



# Camp Vineyard Volunteer Manual

*2024 Edition*

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# ABOUT CAMP VINEYARD



## INTRODUCTION

Thank you for your interest in being a volunteer at Camp Vineyard! From the beginning in 2008, Camp Vineyard has existed to call out the future church planters, pastors, volunteers, and leaders of the Vineyard, encouraging them to seek an active relationship with Jesus in the fullness of the Holy Spirit.

It's not just the programming, the fun games, or crazy activities – it's because of volunteers just like you who are willing to give up a week of vacation to minister to these kids. So before we get into all the structure, policies, and guidelines, I want to say, "Thanks!" Because of people like you, kids come to an environment where they are encouraged, loved, affirmed, and challenged. Because of people like you, we're already seeing Camp Vineyard alumni serving in their local churches, giving away what's been given to them.

In this Manual, you'll find policies and procedures, instructions on what to do in emergency situations, and an explanation of our systems for protecting our Campers. We think Camp Vineyard is a pretty special thing, and we want to protect everyone that's involved in any of our events.

Also, this is your guidebook through the Counselor World video training. Look for the tent icon, it will tell you what video corresponds to the section you're reading. It's scientifically proven to be easier than pie.



I'm so glad that you want to join the team. If you ever have any questions about the Manual, send the office an email at [info@campvineyard.com](mailto:info@campvineyard.com). See you at Camp!

God Bless,

Jon Meek  
Camp Vineyard Director



## WHAT MAKES CAMP VINEYARD SPECIAL?

### **Why do we exist?**

We exist to call out the future church planters, pastors, volunteers, and leaders of the Vineyard, encouraging them to seek an active relationship with Jesus in the fullness of the Holy Spirit.

### **How do we behave?**

We have fun! We believe in the power of a shared, positive experience. We believe in using fun to flip the normal social strata of teenage life on its head. And we believe that all of this allows us to build trust and relationships with the kids and adults.

We hold true to two core Vineyard Values: the practice of the Kingdom and "Everybody gets to play." That means we teach kids about prayer, the work of the Holy Spirit, and the in-breaking of God's Kingdom – then, we give them the opportunity to try it for themselves in a safe, low-pressure, no-hype environment.

Finally, we promote young leadership. Whether it's encouraging natural leaders on the teams, equipping returning college students to become counselors or Clear Team members, or putting young people in positions of responsibility in the worship and tech teams, we believe that experience is an excellent teacher. Furthermore, we believe that Campers will be inspired by seeing their peers in leadership, and be more likely to step into leadership roles of their own. We don't seek to merely entertain kids with antics from stage, but rather to inspire kids into action by turning our focus from the stage and onto them.

### **What do we do?**

We coordinate/operate a week-long summer camp for 6<sup>th</sup>-12<sup>th</sup> graders, consisting of games, worship services, teaching, classes, outdoor activities, and small community.

## **CAMP VINEYARD TERMS**



### **Color Teams**

We split the Campers into teams, themed around a certain color. Each team has a minimum of 4 counselors, one male and one female for both the Junior and Senior Campers. Teams will be made up of kids from all over the region, not just one or two churches.

### **Clear Team**

This is our name for the Staff and any other volunteers who are not part of a Color Team. The Clear Team is made up of the Game Teams, Deans, Medical Staff, Neat! Group leaders, and the Site Staff.

### **Counselor World**

At Camp, it's the air-conditioned haven where we have cold drinks, snacks, and a place to relax. It's also the Camp Vineyard office and staging area for event prep. At [campvineyard.com](http://campvineyard.com), it's the hub for Volunteer training.

### **Color Team Competition**

These are the weird, fun semi-sports that teams will play throughout the week. The team can win points for their performance in the game as well as their sportsmanship and attitude.

### **Big Game**

A large-group game played after dinner and before the Main Session each night. Sometimes it's a linked event (i.e. the Amazing Race), or 4 separate events throughout the week.

### **Points Competition**

Through the week, the teams will earn points for playing games, serving each other, and participating in all the events. We keep a tally of these points, and the top team at the end of the week is crowned champion!

### **Spirit Points**

As we call out young leaders at Camp, we want them to model servant leadership. To reinforce this, we offer lots of opportunities for teams to earn Spirit Points for serving each other through things like cleaning the cafeteria, helping set up for events, etc.

### **Neat! Groups**

A selection of small group classes and activities that include both practical ministry training (worship, missions, leadership, etc.) taught by some of the Vineyard's best and brightest, as well as traditional summer camp activities (archery, science, crafts, canoeing, climbing wall, etc.) Campers select their Neat! Groups during registration before Camp.

### **Cabin Time**

The small group time after curfew. Counselors are generally bunked with their church group, so this is a prime opportunity to debrief the day, and work on the important relationships that will need to be maintained back home.

### **Morning Thing**

Morning get-together after breakfast. Any announcements will be given at this time. After a short worship set, the Site Pastor (or the speaker) will lead the kids in a short lesson on "Doin' the Stuff", as John Wimber called it.

### **10-Minute Checkup**

Small group time for the teams, split up by Junior/Senior and male/female. Counselors can use the Daily Devotionals as a guide, but the specific prayer topics can be found in the Camp booklet.

### **Volunteer/Staff**

An inclusive term for all adult participants at a Camp Vineyard event. This includes Cabin and Color Team Counselors, Clear Team Members, Speakers, adult Band members, other contractors, Nursing staff, Deans, Site Pastor, Site Coordinator, and Site Director. See the Job Descriptions below for particular duties.

### **Host Church**

The host church is the Vineyard church responsible for organizing the event, collecting registration information and payments, paying the rental site and contractors, etc. The host church will always be the church named on the release form.

## **JOB DESCRIPTIONS**



### **Site Director**

The Site Director is responsible for overseeing the safe, effective, and fun operation of a Camp Vineyard site. It is their job to ensure that the programming, games, and activities are consistent with the values and culture of Camp Vineyard.

### **Site Coordinator**

The Site Coordinator oversees the operation of the different segments of the Clear Team. The Site Coordinator is also responsible for the check-in and check-out of Campers, Volunteers/Staff Members, and Visitors.

### **Site Pastor**

The Site Pastor is the gatekeeper for Vineyard theology, and is the go-to for pastoral counseling/coaching during the week. As the head of the Deans, the Site Pastor is responsible for discipline during the week.

## **Dean**

Deans are responsible for bed check in their assigned cabins each night, as well as serving the counselors on their assigned Color Team for discipline, safety, Camper tracking, or pastoral counseling issues.

## **Counselor**

The Counselor's first job is to be a chaperone, ensuring Camper safety. We use the term "Counselor" because it's a familiar camp-related term, however that does not indicate any kind of formal licensure. Counselors, whether in their teams or their cabins, are the first line of care for Campers. A Counselor should be an encourager, leading the team, cheering on the kids, setting the standard for participation and engagement. Any disciplinary issues should be referred to a Dean. Also, should anything come up during the small group discussions or any other time at Camp that requires reporting, this must be done immediately to a Dean, Site Pastor, Site Coordinator, or Site Director. See the sections on Camper Safety, Camper Tracking, and the Child Protection System for more information.

Most Counselors will be both a Cabin Counselor and a Color Team Counselor. Cabin Counselors are responsible for a cabin of Campers (most likely from their home church group) from curfew through arrival at Morning Thing. Color Team Counselors responsibilities for their Color Team begin at Morning Thing and last through to the end of the Main Session, with breaks around meals and Free Time. See the Camper Tracking Procedures section for more detail on responsibilities at particular times of the day.

## **Game Team**

Sub-set of the Clear Team that is responsible for the Color Team Competitions, Big Game, or any other large-group game programming. The Game Team will organize and stage the game equipment in Counselor World, set up and run the games at the appropriate locations, and clean up after the games are completed. Being a member of the Game Team prevents an individual from being a Color Team Counselor, but not from being a Cabin Counselor.

## **Medical Staff**

Sub-set of the Clear Team made up of licensed Nursing and First Responder professionals. See the First Aid policies section for a more detailed explanation of duties and policies.

# **PHILOSOPHY OF COMPETITION**



"We do the silly in order to be heard on the serious." Through the games and events, we build a shared story with the students. The week-long Points Competition is something that will require a variety of skills (athletic, mental, spiritual, leadership, etc.) to win. It is not only winning points in the bizarre sports we invent for Color Team Competitions, nor are the points completely random or meaningless. There are two basic types of points: Game Points and Spirit Points.

Game Points are earned by performance in the CTC's, Big Game, and any other event we deem to be a points event. For the CTC's and Big Game, these points will be set as part of the rules of the games.

Spirit Points are a little less clear-cut. While games will have a set amount of Spirit Points that can be earned (1,000 max per event), teams will be encouraged to volunteer in things like cleaning up the cafeteria, helping

with setup of large events, or other service-minded activities. These volunteer activities are spontaneous in nature, and sometimes hard to keep track of. Only Clear Team members can award Spirit Points, and they are encouraged to let the Site Director know about a team or individual they find particularly noteworthy.

Thursday's Big Game will be the last chance for Game Points, Friday's breakfast will be the last chance for Spirit Points. The top 2 teams will be announced in Friday's Closing Session.

Ultimately, the Points Competition exists to encourage teamwork and service – characteristics essential for burgeoning future church planters, pastors, leaders, and volunteers.

**General guidelines on Spirit Points for Clear Team members:**

Spirit Points have meaning and shouldn't be handed out by the thousands for every small action. We want a balanced competition that advocates teamwork. So, when you award Spirit Points, keep in mind the number of team members involved. **A coordinated task involving many (8-10+) members from a single team is worth 1,000 points.** Minor tasks involving a couple of team members (i.e. carrying something for you, holding a door for someone, other random acts of kindness) are **between 100-300 points.**

One exception is small group and prayer times. Since these are arguably the most spiritual times, they are also exempt from the Points Competition. We don't want to superimpose an arbitrary scale onto the things that are serious, and we want to be sure kids feel free in those times to address real needs.

So, as you go through your day, note the good things the kids will be doing. We recommend keeping a pencil and scrap of paper handy so you can record any Spirit Points you award, or call in points over a radio to the Site Director. Be sure the Site Director knows what you awarded each day so that the following morning's points total is correct.

# GENERAL POLICIES



## STAFF/VOLUNTEER CODE OF CONDUCT

We will ALWAYS be above reproach when interacting with Campers both in and out of Camp. Our actions and intentions must always be pure and honoring to God. The interaction between Campers and adults must be taken with the utmost concern and seriousness by every Counselor and Clear Team member.

The following are guidelines for appropriate/inappropriate conduct with Campers. These are not intended to be exhaustive, but are intended to convey the general guidelines for appropriate/inappropriate conduct.

### TOUCH

Appropriate:

- Handshakes, high-fives, fist bumps
- Short “Sidewinder” hugs as a means of congratulations or greeting
- Arm around the shoulders (i.e. during prayer, once given permission by the Camper)
- Hand on the shoulder or head during prayer (again, only with permission from the Camper)

Not appropriate:

- Private back rubs, arm tickles, massages, etc.
- Touching of private parts (**NO EXCEPTIONS**)
- Touching a child in anger, disgust, or frustration
- Frontal hugs with the opposite sex
- Sexual or quasi-sexual embraces
- Lap sitting
- Kissing
- Intimate wrestling or tickling
- Physically demeaning humor (wedgies, etc.)

### TALK

Appropriate:

- Verbal praise for achievement or behavior
- Verbal encouragement
- Scripturally-based teaching

Not appropriate:

- Compliments or questions related to physique or body development
- Sexual jokes, or innuendoes
- “Locker room” or “bathroom” humor
- Swearing or vulgar language.

- Verbal harassment, abuse, or threats
- Individual secrets or special gifts
- Sexual coaching or conversation

## TERRITORY

Appropriate:

- Public one-on-one interaction (see policy below)
- Group or public environments

Not appropriate

- Sitting or lying on a bed with a Camper
- Private, secluded one-on-one interactions

## SHOWER & CABIN PROTOCOL

Staff, volunteers, and Campers shall never be allowed to sit or walk around the cabin or cabin area without a towel or clothing covering private areas of the body. Towels must be worn at all times going to and from the shower, **NO EXCEPTIONS**. It is a violation of this policy to display sexual body parts intentionally, ***even as an attempt at humor***. This includes “mooning”, “flashing”, or any other inappropriate behavior. **Just don’t do it, or tolerate it, at all.** Removal of swimsuits will NOT be allowed for swimming at ANY time.

### One-on-Ones

All one-on-one interactions between adults and Campers must be done in a public place with others visible. They must be seen, though not necessarily heard. A third person is always encouraged in these settings. While serious personal discussion demands a certain amount of privacy to protect the Camper’s right to confidentiality, this must be balanced with a Staff member or Volunteer’s right to not be put in a situation with an appearance of impropriety.

As a rule, no adult is to ever be behind a closed door alone with a Camper, including in the cabins. For Neat! Groups or other classroom settings, curtains/blinds must be always open to public areas.

### Cabin Areas

No guys are ever to be in the girls’ camps or cabins, and no girls are ever to be in the guys’ camps or cabins. These areas will be clearly explained in the Opening Session. With the rare exception of a genuine emergency where you have a legitimate need to be in the area, there is no reason for you to be in the camp areas of the opposite sex, period.

**NOTE:** Remember, these rules/policies are for the protection of everyone and must be followed at all times. ANY infraction of the above policies will be grounds for consideration of immediate dismissal. A violation of one of these policies, even unintentionally, could be misunderstood by Campers, staff, or parents, and could potentially result in serious legal consequences. We take this **VERY** seriously.

## CAMPER CODE OF CONDUCT



### **Always respect other Campers' physical boundaries:**

Camp is not a place for boyfriend/girlfriend relationships to be established or pursued. We understand that teens may come with their boyfriend/girlfriend or develop an interest while at Camp. However, this is not the place for the pursuit of romance, and all Campers will be expected to abide by the following:

- No guys are allowed in the girls cabins or cabin areas, and no girls are allowed in the guys cabins or cabin areas
- No kissing, “making out”, or intimate touching
- No sharing of shower or bathroom stalls
- Everyone sleeps in his/her own bed
- No hitting, kicking, slapping, or punching
- No touching of private areas of the body (including slapping someone on the rear)
- No physically demeaning humor (wedgies, etc.)
- No walking around cabin or shower areas without covering private areas of the body

### **Always use appropriate verbal communication**

- Tell the truth
- Be clear
- Don't be a gossip
- No profane, “locker room”, or “bathroom” language

## DISCIPLINARY PHILOSOPHY



It is the policy of Camp Vineyard to use positive reinforcement wherever possible to encourage good behavior, teamwork, and personal growth in all participants at a Camp Vineyard event. In the event a situation arises that requires disciplinary action, the following procedures will be followed. In all such events, individuals are to be treated with respect, and in accordance with all other conduct policies in this manual.

### PROHIBITION OF CORPORAL PUNISHMENT

Any form of corporal punishment by a Camper, Counselors, Clear Team Member, or other person is **STRICTLY PROHIBITED. THERE WILL BE NO EXCEPTIONS.**

## CAMPER DISCIPLINARY POLICY



### **Counselors and Neat! Group Leaders**

Counselors and Neat! Group Leaders should refer any disciplinary situation to the responsible Dean (or the Site Pastor if the Dean is unavailable). Try to “De-fuse” the situation, but do not allow Camper to wander off.

***Counselors/Neat! Group Leaders should not attempt to handle a disciplinary situation on their own.***

## Deans and Site Pastor

1. Remove the Camper from the situation, following guidelines for one-on-ones.
2. Communicate care, love, and concern for them.
3. Define the inappropriate behavior without attacking their character.
4. Communicate lack of tolerance for the behavior and explain the reasoning.
5. Partner with them in helping them change the behavior.
6. Seek the root of the problem.
7. Administer consequences with the help of the Site Pastor or Site Director. These can include removal from activities for a period, personal apologies to those affected, temporary assignment to a Work Crew (see below), or even dismissal from Camp. ***Again, corporal punishment is not allowed under any circumstances.***
8. Spend time extending grace and forgiveness, and work to restore the relationship.

## Work Crew

Work Crew is a temporary assignment to assist specific members of the Clear Team with Camp-related tasks. Care should be taken to not put the Camper in an embarrassing situation. Additionally, any tasks should be limited to those deemed to be safe according to the Exposure Control policies. For example, assisting in cleanup after activities or trash removal (while wearing appropriate protection) is acceptable. Work Crew assignment should not last more than 4 hours, and the responsible adult should seek to build a good relationship with the Camper. These are teachable moments, positive reinforcement and encouragement are the order of the day.

## Dismissal from Camp

Dismissal should only be done in the most serious situations (or in accordance with other policy), with consultation with the Site Director, Site Pastor, Dean, and the Camper's group leader. Should dismissal be necessary, the Camper's group leader and parent/guardian will be notified. The parent/guardian will be responsible for transportation arrangements. Notify the host church's leadership of the Camper's dismissal as soon as possible.

## Criminal Offenses

In the event the Camper has done something criminal, either in violation of the law or of the Child Protection System policies or other general policies, authorities will be notified along with the group's leader, and the parent/guardian. Follow all instructions from local authorities. Notify the host church's leadership of the situation, and follow all applicable procedures outlined in the Child Protection System.

## STAFF/VOLUNTEER DISCIPLINARY POLICY



The Site Pastor and Site Director are ultimately responsible for discipline of the Staff/Volunteers. This includes all Counselors, Clear Team Members, and any person serving in a staff, contractor, or volunteer capacity. If it becomes necessary to discipline a staff member, contractor, or volunteer, the following guidelines are to be followed:

1. Remove the person from the situation, following guidelines for one-on-ones.
2. Communicate care, love, and concern for them.
3. Define the inappropriate behavior without attacking their character.

4. Communicate lack of tolerance for the behavior and explain the reasoning.
5. Partner with them in helping them change the behavior.
6. Seek the root of the problem.
7. Administer consequences. These can include removal from activities for a period, personal apologies to those affected, or even dismissal from Camp. ***Again, corporal punishment is not allowed under any circumstances.***
8. Spend time extending grace and forgiveness, and work to restore the relationship.

### **Warning System**

Any time discipline of a staff member, contractor, or volunteer is necessary, the following warning system is to be employed.

1. First Offense – Verbal reprimand delivered by Site Director or Site Pastor in accordance with above guidelines.
2. Second Offense – Written warning, delivered to the person and documented in Site Director’s Log. This warning should include a reminder of these disciplinary policies and potential consequences of repeated offense.
3. Third Offense – Second written warning, delivered to the person and documented in Site Director’s Log. This warning should include a second reminder of these disciplinary policies and potential consequences of repeated offense. Individual should be removed from position of responsibility or oversight of Campers.

At the discretion of the Site Pastor and Site Director, this may instead be a written dismissal notice. See Dismissal section below. Future invitation to any Camp Vineyard-sponsored event may be forfeited. If a paid contractor position, such as a speaker or band member, payment may be forfeited, and the contract considered breached by the individual.

4. Fourth Offense – Written dismissal notice, see Dismissal section below. Future invitation to any Camp Vineyard-sponsored event may be forfeited. If a paid contractor position, such as a speaker or band member, payment may be forfeited and the contract considered breached by the individual.

Note that any potential Criminal Offenses skip the verbal and written warnings and go directly to the Criminal Offenses section below. The warning system laid out here **does not** supersede the procedures outlined for child protection in the Child Protection System. Refer to that section for disciplinary procedures concerning potential violations of that system.

### **Dismissal from Camp**

Dismissal should only be done in the most serious situations after three warnings (or in accordance with other policies), with consultation by the Site Director, Site Pastor, and the person’s group leader. Should dismissal be necessary, the person’s group leader and senior pastor will be notified. The person will be responsible for transportation arrangements.

Notify the host church’s leadership of Staff/Volunteer person’s dismissal as soon as possible.

## **Criminal Offenses**

In the event that the person has done something criminal, either in violation of the Child Protection System policies or other general policies, authorities will be notified along with the group's leader. Follow all instructions from local authorities. Notify the host church's leadership of the situation, and follow all applicable procedures outlined in the Child Protection System.



## **CAMPER SAFETY POLICY**

*360-degree supervision: Primary supervision is when you're directly responsible for a group of Campers at any given time. Secondary supervision is like free time where you don't have a specific group, but should be "eyes open" for the Campers around you. Ask "Who are they", "Where are they," "What are they doing?" for the Campers and Volunteer/Staff you see around you.*

### **General Policies**

- Prior to the Camp Vineyard event, parents will sign a release form.
- Campers will be expected to follow the schedule and participate in events.
- Sickness and accidents should be promptly reported to the Medical Staff, either via a Counselor/Dean/Clear Team member or directly by a Camper
- Cell Phones, media players, tablets, video games, and other handheld electronics are discouraged to create a more positive, interactive Camp environment.
- In case of willful disobedience or inappropriate behavior, the Site Director and Site Pastor reserve the right to dismiss and exclude such persons from further participation in the Camp Vineyard event without refund of money. See the Dismissal sub-section of the Disciplinary Policy section.

### **Abuse Tolerance**

Camp Vineyard has ZERO TOLERANCE for abuse from Campers or Volunteer/Staff. It is the responsibility of every Camp Vineyard representative, Staff member, and Volunteer to always act in the best interest of Campers in every program.

In the event any staff member of volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is the personal responsibility of each such staff member or volunteer to immediately report their observations to a supervisor (Dean, Site Pastor, Site Coordinator, or Site Director as appropriate).

### **Reporting Suspicious or Inappropriate Behaviors**

Camp Vineyard is committed to providing a safe, secure environment for Campers and adults. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported in accordance with this policy and state law.

Camp Vineyard intends to create and foster a culture of communication, reporting safety concerns and policy violations. Supplemental training will be provided for all volunteers and staff members to help identify behaviors related to abuse. Staff members and volunteers are asked to report any policy violations or any suspicious behaviors to a supervisor or the Site Director.

## Enforcement of Policies

Camp Vineyard staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Camp policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment for both volunteers and staff members.

*See the Child Protection System section for a fuller explanation of policies, procedures, and methods to protect our Campers from abuse.*

## ACCIDENT PREVENTION



Accidents usually occur where there is little to no supervision by Volunteer/Staff members. Campers should not be left alone in the cabin areas (See Cabin Policy below). Many of the other policies in this Manual which deal with preventing accidents in different situations are covered in the Camper Tracking section below.

Deans are charged with being sure no Campers are in the cabin areas during scheduled activities. As detailed in the Child Protection System, no adult should be alone with a Camper at any time.

Because much of the Camp Vineyard programming involves high-energy outdoor games and activities, care must always be taken with regard to Camper safety. At no time may any Camp Vineyard event employ the use of “Giant Earth Balls” or any other similar ball because of the high likelihood of injury.

In case of wet or muddy fields, the Site Director has the final decision on whether to allow a scheduled event to occur or continue. For events that involve the rental site activities, the Site Director will work in conjunction with the rental site’s representative to ensure Camper safety in these activities, including the possible postponement or cancellation of those activities.

## THREATENING BEHAVIOR



If ANY of the situations listed below occur, the Site Director will complete an entry in the Site Director Log. Camp Vineyard has a **ZERO TOLERANCE** policy for threatening behavior from any participant. Threats to kill or harm any person while on site will result in dismissal without refund. Threatening comments to those outside the boundaries of the site will be reported to the Site Pastor and Site Director.

- Any comment by a Camper or Volunteer/Staff member alluding to having a weapon on site should be immediately reported to the Site Pastor and Site Director. The Site Director will relay this information to the rental site representative as soon as possible.
- Any report of any individual making threatening statements should be immediately reported to the Site Pastor and Site Director. The Site Director, at their discretion, should report this information to the rental site representative as soon as possible.
- Comments by anyone supporting/glorifying mass violence/school shootings/terrorism/etc. will be investigated in a timely manner by the Site Pastor and Site Director.
- Comments by Campers or Volunteer/Staff members alluding to bomb making, conspiracy to commit murder, or other similar comments will be taken very seriously and will be investigated immediately by the Site Pastor and Site Director.
- In all cases, credible threats should be reported to the rental site representative as soon as possible.

## WEAPONS



Though individual sites may have their own policies on weapons, weapons of any kind are not allowed to be in the possession of Campers, without exception. Confiscated weapons will be stored in a secure location, to be arranged with the rental site, away from Campers.

The following are prohibited for ANY participant: firearms, bows/crossbows, incendiary devices, clubs, Tasers, or any other items deemed by the Site Director as dangerous or likely to cause physical or emotional harm to others.

Volunteer/Staff members may carry utility pocket knives, but must maintain possession of them or secure them in a locked area.

**Note:** Since rental sites may have archery, sharpshooting, or other activities that may involve items considered as weapons under this policy, this policy *should not* be read as to exclude those activities. Site Directors and Coordinators are free to schedule any activities the rental site offers, as long as the rental site has trained employees or trained 3<sup>rd</sup>-party contractors to safely facilitate the activities according to their policies.

## CAMPER MEDICAL EMERGENCIES – PARENT CONTACT & STAFF SUPPORT



The Medical Staff shall contact the parent/guardian of a Camper when a trip to the hospital or Urgent Care Center is necessary, and verify the insurance and health information. The Camper's medical release form and any medical information that was turned in at registration or check-in shall accompany them to the hospital or Urgent Care Center. Additionally, the Camper should, if at all possible, be accompanied by a member of the medical staff and a representative from the Camper's church group (preferably the pastor/group leader or parent if on-site). The representative of the Camper's group shall keep the parent/guardian updated on the status of the Camper. Upon the Camper's return to Camp, the head of the Medical Staff shall update the Site Director and Site Coordinator.

## CABIN POLICY



The Counselors in the cabins play a crucial role in the Camp environment. Cabin Time is an important step in building and maintaining the relationships that the Campers will need back home to keep their positive experiences at Camp from becoming merely a one-week occurrence. Counselors will be given an information sheet with topics and guidelines for Cabin Time at check in. Below are a few guidelines for keeping the cabins safe:

- If Campers are in the cabins, a Counselor or other Staff/Volunteer must be present.
- As detailed in the Child Protection System, no adult should be alone with a Camper **AT ANY TIME**, so Staff/Volunteers should work in pairs.
- Assist the Campers with Clean-up on Friday morning.
- Be on the lookout for health and safety concerns in the cabins, around the cabin areas, and in the bathhouses.

- Food or drinks are discouraged in the cabins.
- Noise after Lights Out should be kept to a minimum.
- In cabins that have internal doors between sleeping areas, these doors should remain open. Exceptions will be made if the individual sleeping areas have 2 or more adult Volunteer/Staff members present.
- Counselors are encouraged to choose the bunk closest to the door, keeping the exit clear in case of an emergency.
- Monitor behavior of both Campers and other Volunteer/Staff members.
- Improper or unsafe activities will not be tolerated.
- Taking photos and videos inside the cabin is discouraged.
- If an emergency arises during the night, get in touch with the Dean of that cabin area as soon as possible.
- Campers are required to stay in their cabins/rooms during the night, except for bathroom or First Aid/Emergency trips. Campers caught violating this policy will be subject to discipline, including possible dismissal from the event, per the disciplinary policies outlined above.

*If you're watching the videos, it's time for a Trivia Break! Stand up, stretch, and take a guess.*



## CELL PHONE & INTERNET POLICY

### FOR CAMPERS

All Camper cell phones/smart phones/tablets/internet access devices will be collected (along with any other electronics) at Check-In. Items will be labeled clearly with the Camper's name and grouped with other items belonging to their church group. These may only be used with the permission of the Site Director, Site Coordinator, or Site Pastor, and will be returned to storage immediately after usage.

Parents needing to get in touch with their Campers will be provided a number to call or text should something arise during the week of Camp.

Unless there is an emergency need, Campers will not have access to the internet for the duration of Camp.

### FOR VOLUNTEER/STAFF MEMBERS

Adult Volunteer/Staff members are welcome to keep their phones with them throughout the event. However, we ask that their usage be limited – especially during events and free time. Just like the Campers, we are here to get away from distractions, and we have the additional charge of ensuring the safe operation of the event. Therefore, we ask that phone usage be minimized.

Internet access will vary from site to site, however Camp Vineyard will strive to provide Wi-Fi access in at least one public spot (usually Counselor World) on site. Since these sites are often remote, and the internet access device may be nothing more than a cellular hot spot, we ask that internet usage be kept to a minimum. Use of high-bandwidth services such as streaming media services is discouraged.

At all times, only appropriate content may be accessed/published on the internet. No illegal, racist, pornographic, or otherwise inappropriate material may be accessed, downloaded, or otherwise viewed/employed. Also, all internet usage should be considered public/unsecured as Camp Vineyard has no control over the host site's network or infrastructure.

## DINING ROOMS



Volunteer/Staff members should be present at every table to encourage interaction between Campers, Counselors, Clear Team, and any other Volunteers/Staff. Adults and Campers should not enter the kitchen areas, unless invited, due to health department regulations.

During each meal service, Color Teams have the opportunity to “call” clean-up duties in order to earn Spirit Points for their team. The Site Director will explain the rules for “calling clean-up” at the beginning of the week during the Opening Session, as they may change from site to site. Clean-up duties are available for every meal service; however any meals before the Opening Session do not count for Spirit Points.

## AUTOMOBILES, GOLF CARTS, OR OTHER MOTORIZED TRANSPORTATION



All automobiles brought on-site by Staff, Volunteers, and Campers will remain parked. Church Vans or other automobiles **MAY NOT** be used to “bus” Campers or adults around to different portions of the Camp. An exception is made for the emergency transport of an injured Camper or adult.

Automobile parking will be done in compliance with the parking policies of the host site.

Campers are NOT allowed to ride in golf carts, except if being transported by a member of the Medical Staff or other adult for a medical reason.

## BOUNDARIES



All Camp Vineyard events and participants should remain within the bounds of their rental host site. Since some sites may be hosting multiple groups, all Camp Vineyard events and participants should stay within the area reserved for Camp Vineyard. Site Directors and Site Coordinators are responsible for ensuring compliance with this policy, and for handling the relationship with the rental site should a conflict arise.

Males may only enter Male cabin areas, and Females may only enter Female cabin areas. Though some sites may have public walkways near the cabin areas of the opposite sex, all participants in all Camp Vineyard events should maintain their distance from these areas. “No Guys” and “No Girls” signs will be posted signifying the boundary line between the public area and the cabin area should the natural terrain not provide a visible boundary.

Unless specified, all rental site activities (i.e., Lake activities, Ropes courses, Pool, etc.) are off limits unless a trained representative of the rental site is present and there is a Camp Vineyard activity schedule for that time.

Some areas (i.e., Machine shops, pump rooms, kitchens) of the rental site will be off-limits at all times due to safety concerns or health/safety codes.

## SITE SECURITY



Many sites will have a security gate at the camp entrance which will be opened or closed according to the site's policies. The Site Director should understand and communicate this policy to the rest of the Volunteer/Staff members. Volunteer/Staff members are discouraged from leaving Camp for recreational reasons, especially during the night. Any Volunteer/Staff member leaving should notify the Site Coordinator, letting them know the reason for the trip, and notifying the Site Coordinator upon their return.

Visitors are discouraged from interfering with the event. Anyone not directly involved with the Camp Vineyard event must check in with the Site Coordinator and must leave the site following the Evening Session and before Curfew. Registered visitors will be given a Visitor tag. **Any Volunteer/Staff members noticing strangers on campus without a Visitor tag should immediately report this to the Site Coordinator.**

## SAFE BOX

As explained below in the Child Protection System, in order to provide a higher level of communication and protection, a Safe Box will be placed in the First Aid room. For sites that have multiple First Aid rooms, the location of the Safe Box will be clearly indicated, and the Campers and adults informed of its location during the Opening Session.

The Safe Box will be used for Campers to write a "Safe Note" about subjects they feel uncomfortable revealing to a staff member. The Safe Box concept will be discussed by the Site Director on the first day of Camp, and the location of the Safe Box will be clearly explained. Contents of the Safe Box may only be unlocked by the Site Director and a designated volunteer who does not have access/control with Campers (or, if possible, a representative of the rental facility) present. The contents of the Safe Box will be filed in the Camp records, and held on file for the appropriate period for Camper information.

## YEAR-ROUND MINOR CONTACT GUIDELINES



Building relationships is a core component of what we do at Camp. It's our desire that all the healthy relationships that are formed during the week of Camp continue to be invested in during the other 51 weeks of the year. However, it's critical that this investment is done in a safe way that protects everyone involved. Therefore, we suggest the following guidelines for interaction throughout the year.

To the Volunteer or Staff member: These guidelines are just helpful suggestions. Camp Vineyard assumes no responsibility for your conduct outside of any Camp Vineyard-sponsored event. You are solely responsible for your own conduct.

### General Recommendations

All personal communication with minors must have parent involvement and/or approval. If parents do not want you to personally communicate with their child, that desire **MUST** be honored, and no further attempts made to communicate with that child. Potential communication must be with the same sex.

Ensure all communication and in-person contact is appropriate and encouraging. Carefully consider what you say and do and how it will be perceived by all involved and be a positive role model at all times.

### **Phone Calls/Texting**

All personal phone calls or texts must have parent involvement and/or approval. Calls should be limited in duration and frequency and made during appropriate hours to a home phone or parent's cell phone (unless you have approval from the parents to call another phone).

### **Written Commutation**

Be encouraging to the Camper, honoring to the parents, and edifying in content. All personal written communication must have parent approval and be done in a transparent way. If possible, use postcards rather than letters so that the parents can see what is being sent. If you write a letter, address it to the parents.

Camp Vineyard will not release home addresses for Campers.

### **Electronic Communication (Email and Social Media)**

Private electronic messages must have advance parental involvement and/or approval. (Ex. sent to parent, parent is cc'd, or parent gives prior approval.) Be aware of the implied messages sent by what you're posting to your social media profiles, as well as what is being shared by others on your profile. Closely monitor your social media profiles for appropriate material.

### **Visitation**

Camp Vineyard discourages home visits from volunteers and staff unless approved beforehand by the parents.

## **PERSONAL INFO POLICY**

During the process of registration and Volunteer screening, personal info including names, addresses, email, phone numbers, medical information, payment information, and, in the case of Volunteers, social security numbers will be collected. This information must be stored securely, using certified 3<sup>rd</sup>-party vendors for registration/payment processing and background checks.

Any digital copies of these records outside of the secure 3<sup>rd</sup>-party vendor(s) systems should be kept on a device with a password, and not sent through unsecure forms of transmission, such as email. The password should not be shared with unauthorized persons.

Any printed copies of these records must be kept securely, under lock and key. Records that include social security numbers must be kept in accordance with the best practices outlined by the background check provider.

**Under no circumstances is personal info to be given or sold to 3<sup>rd</sup> parties for marketing purposes.** Note that this prohibition does not include "email blast" updates for an upcoming Camp Vineyard event that an individual has already registered for.

Medical info will only be released to qualified medical personnel in order to provide treatment and care as authorized by the Parent/Guardian or individual in the release form.



## EXPOSURE CONTROLS

Camp Vineyard seeks to maintain a safe environment for Campers and Volunteers/Staff by identifying situations at Camp that present a risk of exposure to potentially infectious blood or bodily fluids and educating Volunteers/Staff in effective measure to prevent such incidents through safe use of equipment and avoidance of exposure.

### HIGH RISK SITUATIONS: FIRST AID, CABIN STAFF, SUPPORT STAFF

The following are considered High-Risk situations for exposure:

- Applying or changing bandages on a bleeding wound
- Bedwetting
- Disposal of sanitary napkins
- Cleaning bathrooms
- Human bites
- Animal bites
- Giving mouth-to-mouth resuscitation in an emergency
- Handling items soiled from blood or other bodily fluids

### GUIDELINES FOR EXPOSURE

Good personal hygiene and common sense are essential for protection. Latex (or appropriate substitute) gloves should be worn whenever the potential for exposure exists. The following should be considered basic guidelines, and may be superseded by the instructions of a medical professional, first responder, or other appropriately trained professional present in an emergency situation.

- After every potential contact with blood, saliva, or other bodily fluids, the individual must wash their hands for a minimum of 15 seconds with warm water and soap.
- No one should place their hands in the mouth of another person
- Mouth to mouth sharing of food/objects is NOT allowed. This includes any games.
- Personal toiletry items are NOT to be shared.
- Bleeding or weeping/oozing cuts or abrasions are hazardous and should be covered by an appropriate bandage as soon as possible. Persons caring for a cut or abrasion must wear latex gloves (or an appropriate substitute in case of latex allergy).
- Items soiled with a person's blood or other bodily fluid should be washed with soap/water and/or disinfected with a bleach solution (1/4 cup of bleach for each gallon of water). Individuals must wear rubber or latex gloves (or an appropriate substitute in case of latex allergy) while washing all such items.

Since such cleaning will likely require a basin or sink belonging to the rental site, the rental site representative should be contacted so that the items are cleaned in an appropriate area.

- Hand washing before meals is to be highly encouraged. Hand sanitizer will be provided in the dining rooms as a secondary measure. All Campers and Volunteer/Staff members should use the sanitizer before meals to help prevent the spread of germs.

## COMMUNICABLE DISEASES POLICY

Camp Vineyard has a responsibility to fulfill its purpose and mission, as well as to protect the health, safety, and individual rights of its participants.

Approved sanitation practices will be followed to reduce the risk of contamination through garbage removal and cleaning. Though most rental sites will provide their own food service, in the event that Camp Vineyard is providing food service, approved practices will be communicated and employed in accordance with local guidelines.

At Check-In, Campers and Volunteer/Staff will speak to one of the Nursing staff. Persons with obvious symptoms of illness or a highly communicable disease will not be permitted at Camp. Persons with open/bleeding sores or wounds may be denied participation in activities that may involve physical contact. Additionally, these persons may be denied participation in lake or pool activities until the wounds are healed and they are released to participate by a member of the Nursing staff.

In the event of an epidemic or pandemic, these policies may be amended or superseded by state and local policies for that year's event. These policies will be in the Parent and Volunteer Pack for that year's event, available at <https://campvineyard.com/pvpack>

## TYPES OF COMMUNICABLE DISEASES

### Type 1

Diseases which may typically be transmitted through casual (non-sexual) person-to-person contact that could normally occur are Type 1. These include, but are not limited to the following:

- Measles
- Chicken Pox
- Pink eye
- Severe cold
- Severe cough
- Scabies
- Lice or other vermin
- Ringworm of the body
- Impetigo
- Epidemic Jaundice
- Gonorrhea
- Influenza
- Mononucleosis
- Strep Throat
- Mumps
- COVID-19

### Type 2

Diseases which typically **may not** be transmitted through casual (non-sexual) person-to-person contact are Type 2. These include, but are not limited to, AIDS/HIV. Camp Vineyard will consider each applying person with HIV on

an individual basis, but reserves the right to deny employment or services to anyone who is deemed to pose a potential threat to themselves or others by participating in a residential Camp program.

## PRESCRIPTION MEDICATION BEFORE CAMP: REGISTRATION



As a part of registration, parents will enter all prescription medications, allergies, pertinent medical history, special needs, or other appropriate medical information in the online form. For prescription medications, parents must also include a schedule of medication for each item.

Prior to Check-In, the Medical Staff will be given a report containing the name, home church, emergency contact, team, bunk assignment, and the above information for every individual at the event.

Prescription medication and all over-the-counter medications sent with the Camper must be packed by parents in the original container, not a "Pill Box" or other storage. Medications should be sent in a Ziploc bag with the Camper's name on it and schedule of medication included. Epi-pens and inhalers should be labeled with the Camper's name.

## PRESCRIPTION MEDICATION: CHECK-IN AND CHECK-OUT



At Check-In, the Medical Staff will speak to every individual attending the event. Campers or adults with prescription and/or over-the-counter medication will give their bags to the Medical Staff at this time, and discuss any questions about the medication schedule or other medical needs.

Medical Staff are empowered to make a quick assessment of any individual displaying signs of illness, whether or not they are turning in prescription medication or have special medical information noted on the report. Any individual showing signs of illness should be removed for care to the nearest First Aid station. Should an emergency situation arise, Medical Staff should make a professional decision, providing appropriate care and notifying appropriate medical services in the best interest of the individual.

Following Check-In, Medical Staff will organize medications for their assigned areas and be present to provide medications at meals and bedtime. The report with special instructions and sensitive medical info should be kept secure in the appropriate First Aid Station or in a Medical Staff member's immediate possession. Keys will be obtained for each First Aid Station so that prescription medications and medical information are kept secure.

After the final meal, during the Closing Session (or immediately following), the Medical Staff will return all medications to the church group leaders, to be returned to the parents upon arrival at home.

## MEDICATION SCHEDULE

Medical Staff shall keep a schedule of medication for every individual, noting scheduled times for medications during the week. At each scheduled time, a member of the Medical Staff will administer medications and record the administration on the medication administration record.

Medical Staff will retain these medication schedules, and turn them into the Site Director at the completion of the event. These will be kept in a locked file at a storage location designated by the host church.

# CAMPER TRACKING PROCEDURES

## CAMPER TRACKING OVERVIEW & SCOPE



The job of keeping track of our Campers is a partnership with our Color Team Counselors, Neat! Group Leaders, Cabin Counselors, and Deans. So we are completely clear on how to keep track of our Campers we have drawn up these procedures so each leader knows and understands their role at all times. The following sections are divided by time of day.

The basic flow of Camper tracking information is this:

***Counselors/Neat! Group Leaders >> Deans >> Site Pastor >> Site Coordinator and Director***

Counselors/NG Leaders: Should your assigned Dean be temporarily unavailable at any point, jump to the next available link in the chain. All of the members of the Clear Team responsible for Camper safety will have a radio on their person, and should be easily accessible if the need arises.

If at any point, a Camper should be missing, reference the “Lost Camper” section of the Emergency Procedures.

## RISE & SHINE



### **Cabin Counselors**

At 7:30am it is the job of the Cabin Counselor to get all the lights on, getting Campers up and moving so they can head to breakfast. If some Campers are slow to get moving, or outright refuse, let the Dean of that cabin area know.

### **Deans**

After breakfast, all Deans need to make a check of each individual cabin in their area to ensure all kids are heading towards the Chapel or other main meeting space.

## MORNING THING



### **Color Team Counselors**

At this time, a Counselor’s main responsibility changes from the Campers in their cabin to the Campers on their Color Team. Upon arrival at Morning Thing all Campers need to check in with their Color Team Counselors. A list will be provided for the Counselor to use. Turn that in to the Site Director or other Site Staff member on stage (and yes, there are points involved).

### **Deans**

By this time, Deans’ main responsibility becomes their assigned Color Team(s). If a team has a student missing, find out the last location the student was known to be, and begin a search there.

## SMALL GROUP (10-MINUTE CHECK-UP)



### **Color Team Counselors**

Color Teams will be split into 4 small groups by male/female and Junior/Senior Camper status. An individual counselor will be responsible for their assigned portion of the team. Counselors should ensure that they have their assigned Campers together before leaving the Chapel.

### **Deans**

Go to each of the small groups of your assigned Color Team to make sure all the Campers are accounted for and in the right place. If all Campers are not there within five minutes of starting time, a search needs to be undertaken by the Dean.

## NEAT! GROUPS AND COLOR TEAM COMPETITIONS



For many Camp Vineyard events, the schedule will be split for Junior and Senior Campers. While Junior Campers are playing their Color Team Competitions, Senior Campers will be in their Neat! Groups, and vice versa. Color Team Counselors, Neat! Group Leaders, and Deans will need to work together to ensure Campers are where they are supposed to be.

### **Site Coordinator**

The Site Coordinator will hand out the Neat! Group attendance sheets (as required based on the schedule) for that day to the Neat! Group leaders no later than the 10-Minute Check-Up each morning.

### **Neat! Group Leaders**

All leaders will have radios. All leaders will need to take attendance and make sure all Campers are accounted for within the first 5 minutes of their group's start time. All leaders then need to radio the Neat Group Coordinator to let them know that their group is accounted for, or to let the Neat! Group Coordinator and Dean know of a missing Camper. Also note on the attendance sheet any other Volunteer/Staff or rental site staff members that are participating in the group.

### **Deans**

All Deans should check in with assigned Color Teams at the Color Team Competitions first but be aware of any radio calls for a missing Camper on their assigned team.

### **Color Team Counselors**

All Color Team Counselors will ensure the portion of the team that is supposed to be present is fully accounted for, and let the assigned Dean know. If any Campers are missing, notify the Dean immediately.

## FREE TIME (AFTERNOON AND EVENING)



### **Counselors, Deans, All Clear Team**

During this time, your main job is to be “eyes open” (see “Secondary Supervision” in the “360 Degree Supervision” section of the Child Protection System) for any unsafe situation, whether or not it involves Campers from your home church/Color Team/etc. Ensure that only boys are in boys cabins/cabin areas and only girls are in girls cabins/cabin areas. Keep an eye out for kids wandering off alone or in couples and use good sense for gauging the Campers’ activities.

Campers are encouraged to relax, to take a nap if they need it, and to get some rest. Free Time is an excellent time for informal interaction between leaders and Campers. Part of the mission of Camp Vineyard, as stated above, is to call out future leaders, and even a brief conversation during Free Time can be a life-changer.

## MEAL TIMES



During the mealtimes, depending on the site’s arrangement, it may be difficult to keep a formal attendance. Therefore, as with Free Time, it is the responsibility of the Deans, Counselors, and Clear Team to keep their eyes open for Campers, to prevent unsafe situations from developing, and to keep them from wandering off to places they shouldn’t be.

## BIG GAME



### **Color Team Counselors**

After arriving at the Chapel (or other assigned gathering place for the activity), the Counselors’ main responsibility again turns to their Color Team. As with Morning Thing, Campers check in with their Counselors. Notify the Dean if any Campers are missing. If the assigned Dean is not present due to checking the cabin areas, notify the Site Pastor, Coordinator, or Director (in that order of availability).

### **Deans**

After dinner, 15 minutes before the scheduled start of the game, Deans are to check their assigned cabin area to move Campers toward the Chapel (or other assigned gathering place). Deans should ensure they are the last person out of their area. Then meet with the Color Team Counselors at the Chapel/gathering place.

## MAIN SESSION



### **Color Team Counselors**

Depending on the specific programming, the Big Game may end in the Chapel. If it does, Counselors are to do another check-in of their team, and notify the assigned Dean (or Site Pastor if Dean is not available) that their team is either accounted for or is missing an individual or individuals.

Should the programming time allow Campers to return to their cabins before the Main Session, Counselors should make their way to the Chapel as quickly as possible. Deans will be responsible for clearing the cabin areas.

### **Deans**

If the Big Game ends in the Chapel, Deans should be present to help their assigned teams.

Should the programming allow Campers to return to their cabins, Deans must return to their assigned cabin areas first to ensure that the Campers are moved toward the Chapel as quickly as possible. Again, Deans should be the last to leave their assigned area. Once Deans arrive at the Chapel, they must check with the assigned Color Team's Counselors to ensure all Campers are accounted for.

Generally, some Free Time will follow the Main Session. At the start of that time, the cabin areas will be considered closed until assigned Counselors or Clear Team members are in place to monitor the cabin areas. As cabin areas are opened by the Site Staff, Campers will be allowed to return to those areas for showers.

## **CURFEW, LIGHTS OUT, OVERNIGHT**



### **Cabin Counselors**

At this time, the Counselors' primary responsibility returns to their cabin. Be present in/around the cabin to ensure all Campers are there. Once the Deans and Clear Team begin to send Campers back to their cabin areas at the conclusion of the night, any Campers that need night medication should be sent to the First Aid station or other designated area. During this time, Campers are allowed to shower and get ready for bed. The Site Staff will do their best to allow plenty of time for Campers to complete these activities, still, Counselors should encourage Campers to move along quickly.

After all Campers are in the cabin, accounted for, and the Dean has come by for bed check, Counselors can begin Cabin Time before Lights Out. Counselors should remain in the cabin overnight unless an emergency arises. Should anything happen in the cabin that requires any kind of disciplinary action, the Dean should be notified IMMEDIATELY. Deans will always be housed in cabin 1 of their area.

### **Deans**

Once the Deans and Clear Team begin to send Campers to their cabin areas, Deans should return to their assigned cabin area, and be present to encourage the Campers to get their night medications (if required) and any other preparations for bed done quickly.

For bed check, Deans must visit each individual cabin to do a roll call. Any Campers not present in the cabin may be in the bathhouse or First Aid station, so check in the bathhouse and verbally instruct them to hurry along. If they are not there, Deans should call the First Aid station. If a Camper is still not located, begin a search immediately. Ensure all cabins are accounted for and notify the Site Pastor of this status before going to bed.

Deans should keep their radios on a charger and remain in their assigned cabin area throughout the night.

# EMERGENCY PROCEDURES

The Site Director should be prepared for any foreseeable emergency. The Volunteers and Staff should be familiar with the overall emergency plan, and the supervisory staff (Site Director, Site Coordinator, Deans, Nursing Staff) need to be ready to implement said plans. In any emergency plan, the first element is knowledge of the emergency plan by the Site Director and the rest of the supervisory staff, followed closely by a demonstration of calm professionalism in the execution of that plan.

In the event of a major emergency, only the Site Director (or, if appropriate, another single spokesperson) should make public comments concerning the emergency. This should be done in coordination with the rental site's representative. Camp Vineyard will **always** cooperate with all state and local governing agencies.

## MEDIA RELATIONS

Relations with the media will be cordial and honest. All inquiries by the media will be handed by the Site Director or their designee. It is important that only one person speak on behalf of the Camp Vineyard program regarding any crisis. Information will only be provided as we are able to be sure of its validity and ensure that such information will not be harmful to a family.

## EMERGENCY MEDICAL PROCEDURES



In case of a medical emergency, use these general guidelines. See the Medication & First Aid section for more information for specific situations:

- Contact the Medical Staff.
- Keep the victim calm and comfortable.
- Ensure that the victim is breathing first, then address bleeding.
- If there is a possible back/neck injury, **DO NOT** attempt to move the person.
- Only report facts to the Medical Staff member or EMT. Do not attempt to diagnose.
- Keep other Campers and Volunteers/Staff away from the injured person.
- Notify the Site Director as soon as possible, who will, in turn, notify the rental site representative.
- If a Camper is transported off-site, see the **Camper Medical Emergencies** under General Policies.
- Always send registration and medical info with the Camper. Give the Camper's home address and insurance information.

## FIRE



In case of a fire emergency:

- Use fire extinguisher if possible.
- If needed, call 911.
- Immediately report the fire to the Site Director, who will report the fire to the rental site representative as soon as possible.

- In a cabin fire, evacuate all Campers and Volunteer/Staff immediately, taking the Cabin Assignment Sheet on the back of the door to ensure that everyone is accounted for.
- In a fire emergency during a main session or other large group activity, Counselors should use their checklists or cheat sheet name tags to account for Campers and Volunteers.
- In any other situation, account for Campers and Volunteers/Staff using whatever reasonable means are available.
- Keep roadways and waterfront (if applicable) clear



## SEVERE WEATHER- LIGHTNING, TORNADO, STRAIGHT-LINE WINDS



In case of severe weather:

- Seek shelter immediately. Site Director should use the radios to contact equipped Volunteer/Staff members to ensure that Campers and Volunteers are moved to a safe location in a quick manner.
- Stay away from tall trees.
- **Prior to the Camp Vineyard event, Site Directors should secure a copy of the rental site's severe weather plan and inform the Volunteers/Staff of their plan.**
- As a general rule, during a tornado warning, or if severe straight-line winds are expected, all persons should be moved to the lowest level of a structure, and away from all windows.
- If cabins are not on a slab foundation (i.e. "mobile home" or the boxcars at Woodland Camp), all persons should seek shelter in the nearest secure structure.
- If caught outside during a tornado warning or severe straight-line winds, lay in a ditch or low area.
- If severe weather occurs during sleeping hours, use the Cabin Assignment Sheet to ensure that everyone is accounted for.
- If severe weather occurs during a main session or other large group activity, Counselors should use their checklists to account for Campers and Volunteers.
- In severe weather occurs in any other situation, account for Campers and Volunteers/Staff using whatever reasonable means are available.
- Following the severe weather event, keep Campers away from debris, fallen power lines, etc.



## INTRUDER ALERT



If an intruder is reported:

- Campers and Volunteers/Staff should return to their cabins or nearest shelter. Groups already inside should shelter in place.
- Account for all Campers and Volunteers/Staff using whatever reasonable means are available.
- Lock all doors, if possible, and remain quiet.
- Site Director will notify rental site representative and call 911 if applicable.



## LOST CAMPER (OR OTHER PERSON)



Should a Camper (or any other person) not be accounted for, and a search be required, use the following procedure:

- 1. Contact the following people for an immediate conference:**
  - a. Counselor and Dean last responsible for team or area Camper should be in
  - b. Church group leader on-site, if available
  - c. Site Pastor, Site Coordinator, and Site Director
- 2. Gather the following facts as soon as possible:**
  - a. Recent activities, and last known location
  - b. Possibility of person(s) leaving Camp in a vehicle
  - c. Attitude of person(s) when last seen
  - d. Other pertinent information as available
- 3. Search Crew**
  - a. The responsible Dean should begin a search from the last known location as soon as possible, checking locations between there and the location that the Camper should be in.
  - b. If necessary, other members of the Clear Team may be enlisted to check other locations, especially those locations known to be common locations for Campers to drift to.
  - c. All search crew members should carry radios and, if necessary, lights. Megaphones or other signaling devices can be used if necessary (i.e. if searching the woods).
  - d. Time is of the essence but remain calm and communicate only the facts. The search should be conducted on foot unless it is necessary to use a vehicle.
- 4. At the discretion of the Site Pastor and Site Director, local authorities may be called.**
  - a. Notify Parent/Guardians of the individual, Rental Site Representative, and CV Leadership if authorities are called.
- 5. In the event of a suspected runaway situation, local authorities should be notified IMMEDIATELY and their directions followed.**
  - a. Immediately notify Parent/Guardians of the individual, the Rental Site Representative, and CV Leadership if authorities are called.
- 6. Once person is found, notify the Parent/Guardian immediately, and notify all other involved parties as soon as possible.**



## ACTIVE SHOOTER



Prior to the start of the Camp Vineyard event, the Site Director should obtain a copy of the site's Active Shooter Plan. The following is a general set of guidelines taken from the Department of Homeland Security's Active Shooter Booklet and should be used in the event the site does not have its own plan.

### HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that Campers are likely to

follow the lead of adults during an active shooter situation. It is also very difficult for you to assist others if you have been wounded.

1. **Evacuate** - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether other adults agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Call 911 when you are safe
  
2. **Hide out** - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
  - Be out of the active shooter's view
  - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
  - Not trap you or restrict your options for movement
  - Lock the door/ Blockade the door with heavy furniture to prevent an active shooter from entering your hiding place

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- 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

3. **Take action against the active shooter** - 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**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

### **Camp Vineyard Staff Response**

Upon notification of an Active Shooter, the Site Director should immediately utilize radios and telephone to notify all Volunteers/Staff about the situation and direct all adults to assist with the lockdown of event centers and lodging areas. Additionally, the Site Director should notify the rental site representative when the Site Director is able to do so safely. At all times, the Site Director is to defer to instruction from law enforcement and first responders, and require all supervisory staff, adults, and minors to do the same.

Medical Staff should stage in a safe area and be available to supplement First Responders should their assistance be required.

All other supervisory staff should concern themselves first with the safety of Campers, following the preceding guidelines, using directions given from the Site Director and law enforcement.

Evacuation Assembly Points will be fluid based on the situation, but the Site Director should make every effort to communicate them to all Volunteers/Staff, in line with any directives received from law enforcement.

**Once Threat Has Been Eliminated:**

- Account for all Campers/Volunteers/Staff using master registration records, cabin assignment sheets, check-in sheets, or any other means necessary.
- Group Leaders will contact their home churches and pastors first, then individual Campers will be able to contact their families.
- Deans will be available to offer pastoral counseling to those who are distraught. Care should be taken to look out for any individuals who may need professional counseling, and to refer them to such when available.
- Media interaction will be handled by the Site Director or their designee in coordination with the rental site.
- The Site Director will report to the host church's leadership as soon as he/she is able, providing details of the situation, resolution, any injuries, and any other pertinent information.
- At the discretion of the Site Director and Site Pastor, the remainder of the event may be canceled.

# CHILD PROTECTION SYSTEM



## CHILD PROTECTION SYSTEM: PURPOSE AND SCOPE

Child sexual abuse is a growing moral and legal problem in America. If we are to encourage the spiritual development of our young people at Camp, we must first take all reasonable precautions to provide them with an environment in which they are protected from such abuse.

Accusations and actual incidents of child abuse have devastating, far-reaching effects. Child abuse can damage a child for life and can devastate a family. In addition, youth-serving ministries and organizations are tarnished by such incidents. Furthermore, it is possible that a child coming to a Camp Vineyard event may reveal information about an abusive situation they are in at home. It's crucial that we respond to these revelations appropriately, always acting in the best interest of the Camper.

The Child Protection System (CPS) is a comprehensive safety system for the prevention, detection, and response of child physical, emotional, verbal, and sexual abuse in youth-serving organizations. The objective of the CPS is to establish a systematic plan for safeguarding youth, workers, and our mission. Rather than simply providing forms and policies across a broad spectrum, the CPS provides measurable initiatives to directly address root causes and contributing factors of abuse in institutions.

To that end, the following sections of the Manual deal frankly with this topic, in plain language, in the interest of promoting a clear understanding of the system. This system was adopted after consultation with individuals trained in several nationally-known abuse prevention protocols.

## CHILD PROTECTION MATRIX

The following sections of the Manual represent a portion of an overall Child Protection Matrix. That Matrix is made up of the following areas:

### **Operational Support** – *Insurance Requirements, Reporting Guidelines, Statutory Definitions, and Record Keeping.*

- To provide financial assistance for claimants and to protect Camp Vineyard and the host church from uninsured loss
- To provide public awareness of our intent to recognize and report child abuse
- To keep Camp Vineyard updated on changes to state laws concerning minors
- Access to historical documents should allegations of abuse arise

### **Grounds & Facilities** – *Visibility, Access/Control, Clean Sweep, Night Supervision, Visitors/Vendors*

- To rule out the presence of any concealed recording devices
- To control visual access of private areas
- To keep youth and staff/volunteers in clear sight
- To maintain visual access and promote accountability
- To control exposure of minors to persons not directly associated with the program

**Staffing** – *Application, Background Screening, Assessment, Interviews, References*

- To prevent ineligible or unauthorized persons from having access to minors

**Training & Orientation** – *For Staff/Volunteers, Campers, Parents, Others on policies on Behavior, Oversight, & Reporting*

- To promote uniform understanding of child abuse and molestation, reporting guidelines, and supervisory roles.
- To promote accountability and clarify supervisory expectation

**Monitor & Report** – *Monitor & Observe, 360 Degree Supervision, Reporting, Documentation*

- To provide better access for minors to report a sensitive matter without fear

**Crisis Response** – *Camp-Related & Non-Camp-Related, Response Team, Media, Legal, Insurance, Families*

- To equip our organization to manage a crisis more effectively in cooperation with legal, insurance, and media agencies

## CHILD PROTECTION SYSTEM: OVERVIEW



Because we care for and desire to protect everyone involved in our Camp programming, Camp Vineyard requires all staff members and volunteers to complete 4 steps before coming to Camp or being allowed access to Campers. These steps can be completed concurrently.

### **Step 1: Screening Process**

Staff members and volunteers are required to complete the Camp Vineyard screening process, which requires a new staff member or volunteer to:

- Complete an Application, a reference will be obtained from the senior pastor
- Complete the Background Check, including a signed release
- Complete an interview before Camp with the Site Director, Site Coordinator, Site Pastor, or their designee.

### **Step 2: Criminal Background Check**

Camp Vineyard requires that all staff members and volunteers undergo a criminal background check. Depending upon the position, differing levels of criminal background check may be required. For any returning volunteers or staff members, a new check will be required if it has been more than 3 years since their last check.

### **Step 3: Review Policies & Procedures**

Staff members and volunteers are required to review the policies contained in this manual and sign the Commitment Statement, indicating that they have read and understand the material and agree to comply with all policy requirements.

#### Step 4: Sexual Abuse Awareness Training

Camp Vineyard policies and procedures require that staff members and volunteers never resort to abusive or neglectful behavior of any kind. Staff members and volunteers are required to report all policy violations to a Dean, the Site Coordinator, or the Site Director. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers, as well as “grooming behaviors” used by abusers to select and prepare a Camper for sexual abuse.

To equip staff members and volunteers with this information, Camp Vineyard requires all staff members and volunteers to complete the MinistrySafe sexual abuse awareness training online at MinistrySafe.com. This training must be renewed every two years.

### GOAL OF THE CPS TRAINING



The goal of the CPS training is to promote uniform understanding of child abuse and molestation, reporting guidelines, and supervisory roles. The CPS training will include:

1. Definitions of child abuse
2. Misconceptions about abuse
3. Impact of sexual abuse and statistics
4. Guidelines for recognizing a potential child molester
5. Guidelines for recognizing signs and symptoms in an abuse victim
6. Reporting of suspected abuse
7. Promotion of accountability and clarification of supervisory roles.

### CHILD PROTECTION SYSTEM: 360-DEGREE SUPERVISION



The goal of the CPS is to establish a blanket of monitoring and supervision that protects both Campers and adults. This system is designed to detect peer-to-peer and adult-to-child grooming and abusive behavior *before* the actions occur.

“360-Degree Supervision” is a system of rules and principles to monitor the interaction of individuals in accordance with our Code of Conduct based on 3 indicators: Who, Where, What.

#### Your Role

##### Part 1 Primary/Secondary Supervision

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

- Primary Supervision: **ANYONE** who assumes a role with direct supervision or control of any individual or group. (*i.e.* Cabin Counselors, Color Team Counselors, Neat! Group leaders, etc.)
- Secondary Supervision: **ANY** Volunteer/Staff personnel on property who are not in direct supervision or control of any individual or group.

Throughout the course of the week, you may alternate between those two roles, depending on your job. No matter what capacity you are supervising in at a particular moment, it is your responsibility to be aware of what is going on around you.

## Part 2 Three Reads

At all times and in all circumstances you are asked to make three visual “reads” on interactions in adherence with our Code of Conduct

1. **Who** are they? (What is their current role?)
2. **Where** are they? (Where are they located as you observe them?)
3. **What** are they doing? (What activities are they engaged in when you observe them?)

## Part 3 Assessment

- **STOP** non-compliance immediately. Step in and say something! Stop the situation, and act in a way that ensures Camper safety, and inform a Dean, the Site Pastor, the Site Coordinator, or the Site Director as soon as possible.
- **CAUTION** questionable compliance. Mention something to the responsible party and address the situation appropriately. If you’re not sure whether or not to mention it to a Dean or the Site Staff, more communication is better than less communication. Tell a Dean or Site Staff member.
- **GREEN LIGHT** a compliant situation.

The intention of this system is not to create some sort of “police state” where “Big Brother is watching.” Rather, this system is intended to remind those serving as Volunteer/Staff that we are **ALL** responsible for safety, and to give us a tool that is simple and effective to promote Camper and Volunteer/Staff safety.

## UNDERSTANDING ABUSE: DEFINITIONS, MISCONCEPTIONS, PROFILES, AND PREVENTION



*Federal legislation provides a foundation for states by identifying a minimum set of acts of behaviors that define child abuse and neglect. The Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C.A. §5106g), as amended by the Keeping Children and Families Safe Act of 2003 defines child abuse and neglect as, at minimum:*

*Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or*

*An act or failure to act which presents an imminent risk of serious harm.*

*This definition of child abuse and neglect refers specifically to parents and other caregivers. A “Child” under this definition generally means a person who is under the age of 18 or who is not an emancipated minor. While CAPTA provides definitions for sexual abuse and the special cases related to withholding or failing to provide medically indicated treatment, it does not provide specific definitions for other types of maltreatment such as physical abuse, neglect, or emotional abuse. While Federal legislation sets minimum standards, each state is*

| responsible for providing its own definition of maltreatment within civil and criminal contexts. - Christopher Taylor

## DEFINITIONS OF ABUSE

### **Child Abuse**

Behavior directed toward a child by an adult or a peer that harms a child's physical or emotional health and development.

### **Child Sexual Abuse**

Any act which results in the exploitation of a child, whether with their consent or not, for the purposes of sexual or erotic gratification (emotional or physical). This includes, but is not limited to, causing a child to watch or look at inappropriate pictures/video or talking about the personal private areas of their bodies in a sexual manner.

### **Emotional Abuse**

A pattern of intentional conduct which negatively impacts a child's/youth's spirit, attacks his/her self-worth through rejection, threats, terrorizing, isolating, or belittling.

## COMMON MISCONCEPTIONS ABOUT SEXUAL ABUSE

### ***"There was no intercourse"***

Sexual abuse can be physical, verbal, or visual. Abuse can occur without touching (ex. texting, talking, etc.).

### ***"It isn't that big of a problem"***

Studies estimate that there are 60 million sexual abuse survivors in the US alone. 66% of sexual abuse victims will not talk about their experience until they are adults. Because of this reality, our behavior may mean something totally different to a child who has previously been molested. Finally, there are over 637,000 registered sexual offenders in the US.

### ***"I will be able to spot an abuser"***

Many youth-serving organizations hold on to the security blanket of background checks alone. However, less than 10% of all sexual abusers will encounter the criminal justice system. Contrary to the assumptions of pop culture, there is no "visual profile" of a sexual abuser.

### ***"Abusers are adults"***

Not necessarily. Children can victimize other children. Over the last few years, there has been a significant increase in the reporting of peer-to-peer sexual abuse.

## THE ABUSER

The following stats come from Abuse Prevention Systems: The average male abuser who prefers boys will have 150 victims before prosecution. The abuser who prefers girls will have 52 victims before prosecution. The average male molester begins victimizing at the age of 13 or 14, and, if they are prosecuted, that usually doesn't occur until age 35. Deviant sexual desire shapes the life of the abuser, including where they work and where they volunteer.

If we cannot conceive of sexual abuse happening, then we will not perceive it if it happens. Therefore, it's crucial that we understand the types and habits of an abuser. Again, from APS, only 10% of all sexual abusers are "Stranger Abusers". 90% of all sexual abusers are "Acquaintance Abusers", meaning that they are opportunists and groomers. And experts estimate that fewer than 10% of all sexual abusers are ever criminally prosecuted because of the passage of time, legal time limits, adults who minimize the importance of an outcry from a child, or kids who never report it.

There are three basic components in the Abuser Triangle:

1. **Deviant Sexual Desire** – Pedophilia is the sexual desire for a child. There are three types of pedophilic offenders:
  - a. **Psychotic Offenders** – May use violence then leave the victim. Accounts for 5% of reported abuse.
  - b. **Situational Offender** – May not prefer a child, but because of their situation in life (job, location, etc.), will accept a child instead of an adult. Accounts for approximately 1% of reported abuse.
  - c. **Preferential Offender** – This person may have an adult with which they are sexually active, but they desire a child in of a specific age range and sex. This offender pursues a child through deception rather than violence.
2. **Faulty Thinking** – The abuser rationalizes and justifies deviant behavior through incorrect logic like:
  - *"She came on to me"*
  - *"She should not have been wearing that dress."*
  - *"I was just teaching him/her about sex" (Common with male abusers desiring boys)*
  - *"I am not hurting anyone"*
  - *"The child never said stop"*
3. **Access** – The offender will intentionally "groom" both children and "gatekeepers" – those who stand in the way of the abuser – in order to gain access to the child. Abusers are looking for trusted time alone with a child they are grooming. Grooming is a concept that is used even if the abuser is a child. "Groomers" are trying to convince gatekeepers that they are helpful, kind, and safe.

There are those who would exploit children systematically. For example, in September of 2010, the Orange County, FL Sheriff's Department reported that a 170-page manual showing how to molest a child was circulating in central Florida.

Of particular importance to our programming is an understanding of a basic tactic of the abuser. Abusers often use the **Edge of the Herd** concept. That is, the children most at risk for grooming by a molester/sexual predator/abuser are often on the fringe, in need, and looking for someone to trust. They may be from a broken family, a single parent home, involved in alcohol or drugs, or interested in pornography.

Here are some common demographic and personality characteristics of a child molester/abuser:

- Adult abusers are male 90% of the time
- They appear to be respectable
- They are usually married
- The average age of an adult abuser is 30
- The abuser may have been abused
- They abuser may have hobbies or interests that connect to children
- Grooms children with time, games, and/or gifting

- Very specific about the age and sex of the volunteer programs they seek
- Typically afraid of adult intimacy
- Search out children who are vulnerable or otherwise easily manipulated
- May refuse to take responsibility for own actions
- Generally needs to control others
- Typically have/exhibit low self-esteem
- Have bizarre or illogical thinking patterns

*“The acquaintance molester, by definition, is one of us. He is not simply an anonymous, external threat. He cannot be identified by physical description and, often, not even by ‘bad’ character traits. Without specialized training or experience and an objective perspective, he cannot easily be distinguished from others.”*  
 Kenneth V. Lanning – FBI Child Molesters 2010

Abusers work to target the victim, gain trust, fill a need, isolate the victim, then sexualize the relationship and work to maintain control. Here are some common steps of a child molester/abuser:

### 1. Seeking Access

- a. Career/volunteer activities related to children
- b. Gains the trust of the child’s caregivers
- c. Creates the appearance of being helpful, trustworthy, and kind
- d. Skilled at meeting a child’s need

### 2. Selection of A Child

- a. The choice is primarily a child who is on the fringe, in need, or otherwise doesn’t fit in socially. We need to be sensitive to the children in our care who appear to be on the fringe.
- b. It’s our job to identify those “on the edge of the herd” and bring them into the group. An abuser seeks to pull them out of the group.
- c. Often, these children are looking for someone to follow or trust, may be from a broken family or single parent home, and may be struggling with alcohol, drugs, or pornography.
- d. The abuser is going to select a victim he or she can keep quiet. It’s not uncommon for this to involve intoxicants like drugs and/or alcohol.

### 3. Introducing Nudity and Sexual Touch

- a. Barrier erosion and testing occurs when the abuser wants to know where boundaries are and if they can be pushed back. If the child says “No” to the test by threatening to tell a parent, the abuser will more than likely push back.
- b. We need to identify the barrier testing behaviors with each other and our Campers. These include sexual discussions and joking, playful touch or “accidental nudity,” and photos/movies graphically depicting sex. None of those are appropriate behaviors at Camp, none of these can be tolerated, and they should serve as an immediate red flag.

### 4. Keeping the victim silent

- a. The abuser will use secrecy, shame, embarrassment, and threats (direct or subtle)
- b. These threats can include phrases like “No one will believe you,” “If you tell, I will kill you or your pet,” “Your mother/father/guardian cannot handle this,” or “This would wreck our camp or our youth group.”
- c. It typically takes a child being molested/abused 8 times before they tell someone and before legal action is taken

## PEER TO PEER ABUSE

Peer to peer sexual abuse occurs between an aggressor and a child who does not want that sexual attention or behavior. The child can be as young as 4 or 5 but is most likely an adolescent. Almost a third of all reported sexual abuse is committed by someone under 18.

Peer abusers are **opportunists** (*see above*) because they do not have free access. Their access is limited in camps and youth events. Peer abusers use an **imbalance of power**, which is different than natural sexual curiosity. This imbalance is defined by a child who has more power than another child in this context due to age, physicality, social status, economic differences, intellectual capabilities, or differing physical abilities (especially in organizations that serve children with disabilities).

Here are some warning signs of peer to peer sexual abuse:

1. Child who persists in aggressive behavior
2. Child who justifies, denies, or minimizes their inappropriate behavior
3. Child who ignores social cues
4. Child who ignores redirection
5. Child who prefers time with younger children (not to the exclusion of healthy peers)
6. Child who creates scenarios of secrecy, such as places, activities, or “games” that involve touching
7. Child who forces sexual contact
8. Complaints of bullying

The following methods should be used to reduce the risks of peer to peer sexual abuse:

1. Recognize that it is real and prevalent
2. Watch for the above warning signs
3. Maintain increased supervision in high-risk areas (*see below*)
4. Watch for bullying behavior, and look out for those at-risk for such behavior
5. Watch for imbalances of power in relationship
6. Communicate promptly with other staff, working as a team to redirect behavior
7. Identify appropriate boundaries
8. Immediately report any policy violations

## MONITORING SLEEPING AND RECREATIONAL AREAS

High-risk areas for abuse include any area/activity where undress or partial dress will occur, or in an area where a child can remain unseen. This includes the cabins as well as the recreational areas.

In the cabins:

1. Enforce the 1 person, 1 bed rule, **NO EXCEPTIONS**
2. Wear appropriate sleepwear

3. Any internal doors between sleeping areas in the cabin stay open (i.e. the boxcars and the Heritage Retreat Lodges at Woodland Camp)
4. Unannounced room checks performed by Deans
5. DO NOT leave Campers alone after lights out
6. Discuss appropriate boundaries with the Campers

In the public, recreational areas:

1. Watch don't talk. Know what role you have in the 360-degree supervision system.
2. Walk around, especially during free time. Visually check the recreational and activity areas.
3. Avoid more than a 3-year age difference between participants in activities. (i.e. Separate Junior and Senior Campers)

## INDICATORS OF ABUSE OFTEN GO UNDETECTED IN CHILDREN

Camps and Churches are two of the higher risk organizations for the occurrence of child abuse. Among the causal factors, the following situations contribute to the problem:

- Camps, Churches, and youth-serving organizations rely heavily on volunteer workers. Surveys conducted by Church Law & Tax Resource show that child abusers often look for volunteer opportunities in children's and youth programs.
- Camps and Churches are often viewed as easy targets by child abusers. A shortage of trained workers and a culture that assumes no Christian would exploit children contributes to this reality.
- Camps, Churches, and many youth-serving organizations frequently have no child abuse prevention procedures in place.

Many ministry leaders and workers don't readily detect and respond to incidents of child abuse because they are unaware of the behavioral and emotional signals that accompany abuse. Generally, abuse occurs in three common forms, all of which could be happening at the same time:

**Emotional Abuse** – Threats, critical words, demeaning terms or names, depriving a child of any sign of affection, or other similar spoken or unspoken emotional cruelty. This type of abuse conveys a message that the child is worthless and undeserving of love and care.

Behavioral indicators of emotional abuse:

- Severe depression
- Withdrawal from activities
- Severe lack of self-esteem
- Threatening or attempting suicide
- Potential speech or eating disorders
- High need for adult approval
- Extreme passive/aggressive behavior

**Sexual Abuse** – Sexual contact between a child and an adult or older, more powerful youth. A sexually abused child may also be physically and psychologically dependent on the abuser.

Behavioral and physical indicators of sexual abuse:

- Advanced sexual knowledge or behaviors
- Depression
- Promiscuous behavior
- Withdrawal from activities, running away
- Difficulty walking or sitting
- Bruising or bleeding in the genital area
- Frequent headaches or stomach aches
- Extreme fatigue
- Sexually transmitted disease

**Physical Abuse** – Intentional, deliberate behavior that causes bodily harm to a child. It can take several forms, including assault, shaking, choking, resulting in bone fractures, or other non-accidental injuries.

Behavioral and physical indicators of physical abuse:

- Hostile, aggressive behavior toward others
- Fear of parents and/or other adults
- Destructive behavior towards self, others, and/or property
- Unexplained bruises and/or fractures
- Burns and/or facial injuries (often recurring)

It's generally believed that children with disabilities are abused more frequently, and the abuse identified more slowly than children in the general population. Although research does not clearly indicate the prevalence of one kind of abuse over another, recent studies show high counts of sexual abuse involving individuals with disabilities.

## STAFF AND VOLUNTEER FOCUS ON PREVENTION

Report all information regarding suspected incidents of abuse. In many cases, Investigators reportedly find, after the fact, that many adults had small details which may have looked innocent, but when put together indicate abuse. Leadership must have the opportunity to collect and make decisions based on the information at hand. The abuser loves secrecy and privacy

**KNOW** the policies regarding abuse.

**REDIRECT** inappropriate behavior by Campers or adults IMMEDIATELY.

**MODEL** appropriate behavior and word choice

**WATCH** for grooming behaviors

**AVOID** unmonitored one-on-ones with either sex.

Many states have laws in place requiring paid and volunteer staff to report any incidents related to child abuse/molestation. Volunteers should report these incidents to a Dean, the Site Director, and the Site Pastor. Once the information has been received by the leadership team, the details will be forwarded to the appropriate reporting agency. The leadership team, with consultation with legal counsel and law enforcement, will determine other needed protocol.

## THE SAFE BOX

To provide a higher level of communication and protection, a Safe Box will be placed in the First Aid station. For sites that have multiple First Aid stations, the location of the Safe Box will be clearly indicated, and the Campers and adults informed of its location.

The Safe Box will be used for Campers to write a “Safe Note” about subjects they feel uncomfortable revealing to a staff member. The Safe Box concept will be discussed by the Site Director on the first night of Camp, and the location clearly explained. Contents of the Safe Box may only be unlocked by the Site Director and a designated volunteer who does not have access/control with Campers (or, if possible, a representative of the rental facility) present. The contents of the Safe Box will be filed in the Camp records and held on file for the appropriate period for Camper information.

## CLEAN SWEEP

As of the date of this manual, Camp Vineyard did not independently own any facilities. It is against Camp policy (as well as the law) to make audio or video recordings of Campers or adults without their knowledge and consent. Camp Vineyard does not condone, permit, or employ the use of hidden video or audio recording devices, especially if those devices are intended to capture Campers in states of undress or private moments.

Since Camp Vineyard does not own the facilities, Site Directors are responsible for asking for records of the rental site’s last “Clean Sweep” and obtaining a copy of the rental site’s policy, if any, on technical surveillance countermeasures.

## REPORTING ABUSE



**NATIONAL CHILD ABUSE HOTLINE: 1-800-422-4453**

## IF A CHILD REPORTS ABUSE

1. Listen and respond calmly.
2. Be sensitive to vague or partial disclosures. It is common to get only a piece of information so the child can gauge your response. It is NOT appropriate to ask leading questions that assume inappropriate behavior. Appropriate questions are: “What happened next,” etc.
3. Do NOT ask shaming questions, as these may carry the implication that the child was responsible. Shaming questions include, but are not limited to, “What were you wearing,” “Where were you when it occurred,” “What time was it,” and, “Why haven’t you told someone sooner?”

4. Report to a Dean, Site Coordinator, Site Pastor, or Site Director (Site Staff) immediately. Deans should report to Site Director and Site Pastor. Follow up with the Site Director and Site Pastor to be sure everyone is in the loop.
5. Site Director, Site Coordinator, and Site Pastor follow the reporting decision tree below.
6. NO SECRETS.
7. See the section titled “Responding to a Camper’s Report of Abuse”.

## RECORD KEEPING

1. All functions involving children, youth, and/or disabled adults should maintain an attendance list for every function. For Cabin Time, Lights Out, and Wake-up, the Cabin Assignment list posted for each cabin is considered the attendance list. For the Opening Session, Main Sessions, Morning Thing, Evening Game instructions, and Closing Session, where the kids are with their teams, there will be a check-in list for each team in the Chapel or other main assembly area. Neat! Groups will have attendance sheets for every meeting. For the 10-Minute Checkup, Color Team Competitions, and the game portion of the Evening Game, the “cheat sheet” on the back of the counselor’s name tag will serve as the attendance sheet. Counselors are responsible for checking the attendance of their Campers. See the section on Camper Tracking Procedures for more information. Volunteers and staff in attendance will be recorded as well.
2. Site Directors should prepare a written Accident Report (see Addendum) whenever an injury occurs during a Camp function. The completed report will be kept in the Camp Office (“Counselor World”), and stored at the sponsoring church’s office after the completion of the Camp Vineyard event. This report will be digitized and an electronic copy will be kept securely as a backup to the written original.
3. Site Directors will keep a log of any accidents, incidents, disciplinary matters, investigations of abuse allegations, etc. This log should contain any relevant information that would provide details about incidents or activities that may be referenced by parents, insurance providers, or the legal system. This log will be stored securely at the sponsoring church’s offices following the Camp Vineyard event.

## MINOR’S (CAMPER’S) RIGHTS

1. To have privacy when in private areas (bathrooms and cabins).
2. To tell someone when they feel uneasy about ANY situation.
3. To be treated with respect.
4. To be taken seriously.

## REPORTING ABUSE OR SUSPICIONS OF ABUSE

### **Reporting Violation of Policy**

In order to maintain a safe environment for Campers, Camp Vineyard staff members and volunteers must be aware of each individual’s responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or

suspected grooming behavior should immediately be directed to an immediate supervisor (Dean, Site Pastor) and/or the Site Director.

### **Consequences of Violation**

Any person suspected of committing a prohibited act, or any other act considered to be harmful to a Camper will be immediately suspended from participation at the Camp Vineyard event. This suspension will continue during any investigation by law enforcement or Child Protection agencies.

Any person found to have committed a prohibited act will be permanently removed from any future participation as a staff member or volunteer in all activities and programming at any Camp Vineyard event. If the person is a staff member, employee, or contractor (such as musicians or speakers), such conduct may also result in termination of employment or contract with Camp Vineyard without further payment. Failure to report a prohibited act to an immediate supervisor and/or Site Director is a violation of this policy and may be grounds for termination of a staff member or contractor, and dismissal of a volunteer.

## **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

Staff members and volunteers at Camp Vineyard events are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to a Dean or to the Site Staff (Site Coordinator, Site Pastor, or Site Director).

Different state laws may require different levels of reporting. At a minimum, Camp Vineyard policy requires that any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to an appropriate law enforcement agency. A staff member or volunteer may report the suspected abuse or neglect to a Dean or the Site Staff, and allow one of these individuals to make the appropriate report to law enforcement agencies.

Staff members and volunteers are required to verbally report an incident to a supervisory staff member as soon as possible after the incident. After receiving a report from a staff member or volunteer, the supervisor or Site Director will speak with the individual to whom the Camper spoke to get detailed information about the entire conversation. If appropriate, Camp Vineyard will inform the mandatory reporting agency or call the National Child Abuse Hotline to report any credible or confirmed instance of abuse or neglect.

## **STAFF AND VOLUNTEER-SPECIFIC CONDUCT SUMMARY**

Much of this is a reiteration of the Staff/Volunteer Code of Conduct. It is repeated here to reinforce the concepts and connect the rationale behind the Code of Conduct to the Child Protection System.

1. No Camper is to be taken off by themselves into a secluded or private area.
2. Do not give gifts of a personal nature to Campers.
3. Do not show favoritism to a particular Camper.
4. One-on-one or any type of counseling or private conversation is to be done in a public setting.
5. Hold other staff accountable.
6. No sharing of shower or bathroom stalls.

7. No tickling or touching private areas of another's body.
8. No physically demeaning humor (i.e. wedgies), or inappropriate display of body parts (flashing, mooning, etc.)
9. No walking in cabin or cabin areas without proper clothing/covering of private areas of the body.
10. No discussions about another's body in an inappropriate manner.
11. No discussions of a sexual nature.
12. No profane language or usage of slang/colloquial terms for sexual topics.

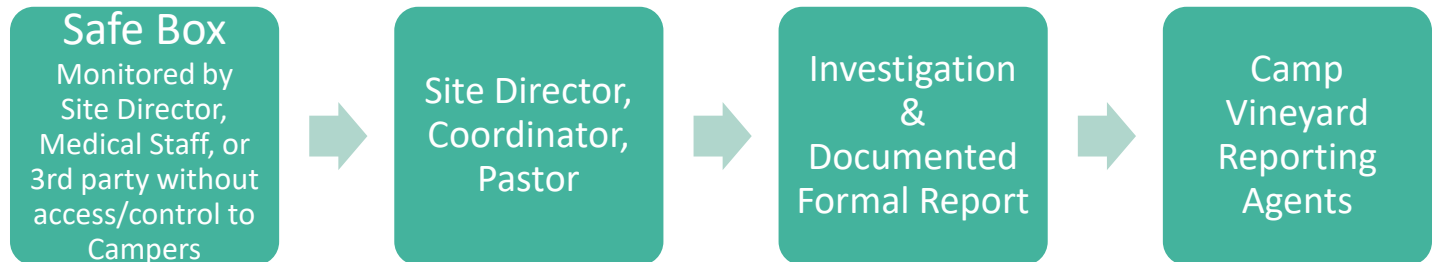
## OPTIONS FOR REPORTING ABUSE

The following flow chart is intended to serve as a guideline for the flow of information in three possible reporting scenarios.

### 1 – Incident of abuse reported to Counselor/Dean passed to Director



### 2 – Incident of abuse reported in Safe Box

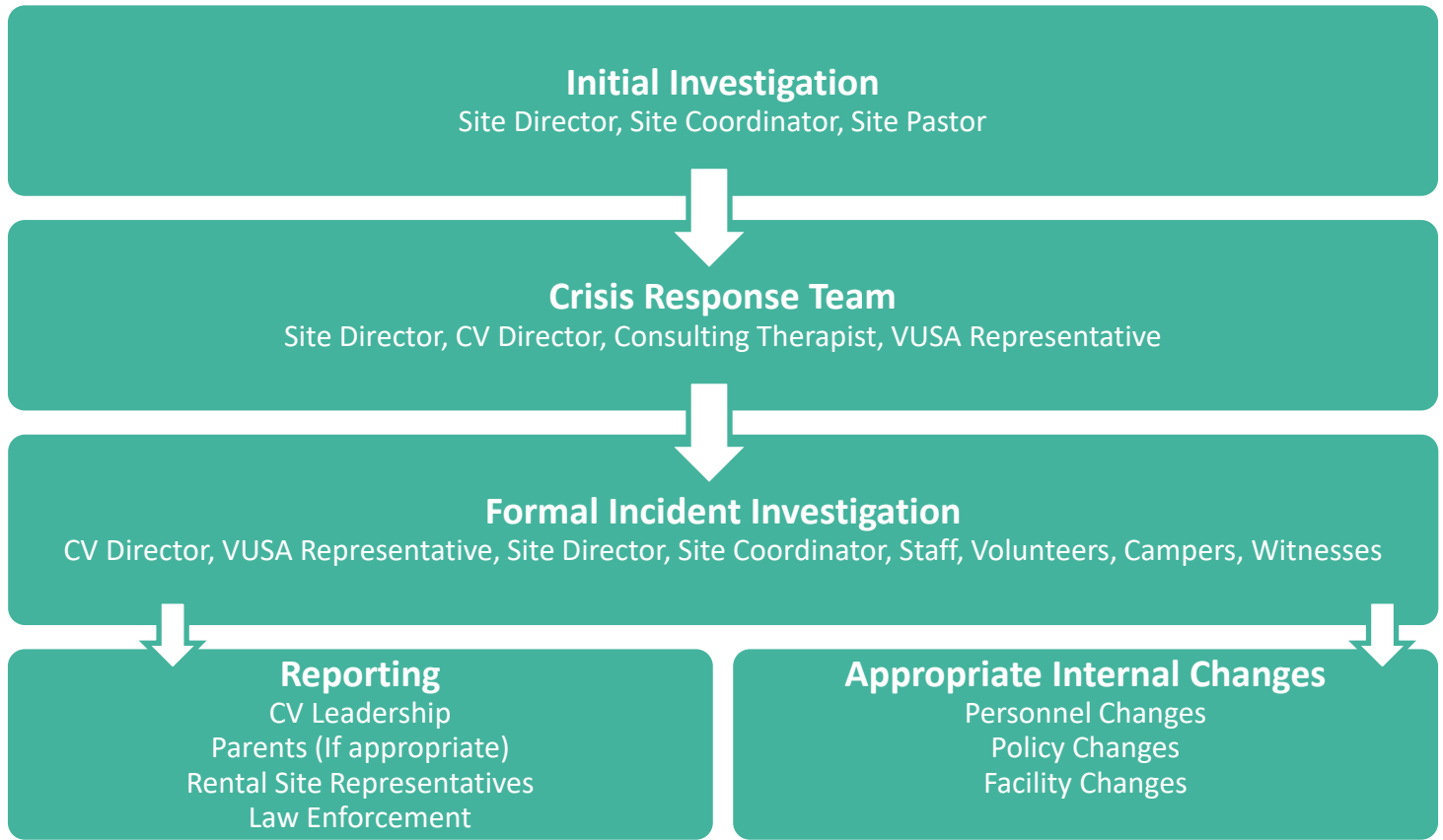


### 3 – Incident of abuse reported independently to Child Abuse Hotline

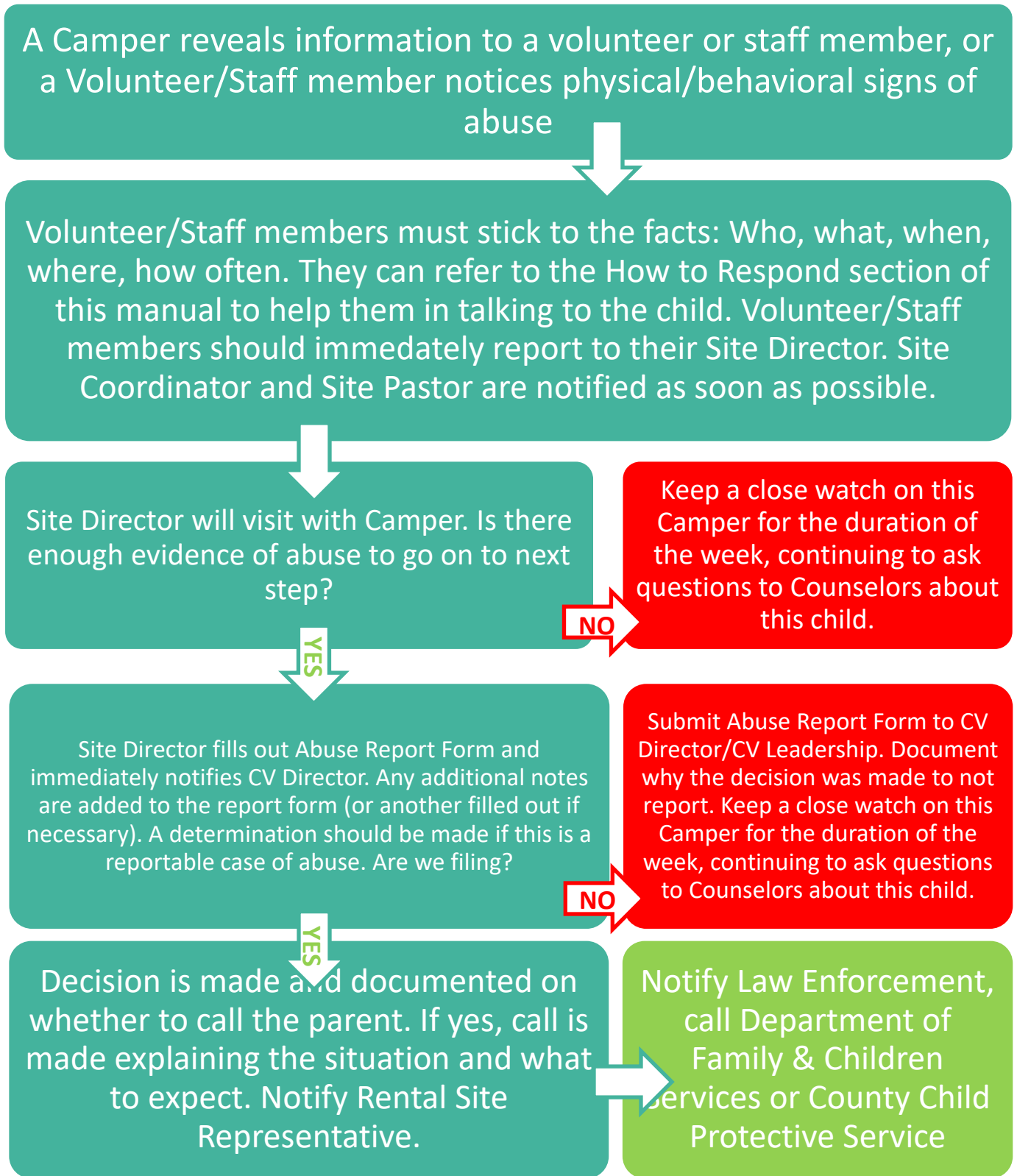


In all scenarios, regional and national leadership of the Vineyard USA would be notified along with appropriate authorities by the Camp Vineyard Reporting Agents.

# INCIDENT RESPONSE PROTOCOL



# STAFF MEMBER CHILD ABUSE SITUATIONS FLOW CHART





## RESPONDING TO A CAMPER'S REPORT OF ABUSE

### RESPONSE TO THE CAMPER

When reporting a case of abuse, it is critical to have as much factual information as possible. Try to find a quiet, but still visibly public, place to talk where interruptions will be minimal. It's important to do this in the first conversation, if possible, so you don't have to repeatedly bring it back up. **ASK QUESTIONS THAT DON'T IMPLY ANSWERS** – If this case is eventually prosecuted, it is critical that the child was not asked leading questions. Here are the types of questions you will want to ask:

- **“Have you told this to anyone before?”** If yes, find out who, when, what was done. If the abuse has been dealt with properly, simply let the Camper share and demonstrate love to them. If no, continue with questions for our report.
- **“When does this happen?”** How recent, how often, under what circumstances.
- **“What happened?”** You don't need extensive details, a professional will question the child later.
- **“Does this happen to anyone else?”** Are there other children in need of care or protection?
- **“Who does it?”** This info is not needed to file, so don't press the issue. Often the abuser is a family member who makes the situation even more difficult for the child.

### RESPONSE TO ALLEGED ABUSER – PEER-TO-PEER

1. If a Camper alleges they have been abused by having inappropriate contact with another Camper, the Volunteer/Staff member receiving the allegation should notify the Site Director immediately. While the complaint is being investigated, staff will ensure that the Campers involved are separated and have no further contact with each other.
2. The Site Director and/or the Site Pastor will meet privately with each of the Campers involved (both the alleged victim and alleged perpetrator) along with a staff member trusted by that Camper to review the allegations and facts in an attempt to discover whether inappropriate contact actually took place.
3. If, after investigation of the allegations, the Site Director/Site Pastor and other staff involved suspect that inappropriate contact **has taken place**:
  - a. The Camper judged to have committed the offence will be immediately isolated from other Campers.
  - b. His/her parents or guardian will be called and immediately informed of the incident
  - c. The offending Camper will be sent home as soon as possible.
  - d. A staff member will accompany the Camper to the cabin to pack his or her belongings
  - e. The nature of their dismissal from Camp shall remain confidential.
  - f. Parents or guardian of the alleged victim will be notified of the incident and the Camp response. Their advice will be sought as to whether they would like to visit or pick up their child.
  - g. Host church leadership will be notified by the Site Director.
  - h. A thorough account of the event will be written by the Site Director and remain on file with the Camp Vineyard records maintained by the host church of the event.

4. If, after investigation of the allegations, the Site Director/Site Pastor and other staff involved suspect that inappropriate contact **DID NOT take place**:
  - a. They will meet with each of the Campers involved to inform them of their findings, discuss the seriousness of the allegations, and warn them to avoid any future inappropriate contact or threats.
  - b. Volunteer/Staff will see that the Campers involved remain separated throughout the remainder of the Camp Vineyard program.
  - c. Parents or guardians of both Campers will be contacted to inform them of the allegations made, the results of the staff investigation of the allegation, the seriousness of untrue accusations of this nature, and the actions taken to ensure that the Campers involved remain separated.
  - d. The incident will be documented and a record of the allegation, process for handling, and Volunteer/Staff action will remain on file with Site Director records.

## RESPONSE TO ALLEGED ABUSER – VOLUNTEER/STAFF-TO-CAMPER

1. All allegations of abuse will be taken seriously and will be investigated by Camp Vineyard representatives.
2. All persons who are the subject of this investigation will be removed from contact with Campers, pending completion of the investigation.
3. Immediately seize alleged perpetrator's phone/files/computer
4. Notify the host church's leadership of the situation immediately.
5. The Site Director and/or the Site Pastor will meet privately with individuals involved (both the alleged victim and alleged perpetrator) along with a staff member whose responsibility it will be to review the allegations and facts in an attempt to discover whether inappropriate contact took place.
6. If, after investigation of the allegations, the Site Director/Site Pastor and other staff involved suspect that inappropriate contact **has taken place**:
  - a. The Volunteer/Staff member found or believed to have committed the offence will continue to be isolated from all Campers.
  - b. His/her pastor (or Regional Leader, in case the alleged offender is a senior pastor) will be called and informed of the incident
  - c. The Volunteer/Staff member will be immediately dismissed from the Camp Vineyard program without pay (if paid position).
  - d. A staff member will accompany the alleged perpetrator to the cabin to pack his or her belongings, but the alleged perpetrator will not be allowed to leave the site.
  - e. The nature of their dismissal from Camp shall remain confidential.
  - f. Parents or guardians of the alleged victim(s) will be notified of the incident and Camp response. Their advice will be sought as to whether they would like to visit or pick up their child.
  - g. CV Leadership will be notified as soon as possible by the Site Director, Incident Response Protocol will be implemented.
  - h. A thorough account of the event will be written by the Site Director and remain on file with CV Leadership.

- i. Law enforcement will be notified, and the Site Director and all other staff will provide full cooperation with the investigation.
7. If, after investigation of the allegations, the Site Director/Site Pastor and other staff involved suspect that inappropriate contact **DID NOT take place**:
  - a. They will meet with each of the individuals involved to inform them of their findings, discuss the seriousness of the allegations, and warn them to avoid any future inappropriate contact or threats.
  - b. Volunteer/Staff will see that the individuals involved remain separated throughout the remainder of the Camp Vineyard program.
  - c. Parents or guardians of the Camper and the pastor of the Volunteer/Staff member will be contacted to inform them of the allegations made, the results of the staff investigation of the allegation, the seriousness of untrue accusations of this nature, and the actions taken to ensure that the Campers involved remain separated.
  - d. The incident will be documented and a record of the allegation, process for addressing the allegations, and Volunteer/Staff action will remain on file with Site Director records.
8. Each alleged situation will be fully investigated by the Site Director and Site Pastor. The assistance of legal counsel and civil authorities will be sought as appropriate.

In the event that a Site Director, Site Coordinator, or Site Pastor is alleged to have committed a prohibited act of abuse, the above investigative process will be employed, and the individual removed from areas of responsibility pending the investigation. The other members of the Site's leadership will report directly to the host church's leadership and the Regional Leader of the hosting Region during the investigation.

## CHILD PROTECTION SYSTEM: GLOSSARY

<b>Abuse Response Protocol</b>	A system of rules and procedures to be implemented when a report of abuse is made by a participant concerning an organizational or non-organizational related incident.
<b>Clean Sweep</b>	An inspection of facilities for the detection, identification, and removal of concealed recording devices for the prevention of illegal recording.
<b>Grooming Behavior</b>	Deliberate actions with the intent of establishing a relationship or emotional connection with a child, parent/guardian, or supervisor, in order to gain access to the child, and/or lower the child's inhibitions prior to sexual abuse.
<b>Direct Access</b>	Staff or Volunteers who is/are in direct supervision or control of minors. This includes Site Directors, Site Coordinators, Site Pastors, Deans, volunteers, and anyone with direct control over a minor at any given time.
<b>Indirect Access</b>	Support staff (i.e. kitchen, office, medical staff, rental site representatives), or any other employee/staff/volunteer person on site who is/are not in direct supervision of minors or staff at any given time.
<b>Mandate/Mandatory</b>	A directive handed down by those in authority.
<b>Non-Private/Public Areas</b>	An area of the property/rental site where visual contact must be maintained at all times.
<b>Private Areas</b>	As it refers to an area of the property, this is an area where visual contact is controlled or prohibited. This includes bath houses, dressing rooms, and toilet areas.
<b>Strangers</b>	Anyone who is not enrolled or working in the organization during that specific event without the permission of the Site Director, Site Coordinator, or Site Pastor.
<b>Vendors</b>	Persons who enter the property for the sole purpose of providing goods and/or services to the rental site or Camp Vineyard.
<b>Visitors</b>	Persons not currently on staff or registered with the event but are on site to observe with the permission of the Site Director, Site Coordinator, or Site Pastor.

# VOLUNTEER/STAFF COMMITMENT

Camp Vineyard and the sponsoring churches of Camp Vineyard events are committed to providing a safe, fun, Christ-like environment for all minors and adults who participate in Camp Vineyard events. The following policy statements reflect our commitment to preserving this environment at all Camp Vineyard-sponsored events. Please carefully read and understand each one before signing.

Camp Vineyard and its sponsoring churches reserve the right to deny access to the events, programming, location, and any interaction with minors to any adult who has been convicted of any form of child abuse (emotional, physical, or sexual), or any other crime against a minor.

All Staff/Volunteers involved with minors at a Camp Vineyard-sponsored event must have read, and be fully committed to, following all policies and procedures.

All adults involved with minors at a Camp Vineyard-sponsored event shall abide by all the policies in the Child Protection System at all times.

Camp Vineyard does not tolerate any form of abusive behavior. Any volunteer or staff member found to be in opposition to, or in violation of, this policy will be disciplined according to the policies laid out in the manual.

All adults involved with minors at a Camp Vineyard-sponsored event shall attend (either in person or online) training and educational events provided by the Camp to keep Staff/Volunteers informed of Camp policies and laws regarding child abuse before they will be allowed to participate in any Camp Vineyard-sponsored event.

All adults involved at a Camp Vineyard-sponsored event shall immediately report to their supervisor (Dean, Site Pastor, Site Coordinator, or Site Director) any behavior that seems abusive or inappropriate in any manner between Campers, between Campers and Adults, or between Adults.

You are advised that ALL reporting is kept confidential (to the extent that said confidentiality is consistent with all applicable laws), and will in no way harm your position with Camp Vineyard unless false allegations are found to have been made by you.

By signing below I certify that I:

1. Agree to observe and abide by all Camp policies in the Child Protection System;
2. Have completed certification training with MinistrySafe.com;
3. Have completed the Counselor World video training;
4. Agree to observe and abide by all other Camp policies as set forth in the Volunteer Manual; and
5. Have read this Commitment Statement, and agree to observe and abide by all the policies set forth above.

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*Signature of Applicant*

*Date*

# APPENDIX: BASIC FIRST AID PROCEDURES

**Note: The following procedures are included as general guidelines, and are not meant as a replacement for formal First Aid training, or any Nursing or other professional medical licensure. All decisions by a medical professional at a Camp Vineyard event must be made in the best interest of the patient, and in accordance with a high, professional standard of care.**

## KEYS TO PROVIDING CARE IN AN EMERGENCY

### Emergency Action Procedures:

1. Quickly survey the Scene
2. Quickly do a Primary Survey of the individual
  - a. Check consciousness
  - b. Check ABC's: Airway, Breathing, Circulation
3. **Call Emergency Medical Services (911) if necessary**
4. Do a Secondary Survey as soon as possible
  - a. Interview the individual (if possible) and witnesses
  - b. Check vital signs
  - c. Do a head-to-toe exam

**If transport to an outside medical facility is required, follow "Camper Medical Emergencies – Parent Contact & Staff Support" procedures**

## SPECIFIC INJURIES

### External Bleeding (Abrasions, Lacerations, Incisions, Avulsions, Amputations, Punctures)

Anyone in contact with an individual with external bleeding must follow the Exposure Control procedures, and use disposable latex (or other allergen-free) gloves.

### Choking

1. Ask the victim "Are you choking?"
  - a. Identify yourself and ask if you can help.
  - b. If the victim is coughing forcefully, encourage continued coughing.
2. If the victim cannot cough, speak, or breathe, have someone else summon advanced medical personnel (i.e. EMS/911) **immediately**.
3. Lean the victim forward and give 5 back blows with the heel of your hand.
  - a. Position yourself slightly behind the victim.
  - b. Provide support by placing one arm diagonally across the chest and lean the victim forward.
  - c. Firmly strike the victim between the shoulder blades with the heel of your hand.
  - d. Each blow is a distinct attempt to dislodge the object.
4. Give abdominal thrusts (the "Heimlich Maneuver")
  - a. Adult: Stand behind the victim

- b. Child: Stand or kneel behind the child depending on the child's size. Use less force than with an adult.
  - c. Use one hand to find the navel.
  - d. Make a fist with your other hand and place the thumb side of your fist against the middle of the victim's abdomen, just above the navel.
  - e. Grab the fist with your first hand and give quick, upward thrusts. Each thrust should be a distinct attempt to dislodge the object.
5. Continue giving 5 back blows and abdominal thrusts until:
  - a. The object is forced out
  - b. The victim begins to breathe or cough forcefully on their own
  - c. The victim becomes unconscious
6. If the victim becomes unconscious, **immediately** call 911. Follow instructions from the 911 operator. If unable to reach 911, do the following:
  - a. Tilt the head back and lift the chin to open the airway.
  - b. Look for movement and look, listen, and feel for normal breathing for no more than 10 sec.
  - c. If there is no movement or breathing, give 2 rescue breaths.
  - d. Each breath should last about 1 second and make the chest clearly rise.
  - e. If the chest clearly rises, check for a pulse for no more than 10 sec.
  - f. If rescue breaths do not make the chest clearly rise, reposition the airway by tilting the head farther back and attempting 2 rescue breaths again
  - g. For a child, reposition the airway by re-tilting the child's head and try 2 rescue breaths again
7. If rescue breaths still do not make the chest clearly rise, give 5 chest thrusts:
  - a. Place the heel of one hand on the center of the chest, and place the other hand on top of the first hand. Compress 5 times.
  - b. For Adult: Compress the chest about 1 ½ to 2 inches.
  - c. For Child: Compress the chest about 1 to 1 ½ inches.
  - d. Each chest thrust should be a distinct attempt to dislodge the object.
  - e. Compress at a rate of about 100 compressions per minute (Approximately the tempo of the BeeGee's song *Stayin' Alive*)
8. Look inside the victim's mouth:
  - a. While wearing latex (or other appropriate) gloves, grasp the tongue and lower jaw between your thumb and fingers and lift the jaw.
  - b. If you see the object, remove it with your index finger by sliding the finger along the inside of the cheek, using a hooking motion to sweep the object out.
  - c. For a child, remove the object with your smallest finger by sliding the finger along the inside of the cheek, using a hooking motion to sweep the object out.
9. Give 2 more rescue breaths. Return to step 6 and repeat until object is removed, victim is able to breathe unassisted, or advanced medical help arrives.

### **Broken Bones**

A fracture is a broken bone and requires immediate medical attention. If the broken bone is the result of major trauma or injury, call 911. Also call for emergency help if the person is unresponsive, not breathing, or isn't moving. Begin CPR if there is no respiration or heartbeat. Additionally, call 911 if:

1. There is heavy bleeding.
2. Even gentle pressure or movement causes pain.
3. The limb or joint appears deformed
4. The bone has pierced the skin
5. The extremity of the injured limb, such as a toe or finger, is numb or bluish at the tip.
6. You suspect a broken bone in the neck, head, or back. **DO NOT ATTEMPT TO MOVE THE VICTIM.**
7. You suspect a broken bone in the hip, pelvis, or upper leg. (Ex. if the leg and foot turn outward abnormally.)

Take these actions immediately while waiting for medical help:

1. Stop any bleeding. While wearing latex (or other appropriate) gloves, apply pressure to the wound with a sterile bandage, clean cloth, or a clean piece of clothing.
2. Immobilize the injured area. Don't try to re-align the bone. If you have been trained to splint and professional help is unavailable, apply a splint to the area.
3. Apply ice packs to limit swelling and help relieve pain until emergency personnel arrive. Don't apply ice directly to the skin, wrap the ice in a towel, clean cloth, or other piece of material.
4. Treat for shock. If the person feels faint or is breathing in short, rapid breaths, lay the person down with their head slightly lower than their torso and, if possible, elevate their legs.

### **Internal Bleeding**

Consider all major blows to the body as potential internal bleeding injuries and contact EMS/911 immediately!

### **Musculoskeletal injuries (Sprains & Strains)**

Apply ice, elevate the injured area, immobilize the area, and transport the individual to a place where they can rest.

### **Burns – DO NOT APPLY BUTTER OR OIL TO ANY BURN!**

If burn is severe, call 911 immediately. For any burns to the face, hands, feet, or genitals, **immediately** call 911. Follow instructions from the operator.

1. Treating a burn begins with stopping the burning process. Cool the burned area with cool running water for several minutes.
2. If an ambulance is coming, continue running water over the burned area until the ambulance arrives.
3. Look for blistering, sloughing, or charred (blackened) skin. Blistering or sloughing (skin coming off) indicates serious damage to the top layer of skin. Charring indicates deeper damage to all three layers of skin.
4. Mild burns with reddened skin and no blisters may be treated with a topical burn ointment or spray to reduce pain. Cool water (not cold or hot) may help with pain.
5. OTC pain relievers like ibuprofen or acetaminophen can be used to relieve the pain of a mild burn. If stronger pain relief is needed, contact a physician or visit an ER.
6. Since burns destroy skin and leave the victim open to infection, among other complications, ensure that burn victims get immediate emergency medical help if experiencing any of the following:
  - a. Dizziness or confusion
  - b. Weakness

- c. Fever or chills
- d. Shivering
- e. Cold sweats

### **Shock**

1. Monitor Airway, Breathing, Circulation
2. Help victim rest comfortably
3. Maintain normal body temperature
4. Provide verbal reassurance
5. If applicable, control bleeding
6. Elevate legs, if possible
7. Give nothing to eat/drink
8. **Contact EMS/911 immediately**

### **Seizures**

1. Help victim to the ground, and position them so as to drain fluids from mouth and prevent choking
2. Clear area around victim from objects that they could injure themselves on, but do not restrict movement except to prevent injury.
3. Loosen restrictive clothing, and remove glasses if necessary
4. **DO NOT PUT ANYTHING IN THE VICTIM'S MOUTH**
5. Check for consciousness. If the victim is unconscious, check Airway, Breathing, and Circulation. If there is no breathing or pulse, call 911 and begin CPR immediately.
6. Offer reassurance when the seizure stops. The victim may be confused and sleepy. Stay with the victim until they are conscious.
7. Call 911 if this is the person's first seizure, if he/she has no medical alert bracelet on, if the seizure has lasted more than five minutes, if a second seizure occurs, if the person has difficulty breathing or stops breathing, if the person is pregnant or diabetic, or if the seizure was in conjunction with another injury.

### **Diabetic Emergency**

Hypoglycemia (low blood sugar) is the most common medical emergency affecting diabetics. If left untreated, it can lead to seizures, coma, or even death. Though common with diabetics taking medications, hypoglycemia can sometimes occur in people with no history of diabetes. Early onset symptoms of hypoglycemia include hunger, muscle tremors ("The Shakes"), and nausea. As hypoglycemia progresses and blood sugar levels drop further, symptoms generally become more severe. If a victim exhibits any of the following, call 911 immediately:

1. Dizziness
2. Confusion
3. Weakness
4. Loss of muscle control
5. Seizures
6. Comas

If the victim is conscious, give them a substance with sugar (fruit juice or regular cola). For an unconscious victim, **DO NOT** give anything by mouth, and maintain a normal body temperature until emergency medical help arrives.

### **Fainting**

1. Position on a flat surface, **but DO NOT MOVE if a head, neck, or spinal injury is suspected.**
2. Elevate legs
3. Check Airway, Breathing, Circulation
4. Loosen clothing
5. Do not prop head with a pillow as this could block the airway
6. Drinking or eating is not advised unless as part of a treatment recommended by a medical professional aware of the victim's situation
7. Check Nurse's report for any history of heart or circulatory conditions.

### **Insect Bites & Stings**

1. Ascertain the type and location of the bite or sting.
2. In the case of a sting, find out if victim has a known allergy to insect bites or stings. Check Nurse's report or registration record for any known allergies.
3. If a minor allergy is listed or suspected, administer an antihistamine if allowed in the victim's medical information. If the allergy is severe (especially if victim has their own Epi-pen), administer appropriate treatment and call 911 **immediately**.
4. If any of the following signs of anaphylaxis – a severe allergic reaction - present, call 911 **immediately!**
  - a. Severe itching
  - b. Swelling other than at the site of the sting
  - c. Shortness of breath
  - d. Heart palpitations
  - e. Chest pain
  - f. Weakness
  - g. Dizziness
  - h. Hives or redness

### **Spider Bites**

Seek immediate medical attention if the victim is certain that they were bitten by a black widow or brown recluse spider.

If the species of the spider is not known, Nursing staff should follow up with the victim within 24 hours. Victims and medical personnel should be concerned when a local reaction continues to get worse for more than 24 hours. Look for redness spreading away from the bite, drainage from the bite, increase in pain, numbness/tingling, or a discoloration around the bite that looks like a halo or bull's-eye. Victims should seek immediate medical treatment if symptoms appear in parts of the body away from the location of the bite.

Black widow spiders' venom contains a neurotoxin that affects muscle contraction and nerve function. Severe brown recluse bites can also cause a severe systemic reaction. Look for sweating, chills, headaches, body aches,

stomach cramps, leg cramps, rapid pulse, or exhaustion. Seek immediate medical attention if any of those symptoms present in a spider bite victim.

### **Snake Bites**

If an individual has been bitten by a snake:

1. **Call 911 Immediately!**
2. Do not elevate the bite, keep it below the level of the heart.
3. Wash the area with soap and warm water.
4. Be aware of possible shock, and wait for EMS to arrive.
5. DO NOT cut or suck the bite, as this may only increase infection
6. If the snake is dead, bring it to the hospital along with the victim.

### **Poisoning – National Poison Control Center 1-800-222-1222**

1. Call Poison Control Center immediately
2. For poison in the eyes, flush eyes with water for 15-20 minutes
3. For poison that is swallowed, have the victim drink a small amount of milk or water
4. Follow all instructions from the Poison Control Center

### **Chemical Exposure**

**STAY SAFE – DO NOT BECOME A VICTIM YOURSELF.** If the chemical is not contained, do not enter the area. Contact the Poison Control Center at 1-800-222-1222. In the case of a large-scale chemical release, call 911 immediately.