We take the safety of children, youth, and vulnerable adults seriously. Our camp is about youth development—kids and young adults must be safe to grow, thrive, and reach their potential in a nurturing environment. Mistreatment or neglect of our campers will not be tolerated.

As a staff member or volunteer at [Camp Name] I commit to the following:

1. In order to protect staff, volunteers, and program participants at no time during an organizational program may a staff member or volunteer be alone with a single youth where they cannot be observed by others. As staff supervise youth, they should space themselves in a way that ensures they are clearly visible to other staff.
2. Staff and volunteers shall follow all supervision requirements as outlined by our camp program.
3. Restroom supervision:
   1. Either ‘line of sight’ or ‘line of sound’ supervision must be maintained while youth are using the facilities.
   2. If staff or volunteers are assisting younger youth, doors to the facility must remain open.
   3. When off-site or using public restrooms, staff and volunteers will inspect the restroom prior to use. Staff and volunteers will ensure that no youth, regardless of age, enters a bathroom alone on a field trip.
   4. Staff and volunteers should conduct or supervise private activities in pairs—putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are clearly visible to others.
4. Staff and volunteers will not abuse youth. Any type of abuse will not be tolerated and may be cause for immediate dismissal, the filing of criminal charges, or other disciplinary action. The following actions and behaviors are prohibited:
   1. Sexual abuse, molestation, and all inappropriate touch.
   2. Physical abuse, punishment, or discipline—for example the use of physical force or striking—whether used for behavior management or not.
   3. Physical inappropriate interactions such as touching breast or genital area, wrestling, twisting nipples, massages, caressing, sitting on lap, patting on bottom, piggyback rides, or kissing.
   4. Bigotry such as making derogatory comments—including making fun of the individual/individual’s family, national origin, religion, sexuality, ethnicity, disabilities, sexual orientation, or gender—or threatening bodily harm to the individual or individual’s family/friends.
   5. Bullying, taunting, intimidation, of physical force.
   6. Using inappropriate consequences for behavior—for example closing a child in the closet or cabinet, or restraining a child inappropriately such as tying their hands or covering their mouth.
   7. Neglect—for example withholding food, water, or basic care.
   8. Telling or asking a child not to tell an adult or parent of words or actions of staff or volunteers.
   9. Sexual exploitation—for example sharing or taking nude pictures.
   10. Accessing, displaying, or possessing pornography on [Camp Name] property or equipment.
   11. Being nude in front of youth under your care or direction.
   12. Using, selling, or providing alcohol, marijuana, or illegal drugs to campers.
   13. Sex buying on work time and sex trafficking.
5. Staff and volunteers must use positive techniques of guidance including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint of campers is prohibited.
6. Staff and volunteers will be considerate, respond to youth with respect, and treat all youth equally regardless of sex, race, religion, culture, gender, sexual orientation, or gender identity.
7. Staff and volunteers will refrain from intimate displays of affection towards each other at the [Camp Name] for any reason.
8. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited and/or while on property is prohibited. This is in accordance with our Drug-Free Workplace Policy.
9. Use of tobacco, e-cigarettes, or vaping at [Camp Name] is prohibited.
10. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment in the presence of youth or parents are prohibited.
11. Staff and volunteers must serve as positive role models for youth by maintaining an attitude of respect, patience, courtesy, tact, and maturity.
12. Staff and volunteers may not be alone with youth they meet in the organization’s programs outside of the organization. This includes babysitting, sleepovers, and inviting youth to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval. All pre-existing relationships with youth at the Camp must be disclosed on the Relationship Disclosure Form.
13. Staff and volunteers are not to transport youth in their own vehicles except in cases of emergency or with express written approval from the Camp director.
14. Staff and volunteers may not date, have romantic, or sexual relationships with program participants.
15. Under no circumstance should staff or volunteers release youth to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. When in doubt staff will ask to see ID when picking up youth.
16. Staff and volunteers are required to read and sign all policies related to identifying, documenting, and reporting youth abuse and attend trainings on the subject, as instructed by a supervisor.

**Reporting and Documenting Abuse or Neglect and Other Unacceptable Behaviors**

1. I am aware that I am a mandated reporter and I understand I am required by law to report known or suspected instances where a child, youth, or vulnerable adult (or a person with developmental disabilities) has been abused or neglected, and not doing so is considered a gross misdemeanor.
2. I understand that [Camp Name] expects me to follow the same abuse reporting procedures whether I am a mandated reporter or not.
3. At the first reasonable cause to believe that abuse or neglect exists, and no more than 24 hours, it should be reported to my supervisor or program director and his/her supervisor, or if I am a volunteer it should be reported to my camp point of contact, so that proper reporting can be initiated. If the supervisor, program director, or camp point of contact is not available, I understand I should contact the next supervisory level up. The inability to consult with a supervisor, program director, or camp point of contact should not delay a call to authorities.
4. Information regarding abuse or potential abuse or neglect should be documented in writing along with any call to local child protective services.
5. At the first reasonable cause to believe that an employee or volunteer has crossed the boundaries of acceptable [Camp Name] interactions or has abused a participant, even if it was not during working hours, his or her conduct should be reported to my supervisor or program director and camp point of contact. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from [Camp Name] employment or volunteer status, and the [Camp Name] ‘s protocol for making a report to the appropriate authorities will be followed.
6. Confidentiality of information related to abuse is crucial and should be limited to the immediate supervisor and/or camp director and designated leadership at camp.

**Confirmation of Understanding**

I have read the [Camp Name] Code of Conduct. I agree to abide by the program rules and boundaries for staff and volunteer relationships with children, youth, and vulnerable young adults as stated. I also understand that the camp’s leadership plays a crucial role in determining if grooming and rule-breaking are occurring. I will report all rule-breaking to my supervisor (or point of contact if I am a volunteer). I will also report all sexualized behavior of youth to my supervisor or camp point of contact to help prevent peer-to-peer abuse.

I UNDERSTAND VIOLATIONS OF THE [Camp Name] CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL (SEPARATION OF EMPLOYMENT). I ACKNOWLEDGE I AM AWARE OF MY RESPONSIBILITIES AND I HAVE RECEIVED A COPY OF THIS DOCUMENT.

Print Name: Date:

Signature: