



SAFETY PROTOCOLS

Two Priorities

- **Never be alone with a child** - This is a non-negotiable for kids. You may find yourself alone with a group of kids, and that's okay for short periods of time, but safety is ALWAYS found in numbers, especially when there is 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 BWE, if you need a more private place to talk to a child, we can arrange for another adult/leader to support you.
- **Know where your kids are at all times** - You need to be with your kids. You'll go to most places as a group. During some of the scheduled free time, they might have some choices of places to be. It's fine if you want to partner with another leader, and one leader takes some of your kids to go play GaGa while the other takes the rest of the kids to the Snack Shack. However, kids will stay in groups and do activities together, and when the whole group is done, they can transition somewhere else. Conduct frequent headcounts to ensure you have everyone accounted for.

Lodging Guidelines

- **Pranks:** Let's avoid the pranks altogether. This is how windows get broken, and kids get hurt. Camp Property must be treated with respect.
- **Boys vs. Girls:** Kids are not allowed in rooms of opposite genders under any conditions. This violation is grounds for being sent home.
- **Rooms** really aren't a place for hanging out during free time. It's fine for the group to come to the rooms during the day to change or to meet, and it's okay for kids to swing by to put something away or get something, but there are other shared public spaces for kids to hang out.

Appropriate Touch

We value touch and the warmth it conveys. However, physical touch should be age and developmentally appropriate and is only appropriate when done publicly. 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 observe these policies even with your own children who may be in your group.

Accidents & Emergencies

Injuries

In the case of an accident, regardless of child or an adult, inform a staff member right away. Along with care, an Incident Form must be completed and signed by the volunteer who witnessed the event.

If there is a spill of body fluid (due to cuts, nosebleeds, vomit, etc.), latex gloves must be worn (available in first aid kits). **In case of a serious emergency, please call 911 immediately.**

Emergencies

In the event of a serious injury such as a broken bone, convulsion, fainting spell, or falling unconscious, follow the procedure below:

- Remain calm and divert the kids away from the emergency.
- Do not move or leave the injured child.
- Send another volunteer to alert a director/special ops..
- The staff member will call the parents and follow our Emergency Contact Procedures, as listed below.
- All volunteers and staff involved in the incident will write a report of what happened immediately following the emergency.
- A staff member will follow up with the parent as deemed appropriate and necessary.

Incidents

If you notice any non-accident or injury incident that is a cause for concern, please inform your director right away. 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 director needs to know. An incident form must be completed.

Child Health

Be on the lookout for any of the following symptoms:

- Any degree of fever or vomiting
- Unexplained or contagious skin rash
- Chronic cough
- Runny nose (yellow/green discharge)
- Eye/ Ear infections
- Pink Eye
- Parasites (nits, lice, mites, ringworm, etc.)

If a child has any of the above symptoms, contact your Director or Nurse immediately. We have limited capacity to care for sick kids during our event, but we'll do what we can.

Bathroom Policies

Showers

- It's best for leaders to take their showers before the kids get up in the morning or after they go to bed.
- Kids must use their own shower stall (no doubling up)

Restroom Breaks

- Kids must always ask a leader before going to the bathroom.
- **ALWAYS** send elementary kids to the bathroom in pairs.

Behavior Management

- Respect camp property
- Respect the leaders
- Respect your peers

These rules are broad enough to cover most any behavior issue. Feel free to get more specific with certain kids if they need very tangible examples.

Consequences

- Warning conversation- *Everyone deserves a second chance.*
- Second offense- *Child/ Student will miss out on activities.*
- Third offense- *Parents will be called to discuss situations and will likely be asked to come get their child/student.*

There is an exception to these rules: Boys in girls' dorms and any girl in boys' dorms is subject to immediate dismissal.

Please go over these rules and the consequences with your group.

Discipline is Fair/Consistent and Relational

- Be very clear with the rules and the consequences
- Be fair
- Be consistent (especially early on)
- Invite kids to identify their behavior and its consequences
- In a fight/conflict, hear both sides and treat wrongdoing on both sides fairly
- Remain calm and in control, speak in an affirming voice
- Establish authority early
- Take time to talk about the behavior issue and affirm/encourage the child
- Dig deeper

Child Abuse Information & Policies

Statistics say that 1 in 4 children in the US is being abused. That means it is very likely that there are kids at Camp who are potentially being abused by a family member, a teacher, a coach, a peer, or some other influence. It is our responsibility to be vigilant and aware of telltale behaviors. Below are "The National Committee for Prevention of Child Abuse" designated definitions for Child Abuse.

Physical Abuse

Physical abuse can be defined as a non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage, or death.

Physical/Emotional Neglect

Physical/Emotional neglect is the failure to provide a child with basic needs, including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.

Sexual Abuse

Sexual abuse is constituted through the sexual exploitation of a child by an older person as in rape, incest, fondling of the genitals, exhibitionism, or pornography. It may be done for the sexual gratification of the older person, out of a need for power, or for economic reasons (such as prostitution, etc.).

Emotional Maltreatment

Emotional Maltreatment is a pattern of behavior that attacks a child's emotional development and sense of self-worth, such as constant criticizing, belittling, insulting, and manipulation. It can also be defined as providing no love, support, or guidance for the child.

Reporting Suspected Child Abuse

- Familiarize yourself with the definitions and descriptions of child abuse listed above.
- If you suspect that a child involved in any of the programs of The Ridge has been abused, the following steps are to be followed: Report the suspected abuse to Church Staff.
- Do not interview the child regarding the suspected abuse. This could be considered leading the child.
- Do not discuss the suspected abuse with other volunteers, parents, etc. All information regarding the child should be kept confidential with your camp director and the proper authorities.