



# SAFETY

## CHECK-IN/ARRIVAL

Your role is to welcome each child with enthusiasm. Check their name off your check-in sheet once they're with you. Verify that they checked in (they have their name tag) and remind parents to bring their claim tag to pick their child up upon dismissal (parents can have another adult pick up their kids, they just need to show their claim ticket - can be the physical tag or a digital image of claim tag). Be available to answer any questions the parent may have. If parents plan to pick up their child early, pick-up info must be recorded on your check-in sheet and communicated to your group coach.

## ALLERGIES

If you have a child in your group with allergies or special health needs, it will be listed on your roster sheet (in your leader book). Please refer to your sheet anytime kids are eating/snacking. Kids with severe allergies may need to bring their own snacks with them. Please carry these in your group bag.

## KEEPING COUNT

Count the kids in your group at the beginning of the day and regularly count to make sure no one is missing. Count kids as you leave and arrive at each area. If a child is missing, please see your group coach immediately.

## CHECK-OUT/DISMISSAL

Pick-up is at 8:45p. To expedite pick-up, small group leaders should sit with the kids in rows while one (adult) leader signs out with the parents. For a child to be checked out, the leader must match each kid's tag to their parent's claim tag. Please mark that a child has been checked out on your roster once they leave with his/her parents. If the parent designates another pick-up person at drop-off, please make sure they have the claim tag or a picture of it. Please ensure that every child stays in their designated group row and is accounted for.

## FIRST AID

If you or a child in your group is ill or injured please let your Group Coach know before visiting First Aid. All children visiting First Aid should be accompanied by a Small Group

Leader. Your group must be supervised by another Small Group Leader at all times.

## **BATHROOMS**

At no time are volunteers (even teen volunteers) allowed to enter a restroom with a child. There are [kids only] restrooms and separate [volunteer only] (student and adult volunteer) restrooms that are clearly identified with signage. Should you see any volunteer enter a kids-only restroom you are empowered to immediately remind them of our policy and let a staff member or your Group Coach know. If a child needs assistance, you will need to find another volunteer (who is not related to you) to go with you into the restroom to assist the child. Volunteers are never allowed to be alone with a child.

## **NEVER ALONE**

This is a non-negotiable for kids. Never place yourself in a situation where you are alone with a child. You may find yourself alone with a group of kids, and that's okay for short periods, but safety is always found in numbers, especially when there's more than one leader present. If you need to have a conversation with one child, just pull them aside out of earshot but still in view of other people. We have lots of extra hands at Camp. If you need a more private place to talk to a child, we can arrange for another adult or leader to support you.

## **APPROPRIATE TOUCH**

We value touch and the warmth it conveys. However, physical touch should be age- and developmentally appropriate and should only occur in public. Below are the appropriate touch guidelines:

- When welcoming a child, we offer side hugs, fist bumps, or high-fives.
- No creepy hugs.
- There is to be no extended hugging (creepy), tickling (just as creepy), or other prolonged physical contact of any kind (exceptionally creepy).
- Lap sitting is not permitted.
- Never touch a child in an area that would be covered with a bathing suit.
- Never kiss a child or coax a child to kiss you.
- Never allow a child to touch you in a way that is inappropriate.

Our Appropriate Touch Policies protect our children and volunteers. When volunteering, you must adhere to these policies, even if your children are in your group.

## **INCIDENTS**

If you notice any non-accident or injury incident that is a cause for concern, please inform

your group coach immediately. This may include behavior that indicates possible abuse, inappropriate talk or touch from one child to another, or any other incident that a parent or staff member needs to know. An incident form must be completed. Your leader book will include some incident forms, and your group coach will have additional forms.

### **INFORM GROUP COACHES OR STAFF IF:**

- A child is missing, gets hurt, falls ill, or misbehaves seriously.
- Any situation seems unsafe or needs attention.
- You suspect abuse of any kind.
- You are told of any needs or serious prayer requests for families or children.
- Anything out of the ordinary happens.

### **GUIDANCE AND DISCIPLINE POLICY**

#### **Camp RidgeKidz Rules:**

- Respect your leader
- Respect your peers
- Respect the church/facilities

#### **Consequences**

- Issue a warning and remind the child of their expectations.
- On the second warning, a time-out from the activity
- Parent involvement (talk to the parent at pick-up; see Group Coach for help).

# **LEADER EXPECTATIONS**

## **BE ALERT**

Know what your kids are up to or what they could be up to. Stay one step ahead of them. They can be sneaky.

## **COMMUNICATE**

Please let us know what you need and how we can assist you. If you get frustrated about something, let us know. We're here to serve you and help you.

Your kids are your 1<sup>st</sup> priority - It's going to be a long and tiring week. Be fully present and engaged. Leave it all on the field. Go home exhausted and empty but with a full heart.

## **STICK TO THE PLAN**

You need to lead your group, and sometimes, that means following the Holy Spirit or even going off-book. However, we've worked tirelessly to execute an incredible experience at camp that requires us to follow our schedule. Understand how long it takes to get your group to their next location and give yourself enough time to get there.