships between staff and campers at Camp Wingmann period! If a staff member is caught engaging in this their employment for the summer will be terminated.

### 4. Staff- Staff Relationships

- No public displays of affection (PDA's). There is an exception for married couples.
- Any relationship that develops can only be pursued on times when staff is off. Pursuing personal relationships takes the attention off the campers and on to yourselves.
- There will be no sexual misconduct among the staff.
- No relationships are allowed between counselors and junior counselors and no relationships are allowed between staff and the CIT's.

### 5. Staff Week and Weekend Conduct

- Females will stay in A-Wing and Males will stay in C-Wing. B-Wing is for female kitchen staff and female nurses.
- No visiting of halls or rooms or cabins of the opposite sex. Everyone deserves their privacy.
- Dress properly when you come into the rotunda.
- **Staff under eighteen** must first have written parents permission (on file with the office), and the Director's permission to leave campus. **This includes Saturdays off.**
- Curfew for all counselors, including Saturdays, is 11 p.m. We are insisting that everyone be on campus by 11 p.m.
- **Wal Mart Runs and other shopping:** *Please plan accordingly...* try and go as groups and only shop on the weekends and **not during camp.**
- During staff week, camps, and off days there will be no sneaking into the kitchen (this includes pantry closet, freezers, and refrigerators) for snacks. On the weekends between sessions, you will be told what is available for food. We try and budget our food purchases for the camps but we will make sure that there is food for you to snack on!
- If you watch movies or play video games we ask no R-rated movies and no violent video games. Please, also, turn off the projector when finished... the bulbs for those are incredibly expensive.
- **Please clean up after yourself and maintain clean and stocked bathrooms.** We do have guests that come to visit or to volunteer and we want the place looking good.
- **Washer and Dryer:** Please do your laundry on the weekends. Do not leave your laundry in the washer or dryer, remember you are sharing the appliances. Also, please use your own laundry products.
- Keep your rooms clean and picked up. Parents see these rooms from time to time and we need to set the example.

## 6. Use of Camp Equipment and Vehicles

- The Tahoe may only be driven by JJ & Fr. Bill for insurance reasons.
- Golf carts may be driven by staff only with permission of the director. They are not for personal use and may not be taken off campus. After use, they must be returned.
- Unsafe or reckless driving of the golf carts is not allowed.
- ***Any damage that is caused to the Golf Cart or to any other equipment on campus must be reported to the director.***
- All powered tools including saws, trimmers, mowers, blowers, etc can only be used by staff with permission of the director.
- All personal vehicles are to be parked at the lodge parking lot (the designated parking place) at all times during the camp sessions.

### **How to Get in Trouble**

(Not an inclusive List!)

1. Failing to adhere to rules and regulations and the policy and procedures. These are in place to establish a safe and productive working community!
2. Yelling at campers to 'Shut up'
3. Popping ANYONE with towels.
4. Throwing anyone off the docks into the water (horseplay at the lake).
5. "Rough- Housing" with campers.
6. Use up something and not replenish it or tell anyone we are out.
7. Going into the kitchen area during camp sessions.
8. Playing games and ignoring your campers (e.i. basketball). Involve your campers in your sports.
- 9. *Leaving your cabin at night with the Jr. Counselor in charge.***
10. Being out in the rotunda of the Lodge at night after lights out (or on the porch of the cabins). This includes the kitchen crew! You need and those around you need the sleep!
11. Going into a cabin or wing of the opposite sex.
12. Using a golf cart without permission.
13. Driving a personal vehicle during camp sessions.
14. Using inappropriate (cussing or otherwise foul) language.
15. Telling dirty or inappropriate jokes.
16. Telling ghost/ scary stories or not stopping campers from doing the same.
- 17. *Allowing your campers to keep their phones after lights out or during the daily activities.***
18. Sleeping late and/ or avoiding work. This includes sleeping while Jr. Counselor is the leading cleaning detail.
19. Putting your personal needs ahead of the campers.
20. Sitting on the ping-pong table with others and not participating with the campers.

### **How To Get Fired**

(Again, not an inclusive List)

1. Endangering a camper or anyone's safety in anyway.
2. Having more than a "Friend" relationship with a camper, C.I.T., Jr. Counselor, or camper.
3. Having a sexual relationship with another counselor, C.I.T., Jr. Counselor, or camper.
4. Not fulfilling your duties, being lazy, late to work, not watching after the campers. Showing up late for work.
5. Not knowing where your campers are at all times or leaving campers unattended.

### **Tips for being the best counselor you can be**

#### **1. Be Prepared**

- Know how you want something to be done.
- Let the campers know how you want it to be done.
- Make sure the campers are doing it that way.

#### **2. Be Alert**

##### **A. Within the cabin:**

- As the adult you need to be alert at all times. This includes a **WIDE** variety of situations.
- Make sure you know where your campers are at all times.
- Try and anticipate possible situations and/or problems. For example, 'Will this interaction lead to a fight?' 'Are someone's feelings hurt?' 'Will this get out of hand and/ or become dangerous if I don't get involved now?'
- Stay aware of your surroundings. For example be aware of weather conditions... are your campers drinking enough water? Does it look like a storm is approaching?

##### **B. With individual Campers:**

- Do not take campers anywhere alone unless it's a dire emergency... and even then call the nurse or other adult to meet you.
- Are your campers taking real showers? Are they changing their cloths regularly? Are they taking care of personal hgiene?
- Are your campers using the restroom on a regular basis. (This is really important for you elementary kids who might be embarrsed about using the bathroom.)
- Are they eating properly? Encourage your campers to eat a balanced diet (not just the desert stuff for example).
- **Here is a biggie: Are your campers drinking enough water? Are you drinking enough water?**
- Is everyone being included in all activities?

#### **3. Remember have a sense of humor... be careful but have fun!**

- Camp Wingmann is about finding God, making friends, and having fun!
- If the campers aren't having fun... neither will you. And if you are not having fun... neither will they.
- Attitude is everything! Do not be sarcastic with campers you do not know. Foster a positvie attitude.
- Don't be over bearing... be cool, chill out! However, do not become one of the campers! ***You are the adult- you are in charge and that means that you are responsible for their safety!***

#### **4. Deal with all camper issues immediately**

- No camper deserves to be outcast or ridiculed. Deal with any situations where kids are being bullied, left out, touched inappropriately, threatened, etc. If it is appropriate up issues again at the cabin devotions. *What does it mean to live in community under Christ?*
- However, keep issues private when its private. Not all situations are group teaching opprotunities!

### **5. Be Fair with all concerned**

- Remember all campers have paid (or where paid for) all at the same amount. Just because you may know one of your campers well does not mean that you should spend all your time reacquainting yourselves. Bottom line: **DO NOT PLAY FAVORITES!**

- If you know some of your campers from past camps or whatever use those relationships to help other campers into the cabin environment. They will respect you all the more as a leader if you do this... remember they will be looking to you as the leader.

### **6. Be the adult... Be the Leader God has called you to be!!**

- Lead by example. Maintain a positive attitude, even when you may not feel so positive. For example, if you complain about the food- so will your campers. If you whine about how tired you are... so will your campers. They are looking to you as the leader. **Remember... it may be week four for you but for the campers that week... its week one!**

- Leave gossip and rumors out of your daily life at camp. If you are gossiping or partaking in rumors about fellow campers it can lead to hurt feelings and broken community. Your campers will follow your lead so just don't do it. Gossip in any form takes away from the reason of why you are here.

### **7. Be Consistent**

- Think before you speak... mean what you say and say what you mean.

- Follow the rules of the camp and the cabin and set the example. If you don't do this consistently then they won't.

- Do not yell at your campers or tell them to 'Shut Up'. Use the "God is good..." method of getting your groups attention.

### **8. Remember... Be Positive!**

- The summer program at Camp Wingmann is designed to be a time and place that is 'set apart'. We are striving to make this a safe place where kids can come to know and grow in Christ. Your campers have not come here to be yelled at or belittled (many of them get this kind of treatment in their homes or schools).

- If you are prepared, consistent, and yes, have a sense of humor, you will not need to yell at your campers.

- If you find yourself in a position where campers are not listening to you... then wait. Make it clear that they are using up their time (i.e. canteen, swimming, etc.). If you need to speak to the camp director or the assistant director for ways of improving responsiveness in the cabin.

- DO NOT get caught up in the heat of the moment and never argue with a kid... set the rule and be firm in following through. Again, NO YELLING! One way of getting the attention of your campers is to have your sit out on an activity.

**BOTTOM LINE: KNOW WHAT IS GOING ON WITH  
YOUR CAMPERS—THAT IS YOUR JOB!**

**Safe Churches  
Ministry at the Beginning of the 21st Century**

**Policies for the  
Protection of Children and Youth  
from Abuse**

Diocese of Central Florida

Adapted from the Model Policies developed by  
THE CHURCH PENSION GROUP

and

Developed in Partnership with  
The Nathan Network

As Revised & Adopted, October 13, 2005,  
Last Reviewed Nov. 2014

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## **I. Code of Conduct for Protection of Children and Youth**

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This Code of Conduct has been adopted by the Diocese of Central Florida to help the church create safe environments for children and youth and for those who minister to them. All Church Personnel are asked to carefully consider each statement in the Code and within the *Policies for the Protection of Children and Youth from Abuse* before agreeing to adhere to the statements and continue in service to the church.

### **Code of Conduct for Protection of Children and Youth**

Church Personnel understand that the church will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.

Church Personnel agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services.

Church Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth.

Church Personnel agree to comply with the policies for general conduct with children and youth as defined in the *Policies for the Protection of Children and Youth from Abuse*.

All Church Personnel agree to comply with the Guidelines for Appropriate Affection with children and youth.

In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with children or youth, Church Personnel agree to immediately report their observations.

All Church Personnel acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with these policies.

Please reference Section IV A and B.2

## **II. General Definitions**

### **A. Church Personnel**

For the purposes of this policy, the following are included in the definition of Church Personnel when they are functioning in their respective roles for the church:

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All paid personnel whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies. For example, sexton, secretaries, youth minister, choir director, Christian Education Directors, school personnel.
3. Those who contract their services to the diocese, its congregations, schools or other agencies and that have regular access to children or the facilities.
4. Volunteers, including any person who enters into or offers him or herself for a church related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so. Volunteers include members of advisory boards, vestries, Bishop's Committees, boards of directors, Sunday school teachers, nursery attendants, acolyte leaders, youth leaders, etc.

### **B. Children and youth**

A **child** is defined as anyone under the age of 12 years.

A **youth** is defined as anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, but still in high school.

### **C. "Regularly" or "Occasionally" Work With or Around Children or Youth**

#### **Regularly Work With or Around Children or Youth**

For the purpose of this policy, the following are included in the definition of Church Personnel who "Regularly Work With or Around Children or Youth:"

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All paid Church Personnel whose work regularly takes them throughout the facility or grounds or who has keys giving them access to the buildings on the grounds.
3. All volunteers who have keys giving them access to the buildings on the grounds except those who only occasionally access the buildings when little interaction with children or youth is likely (for example persons serving on the altar guild or flower guild).
4. All persons who supervise or assist with supervising children or youth, in ministries, programs or activities more often than occasionally, including church school teachers.
5. All persons who provide transportation to children or youth more often than occasionally.
6. Any paid personnel whose living quarters are on the grounds of the church, school or other related agency.
7. All vestry members or other members of similar decision-making groups elected or appointed after December 31, 2005 who have the authority to approve the creation of ministries, programs or activities for children or youth.

Examples include, but are not limited to:

- Children's or youth choir directors
- Organists who work with children or youth
- Lay youth ministers
- Volunteer youth directors
- All Church Personnel who work or assist in the nursery more than three times a year
- All adult Church Personnel who work in the nursery
- All staff, whether volunteer or paid, at church camps
- Adults who participate in overnight activities with children or youth

#### **Occasionally Work With or Around Children or Youth**

For the purpose of this policy, the following are included in the definition of Church Personnel who "Occasionally Work With or Around Children or Youth:" It is understood that these individuals will work with and under the direction of a person who "Regularly Work With or Around Children or Youth" and has received the training required under this policy.

1. All persons who supervise or assist with supervising children or youth in ministries, programs or activities infrequently, generally no more than three times a year or for one program or activity during a year that lasts less than a month (i.e. assisting with preparation for the Christmas pageant, or teaching one "unit" of Church School for a month).
2. All persons who provide transportation to children or youth infrequently, generally no more than three times a year.
3. All persons who work or assist in the nursery three or fewer times a year, whether on an emergency basis or otherwise.

#### **D. Types of abuse**

1. **Physical abuse** is non-accidental injury, which is intentionally inflicted upon a child or youth.
2. **Sexual abuse** is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, child or youth.
3. **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 functioning.
4. **Neglect** is the failure to provide for a child or youth's basic needs or the failure to protect a child or youth from harm.
5. **Economic exploitation** is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth's belongings or money.
6. **Unwanted Sexual Activity** is any contact or activity of a sexual nature that occurs between children, youth, or child/youth

### **III. Safeguards for Children and Youth**

#### **A. Screening and Selection**

1. Any and all Church Personnel who Regularly Work With or Around Children/Youth shall be screened and selected utilizing at least the following:

- a. **A standard application** completed by the applicant that includes an authorization for the release of information to conduct background checks and the **Code of Conduct** (Appendix C).
- b. **Criminal records check** in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church.
- c. **Sexual offender and predator registry check** in any state where the applicant has resided during the past seven (7) years.
- d. Individual **interview** with the applicant.
- e. **Reference Checks** of persons outside the congregation who know the applicant, preferably who know how the applicant works with children.
- f. **Driving or motor vehicle records check** if the person may be transporting children or youth.
- g. The above shall be initiated prior to the start of service.

2. Any and all Church Personnel who Occasionally Work With or Around Children or Youth shall be screened and selected utilizing at least the following:

- a. **A standard application** completed by the applicant that includes a release of information to conduct background checks and the **Code of Conduct** (Appendix C).
- b. Individual **interview** with the applicant.
- c. At least one **Reference Check** of a person or persons outside the congregation who know the applicant, preferably who know how the applicant interacts with children.
- d. **Driving or motor vehicle records check** if the person will be transporting children or youth.
- e. **Sexual offender and predator registry check** in any state where the applicant has resided during the past seven (7) years.
- f. The above shall be initiated prior to the start of service

3. All information gathered about an applicant will be carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with children or youth.

4. Church Personnel who work with or around children or youth must have a personnel file that is kept where other church records are kept.

5. Criminal records checks and sexual offender and predator registry checks will be conducted every seven (7) years for Church Personnel who Regularly Work With or Around Children or Youth.

6. To the extent possible, no person will be permitted to supervise an immediate family member without other adults present when working with or around children or youth. For the purpose of this policy, immediate family member is defined as spouse, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, or grandparent.

7. Church Personnel who transfer within the Diocese of Central Florida and apply for or are asked to or who do undertake positions working with or around children are required to undergo the same screening and selection process in Section A above. This requirement may be met through a transfer of a copy of the personnel file to the new congregation, school, agency, or program together with completion of a new application, individual interview and reference checks with the congregations, schools, agencies or other programs for which the applicant has worked with or around children since the screening was last done as shown in the applicant's personnel file.

## **B. Education and Training Requirements**

1. Three hours of child abuse prevention education and training is required for all Church Personnel who Regularly Work With or Around Children or Youth before they start their work with children or youth or, if that is not possible, one hour of child abuse awareness training before they start their work and the rest of the training within three months of starting.

2. One hour of child abuse awareness education and training is required for all Church Personnel who Occasionally Work With or Around Children or Youth before they start their work with children or youth or at least within three months of starting.

## **C. Monitoring and Supervision of Programs**

The monitoring and supervision of programs and activities involving children or youth is important for safeguarding children and youth and involves several aspects. One aspect involves having structural guidelines or standards for the programs and activities for children and youth. These include such things as who approves new programs, how many adults need to be present and the like. In addition to setting structural guidelines and standards, church leaders

must make sure the structural safeguards are followed. Programs and activities have to be monitored and supervised to do that.

Another aspect of monitoring and supervision is that supervisory personnel and others monitor and supervise the behavior of adults, youth and other children with children and youth so that inappropriate behaviors and interactions can be detected and stopped. Some behaviors and interactions are potentially harmful to children or youth in and of themselves. Examples include providing alcohol or drugs to children or youth or actually having sexual contact with a child or youth. Other behaviors and interactions are not necessarily harmful in and of themselves but are the same behaviors and interactions known to be used by those who abuse children or youth to “groom” them or their parents for eventual abuse or which provide the privacy child molesters need in order to abuse children or youth. Examples of those behaviors and interactions include holding children over the age of three on the lap, transporting a child or youth alone, and the like.

The structural standards guidelines and standards are covered in both the following **Monitoring and Supervision** section and in the following section, **General Conduct for the Protection of Children and Youth**.

The behaviors and interactions of persons with children and youth that need to be monitored and supervised are covered in the section on **General Conduct for the Protection of Children and Youth** and in the **Guidelines for**

### **Appropriate Affection.**

Every program for children and youth must have established ratios for adults and children established by the Diocesan Board (for diocesan activities), Vestry (for congregational activities), or by the Board of a church related institution. Compliance with the established ratio is required at all times, including activities that occur off church premises. Recommended guidelines follow:

1. Church Personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
2. Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and be physically present during all activities.
3. Church Personnel are not permitted to develop new activities for children and youth without approval from the rector or canonical equivalent. The rector will consider whether the plan for a new activity includes adequate adult supervision.
4. Each program will develop age-appropriate procedures established by the Diocesan Board (for diocesan activities), Vestry (for congregational activities), or by the Board of a church-related institution to ensure the safety of children and youth using restrooms and showers or baths.
5. When supervising or assisting private activities such as dressing, showering or diapering infants or children, Church Personnel will remain in an area observable by other adults or work in pairs.
6. At least two unrelated Church Personnel must supervise activities. To the extent possible when both boys and girls are participating, male and female chaperones should be present.

### **D. General Conduct for the Protection of Children and Youth**

The following guidelines are intended to assist Church Personnel in monitoring and supervising behaviors and interactions with children and youth in order to identify and stop those that may be inherently harmful to children or youth, which are the type used by child molesters to “groom” children, youth and their parents, or which may create the conditions where abuse can occur more easily. They are also used to make decisions about interactions with children and youth in church sponsored and affiliated programs. They are not designed or intended to address interactions within families. When exceptions to these guidelines must be made, they will be reported to the supervisor of the person granting the exception as soon as possible.

1. All Church Personnel who work with children and youth must agree to comply with these Guidelines for Appropriate Affection (Appendix A).
2. No person will be allowed to volunteer to regularly work with children or youth until the person has been known to the clergy and congregation for at least six months.
3. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
4. Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the mis-use of legal drugs while participating in or assisting with programs or activities for children and youth.
5. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.

6. Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Church Personnel will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.
7. One to one counseling with children and youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
8. Church Personnel are prohibited from dating or becoming romantically involved with a child or youth.
9. Church Personnel are prohibited from having sexual contact with a child or youth.
10. Church Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property or in the presence of children and youth except as expressly permitted as part of a pre-authorized educational program.
11. Church Personnel are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children and youth.
12. Church Personnel are 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.
13. Church Personnel are prohibited from sleeping in the same beds or sleeping bags with children or youth unless the adult is an immediate family member of all children or youth in the bed or sleeping bag. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge.
14. Church Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
15. Church Personnel are 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.
16. Church Personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
17. Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.

#### **IV. Responding to Problems**

##### **A. Reporting of *Inappropriate Behaviors or Policy Violations* with Children or Youth**

1. When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the Guidelines for Appropriate Affection, or which may violate any provision of the *Policies for Protection of Children and Youth from Abuse*, they must immediately report their observations. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on over-night trips without other adults, swearing or making suggestive comments to children or youth, or selecting staff or volunteers without the required screening.
2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported as follows:
  - a. A telephone call or meeting with the immediate supervisor of the person and the rector,
  - b. A telephone call or meeting with a church warden if the person is the rector;
  - c. A telephone call, meeting or written notice to the Bishop or Canon to the Ordinary;
  - d. Submit a *Notice of Concern* (Appendix B) to the Immediate Supervisor, Rector and the Bishop.
3. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

##### **B. Reporting of *Suspected Abuse* of Children or Youth**

1. All Church Personnel are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities and to the Rector.
2. Failure to report suspected abuse of children or youth is a crime. Reports may be made confidentially or anonymously. The State of Florida provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, "in good faith" means that the person submitting the report believes what he or she is reporting to be true.

3. In addition to reporting to the state authorities, Church Personnel are required to report any suspected or known abuse of children or youth that may have been perpetrated by Church Personnel directly to the rector of their Parish so that immediate and proper steps may be taken to ensure the safety of alleged victims.
4. Reports of suspected or known abuse that involve Church Personnel may be reported to the Diocese of Central Florida in the following ways:
  - a. A telephone call, meeting or written notice to the Bishop or Canon to the Ordinary;
  - b. A telephone call or meeting with the rector, if the member of the clergy is not the person being complained about.
5. The Diocese of Central Florida and all of our congregations and institutions will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the Diocese of Central Florida.

### **Appendix A. Guidelines for Appropriate Affection**

The Diocese of Central Florida is committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our Church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate, otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Church Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children and youth. The Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to "groom" children, youth, and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel working around or with children and youth.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. Some positive and appropriate forms of affection are listed below:

- Brief hugs.
- Pats on the shoulder or back.
- Handshakes.
- "High-fives" and hand slapping.
- Verbal praise.
- Touching hands, faces, shoulders and arms of children or youth.
- Arms around shoulders.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).

2. The following forms of affection are considered inappropriate with children and youth in ministry setting because many of them are the behaviors that child molesters use to "groom" children or youth for later molestation or can be, in and of themselves, sexual abuse.

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth
- Touching knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Hugs from behind.
- Any type of massage given by a child or youth to an adult.

- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really hot in those jeans.”
- Snapping bras or giving “wedgies” or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth in non public places.

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## **I. Code of Conduct for Protection of Children and Youth**

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This Code of Conduct has been adopted by the Diocese of Central Florida to help the church create safe environments for children and youth and for those who minister to them. All Church Personnel are asked to carefully consider each statement in the Code and within the *Policies for the Protection of Children and Youth from Abuse* before agreeing to adhere to the statements and continue in service to the church.

### **Code of Conduct for Protection of Children and Youth**

Church Personnel understand that the church will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.

Church Personnel agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services.

Church Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth.

Church Personnel agree to comply with the policies for general conduct with children and youth as defined in the *Policies for the Protection of Children and Youth from Abuse*.

All Church Personnel agree to comply with the Guidelines for Appropriate Affection with children and youth.

In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with children or youth, Church Personnel agree to immediately report their observations.

All Church Personnel acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with these policies.

Please reference Section IV A and B.2

## **II. General Definitions**

### **A. Church Personnel**

For the purposes of this policy, the following are included in the definition of Church Personnel when they are functioning in their respective roles for the church:

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All paid personnel whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies. For example, sexton, secretaries, youth minister, choir director, Christian Education Directors, school personnel.
3. Those who contract their services to the diocese, its congregations, schools or other agencies and that have regular access to children or the facilities.
4. Volunteers, including any person who enters into or offers him or herself for a church related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so. Volunteers include members of advisory boards, vestries, Bishop's Committees, boards of directors, Sunday school teachers, nursery attendants, acolyte leaders, youth leaders, etc.

### **B. Children and youth**

A **child** is defined as anyone under the age of 12 years.

A **youth** is defined as anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, but still in high school.

### **C. "Regularly" or "Occasionally" Work With or Around Children or Youth Regularly Work With or Around Children or Youth**

For the purpose of this policy, the following are included in the definition of Church Personnel who “Regularly Work With or Around Children or Youth:”

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All paid Church Personnel whose work regularly takes them throughout the facility or grounds or who has keys giving them access to the buildings on the grounds.
3. All volunteers who have keys giving them access to the buildings on the grounds except those who only occasionally access the buildings when little interaction with children or youth is likely (for example persons serving on the altar guild or flower guild).
4. All persons who supervise or assist with supervising children or youth, in ministries, programs or activities more often than occasionally, including church school teachers.
5. All persons who provide transportation to children or youth more often than occasionally.
6. Any paid personnel whose living quarters are on the grounds of the church, school or other related agency.
7. All vestry members or other members of similar decision-making groups elected or appointed after December 31, 2005 who have the authority to approve the creation of ministries, programs or activities for children or youth.

Examples include, but are not limited to:

- Children’s or youth choir directors
- Organists who work with children or youth
- Lay youth ministers
- Volunteer youth directors
- All Church Personnel who work or assist in the nursery more than three times a year
- All adult Church Personnel who work in the nursery
- All staff, whether volunteer or paid, at church camps
- Adults who participate in overnight activities with children or youth

#### **Occasionally Work With or Around Children or Youth**

For the purpose of this policy, the following are included in the definition of Church Personnel who “Occasionally Work With or Around Children or Youth:” It is understood that these individuals will work with and under the direction of a person who “Regularly Work With or Around Children or Youth” and has received the training required under this policy.

1. All persons who supervise or assist with supervising children or youth in ministries, programs or activities infrequently, generally no more than three times a year or for one program or activity during a year that lasts less than a month (i.e. assisting with preparation for the Christmas pageant, or teaching one “unit” of Church School for a month).
2. All persons who provide transportation to children or youth infrequently, generally no more than three times a year.
3. All persons who work or assist in the nursery three or fewer times a year, whether on an emergency basis or otherwise.

#### **D. Types of abuse**

1. **Physical abuse** is non-accidental injury, which is intentionally inflicted upon a child or youth.
2. **Sexual abuse** is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, child or youth.
3. **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 functioning.
4. **Neglect** is the failure to provide for a child or youth’s basic needs or the failure to protect a child or youth from harm.
5. **Economic exploitation** is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth’s belongings or money.
6. **Unwanted Sexual Activity** is any contact or activity of a sexual nature that occurs between children, youth, or child/youth

### **III. Safeguards for Children and Youth**

#### **A. Screening and Selection**

1. Any and all Church Personnel who Regularly Work With or Around Children/Youth shall be screened and selected utilizing at least the following:
  - a. **A standard application** completed by the applicant that includes an authorization for the release of information to conduct background checks and the **Code of Conduct** (Appendix C).
  - b. **Criminal records check** in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church.
  - c. **Sexual offender and predator registry check** in any state where the applicant has resided during the past seven (7) years.
  - d. Individual **interview** with the applicant.
  - e. **Reference Checks** of persons outside the congregation who know the applicant, preferably who know how the applicant works with children.
  - f. **Driving or motor vehicle records check** if the person may be transporting children or youth.
  - g. The above shall be initiated prior to the start of service.

2. Any and all Church Personnel who Occasionally Work With or Around Children or Youth shall be screened and selected utilizing at least the following:
  - a. **A standard application** completed by the applicant that includes a release of information to conduct background checks and the **Code of Conduct** (Appendix C).
  - b. Individual **interview** with the applicant.
  - c. At least one **Reference Check** of a person or persons outside the congregation who know the applicant, preferably who know how the applicant interacts with children.
  - d. **Driving or motor vehicle records check** if the person will be transporting children or youth.
  - e. **Sexual offender and predator registry check** in any state where the applicant has resided during the past seven (7) years.
  - f. The above shall be initiated prior to the start of service

3. All information gathered about an applicant will be carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with children or youth.

4. Church Personnel who work with or around children or youth must have a personnel file that is kept where other church records are kept.

5. Criminal records checks and sexual offender and predator registry checks will be conducted every seven (7) years for Church Personnel who Regularly Work With or Around Children or Youth.

6. To the extent possible, no person will be permitted to supervise an immediate family member without other adults present when working with or around children or youth. For the purpose of this policy, immediate family member is defined as spouse, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, or grandparent.

7. Church Personnel who transfer within the Diocese of Central Florida and apply for or are asked to or who do undertake positions working with or around children are required to undergo the same screening and selection process in Section A above. This requirement may be met through a transfer of a copy of the personnel file to the new congregation, school, agency, or program together with completion of a new application, individual interview and reference checks with the congregations, schools, agencies or other programs for which the applicant has worked with or around children since the screening was last done as shown in the applicant's personnel file.

## **B. Education and Training Requirements**

1. Three hours of child abuse prevention education and training is required for all Church Personnel who Regularly Work With or Around Children or Youth before they start their work with children or youth or, if that is not possible, one hour of child abuse awareness training before they start their work and the rest of the training within three months of starting.

2. One hour of child abuse awareness education and training is required for all Church Personnel who Occasionally Work With or Around Children or Youth before they start their work with children or youth or at least within three months of starting.

## **C. Monitoring and Supervision of Programs**

The monitoring and supervision of programs and activities involving children or youth is important for safeguarding children and youth and involves several aspects. One aspect involves having structural guidelines or standards for

the programs and activities for children and youth. These include such things as who approves new programs, how many adults need to be present and the like. In addition to setting structural guidelines and standards, church leaders must make sure the structural safeguards are followed. Programs and activities have to be monitored and supervised to do that.

Another aspect of monitoring and supervision is that supervisory personnel and others monitor and supervise the behavior of adults, youth and other children with children and youth so that inappropriate behaviors and interactions can be detected and stopped. Some behaviors and interactions are potentially harmful to children or youth in and of themselves. Examples include providing alcohol or drugs to children or youth or actually having sexual contact with a child or youth. Other behaviors and interactions are not necessarily harmful in and of themselves but are the same behaviors and interactions known to be used by those who abuse children or youth to “groom” them or their parents for eventual abuse or which provide the privacy child molesters need in order to abuse children or youth. Examples of those behaviors and interactions include holding children over the age of three on the lap, transporting a child or youth alone, and the like.

The structural standards guidelines and standards are covered in both the following **Monitoring and Supervision** section and in the following section, **General Conduct for the Protection of Children and Youth**.

The behaviors and interactions of persons with children and youth that need to be monitored and supervised are covered in the section on **General Conduct for the Protection of Children and Youth** and in the **Guidelines for**

#### **Appropriate Affection.**

Every program for children and youth must have established ratios for adults and children established by the Diocesan Board (for diocesan activities), Vestry (for congregational activities), or by the Board of a church related institution. Compliance with the established ratio is required at all times, including activities that occur off church premises. Recommended guidelines follow:

1. Church Personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
2. Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and be physically present during all activities.
3. Church Personnel are not permitted to develop new activities for children and youth without approval from the rector or canonical equivalent. The rector will consider whether the plan for a new activity includes adequate adult supervision.
4. Each program will develop age-appropriate procedures established by the Diocesan Board (for diocesan activities), Vestry (for congregational activities), or by the Board of a church related institution to ensure the safety of children and youth using restrooms and showers or baths.
5. When supervising or assisting private activities such as dressing, showering or diapering infants or children, Church Personnel will remain in an area observable by other adults or work in pairs.
6. At least two unrelated Church Personnel must supervise activities. To the extent possible when both boys and girls are participating, male and female chaperones should be present.

#### **D. General Conduct for the Protection of Children and Youth**

The following guidelines are intended to assist Church Personnel in monitoring and supervising behaviors and interactions with children and youth in order to identify and stop those that may be inherently harmful to children or youth, which are the type used by child molesters to “groom” children, youth and their parents, or which may create the conditions where abuse can occur more easily. They are also used to make decisions about interactions with children and youth in church sponsored and affiliated programs. They are not designed or intended to address interactions within families. When exceptions to these guidelines must be made, they will be reported to the supervisor of the person granting the exception as soon as possible.

1. All Church Personnel who work with children and youth must agree to comply with these Guidelines for Appropriate Affection (Appendix A).
2. No person will be allowed to volunteer to regularly work with children or youth until the person has been known to the clergy and congregation for at least six months.
3. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
4. Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the mis-use of legal drugs while participating in or assisting with programs or activities for children and youth.

5. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.
6. Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Church Personnel will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.
7. One to one counseling with children and youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
8. Church Personnel are prohibited from dating or becoming romantically involved with a child or youth.
9. Church Personnel are prohibited from having sexual contact with a child or youth.
10. Church Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property or in the presence of children and youth except as expressly permitted as part of a pre-authorized educational program.
11. Church Personnel are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children and youth.
12. Church Personnel are 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.
13. Church Personnel are prohibited from sleeping in the same beds or sleeping bags with children or youth unless the adult is an immediate family member of all children or youth in the bed or sleeping bag. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge.
14. Church Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
15. Church Personnel are 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.
16. Church Personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
17. Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.

#### **IV. Responding to Problems**

##### **A. Reporting of *Inappropriate Behaviors or Policy Violations* with Children or Youth**

1. When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the Guidelines for Appropriate Affection, or which may violate any provision of the *Policies for Protection of Children and Youth from Abuse*, they must immediately report their observations. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on over-night trips without other adults, swearing or making suggestive comments to children or youth, or selecting staff or volunteers without the required screening.
2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported as follows:
  - a. A telephone call or meeting with the immediate supervisor of the person and the rector,
  - b. A telephone call or meeting with a church warden if the person is the rector;
  - c. A telephone call, meeting or written notice to the Bishop or Canon to the Ordinary;
  - d. Submit a *Notice of Concern* (Appendix B) to the Immediate Supervisor, Rector and the Bishop.
3. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

##### **B. Reporting of *Suspected Abuse* of Children or Youth**

1. All Church Personnel are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities and to the Rector.

2. Failure to report suspected abuse of children or youth is a crime. Reports may be made confidentially or anonymously. The State of Florida provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, “in good faith” means that the person submitting the report believes what he or she is reporting to be true.
3. In addition to reporting to the state authorities, Church Personnel are required to report any suspected or known abuse of children or youth that may have been perpetrated by Church Personnel directly to the rector of their Parish so that immediate and proper steps may be taken to ensure the safety of alleged victims.
4. Reports of suspected or known abuse that involve Church Personnel may be reported to the Diocese of Central Florida in the following ways:
  - a. A telephone call, meeting or written notice to the Bishop or Canon to the Ordinary;
  - b. A telephone call or meeting with the rector, if the member of the clergy is not the person being complained about.
5. The Diocese of Central Florida and all of our congregations and institutions will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the Diocese of Central Florida. 11

### **Appendix A. Guidelines for Appropriate Affection**

The Diocese of Central Florida is committed to creating and promoting a positive, nurturing environment for our children’s and youth ministries that protect our children and youth from abuse and our Church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate, otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Church Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children and youth. The Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to “groom” children, youth, and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel working around or with children and youth.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. Some positive and appropriate forms of affection are listed below:
  - Brief hugs.
  - Pats on the shoulder or back.
  - Handshakes.
  - “High-fives” and hand slapping.
  - Verbal praise.
  - Touching hands, faces, shoulders and arms of children or youth.
  - Arms around shoulders.
  - Holding hands while walking with small children.
  - Sitting beside small children.
  - Kneeling or bending down for hugs with small children.
  - Holding hands during prayer.
  - Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).
2. The following forms of affection are considered inappropriate with children and youth in ministry setting because many of them are the behaviors that child molesters use to “groom” children or youth for later molestation or can be, in and of themselves, sexual abuse.
  - Inappropriate or lengthy embraces.
  - Kisses on the mouth.
  - Holding children over three years old on the lap.
  - Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
  - Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
  - Occupying a bed with a child or youth
  - Touching knees or legs of children or youth.

- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Hugs from behind.
- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really hot in those jeans.”
- Snapping bras or giving “wedgies” or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth in non public places.

**Camp Wingmann Summer Camp Incident Report**

Camper Name: \_\_\_\_\_ Session: \_\_\_\_\_

Cabin & Counselors: \_\_\_\_\_

Staff Member (s) dealing with incident: \_\_\_\_\_

Time, date, and place of incident: \_\_\_\_\_

Description of Incident and steps taken in chronological order:

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Other pertinent Information:

Signature of Medical Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Staff Member (s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Code of Conduct for the Protection of Children and Youth**

*Read and initial each item to signify your agreement to comply with the statement.*

\_\_\_ I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

\_\_\_ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

\_\_\_ I agree to comply with the policies for general conduct with children and youth defined in the *Policies for the Protection of Children and Youth from Abuse*.

\_\_\_ I agree to comply with the Guidelines for Appropriate Affection with children and youth.

\_\_\_ In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations.

\_\_\_ 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 church leaders and state authorities in accordance with the *Policies for the Protection of Children and Youth from Abuse*.

\_\_\_ I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

### **ACKNOWLEDGMENT, RELEASE AND SIGNATURE**

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen.

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender and predator registry or other qualifications for my employment or volunteering. I also authorize \_\_\_\_\_ Parish to request and receive such information.

If selected, I agree to be bound by \_\_\_\_\_ Parish's policies and procedures, including but not limited to its *Policies for the Protection of Children and Youth from Abuse* and **Code of Conduct for the Protection of Children and Youth**. I understand that these may be changed, withdrawn, added to or interpreted at any time at the \_\_\_\_\_ Parish's sole discretion and without prior notice to me.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of \_\_\_\_\_ Parish or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and \_\_\_\_\_ Parish for employment, volunteering or the providing of any benefit.

**I have read and understand the above provisions.**

\_\_\_\_\_  
Signature/ Date

\_\_\_\_\_  
Witness/ Date

# Staff Week

Summer 2021

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## Devo Formula:

1. 5 Min
2. 1 point
3. Color
4. Bible
5. Challenge

1. 5 Min: Speak for no more than 5 minutes at a time before transitioning to numbers 2-5.
2. 1 point: Campers have enough to process and do need a 5-point talk on a subject before bed. In any public speaking its best to always have one main point that your audience can fully digest.
3. Color: Bring some color to your Devo by sharing a personal story, showing a video clip, giving the audience some self-reflection time, or even some group questions.
4. Bible: Always circle back to the Bible! We are not here to share our opinions alone. Our ultimate goal is to communicate God's word to our audience, so why not use his words. Have at least one verse to share that relates to your devo. Better yet, have your devo relate to the verse.
5. Challenge: Make your devo more than a 15 min pow wow. Let your campers chew on what was said and inwardly digest it. One of the most effective ways to do that is to leave them with some sort of challenge or action they could use to put what they learned to practice.