CAMP Chateaugay
• EST. 1946 •

POLICIES & PROCEDURES GUIDE

WWW.CHATEAUGAY.COM

WHERE EVERYONE BELONGS



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WELCOME LETTER

Dear Camp Chateaugay Staff,

Welcome to Camp Chateaugay, where adventure, growth, and unforgettable memories await! We are thrilled to have you as part of our dedicated team for this exciting summer camp experience.

At Camp Chateaugay, our mission is to provide an exceptional summer camp environment where children can learn, grow, and have the time of their lives. We believe in creating a safe and nurturing community that fosters personal development, encourages teamwork, and promotes a sense of belonging. As a member of our staff, you play an instrumental role in making this mission a reality.

This 2023 Policies and Procedures Handbook has been designed to serve as a comprehensive guide, outlining our camp's rules, regulations, and guidelines. It is essential that each staff member familiarizes themselves with these policies to ensure the safety and well-being of our campers, as well as to maintain the integrity of our camp community.

However, beyond rules and procedures, we also want to emphasize the importance of embracing the spirit of Camp Chateaugay. This is a place where we encourage creativity, kindness, and personal growth. Our campers look up to you as role models, and your dedication and passion will inspire them to discover new skills, build lasting friendships, and cultivate lifelong memories.

Throughout the summer, we will face challenges, and we will celebrate triumphs. Together, we will navigate through the highs and lows, supporting each other every step of the way. As a team, we are here to uplift, guide, and motivate one another, creating an atmosphere that enables both campers and staff to thrive.

Camp Chateaugay is more than just a summer camp—it's a community built on friendship, respect, and a shared love for the outdoors. We encourage you to embrace the unique experiences that camp offers, whether it's cheering around the campfire, challenging yourself on the high ropes course, or leading an inspiring arts and crafts session.

Thank you for choosing Camp Chateaugay as your summer camp home. We are excited to have you on board, and we look forward to an incredible summer ahead!

Warmest regards,

Mitch & Blane & Candi

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POLICY PROHIBITING THE ABUSE OR MISTREATMENT OF CAMPERS

At Camp Chateaugay we have a zero tolerance for abuse and will not tolerate the mistreatment or abuse of Campers in its programs. Any mistreatment or abuse by a staff member or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service. Further, Camp Chateaugay will fully cooperate with law enforcement throughout the investigation and resolution of mistreatment or abuse incidents.

POLICY PROHIBITING THE ABUSE OR MISTREATMENT OF ONE CAMPER BY ANOTHER CAMPER

Camp Chateaugay has zero tolerance for abuse, mistreatment, or sexual activity among campers. Camp Chateaugay is committed to providing all campers with a safe environment and will not tolerate the mistreatment or abuse of one camper by another camper. Conduct by campers that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the program.

In addition, Camp Chateaugay will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, Camp Chateaugay will take the necessary steps to help stop such behavior.

POLICY DEFINING APPROPRIATE AND INAPPROPRIATE PHYSICAL CONTACT

Camp Chateaugay's physical contact policy promotes a positive, nurturing environment while protecting campers, staff and volunteers. Camp Chateaugay encourages appropriate physical contact with campers and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff or volunteers towards campers will result in disciplinary action, up to and including termination. In the martial arts program, campers are allowed to grapple, spar, and wrestle as long as they are supervised by a trained professional

Camp Chateaugay's policies for appropriate and inappropriate physical interactions include but are not limited to:

Appropriate Physical Interactions	Inappropriate Physical Interactions
Contact initiated by the camper such as: • Side hugs • Pats on the back • Handshakes • High-fives and hand slapping • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations)	• Full-frontal hugs • Kisses • Showing affection in isolated areas or while one-on-one • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a camper to cling to an staff's or volunteer's leg • Allowing campers older than kindergarten to sit on an staff or volunteer's lap • Any type of massage given by or to a camper outside of accepted and documented medical treatment • Any form of affection that is unwanted by the camper or the staff or volunteer • Touching bottom, chest, or genital areas that is outside authorized and documented personal care assistance

POLICY DEFINING APPROPRIATE AND INAPPROPRIATE VERBAL INTERACTIONS

Staff and volunteers are prohibited from speaking to campers in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Staff and volunteers must not initiate sexually oriented conversations with campers. Staff and volunteers are not permitted to discuss their own sexual activities with campers.

Camp Chateaugay's policies for appropriate and inappropriate verbal interactions include but are not limited to:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
• Positive reinforcement • Appropriate jokes • Encouragement • Praise • Strength-based conversations • Self-disclosure as a supervised therapeutic tool by licensed clinicians, medical professionals, and pastoral counseling	• **Name-calling** • **Discussing sexual encounters or in any way involving campers in the personal problems or issues of Staff and Volunteers** • **Secrets** • **Cursing** • **Off-color or sexual jokes** • **Shaming, belittling** • **Oversharing personal history** • **Derogatory remarks** • **Harsh language that may frighten, threaten or humiliate campers** • **Derogatory remarks about the camper or their family** • **Compliments relating to physique or body development**

POLICY FOR MANAGING ONE-ON-ONE INTERACTIONS BETWEEN STAFF, VOLUNTEERS, AND CAMPERS

One-on-one interactions with campers will only occur during programming under authorized circumstances approved by our Director / Assistant Director. At Camp Chateaugay we have the 'Rule of Three' in place at all times. The only exceptions include the examples of appropriate behavior when authorized one-on-one interactions occur below:

- Music Lessons
- Tutoring
- Medical Exams / Procedures
- Horseback riding lessons
- Trips to Emergency Room
- Drop off's
- Meetings with the Camp Director / Assistant Director
- HOD

In those situations where one-on-one interactions are authorized, Staff and Volunteers will observe the following guidelines to limit the risk of abuse or false allegations of abuse:

- Meet Campers in a public place where you are in full view of others.

- Avoid physical interactions and/or affection during one-on-one interactions at all cost. If physical interactions occur, ensure appropriate physical and verbal interactions align with Camp Chateaugay's established policies and are limited to the task at hand. Immediately share the nature and extent of physical interactions that occurred during the one-on-one interaction with your Senior Staff after the interaction has ended.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other staff and volunteers that you are alone with a camper and encourage them to randomly drop in or pass by the interaction.
- To the extent possible, ensure one-on-one interactions occurring behind closed doors are scheduled in advance, occurring in a room with windows or glass in the door, and/or are communicated to your supervisor.
- Ensure one-one-one interactions are documented and approved by the children's parents/guardians, especially if behind closed doors. Keep documentation of these meetings (such as in shared calendar, case notes, etc.) and share with camp administration.
- Document and immediately report any unusual incidents, including physical interactions, disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted or that made you uncomfortable via our 'Incident Report Form'.

POLICY FOR MANAGING ONE-ON-ONE INTERACTIONS BETWEEN STAFF, VOLUNTEERS, AND CAMPERS IN A VIRTUAL SETTING

One-on-one interactions with Campers in virtual programming will only occur during authorized circumstances.

Examples of appropriate behavior when authorized one-on-one interactions do occur:

- Unit leaders may have calls with parents and campers prior to arriving at Camp
- Our Camper Advocate may have calls with parents and campers prior to arriving at Camp
- The Director and Assistant Director may have zoom calls with campers and families about enrolling in camp
- Virtual training may occur

In those situations where one-on-one interactions are authorized, staff and volunteers will observe the following guidelines to limit the risk of abuse or false allegations of abuse:

- Ensure one-on-one interactions in virtual settings are scheduled in advance and communicated with the camp administration. Links and passwords to virtual sessions will be shared with the camp administration.
- Ensure one-one-one interactions in virtual settings are documented. Keep documentation of these meetings (such as in shared calendar, case notes, etc.) and share with the camp administration.

- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted or that made you uncomfortable via our 'Incident Report Form'.
- Staff & campers will not be meeting in any virtual setting in or outside of camp unless written documentation is approved from the campers parents/guardians.
- Staff will receive age and cognitive level-appropriate information about boundaries during pre-camp
- If campers have any issues, safety concerns or reports of abuse please report them to the camp administration as well as filling out our 'Incident Report form' which is accessible via many iPads located throughout camp.
- Please review our electronic communication and social media policy to understand appropriate and inappropriate forms of communication from Staff.

POLICY FOR MANAGING INTERACTIONS BETWEEN STAFF, VOLUNTEERS, & CAMPERS OUTSIDE CAMP CHATEAUGAY

Research shows many cases of organizational abuse occur off-site and outside of regularly scheduled activities. Allowing contact outside of regularly scheduled activities may put staff, volunteers, campers, and Camp Chateaugay at an increased risk. The following are Camp Chateaugaay's procedures to help manage this and the risk of abuse & false accusations arising from contact outside Camp Chateaugay's regularly scheduled programming.

Camp Chateaugay encourages staff and volunteers to refrain from outside contact with campers.
Examples of contact outside of regularly scheduled program activities:

- Rides to/from organization
- Continued contact with camper after a camper's participation in a program has ended
- Pre-existing relationships with campers/staff prior to camp
- A staff member from Camp Chateaugay visits or stays at a camper families house
- Grabbing dinner or ice-cream with a camper family
- Overnight trips

Notification to the camp administration if anything unusual occurred that could be misinterpreted as inappropriate behavior and an 'Incident Report Form' will need to be completed.

A camper can only initiate communication or contact with staff or volunteers after they leave or end their program participation, through their parents signing our 'Social Media Contact Form'.
If there are preexisting familial or social relationships prior to coming to camp with other members of staff, that could happen regularly outside of Camp, in scheduled program activities such as children are friends at school, families attend same religious institution, etc, Camp Chateaugay offers the following guidelines:

Please notify via email, the Director/ Assistant Director of the pre-existing relationship (i.e., if someone has a familial or social relationship with a camper or will be hiring them to babysit/housesit/tutor/etc.) ahead of time. This helps ensure transparency and protects the staff or volunteer from rumors. For example, if Coach Jones has hired Morgan to babysit and someone sees Morgan leaving Coach Jones' house at 10pm on a Friday night, it is much easier for the staff or volunteer and organizational leadership to respond to those concerns if they have been notified that interaction was going to take place.

ELECTRONIC COMMUNICATION AND SOCIAL MEDIA POLICY

[The terms "electronic communications" and "social media" or "social network" refer to activities that integrate technology, telecommunications, and social interaction using words, images, video or audio tools. Examples include, but are not limited to: social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, text and voice chat platforms for gaming, live webcasting, and real-time web communities. Additionally, sending text messages between two or more mobile phones or fixed or portable devices over a phone or wireless network is included within these definitions.]

Camp Chateaugay strongly encourages staff and volunteers to refrain from electronic communication and/or social media use with campers. However, if these interactions are part of programming or otherwise unavoidable, Camp Chateaugay offers the following guidelines about appropriate and inappropriate communication with campers:

- Staff & volunteers are required to obtain a parents/guardians and campers signature on our 'Social Media Contact Form' attached in the 'Staff Handbook' 2023. This will be filled out before any personal information such as email address, social media handles, phone number are shared.
- Senior Staff will confirm when the parent has signed the document.
- Staff, volunteers and campers are prohibited from making comments that are, or could be construed by any observer to be, harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. As well as any sexually oriented conversations or discussions about sexual activities or posting inappropriate pictures or inappropriate comments on pictures.
- Camp Chateaugay has social media pages on many platforms and a Facebook group for staff. All are monitored and any posts that violate Camp Chateaugay's policies for appropriate behavior will be removed and reported.
- Camp Chateaugay informs parents/guardians of any such prohibited posts or online behavior.
- We encourage staff and volunteers to have "private" profiles so that campers do not have access to their private information.

- How to respond to private electronic communication from campers if not approved by parents / guardians. The responding procedure includes:
  a. Alerting othe camp administration about the private communication and carefully documenting and forwarding the communication to them. Staff and volunteers will not respond privately to campers except to state that 'such communications are prohibited by our policies & procedures handbook and Code of Conduct'.
  b. Exceptions may be made under emergency situations wherein private messages may occur in order to locate a camper and secure their safety, but all such contact will be documented accordingly via our 'Incident Report Form'.
  c. If a camper reveals abuse or inappropriate interactions with an adult or other camper / child, the staff or volunteer must report this information to our Director / Assistant Director directly and if appropriate, to child protective services or law enforcement.
- If campers receive inappropriate communication from a staff member or volunteers, then the responding procedure is to:
  a. Inform Camp Chateaugay the Director / Assistant Director.
  b. Document accordingly via our 'Incident Report Form'.
  c. Contact a parent / guardians, if appropriate
- Requests to discontinue – Parents/guardians may request in writing that a camper not be contacted through any form of electronic communication or social media by Camp Chateaugay.

ELECTRONIC COMMUNICATION AND SOCIAL MEDIA CODE OF CONDUCT

Electronic Communication and social media present the potential for inappropriate behavior, increased access to vulnerable campers, and privacy violations. Volunteers, campers and staff participating in Camp Chateaugay's programs, events, and activities shall adhere to the following Social Media Code of Conduct:

- Do not engage in behavior or comments that are, or could be construed by any observer to be, harsh, abusive, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Do not engage in personal attacks, sexually oriented conversations, or discussions about sexual activity.
- Be a positive role model by exhibiting professionalism in all interactions; portray an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff and volunteers are prohibited from sending private messages to campers and/or replying to private messages from a camper unless the 'Social Media Contact Form' has been signed by the campers parent. If a camper continues to try and privately communicate with a staff member or volunteer electronically, our Director / Assistant Director should be notified immediately and an 'Incident Report Form' should be completed.
- Personal social networking profiles and/or blogs of staff and volunteers are recommended to be private and not shared with campers unless the 'Social Media Contact Form' has been signed by the campers parents / guardians.
- Staff and Volunteers with profiles on social networking sites shall not request to be "friends" with or follow campers or approve friend or follow requests from campers unless the 'Social Media Contact Form' has been signed by the campers parent.

- Staff and volunteers may not engage in electronic communication or social media contact with other family members or friends of campers except parents/guardians unless approved in writing via our 'Social Media Contact Form'.
- Never reveal sensitive or confidential information, including identifiable details or photos of a camper without written consent from their parent/guardian.
- Staff and volunteers may not post or share on their personal social media accounts any photographs or videos of campers participating in Camp Chateaugay's programs unless the 'Social Media Contact Form' has been signed by the campers parent and Director & Assistant Director has approved it.
- Staff and Volunteers may not post or share inappropriate photos or comments on photos of campers.
- Do not make pornography in any form available to campers participating in Camp Chateaugay's programs, events, and activities or assist campers in any way in gaining access to pornography.
- Staff and volunteers may not create web pages on behalf of Camp Chateaugay unless they have prior approval to do so from our Director / Assistant Director.
- Staff and volunteers may not misrepresent their work with Camp Chateaugay under any circumstances.
- All Footage and Photographs made by our on staff photographer and videographer and social media team is owned by Camp Chateaugay and can not be distributed unless given permission by either the Camp Director or Assistant Director
- Staff and volunteers engaging in social media and online communication become public figures associated with Camp Chateaugay and are responsible to help protect Camp Chateaugay and its campers. Always act in a professional and constructive manner and use sound judgment before posting or sharing content online.
- Rather than personally defend Camp Chateaugay's reputation, staff and volunteers will notify our Director / Assistant Director of a negative comment or online representation related to Camp Chateaugay.
- This Code of Conduct and associated policies and procedures shall be provided to parents/guardians of campers too.
- Campers and parents/guardians may request in writing that a camper not be contacted through any form of electronic communication or social media by an staff or volunteer of Camp Chateaugay

GIFT-GIVING AND GIFT ACCEPTANCE POLICY

No Gifts or Tips

Camp Chateaugay prohibits Staff and Volunteers from receiving gifts from Campers and / or their parents - this includes tips. Artwork and letters of appreciation written by campers are acceptable. Receiving gifts from parents and Campers to staff can create inequity in the bunk and is therefore avoided.

Camp Chateaugay prohibits Staff and Volunteers from giving gifts to Campers. When working with children, gift giving by an adult to a child can often be misconstrued as "grooming." Often, offenders groom campers by giving gifts, thereby endearing themselves to the campers. They might instruct the campers to keep the gifts a secret, which then encourages keeping other bigger or more harmful secrets from trusted adults.

POLICY GOVERNING MANDATORY REPORTING REQUIREMENTS FOR STAFF AND VOLUNTEERS

All Staff and Volunteers must follow NY state specific mandatory reporting requirements as stipulated in Precamp Mandatory training on 'Reporting.'

Staff and Volunteers are trained to know and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff and Volunteers will:

- Be familiar with the symptoms of abuse and neglect, including physical, sexual, verbal, and emotional abuse;
- Know and follow Camp Chateaugay's policies and procedures that protect against abuse
- Report suspected abuse or neglect to our Director / Assistant Director and the appropriate authorities as required by NY mandated reporter laws.
- Complete our 'Incident Report Form'
- Will Follow up to ensure that appropriate action has been taken and document via Camp Chateaugay's 'Incident Progress Form'

POLICY REQUIRING COOPERATION WITH INVESTIGATIONS

Camp Chateaugay takes every allegation of abuse or misconduct seriously and will fully cooperate with authorities to investigate all cases of alleged abuse or misconduct. Staff and volunteers shall cooperate with any external investigation by outside authorities or internal investigation conducted by Camp Chateaugay or persons given investigative authority by Camp Chateaugay.

Cooperation with investigations includes, but is not limited to:

- Promptly acknowledging and responding to requests for information;
- Making oneself available for meetings with investigating officials;
- Providing full, accurate, and truthful information;
- Keeping confidential information learned or transmitted during the investigation, unless directed by legal authorities, and
- Preserving relevant information and documents.

A Staff member or Volunteer's failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment or dismissal from Camp Chateaugay.

INCLUSION POLICY

Camp Chateaugay promotes and ensures inclusion at our summer camp, fostering an environment that respects and celebrates the diversity of all Campers and Staff. Inclusion means creating an atmosphere where individuals of all abilities, backgrounds, races, ethnicities, genders, sexual orientations, religions, and socioeconomic statuses feel welcome and valued.

Non-Discrimination and Equal Opportunity

- Our summer camp strictly prohibits discrimination or harassment based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, or any other protected status.
- All campers and staff members will be treated with dignity, respect, and fairness, regardless of their personal characteristics.

Celebrating Diversity

- We embrace and value the diversity of our campers and staff, and we will actively promote an inclusive environment that celebrates and respects all backgrounds. We have staff and campers from all over the world, South Africa, Hungary, France, Spain, Mexico, UK, Canada, Brazil, Australia, Poland, New Zealand to just name a few.
- Cultural awareness and sensitivity will be fostered through diverse programming, educational activities, and opportunities for dialogue and understanding.

Gender-Inclusive Policies

- We recognize and respect the gender identities of all campers and staff.
- Campers will have the opportunity to participate in activities and use facilities that align with their gender identity, ensuring they feel comfortable and supported.
- Staff members will use inclusive language, respect pronoun preferences, and uphold the privacy and confidentiality of all campers and staff.

S**taff Training and Development**

- Staff members will receive comprehensive training on inclusion, diversity, and sensitivity, emphasizing the importance of creating an inclusive environment.
- Training will cover topics such as unconscious bias, cultural competency, LGBTQ+ inclusion, and strategies for fostering inclusivity among campers.
- Staff members will be encouraged to engage in ongoing professional development opportunities related to inclusion.

Complaints and Reporting Procedures

- Camp Chateaugay has a clear and confidential reporting process for campers and staff to report any incidents of discrimination, harassment, bullying, or exclusion via our 'Incident Report Form' via several iPads located around camp.
- All reports will be taken seriously, investigated promptly, and appropriate actions will be taken to address and resolve the issues in a fair and equitable manner.

Regular Evaluation and Improvement

- We are committed to continuously evaluating our inclusion policies and practices to identify areas for improvement and ensure the effectiveness of our efforts.
- Feedback from campers, staff, and families will be actively sought and considered in shaping our inclusive environment.

CODE OF CONDUCT FOR STAFF / VOLUNTEERS

The following 'Code of Conduct' is intended to assist staff and volunteers in making decisions about interactions with campers, outlining specific expectations of staff and volunteers as we strive to accomplish our mission together at Camp Chateaugay. For clarification of any guideline, or to inquire about behaviors not addressed here, please contact our Director / Assistant Director.

Camp Chateaugay provides our campers with the highest quality services available such as our Camper Advocate, a mental health professional and licensed Doctors and Nurses on staff 24/7. We are committed to creating an environment for campers that is safe, nurturing, empowering, and that promotes growth and success.

Abuse of any kind will not be tolerated, and confirmed abuse will result in immediate dismissal from Camp Chateaugay. Camp Chateaugay will fully cooperate with authorities if allegations of abuse are made that require an investigation.

- All Staff and Campers will be always treated with respect.
- Staff and Campers will be treated fairly regardless of race, sex, sexual orientation, age, gender, or religious preference.
- Staff and Volunteers will adhere to appropriate boundaries governing physical affection as outlined by Camp Chateaugay.
- Staff and Volunteers will avoid physical affection with campers that cannot be observed by others.
- Staff and Volunteers will exhibit the highest ethical best practices and personal integrity.
- Staff and Volunteers will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Staff & Volunteers will not physically, sexually, or emotionally abuse or neglect a campers or adult.
- Cursing, profanity using offensive language, name calling, ethnic or racial or gender slurs, homophobia, racism or other derogatory statements, or verbally aggressive language are not allowed & can be grounds for dismissal. If you cannot do it or say it in front of their parents, then you should not be doing or saying it.
- Staff and Volunteers will share concerns about suspicious or inappropriate behavior with Senior Staff and our Director / Assistant Director.
- Staff & Volunteers will report any suspected abuse or neglect of a camper to the state authorities, if applicable.
- Staff and Volunteers will accept their personal responsibility to protect campers and adults from all forms of abuse.
- Staff & Volunteers will adhere to appropriate & inappropriate verbal interactions as outlined by Camp Chateaugay.
- Staff and Volunteers will always complete the 'Incident Report Form', no matter how big or small the issue may be, regardless whether it is suspected or confirmed.
- Staff & Volunteers will not stare at or comment on campers bodies.
- Staff & Volunteers will not date or become romantically involved with campers.
- Staff & Volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of campers.
- Staff and Volunteers will not have sexually oriented materials, including printed or online pornography, on Camp Chateaugay's property.

- Staff and Volunteers will not keep secrets with campers and will not give any gifts.
- Staff and Volunteers will comply with Camp Chateaugay's policies regarding interactions with campers outside of our programs.
- Staff and Volunteers will adhere to Camp Chateaugay's policies regarding electronic communication and social media with Campers.
- Staff and Volunteers will adhere to Camp Chateaugay's policies regarding working one-on-one with Campers in a private setting.
- Staff and volunteers will not abuse campers in anyway including (but not limited to) the following:
    1. Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints
    2. Verbal abuse: degrading, threatening, cursing
    3. Sexual abuse: inappropriate touch, exposing oneself, sexually oriented conversations
    4. Mental abuse: shaming, humiliation, cruelty
    5. Neglect: withholding food, water, shelter
- Camp Chateaugay will not tolerate the mistreatment or abuse of anyone. In addition, Camp Chateaugay will not tolerate any behavior that is defined as bullying. If such actions are disruptive, we will take steps needed to eliminate such behavior including anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all campers, staff, and volunteers. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:
    1. Physical bullying: when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
    2. Verbal bullying: when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
    3. Nonverbal or relational bullying: when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
    4. Cyberbullying: the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).
    5. Cyberbullying can involve:
        a. Sending mean, vulgar, or threatening messages or images;
        b. Posting sensitive, private information about another person;
        c. Pretending to be someone else in order to make that person look bad;
        d. Intentionally excluding someone from an online group.
    6. Hazing: an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate. Sexualized bullying: when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.
- Staff and volunteers will report concerns or complaints about other staff and volunteers, other adults, c campers to the Director / Assistant Director and are required to fill out Camp Chateaugay's 'Incident Report Form'
- Staff and Volunteers will report allegations or incidents of abuse to the proper NY state authority.

- Staff & Volunteers may not have been engaged in, been accused of, or convicted of child abuse, indecency with a child, or injury to a child prior to arrival to be able to be employed by Camp Chateaugay
- Staff & Volunteers will not steal, cause damage or graffiti any building or property of the camp, Some accidental damage is inevitable. Writing on cabin walls, ceilings, or any furniture is not a Camp tradition, & is strictly forbidden. We will hold both campers and counselors accountable if rule is broken.

TYPES OF BACKGROUND CHECKS FOR STAFF AND VOLUNTEERS

Camp Chateaugay screens all potential and hired staff members, new and returning to camp. The background checks completed are:

- Statewide/All Counties - New York
- National Sex Offender (www.nsopw.gov) - Multi-State Sex Offender Search
- US-SOR Research Tool - deverus direct
- New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry

This is in compliance with Section 7-2.5(l) of the New York State Sanitary Code and Article 13-B of the Public Health Law requires children's camp operators to determine whether an employee or Volunteer at the camp is listed on the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry. Checks of the Registry must be completed prior to the day the employee or Volunteer starts work at the camp and annually thereafter prior to their arrival at camp. The law applies to all children's camps (day, traveling day and overnight) and to all prospective employees and volunteers at the camp regardless of their job title/responsibilities or employment status (full or part-time).

Additional screening is recommended for individuals who will be involved in other high-risk behaviors such as driving or supervising Campers such as:

Driver's License Checks

Staff must be 21+ to be a camp driver. They must sign our 'DRIVING RECORD RELEASE AUTHORIZATION' and complete the attached form. Their information is submitted through our MVR portal & staff must pass a driving test at camp. Below are guidelines we will be using to rate all drivers. There are 3 status' that can be assigned to a driver:
APPROVED – can drive for the camp with no limitations
NOT APPROVED – cannot drive for the camp
RESTRICTED – can drive for the camp as long as there are NO passengers of any kind

Camp Chateaugay allows staff or volunteers 21 years of age or older, to operate a vehicle on behalf of the camp, to first require an annual motor vehicle record (MVR) check to be completed for each potential driver. Camp Chateaugay then uses the results of the MVR to either accept or deny potential drivers based on their driving history. This decision is made in accordance with a set of criteria developed and documented by Camp Chateaugay within it's transportation policy.

Relevant factors when selecting drivers may include prior citations, time passed since relevant citations, valid licensure with any necessary endorsements, driving experience, physical or cognitive disabilities, participation in defensive driving courses and more.

PROCEDURES FOR CRIMINAL BACKGROUND CHECK REVIEW

In the interests of preserving the safety and security of staff and campers, as well as ensuring a high-quality workforce, Camp Chateaugay operates a background screening program. Camp Chateaugay facilitates criminal background checks via:

- Each offer of employment is contingent upon the results of a criminal background check.
- Once a candidate has received a conditional offer of employment, candidates: (1) receive all necessary background screening disclosures and (2) provide written consent for the background check to be run.
- Camp Chateaugay's selected background screening firm prepares the background screening report and once returned, we assess whether the report reflects any criminal convictions.
- If the screening report contains a criminal conviction, assess whether any federal, state, or local laws require the candidate to be automatically disqualified (e.g., state law indicates that an individual in X position cannot have a conviction for Y).
- If the screening report contains a criminal conviction, but it does not result in automatic disqualification under federal, state or local law, Camp Chateaugay will make a preliminary assessment of whether there is a substantial relationship between the job and the crime. To make this assessment, we analyze: (1) the nature of the job, (2) the nature of the crime, and (3) the amount of time that has passed since the conviction.
- If a substantial relationship between the job and crime exists, we double-check that there are no federal, state, or local laws that preclude Camp Chateaugay from making a decision based on the criminal conviction at issue (e.g., based on the amount of time that has passed since the offense).
- If Camp Chateaugay's preliminary review finds that the candidate likely needs to be disqualified, they send the candidate: (1) a pre-adverse-action letter, (2) the relevant background screening report, (3) a governmental notice entitled "A Summary of your Rights Under the Fair Credit Reporting Act," and (4) a written questionnaire/invitation for the potential staff or volunteer member to provide Camp Chateaugay more context about the potentially disqualifying criminal matter as well as additional information about how he or she has grown/matured/functioned since the time of the crime.
- We allow at least five business days from the date of the pre-adverse-action letter to allow the potential staff or volunteer member to dispute the accuracy of the report and/or provide Camp Chateaugay additional information related to the matters covered in the report.
- After the waiting period has elapsed, we assess whether the potential staff or volunteer member has disputed the accuracy of the report.
- If the potential staff or volunteer member has disputed the accuracy of the report, we allow the screening firm to reinvestigate the information and resolve the dispute before taking any further steps.
- We then review any additional information submitted by the potential staff or volunteer member about the crime and their actions since the crime and if the additional information submitted by the candidate sufficiently allays concerns related to the crime, continue with the hiring process.
- Finally if Camp Chateaugay reaches a final determination that the potential staff or volunteer member will not be hired, send the candidate an adverse action letter communicating the decision and document the reason why the potential staff or volunteer member was not hired (e.g., "Potential Staff / Volunteer member has a criminal conviction that is substantially related to the job. Criminal Conviction Questionnaire responses did not reflect reduced risk.")

POLICY REQUIRING TRAINING OF ALL STAFF AND VOLUNTEERS PRIOR TO HAVING ACCESS TO CAMPERS

Camp Chateaugay requires that all staff and volunteers are trained on the following foundational abuse prevention topics prior to having access to Campers:

All of Camp Chateaugay's policies related to preventing and responding to abuse;

- How to maintain appropriate boundaries with Campers
- Definitions of abuse
- Types of offenders
- How offenders operate
- How to manage high-risk activities (i.e., bathroom activities, diapering and toileting, transportation, etc.)
- How to prevent false allegations
- How to recognize and respond to suspicious or inappropriate behaviors and policy violations
- How to recognize and respond to suspicions or allegations of abuse.

Camp Chateaugay keeps documentation of training records for all Staff and Volunteers.

RESPONDING TO RED FLAG BEHAVIORS AND INCIDENTS OF ABUSE

Responding to Suspicious or Inappropriate Behaviors

Creating a safe environment goes a long way toward preventing all types of abuse and responding to suspicious or inappropriate behaviors, is a camp's first line of defense against abuse. Suspicious or inappropriate behaviors can include policy violations, boundary violations, and red flag behaviors that mimic the way an offender typically interacts with campers.

Camp Chateaugay's training includes information on how to respond to suspicious or inappropriate behaviors within an organization, including:

- How to recognize red flags and boundary violations
- High-risk circumstances for boundary violations
- Steps for how Staff and Volunteers will respond to boundary violations, suspicious or inappropriate interactions, or policy violations
- How to prevent false allegations
- Why reporting suspected abuse or neglect is critical
- Who is a mandated reporter of suspected abuse and neglect
- What types of conduct will be reported
- The responsibilities of a mandated reporter
- How to respond if a camper discloses abuse or neglect

VISITOR IDENTIFICATION BADGE POLICY

Visitors

When a visitor arrives at Camp Chateaugay without an authorized identification badge, he or she will be instructed to go to the 'Big House' Office and sign in. The office staff will verify a visitor's identity by inspection of a form of photograph identification, when applicable and issue the person a "Visitor" identification badge. The "Visitor" shall wait in the office for a representative to escort the visitor to the relevant department or area. A department or office representative must escort the visitor back to the office to return the badge prior to the visitor's departure. Visitors are required to wear a temporary "Visitor" identification badge at all times while at Camp Chateaugay

Identification in Programming Away from the Facility

Our Staff and Volunteers are recommended to wear Camp Chateaugay attire such as a badge, lanyards or t-shirt to clearly distinguish them as authorized representatives when outside of camp on Chateaugay related business or activities.

RESPONDING TO STRANGERS ON CAMPUS

Strangers in Camp

If Staff or Volunteer notices an individual in camp they do not recognize and is not accompanied by a staff member, Staff/Volunteer should approach the person and ask "Can I help you?" and then direct the individual where they need to go.

Immediately following that, the Staff or Volunteer should find the nearest Staff or Volunteer with a Walkie Talkie and notify the camp office of the individual. Include a physical description, and location to confirm their identity. If Staff/Volunteers do not feel safe approaching the individual, they must immediately notify other Staff/ Volunteers to assist them and not place themselves in danger. If possible keep visual contact with the unknown individual until their identity has been verified or camp administration is on site.

If a threat is poised from an unknown individual towards a camper, staff or volunteer, they are to remove themselves and the campers from the area and call 911 immediately or if they are unable to do so, contact another Staff/Volunteer to do so.

POLICY REQUIRING SEX-OFFENDER REGISTRY SCREENING FOR STAFF AND VOLUNTEERS

Camp Chateaugay will complete a National Sex Offender Registry check on all staff and volunteers upon hire, re-hire, return from seasonal absence or furlough longer than six months, and prior to working or volunteering with campers. Each applicant will be screened through the National Sex Offender Registry.

PROCEDURES FOR SENIOR STAFF MONITORING STAFF AND VOLUNTEERS AT ON-SITE AND OFF-SITE PROGRAMS

Our Leadership Director / Senior Staff use scheduled and random observations of all programs, program locations and buildings; to engage in both spontaneous and scheduled conversations with staff and volunteers; who are conducting group and individual supervision and training meetings; review program documentation and to ensure that safety standards are always in place.

For off-site activities and programs present unique risks for the safety of campers. These settings are among the most common where adult-to-Camper and Camper-to-Camper sexual misconduct occurs. Some of the special circumstances which cause these to be high-risk environments are that large groups are difficult to monitor. Campers may be more likely to act out in a less structured environment. Camp Chateaugay cannot screen all other adults who may have access to campers off-site, and many off-site programs (like community-based care) include one-on-one interactions. It is important that Senior Staff are aware of these risks and take measures to minimize them through effective monitoring and supervision practices.

- A record will be kept of each supervised trip/visit: including arrival and departure times, which campers were present, and a summary of the information collected. This is to provide staff and volunteers with feedback about visits.
- Observation times will vary, dropping in at different times each day.
- Punctuality and the routines that staff and volunteers follow is very important, especially to prepare for when the campers arrive.
- Surveys of the physical environment will be conducted regularly to make sure each area is a suitable for a particular activity (e.g., size of area for number of campers, ability to supervise all areas used by campers, landscaping that may inhibit supervision, etc)
- Our Leadership Director / Senior Staff will watch activities to check if they are planned and organized and how actively involved each staff / volunteer member is. Occasionally a schedule of events planned for that activity that day will be requested to compare with what is happening at a given time.
- In activities where bathrooms are used, Senior Staff will observe to ensure that the staff and volunteers are complying with the established policies and procedures.

Observations our Leadership Director / Senior Staff look for when:

- Staff / Volunteers are interacting with Campers.
- Do Staff and Volunteers use the proper voice tone with Campers?
- Do Staff and Volunteers give praise to Campers?
- Do Staff and Volunteers follow the physical affection guidelines?
- Do Staff and Volunteers know the Campers by first and last name?
- Do Staff and Volunteers sound enthusiastic?
- Do Staff and Volunteers set limits and boundaries with Campers?
- Do Staff and Volunteers interact with all Campers?
- Do Staff and Volunteers pay undue attention to any Campers?
- Do Staff and Volunteers listen to the Campers when they make reports or express concerns?

Observing Staff and Volunteers interactions with each other.

- Do Staff and Volunteers pay more attention to the Campers than to each other?
- Are Staff and Volunteers spread out and monitoring the entire facility?
- Do Staff and Volunteers know who is supervising which Campers?
- Do Staff and Volunteers communicate with each other when one must leave the area?
- Do Staff and Volunteers use polite voice tones with one another?
- Do Staff and Volunteers share responsibilities around the program?

Observe Staff and Volunteers interactions with parents/guardians.

- Do Staff and Volunteers greet the parents/guardians?
- Do Staff and Volunteers know the parents/guardians by name?
- Do Staff and Volunteers provide adequate information to the parents/guardians?
- Do Staff and Volunteers ask the parents if they have any questions?
- Do Staff and Volunteers spend too much time with any specific parent/guardian?

If the offsite activity or program is held at a location where Campers will be interacting in a large space:

- Campers will be told where they may and may not go, with clear boundaries and locations where to meet. Staff & Volunteers will be posted around the boundaries and at the entrance and exit points.
- Staff and Volunteers will be assigned to monitor specific areas, with at least one Staff member or volunteer near the bathrooms.
- Campers will be required to check in at designated meeting points at least once every hour.

POLICY REQUIRING PROGRAMS TO ADHERE TO SPECIFIC ADULT-TO-CAMPER RATIOS

Specific Adult-to-Camper ratios define the level of supervision and safeguarding necessary to be effective and safe. Ratios also enable Staff and Volunteers to easily identify when additional personnel are necessary. It also helps the prevention of one-on-one camper / staff interaction, as much as possible.

Campers must be in hearing or seeing distance to be supervised. This is a minimum standard, and much stricter standards apply in activities that carry extraordinary risks such as waterfront, archery, riding, hiking where campers must be in immediate proximity to their supervising Staff / Volunteer at the time. Camp Chateaugay will ensure all programs adhere to the following:

Minimum Supervision Staff/Adult-to-Camper ratios:
1:8 general activities including archery 1:8 is our waterfront ratio
1:8 out-of-camp activities 1:6 for children under age 8.

Bathroom & Transportation & Overnight & Evening Activity Ratios
1:25 for a quiet / passive activity activity (watching a movie, board games,
1:15 during sleep and rest time 1:8 for any swimming / water activities on any trips + a lifeguard
1:25 are the he lifeguard ratios (but there must be enough staff to have an overall ratio of 1:8)
Horseback riding will have 2 staff at all times, due to the potential danger of this activity.

Campers are never left alone when taking others to hospitals, clinics, or any other destinations. Specialists in Waterfront, Athletics and Hiking will assure that adequate supervision is maintained at all times in their areas of camp. These persons have been informed of New York State law regarding ratios and qualifications. The Head Staff members in charge of each area will be responsible for maintaining adequate levels of supervision at each activity. There are least 2-3 counselors per cabin, and one unit leader overseeing 1-2 cabins.

Ratios are well established, known, and followed consistently by all Staff and Volunteers. Head Staff will consistently supervise programs to ensure ratios are followed and follow up with Staff and Volunteers if ratios are not followed. Ratios will vary depending on the age of Campers in the program and Volunteers will always follow the lowest possible ratio when working with mixed-age groups.

MONITORING GUIDELINES WHEN CAMPERS ENTER AND EXIT ACTIVITIES

Standard procedures for monitoring Campers help Camp Chateaugay identify who is present in an activity and allow Staff & Volunteers to document when and with whom Campers exit activities. Such procedures allow Staff & Volunteers to quickly identify any Campers who may be missing and decrease opportunities for Campers to be left unsupervised.

Guidelines for monitoring Camper entry/exit from facilities or activities include:

- Written / electronic documentation of attendance is completed at the beginning of each activity.
- At the beginning of every activity a Unit Leader or Senior Staff member will be designated the role of 'Rover'. The 'Rover' is in charge of cross references and checking to make sure all Campers are where they are meant to be. They have access to the radio and all programming for that day. Activity Heads will call over the radio if a camper hasn't arrived yet to their designated activity. The Rover will then check all of the programming schedules to see where that camper was last, and then check in with that activities Area Head. Sufficient time will be given for campers to get from one place to another. If all avenues have been exhausted and the camper has still not been located then a 'Lost Camper Drill' will be called over the entire camp.

GUIDELINES FOR MONITORING AND SUPERVISING CAMPER-TO-CAMPER INTERACTIONS

Staff and Volunteers must effectively monitor and supervise Camper-to-Camper interactions to prevent Camper inappropriate behaviors and abuse. When supervising Campers, it is important to remember that adult Staff and Volunteer's behavior sets the tone, and Campers will not determine what is and is not acceptable behavior.

Staff and Volunteers will ensure:

- Camper interactions are age and developmentally appropriate.
- Campers respect each other's boundaries.
- Campers are not bullying, teasing, dominating, or displaying sexualized behaviors toward others.
- Campers solve problems without fighting.

Staff and Volunteers will utilize monitoring and supervision best practices such as line of sight supervision, zone monitoring and listening and observing for inappropriate behaviors between Campers. This is to consistently monitor high-risk areas where sexual behavior between Campers is most likely to occur, including:

For Campers:

1. Bedtime/Sleeping areas

- Staff, Volunteers, and Campers will not sit or lie on anyone's bed or be in anyone else's sleeping bag.
- Campers are encouraged to draw an imaginary line around their sleeping space and encourage them to report violations to a Staff or Volunteer.
- Staff and Volunteers will not leave Campers alone during bed time.
- Campers are not allowed to share a sleeping mat, blanket, or sleeping bag.
- Records will be made for who is sleeping next to whom, bunk positioning.
- Sleeping areas will be arranged with as much space as possible between each Camper.
- Campers must sleep in areas visible to Staff and Volunteers.
- Rooms will be sufficiently lit so that you can easily observe all Campers.

2. Recreational Spaces

- If the space is too large or has obstructions, such as a building corner or a tool shed, the play area will be limited to where all Staff members / volunteers can see.
- If two Staff members are working together, it is required to establish which area or which Camper each is watching.
- Staff are not allowed to have their phones out when supervising children so as to not be distracted with their phone or even other staff members.
- Campers are not permitted to play "Truth or Dare" or "Spin the Bottle" or other similar games.

For Campers of all ages (when possible):

1. Bathrooms

- Frequent supervision of Campers in changing rooms is required throughout each day. If visual supervision compromises Camper privacy or is otherwise not feasible, auditory supervision in/near the changing room will be in place.
- A point will be made to walk through the changing room and let a member of Staff/Volunteers presence be known, by making noise, saying hello, or singing a song.

- Staff will enter the changing room with Campers or let them know you are standing outside the door waiting for them.
- A limited number of Campers will be allowed to enter the bathroom at the same time.
- When possible, “Rule of Three,” will be used.
- The only exceptions for the 'Rule of Three' are for meetings with the Camp Director / Assistant Director and the HOD staff as well as other examples listed under the 'Policy for Managing One-on-One Interactions Between Staff, Volunteers, and Campers'
- ’Rule of Three’ is defined as a practice wherein Campers should always be within sight and sound of a Staff or Volunteers. The “rule of three” requires the presence of at least three people at all times.
- Campers are required to ask permission prior to leaving program space to use the restroom (if age appropriate).

2. Secluded areas

- Doors will be locked to unused or seldom used rooms and spaces.
- Signage will be used to deter Campers from trying to access secluded areas.
- Staff & Volunteers frequently monitor secluded areas like stairwells and hallways.

GUIDELINES FOR MONITORING CAMPERS IN FACILITIES

Ultimately, Campers will be always supervised, regardless of age or developmental level.

- Parents/guardians are to complete a health form when enrolling which includes identifying information, any special medical or behavioral circumstances, any legal indemnifications, any applicable plan of support for the Camper, the Camper’s date of birth, and emergency contact information.
- Campers are required to sign the Chateaugay Camper Conduct Guide (“the Guide”) that outlines Camp Chateaugay’s behavioral expectations and policies regarding appropriate and inappropriate interactions. This guide also includes a systematic disciplinary policy which explains that Campers will be suspended or dismissed from the program for policy violations. Parents/guardians are required to review the Guide as well, so that they are aware of the program’s policies and progressive disciplinary procedures.
- While in the facilities, Campers are supervised directly with each activity offering structured, scheduled activities like basketball tournaments, swimming activities, arts and crafts, etc. These activities have one or more Staff members assigned to lead and supervise.
- Staff & Volunteers are assigned specific supervision responsibilities over authorized areas.
- Our Leadership Director / Senior Staff will document when they monitor authorized areas.
- All Staff are trained to:
  a. To greet Campers that enter activities
  b. To direct Campers to structured activities or authorized areas; and to redirect Campers who are not
  c. In an authorized area or who are not participating in a structured activity.
  d. To be aware of the risks involved with mixing age groups and developmental levels and how to monitor activities involving mixed levels – including increasing supervision when necessary.
  e. To routinely monitor high risk areas (such as bathrooms, and unused rooms). Camp Chateaugay designates specific Staff to supervise these areas.

POLICY ADDRESSING STAFF AND VOLUNTEER CELL PHONE USE DURING PROGRAM HOURS

Staff and Volunteers may bring personal electronic communication devices to camp but these devices **must not be in view or in use around camp, in cabins, in view of campers, specifically when Staff are expected to be supervising Campers.** The only exceptions to this requirement is in emergency situations and in the privacy of staff members' private rooms or in staff room/Yurt. Internet use, text messaging, and/or emailing Campers is subject to the requirements defined in Camp Chateaugay's electronic communication and social media policy. Failure to adhere to the policy will result in progressive discipline or dismissal.

Acceptable Use of Cell Phones during Program Hours

There are occasions in which Staff and Volunteers will need to use official or Camp issued electronic communication devices. In these cases, Staff and Volunteers will have explicit direction from the Director / Assistant Director governing use. Situations which may require use of personal or Camp issued electronic communication devices include:

- Field Trips
- Off-site Programs
- Emergencies
- Music (in Dance / Theatre)
- EAC for Activities

GUIDELINES FOR SUPERVISING OFF-SITE ACTIVITIES

Off-site activities, field trips, and outings present unique challenges for the safety of Campers and are among the most common settings where adult-to-Camper and Camper-to-Camper sexual abuse occurs. Some of the special circumstances which cause these to be high-risk environments are that large groups are difficult to monitor, Campers may be more likely to act out in a less structured environment, and Camp Chateaugay cannot screen all other adults who may have access to Campers off-site. It is important that Staff and Volunteers are aware of these risks and take measures to minimize them.

Special guidelines for off-site activities, field trips, and outings include:

- Prior approval for all off-site activities from the Director / Assistant Director is required.=
- Appropriate Staff-to-Camper ratios of 1:8 is set before the activity and then scheduling Staff and Volunteers accordingly. Ratios can be adjusted be determined by:
  1. Age and number of Campers involved
  2. Special or unique Camper needs
  3. The nature of the activity
- Staff, Volunteers, and Campers to be easily identifiable by wearing Camp Chateaugay badges, lanyards or clothing.

- Rules and boundaries will be reviewed with Campers prior to the activity, including how to report concerns.
- Staff / Volunteers will be assigned to a specific group of Campers to supervise.
- Staff / Volunteers will be trained on active supervision techniques:
  1. Will position themselves to be able to see and hear all Campers to whom they are assigned.
  2. Anticipate what Campers will do and redirect when necessary.
  3. Listen and notice changes in sound or absence of sound.
  4. Remain engaged with Campers rather than socializing with other Staff or Volunteers.
- Each Staff or Volunteer must maintain a roll sheet listing all the Campers in their group. Name-to-face roll checks will be conducted routinely and whenever moving from one activity or space to another.
- Specific bathroom and changing room procedures will be outlined prior to departure for Staff, Campers and Volunteers to follow, as applicable to the outing, ensuring minimum ratios can be always maintained.
- Transportation procedures will be outlined to all campers prior to departure.
- A means for Staff and Volunteers to communicate with each other while off-site will be via a Camp given cell phone.
- Staff and Volunteers are prohibited from using cell phones for personal business while supervising Campers.
- An emergency plan is set prior to leaving for responding to incidents.
- A shared calendar for awareness among departments will be shared outlining various community days, special days, deliveries and outgoing trips via the google calendar.
- If the trip is to a location where Campers will be interacting in a large space and/or it is not possible to assign specific Staff and Volunteers to specific groups of Campers, then:
  1. Campers will be told where they may and may not go. Staff and Volunteers will be based around the boundaries and at the entrance and exit points.
  2. Staff and Volunteers to monitor specific areas, posting at least one Staff or volunteer near the bathrooms and/or designated security checkpoints.

PROCEDURES FOR MONITORING & SUPERVISING AQUATIC PROGRAMS

Aquatics programs are considered “high risk” as they can quickly provide opportunity for both Adult-to-Camper abuse as well as Camper-to-Camper abuse. In order to ensure efficient monitoring and supervision of aquatics programs, and in addition to training our Staff, Camp Chateaugay follows supervision procedures in the below areas:

- Monitoring for suspicious or inappropriate behavior in the water
- Monitoring changing areas, and bathrooms
- Monitoring during swim lessons
- Monitoring the pool deck and any lounge areas

1. **<u>Monitoring for Suspicious or Inappropriate Behavior in the Water:</u>**

Red flag behaviors in adults that Camp Chateaugay staff are trained to look out for:

- Violating Camp Chateaugay's policies regarding appropriate and inappropriate physical interactions with Campers (for example, piggyback rides in the water, allowing Campers to hang on them in the water, etc.)
- Loitering during Camper-only lessons or activities
- Watching a Camper or group of Campers for an extended period
- Inappropriate sexual behavior and/or activity by an adult

Red flag behaviors in Campers that Camp Chateaugay staff are trained to look out for:

- Seeking out unsupervised areas
- Inappropriate physical contact with other Campers (i.e., horseplay, "chicken fights," and dunking)
- Campers who appear to be uncomfortable with attention they are receiving from an adult or another Camper
- Inappropriate physical contact out of view (i.e. underwater or in a slide)

2. <u>Monitoring Changing Areas, and Bathrooms</u>

Refer to established policies and procedures for monitoring changing areas, and bathrooms within this handbook.

- Scheduled monitoring of changing areas and bathroom monitoring which includes specific instructions for monitoring the high-risk areas. The schedule is to be "random" so that people in the changing room know that someone from Camp Chateaugay could enter at any time.
- Staff are trained on how to recognize suspicious or inappropriate behavior in changing areas, and bathrooms, including:

Adults**:**
- Loitering in the changing room
- Watching/staring at Campers in the changing room
- Making inappropriate comments to the Campers in the changing room

Campers**:**
- Campers seeking out unsupervised areas
- Mixed age groups of Campers
- Making inappropriate comments to other Campers in changing areas, and bathrooms

3. <u>Monitoring During Swim Lessons</u>

- Swim instructors teach swim lessons in open, viewable swim areas under the supervision of other Staff.
- Interactions are monitored with Campers that are following Camp Chateaugay's guidelines for appropriate and inappropriate physical interactions.
- Instructors, when possible, are to keep their hands above water and visible to others.
- Instructors, when assisting a child during the lessons, are to explain out loud where they will touch the child – "I am going to put my hand under your back to help you float."

4. <u>Monitoring the pool</u>

- All entrances and exits to the pool deck are appropriately and regularly monitored.
- Specific Staff responsible for monitoring the pool areas (other than lifeguards). Active supervision of these areas is critical.
- Campers are monitored to ensure they are following Camp Chateaugay's guidelines for appropriate interactions (including physical interactions, verbal interactions and electronic communications).
- Campers are only allowed to change in the designated changing room, not on the pool area or pool deck or waterfront.

PROCEDURES FOR MONITORING AND SUPERVISING CAMPERS SPORTS PROGRAMS

To ensure safety and quality in the various Campers sports programs, practices are monitored and evaluated by a Staff who are familiar with policies and procedures.

Documentation will be recorded of all evaluations visits, including arrival and departure times and a summary of the information collected, to provide Staff with feedback about visits. The visits will vary at different times. Senior Staff will be checking punctuality and the routine of Staff members to make sure they are following procedures before the Campers arrive. As well as suitability of the location for the activity i.e. size of area for number of campers & the ability to supervise all areas used by the campers, etc. They will be checking if the activities are planned and organized and if the Staff member is actively involved. A schedule of activities planned for that particular day might be requested.

Observation of Staff with interactions with Campers monitors:

- Do Staff use the proper voice tone with the Camper?
- Do Staff give praise to Campers?
- Do Staff follow the physical affection guidelines?
- Do Staff know the Campers by first and last name?
- Do Staff sound enthusiastic?
- Do Staff set limits and boundaries with Campers?
- Do Staff interact with all the Campers?
- Do any Staff pay undue attention to any Campers?
- Do Staff listen to the Campers when they make reports or express concerns?
- Do Staff exhibit inappropriate power dynamics with certain Campers?
- Are Staff aware of and actively supervising high-risk situations (i.e., mixed-age groups, off-site events, isolated areas)?
- Are Staff prepared for and following organization procedures large group activities? Free time?

Observe Staff interactions with each other.

- Do Staff pay more attention to the Campers than to each other?
- Are Staff spread out and monitoring the entire facility?
- Do Staff know who is supervising which Campers?
- Do Staff communicate to each other when one must leave the area?
- Do Staff use polite voice tones with one another?
- Do Staff share responsibilities around the program?
- Do Staff have stress management methods that they implement appropriately?

GUIDELINES FOR SUPERVISING OVERNIGHT

Overnight activities can present unique challenges to Campers, Staff and Volunteers. Overnight stays can often involve changing clothes; Campers of different ages interacting in a more intimate atmosphere than regular program activities; more unstructured and novel activities; and increased opportunities for a Camper to avoid supervision and for Staff and Volunteers to be distracted.

Supervision Guidelines for Overnight Activities

- All overnight activities are documented and approved in writing by the Trip Leader and the Director / Assistant Director - including a written/structured schedule of events from the lead staff member taking the campers on the overnight activity.
- The Trip Leader will be observing overnight activities regularly and randomly on a scheduled and periodic basis.
- The camp administration will appoint additional Staff to supervise the overnight activity. A meeting with certain Staff will be conducted to discuss the unique risks of overnight trips, unique elements of the specific overnight trip, and to review the specific policies and procedures that apply to the overnight activity.
- Staff-to-Camper overnight ratios are 1:8 and are set before the event and Staff will be scheduled accordingly.
- Meetings with the group will be hosted in open and observable areas; meetings will not be hosted in Staff or Camper rooms.

Overnight Activities at a Facility

- Authorized areas within the facility will be clearly defined and explained to the Campers.
- Staff will be assigned to a specific group of Campers to supervise. Each Staff member will then maintain a roll sheet that lists Campers in his/her group. Head counts and roll checks will be conducted routinely throughout the overnight activity.
- Staff will be assigned to high-risk areas in the facility, such as the bathrooms, entrances and exits, hallways, etc. If it is not possible to assign specific Staff to these areas, Staff will be assigned to conduct periodic facility “walk-throughs”.
- Sleeping arrangements will separate the male and female Campers into different rooms. Staff will be posted at the entrances and exits to these rooms. If this is not feasible, males and females have as much space as possible.
- When performing room checks, Staff will always go in pairs. Overnight room checks will alway be performed.
- Overnight stays at private homes are prohibited unless approved by the Director / Assistant Director.
- Physical boundaries at any off-site location will be clearly defined and explained to the Campers.
- If in a cabin type setting, Staff will be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of Campers sneaking out (such as by the door).
- All Staff are to be on duty in the halls or cabins at night until an hour after lights out and all rooms are quiet.

POLICIES AND PROCEDURES FOR CIT PROGRAMS

In order to most effectively serve our Campers, Camp Chateaugay's staff and Volunteers will be committed to maintaining a culture of safety. As a summer camp we want to encourage the professional development of teens who accept leadership positions in activities by providing ample learning opportunities and guidance.

For purposes of this resource, Camp Chateaugay uses the term "CIT" to refer to Counselors in Training, meaning Campers who take on leadership roles within a program but are still considered program Campers and are not program Volunteers or paid staff.

Definition of the CIT Program

- **What is the goal of the program?**
  The program is designed for kind & enthusiastic teens who desire to become camp counselors and who want to gain experience in a leadership role with extra responsibility and who will be role models for younger campers.

- **How does the program fit the mission of Camp Chateaugay?**
  The CIT program at Camp Chateaugay is an integral part of the camp's mission to provide a safe and nurturing environment for young people to learn, grow, and have fun. The program is designed to give older campers an opportunity to develop leadership skills and gain practical experience working with younger campers under the guidance of experienced counselors.

For CITs, Camp Chateaugay creates a positive and supportive community where they can build self-confidence, develop social skills & learn new things. The CITs are given opportunities to take on responsibilities, work as part of a team, & learn how to communicate effectively with campers & staff.

In addition CITs gaining valuable insights into the workings of the camp and the role that the counselors play in creating a positive experience for everyone. This understanding can help to create a sense of ownership and investment in the camp, and hopefully inspire the CITs to return as counselors in future years, continuing the cycle of leadership and mentorship.

- **What are the CIT's roles and responsibilities at Camp Chateaugay?**
  Each CIT will choose one or more areas of camp where they will spend the majority of their time assisting at an activity area with one of the camp's talented staff members. In the evenings, they will be assigned to a bunk to assist in getting the campers into bed. They will gain hours of practical teaching experience. CITs also participate in Community Service projects. At the beginning of the summer, they break into small groups and pick from a variety of national charities for which they will volunteer their time, and spend a few hours each week supporting the charity. CITs will also get a chance to get out of camp on trips that provide an opportunity for growth — such as visiting nearby colleges/universities or going on a hiking or canoeing trip. CITs participate in running evening activities and campfires, help with camp-wide special programs, lead trips and coach sports teams. CITs also get days off to visit local areas such as Lake Placid, Burlington or Plattsburgh. CITs receive extensive training in child supervision and leadership. Additionally, they are offered opportunities to become certified in first-aid, lifeguarding and CPR.

To be 100% clear, CITs are NOT responsible for the direct supervision of Campers in any situation.

- **What are the age requirements to participate in the CIT program?**
  Ages 15, 16, 17 years old

- **Who is responsible for supervising the teen program?**
  CIT Unit Leader.

Specific policies for the CIT program

- CITs are still Campers. The same appropriate and inappropriate physical, verbal, emotional, and behavioral boundaries between CITs and adult staff and there are for Campers & adult staff members *(see Camper Conduct Guide)*.
- Appropriate and inappropriate physical, verbal, emotional, and behavioral boundaries between CIT and other Campers.
- CITs are prohibited from being one-on-one with other Campers - including escorting Campers to the bathrooms and assisting Campers with changing their clothes.
- During rest hours and off time, CITs are subject to the same rules as the regular campers outline in Camp Chateaugay's 2023 Camper Handbook:
- Avoid one-on-one interactions between adult Staff and CIT:
  * If need arises for one-on-one meetings, define specific, pre-approved job duties, and require the meeting to be on-site or in a public space and another individual to be present where they can hear and view both individuals. CITs may escort Campers one-on-one to the Pillbox in approved by the OD or Head OD.
- CITs are required to wear badges / lanyards in their first week of camp. This is to identify them as leaders-in-training and differentiate them both from staff and younger campers.
- CITs cannot spend time off with adult staff or leave camp alone with staff / volunteers.
- CITs are not permitted to hang out in areas reserved for Staff i.e. The Yurt
- Designated areas for CITs include: The 'Big House' Living Room, Dining Hall (in off use hours) and the 'Big House' Front Porch

Training CITs

- CITs attend trainings on the following topics:
  - Their role as a leader, including what they are and are not allowed to do.
  - The dynamic of being responsible for and supervising younger Campers.
  - General abuse risk management, appropriate boundaries, self-protection, and preventing false allegations
  - Preventing Camper-to-Camper sexual activity.
  - How to report concerns about themselves, other Staff, or the campers in the program.
- Train Staff and supervisors in how to monitor CITs.

Monitoring and Supervising CITs

- CITs are monitored and supervised by their specific CIT Unit Leader, who is in charge of the CIT program and its participants.
- CITs do not supervising any area but can assist in these areas with the presence of an adult staff member:

- Bathrooms/shower time
- Transportation
- Bedtime and changing time in cabins, etc.
- Field trips/Off-site activities
- Unused cabins/rooms – will be kept locked and an adult Staff will be walking through these spaces regularly
- Camp Chateaugay's Director / Assistant Director will conduct check-ins with CITs and their supervisors.

- CITs are required to keep a log documenting their daily activities and any problems they encounter. Their Unit Leader will review these logs daily.
- CITs are required to to immediately report any red flag behavior or policy violations, any allegations or incidents of abuse, any Camper sexualized behaviors to their Staff, Volunteer or Director / Assistant Director.

PROCEDURES FOR MONITORING CABIN AND SLEEPING AREAS

Procedures for Monitoring Cabin and Sleeping Areas:

- Cabins will have 2-4 counselors assigned to a specific age range / bunk.
- Counselors will identify blind spots in the cabins so campers do not go unseen.
- Specific Counselors, when not in their regular schedule activities will be expected to do daytime and evening cabin monitoring – even while Campers participate in other activities.
- Campers are not allowed to return to their cabins to change or use the restrooms throughout the day. Staff will guide them to the closest 'all camp' restroom / changing area.
- Counselors are on a rotation of an 'OD' (On Duty) Schedule for when they are required to stay within the cabins to supervise the campers. This can range from rest hours, bed times and mornings, overnights and for cabin clean up. At least one counselor has to be on duty at all times. If this is not followed then it can result in disciplinary action or termination. OD Scheduling switching is allowed but all other co-counselors must be made aware and in agreement with a cover / replacement but it must be put in place before reporting it to the Head Counselor.
- When possible, counselors are recommended to shower and change at different times when the campers are not present.

PROCEDURES FOR CAMPERS CAUGHT SNEAKING OUT

Once the OD shift has begun, Campers are not allowed to leave the cabin unsupervised. Staff/Volunteers must routinely monitor the bunks to ensure that all campers are present. If they notice that a camper(s) are not in the bunk.

- Call for the HOD and let them know the name(s) of the missing campers, do not leave the bunk.
- HOD will investigate the absence by asking other campers in the bunk for any information about the camper(s) disappearance.
- The HOD will contact the Director/Assistant Director if the camper(s) is not found within 30 minutes.

PROCEDURES FOR MONITORING EVENING ACTIVITIES

- For most evening activities Campers will placed with their specific bunk / age groups.
- Counselors will be assigned to supervise their specific bunk plus certain areas during evening activities and the transition time before the activity begins.
- Counselors are required to conduct randomly scheduled head counts. For example, at some point during the night game, each counselor will formally ascertain that all of his or her campers are present.
- Specific counselors will be assigned to monitor doors and access to the outside for the restrooms sleeping areas during night games and activities.

PROCEDURES FOR MONITORING OFF-SITE CAMPING

- The Director / Assistant Director's approval is needed for all overnight activities.
- Staff are to remain awake as long as Campers are awake.
- Staff-to-Camper ratios will be specified prior to leaving.
- Campers will be made aware of geographic boundaries for the camping activity that will be set prior to departure.
- A written/structured schedule of events will be created for each off site trip.
- Bathroom procedures will be outlined prior to departure from camp.
- Male and female sleeping areas will be separated.
- Roll call and name checking will happen periodically throughout the activity.
- If transportation is necessary, Camp Chateaugays's transportation policies & procedures will be followed.

GUIDELINES FOR SUPERVISING AND MONITORING BATHROOM AND SHOWER PROCEDURE

Bathrooms are high risk locations for sexualized behavior by/between Campers, and adult offenders can use the privacy afforded in bathrooms and during shower time to abuse a Camper. Consequently, bathrooms and shower time require close monitoring, and these practices will be carefully managed. Shower time also presents increased risk, because Campers may be nude or partially nude and Campers may engage in horseplay.

When supervising bathroom use, adult Staff and Volunteers will first quickly scan the bathroom before allowing Campers to enter to ensure the bathroom is vacant.

For Group Bathroom Breaks:

- Staff and Volunteers are required to take groups of two or more Campers to the bathroom – following the "rule of three" or more.
- If the bathroom only has one stall, only one Camper will enter the bathroom while the others wait outside with the Staff or volunteer.

- If there are multiple stalls, the amount of Campers sent in will match as many stalls there are available for use.
- When possible, the minimization of Campers of different ages using the bathroom at the same time will be encouraged.
- Staff are required to stand outside the bathroom door but remain within earshot.

For single use restrooms:

- Campers are required to ask permission to use the bathroom.
- Staff are required to frequently check bathrooms.
- Senior Staff are required to frequently check bathrooms and ensure Staff are monitoring bathrooms correctly and at the established intervals.

For shower time:

- Only one Camper can be in a shower stall at any given time.
- If there are multiple stalls, only that number of Campers will be sent in.
- When possible, shower doors/curtains are to not extend all the way to the ground so Staff and Volunteers can easily glance into the bathroom to see how many feet are in each shower stall.
- Staff and Volunteers are required to stand outside the shower area but remain within earshot.
- Staff and Volunteers are prohibited from using the bathroom at the same time as Campers.
- When necessary to assist young Campers in the stalls, Staff and/or Volunteers will keep the door to the stall open.
- Campers who require assistance with personal care activities will have this noted within their file and include the level of assistance necessary.
- Staff and Volunteers who are authorized from the parents / guardians via written approval are able to provide assistance with personal care activities such as diapering and toileting procedures.

GUIDELINES FOR SUPERVISING AND MONITORING CHANGING AREAS

Changing areas are high-risk locations for sexual activity between Campers, and adult offenders can use the privacy afforded in a changing area or bathroom to abuse a Camper. Consequently, changing rooms require close and regular monitoring, and these practices will be carefully managed. Changing rooms also present increased risk, because Campers and adults may be nude or partially nude and Campers may engage in horseplay.

Our changing areas procedures include:

- Staff and Volunteers are required to stand within earshot of the changing room when in use by Campers.
- Staff are required to check inside the changing room so users know the changing room is monitored intermittently and briefly.
- Staff are encouraged to provide Campers with a strict time limit of how long they can be in the changing room to limit opportunity for inappropriate interactions and activities.

- When possible, the use of changing rooms by Campers of different ages at the same time will be avoided.
- The use of changing room horseplay such as towel snapping is prohibited.
- Staff (including maintenance) and Volunteers are required to also watch for suspicious or inappropriate changing room conduct.

PROCEDURE FOR MONITORING AND SUPERVISING DIAPERING, TOILETING, AND PERSONAL CARE ASSISTANCE

Personal care may involve a variety of activities, such as diapering, toileting, bathing, and dressing. It is important to follow personal care procedures for both the protection of the Camper, as well as for the protection of Staff from false allegations.

Personal care procedures, regardless of the setting in which the Camper receives services, will take into consideration the age and development of the Camper as well as the Camper's particular needs for assistance. Ideally, the degree to which Staff would be expected to assist in these vulnerable/high-risk activities for each Camper will be documented in the individual Camper's case, behavior, service, or treatment plan.

As much as able (based on age and ability of the Camper), Staff will use verbal prompts to guide the Camper in self-assisting tasks. If a Camper needs more assistance, then an alternative could be for the Staff or volunteer to put their hand on top of the Camper's hand during the personal care activity. The primary goal when providing personal care or hygiene-related activities is to ensure there is guidance and documentation that outlines when and under what circumstances Staff and Volunteers may engage in these activities with Campers (beyond identified medical care needs).

When assisting Campers with personal care:

- Staff / Volunteers are instructed to use the least intrusive methods possible. For example, encouraging the Camper to do as much as they can by themselves, to the most the degree possible. This can be via the use of verbal prompts, instead of physically touching Campers, to guide the Camper in self-assisting tasks.
- Avoiding to staring at the Camper's body.
- Documentation of any observed injury, disclosures of abuse, or any interactions that may have been misinterpreted is required to be filled out by Staff / Volunteers via our 'Incident Report Form'
- When possible, avoidance of giving physical affection is advised. If physical affection is necessary, it is limited to handshakes or high fives.
- When possible, informal monitoring is encouraged as long as it does not infringe on the Camper's right to privacy. For example, if possible, keep the bathroom or bedroom door cracked so passersby can see the adult assisting but not the Camper.
- When necessary Staff of the same gender will be assigned to a Camper to provide personal care.

For diapering:

- Placing the changing table in an open area where adult actions can be observed by others.
- If possible, diapers only be changed when at least two adults, or individuals, are present.

- Written documentation signed by parents/guardians that diaper changing is allowed.
- Informing Senior Staff if Staff notice anything out of the ordinary or concerning while changing the Camper's diaper.
- Staff who handle young campers or staff children are required to know and follow all licensing requirements having to do with diapering.

For toileting:

- Staff are to stand in the doorway with the door ajar while the Camper uses the restroom.
- If Staff must enter the restroom to assist a Camper, ensure that the door to the restroom remains open.
- When possible, send in only one Camper at a time. When not possible, send in only as many Campers as there are stalls.

GUIDELINES FOR SUPERVISING RECREATIONAL ACTIVITIES

Recreational activities can allow mixed age groups and sexes of Campers to have access to one another and create increased opportunities for inappropriate interactions between Campers. Staff & Volunteers can become distracted by a Camper who does not behave properly in less structured situations. To reduce risk, procedures for recreational activities require:

- Minimum Staff/Volunteer to Camper ratios, which will mirror other activity ratios with consideration for:

1. Age and number of Campers present
2. Special or unique Camper needs
3. Type of structures and equipment and the number of distinct activities occurring simultaneously.

- Staff will identify the size and configuration of the recreation area, to stop barriers of supervision, whether it be from a physical boundary like fences, or part of the geography / location.
- Staff will identify what other age groups or sexes are using facilities at the same time prior. Staff will clearly explain the boundaries for their Campers to understand.
- Specific instructions on how to monitor barriers to supervision (such as storage sheds, playhouses, tunnels, and shrubs) will be explained to all Campers. This is to identify in advance any blind spots or equipment that obstruct line of sight supervision and designate them off limits or plan regular walk-throughs of those areas.
- Staff and Volunteers are assigned to specific areas to supervise, i.e. zone monitoring: to ensure that staff are adequately spaced around the whole area.
- Staff and Volunteers will position themselves to be able to see and hear all Campers to whom they are assigned.
- When possible, we encourage Staff to try and anticipate what Campers will do and redirect when necessary, through listening and noticing changes in sound or absence of sound.
- Staff are to remain engaged with Campers rather than socializing with other Staff or Volunteers.
- Boundaries and rules will be reviewed with Campers prior to the activity, including that they are to always remain in line of sight of Staff and Volunteers and how to report inappropriate behaviors.
- Specific bathroom procedures will be defined by number of Campers, to ensure there are enough Staff to always maintain the correct ratios.

- Staff and Volunteers periodically scan and conduct name to face roll calls for each age group and whenever moving from one activity or space to another.
- Staff & Volunteers are prohibited from using cell phones for personal use while in such areas.
- Means of reporting and communicating any issue Campers may have will be defined with Camper from Staff prior to departure.
- An emergency plan for responding to incidents will be clearly defined with Campers from Staff prior to departure.
- Staff will conduct periodic check-ins and assessments of the activity period and of the entire activity area.

GUIDELINES FOR SUPERVISING TRANSPORTATION ACTIVITIES AND TRANSPORTING CAMPERS

- Written 'Trip Forms' are required from all Campers to go on any off camp trip. Staff take these forms and medical releases with them on the trip.
- Staff will require advance approval from the Director/Assistant Director for any long-distance or overnight trips.
- In such situations, approved by our Director / Assistant Director when transporting Campers one Staff member / volunteer may be asked to transport one child alone:

1. Emergency Hospital / Doctors visit
2. Drop off to Parents / Guardians
3. Pick up from Airport.

- Staff are required to have a list of the Campers on the trip. Staff will take roll when boarding the bus, when leaving the bus, periodically throughout the trip, and then again when boarding the bus.
- Specify Staff-to- Camper ratios. When possible, do not count the driver in the supervision ratio.
- Staff are to sit in seats that permit maximum supervision. If possible, Staff will not share seats with Campers.
- Mixed age groups or developmental levels are discouraged from sitting together. When possible, high-risk Campers are seated by themselves or in close proximity to a Staff member.
- Drivers are prohibited from making unauthorized stops.
- Campers may not be brought to the Staff's home or the home of any Staff's family member.
- Where applicable, require Staff to document the beginning and ending time of the trip and the mileage, names of the Campers being transported, other Staff and Volunteers who are involved in transportation, purpose of the transportation, and the destination.
- Staff / Volunteers are required to document any unusual occurrences via our 'Incident Report Form'

When public transportation is used (in addition to the transportation procedures listed above):

- Campers will remain in one area of the bus/train, if possible.
- Staff and Volunteers that are assigned to a group, will remain with that group.
- When transporting Campers overnight, Staff must remain awake.

When transporting Campers in Staff personal vehicles (in addition to procedures listed above):

- Staff must try and avoid this situation
- If needed, the staff must notify supervisors of all transportation activities.
- Staff must follow the established Camp Chateaugay policies on physical interactions with Campers while in vehicles.
- Staff will avoid engaging in sensitive conversations with Campers.

PROCEDURES FOR MANAGING QUIET TIME AND BEDTIME

Staff & Volunteers follow these procedures, which at a minimum include:

- Staff, Volunteers, & Campers will not sit or lie on anyone's bed or be in anyone else's sleeping bag.
- Campers are encouraged to draw an imaginary line around their sleeping space and encourage them to report violations to a Staff member or volunteer.
- Staff and Volunteers will not leave Campers alone during rest time / bed time etc.
- Campers are not allowed to share a sleeping mat, blanket, or sleeping bag.
- Records will be kept to document who is sleeping next to whom, bunk positioning.
- Arrange sleeping areas with as much space as possible between each Camper.
- Campers are not allowed to sleep in areas not visible to Staff and Volunteers.
- When applicable, the room should be sufficiently lit so that Staff can easily observe all Campers.

GUIDELINES FOR SUPERVISING TRANSITION AND FREE TIMES FOR STAFF AND VOLUNTEERS

Transition time and free times can be the busiest part of programming at any camp. Campers rely on the practical supervision techniques of Staff and Volunteers to help keep Campers safe as they move around. Below are procedures Camp Chateaugay uses to ensure safeguarding is always at the forefront.

Transition time and free time procedures:

- As much as possible Campers are to always remain in line of sight of Staff and Volunteers.
- All Campers will be informed of narrow authorized areas in the program areas.
- Staff and Volunteers are advised to monitor surrounding areas of their designated activities ("zone monitoring") for Campers wandering.
- Staff will follow 'Rovering' procedures to report if a camper has not arrived at their scheduled activity. This may lead to a 'Lost Camper' or 'Lost Swimmer' procedure.
- Head Staff are required to conduct periodic check-ins and sweeps of the entire activity area.
- The use of a cell phone if a two-way radio is not accessible is allowed as a form of communication to be used during an emergency.

FACILITY MONITORING GUIDELINES FOR ONE-TIME EVENTS

Camp Chateaugay provides the below as considerations for one-time on-site events where outside visitors may be in attendance:

- Identification of Event Volunteers: The Volunteers will check in and receive a "visitors" badge or identifying clothing so that the Campers, parents/guardians, can easily recognize them as Volunteers.
- Monitoring & Supervision of the Event and Facility
- There will be limited entry and exit access points with Staff monitoring who is entering and exiting.
- All unused rooms, as well as closets, are locked during the event.
-

- High risk areas at Camp will still be monitoring as usual including:
- Staff members / volunteers will be walking the parameter of the event periodically to ensure all participants stay within the designated areas.
- Staff members / volunteers will be stationed near the bathrooms.

EMERGENCY PROCEDURES

At Camp Chateaugay all of our emergency action plans that we have are rehearsed and practiced multiple times throughout the summer including Pre-camp with Staff only as well as during the summer with Campers in attendance. These are serious situations and require immediate action. Camp is responsible for the health, well-being and safety of all its participants. Documentation must be kept of any Fire Drills, Lost Swimmer / Camper Drills or Active Shooter Drills. The first all Staff and Camper drills must happen within 48 hours of camper's arrival

ACTIVE SHOOTER

The safety and security of campers, staff, and visitors is of utmost importance to our summer camp. We recognize the threat of an active shooter situation and have established this policy to mitigate the risk and ensure a prompt, coordinated response in the event of such an incident.

All staff members will undergo training on recognizing and reporting potential threats, as well as on the appropriate response in the event of an active shooter situation. The camp will implement appropriate security measures, such as controlled access to camp facilities, monitoring of visitors, and regular security patrols. Upon becoming aware of an active shooter situation, Staff members will:

- Initiate an Active Shooter drill by short continuous blasts of the air horn
- Director or Assistant Director will immediately call 911 and provide as much information as possible, including the location and description of the shooter.
- Initiate an evacuation of campers and staff to a safe location, away from the threat of the shooter.
- If inside Staff should barricade the closest doors.
- If there isn't time for that, Staff, Campers and Volunteers should flee towards the wooded areas surrounding camp to hide.
- If that is also not possible then Staff, Campers and Volunteers must do whatever they can do, to survive and defend themselves.
- If evacuation is not possible, Staff members will direct campers and staff to shelter-in-place in a secure location, such as a locked room or building.
- If necessary, staff members will initiate a lockdown of the entire camp, ensuring that all doors and windows are secured and campers and staff are instructed to remain in their current location until it is safe to move.
- Staff members will communicate regularly with law enforcement and emergency personnel, providing updates on the situation and any additional information that may be helpful in resolving the incident.

Camp Chateaugay will provide support to Campers, Staff, and families affected by the incident, including counseling services and resources for coping with trauma. The camp will conduct a thorough review of the incident, identifying areas for improvement and making required changes to policies and procedures.

PROTOCOL FOR MISSING CAMPERS:

LOST CAMPER/SWIMMER DRILL

In the event that a camper cannot be found, or located by the 'Rover' or a buddy tag has been left up, it may be necessary to call a lost swimmer search. While most cases of buddy tags left up are simple forgetfulness, each Staff member / Volunteer will know the chain of events, and their individual responsibility in the case of a real situation from the practice drill in Pre-Camp where the Waterfront Director or another appointed leader will assigned an area for all staff members. The following is a brief description of the lost swimmer action plan:

- Buddy tag is discovered still on the Board, or a camper is not found at their activity.
- The immediate activity area is checked, and the previous activity area and/or bunk.
- A Radio call for all to look out for camper.
- If camper is not found, Director / Assistant Director will be contacted and decision to call the lost swimmer procedure is made.
- Three air horn blasts followed by continuous ringing of the bell signals a lost camper/swimmer procedure has been started.
- All staff members immediately direct campers to walk quickly to the A-Field for all camp attendance while all staff members then run to their area of responsibility for the search.
- Deep water searchers are to report to the waterfront as fast as possible to start a deep water search, duck diving down and sweeping the lakefront.
- Kayakers are to stop lake traffic from creating a wake into the swimming area.
- Visual search of the outside of the swimming area.
- Shallow water searchers are to sweep the shallow water with their feet, walking out and continuing until the whole area is covered.
- Dock searchers are to get goggles and flippers and swim under the docks, and inflatable toys in the swimming area.
- Continuing to search until the camper is found.
- All other staff are to search buildings and camp areas assigned until the camper is found.
- Once searched, search again until the camper is located.
- Staff find the area point person & begin searching for missing campers, reporting back when the area is searched.
- If camper is not found, Director or Assistant Director will notify 911 after 30 minutes and search is continued under their direction.
- If camper is found well and unharmed, the search is ended and campers report to their next activity.
- If the camper is in the water, a certified lifeguard or team or trained staff should stabilize the victim if possible. Do not remove the victim from the water unless advised to do so from the Waterfront director (or lead in charge), nurse, doctor, or Pillbox staff. If CPR/First Aid is required, a trained staff member or volunteer may apply first aid. If necessary, the nurse and/or doctor will be transported/boated to the location of the accident. The nurse or doctor will assess the situation and contact 911 if necessary and the camp Director/Assistant Director. If 911 is called and EMS are on their way, trained staff will provide appropriate care for the victim until EMS arrives.

The Lost Swimmer Drill is a very stressful time for campers and staff. Staff are expected to know their assignments and what is expected of them from the rehearsals and practice runs inn Pre-Camp. Camp Chateaugay's Waterfront Director and Pool Director will put together a "Lost Camper/Swimmer Action Plan" at the beginning of each year outlining all areas that needs to be searched and which staff members are assigned to them. This is signed off by each staff member at Camp.

OTHER EMERGENCY PROCEDURES

FIRE

Camp is built out of wood and surrounded by forests, meaning it is especially susceptible to the threat of fire. No candles, incense, hot pots, space heaters are allowed in cabins/staff rooms. Fire drills must be conducted and logged throughout the summer in camper cabins. When a fire is observed, an alarm will need to be sounded with 3 long horn blasts and verbal warning of fire occurs. Evacuation from cabins is to designated areas practiced during drills. Staff who are not specifically assigned to groups of children, gather fire-fighting equipment. The Camp Director / Assistant Director will immediately place a telephone call to Lyon Mt. Fire Department. At assembly areas, attendance is taken and instructions from the Fire Marshall are awaited. During fire drills, checks will be made to make sure the Fire extinguishers are charged, and tests are completed on smoke & Co2 detectors. Each sleeping quarter must have a smoke alarm in working condition. Staff are required to familiarize themselves with the camp's fire safety plan, including evacuation routes, fire extinguisher locations, and alarm systems.

CABIN EVACUATION PROCEDURES

Cabins evacuate to pre-designated areas organized in Pre-Camp. If evacuation is from the dining area, then assembly is by cabin group to areas in the vicinity of the "Big House" that would be out of the way of fire-fighting equipment and vehicles. All evacuation procedures are practiced during drills to assure orderly and rapid evacuation. Our standard for cabin evacuation is 30 seconds. Our standard for all-camp evacuation from the dining room is 90 seconds. Staff are required to practice cabin fire drills throughout the summer.

THUNDERSTORMS

Thunderstorms in the local area of Camp Chateaugay can be very dangerous so it is important to take every precaution when there is a storm and to inform a member of Head Staff if you hear thunder or see lightning.

1. Go to cabins or designated area with counselor.
2. Stay out of clearings.
3. Stay away from metal objects or tall structures (including trees.)
4. Stay together and stay LOW.
5. Do not use electricity or the showers during this time.
6. Await further instruction, even if sky looks clear.

EMERGENCIES

For any serious illness or injury it is essential to have a Staff or Volunteer stay with the injured person. Do not move the victim, unless he/she/they is in immediate danger. Send another Staff member for help. If you do not have another staff person with you to send for help, and you must send two campers together as “buddies.” Report all accidents immediately, via our ‘Incident Report Form’ located on several iPad’s throughout Camp. Staff are advised not to attempt first aid unless certified to do so. If a camper has a health problem, take them to the Pillbox….do not send them. If Staff are ill or injured and must go to the Pillbox, make sure to notify your direct supervisor.

Communicating with the Media: In the unlikely event of an emergency, which involves camp, the media may attempt to acquire information from us. The only staff member to communicate with ANY media is the Director.

Hazardous Materials Around Camp

Camp Chateaugay is a busy place with many different activities needing many different materials, such as Glass-Bowling, Ceramics and the Nature program. Each Activity has their own set of rules and regulations but for more general risks throughout camp regarding hazardous materials the following rules and guidelines apply. Staff members must familiarize themselves with the potential risks associated with these materials and follow the outlined procedures to ensure the safety of campers, staff, and the environment.

Electricity

Only authorized personnel should handle electrical equipment.

- Do not overload electrical outlets or extension cords. Extension chords are prohibited from reaching across common spaces in the Camper cabins.
- Inspect all electrical equipment for frayed cords, exposed wires, or damaged plugs before use.
- Report any electrical issues or malfunctions to the camp maintenance staff.
- Keep electrical panels and boxes clear of obstructions for easy access.
- Do not tamper with electrical panels or attempt repairs unless trained to do so.

Gas / Propane Safety

Only authorized personnel (maintenance) handle gas / propane equipment.

- All gas equipment, including stoves, grills, and heaters, is to be inspected for leaks or damage before use.
- Ensure proper ventilation when using gas equipment to prevent carbon monoxide buildup.
- Store and handle propane cylinders in well-ventilated areas away from ignition sources and in an upright position, away from heat sources and flammable materials.
- Regular inspection of propane cylinders for signs of corrosion or damage and replacement is needed.
- Staff will be Educated on the symptoms of propane gas leaks and the appropriate response actions: evacuating the area and contacting emergency services.
- No cigarette, smoking vapes or similar items are to be used in close proximity to gas or propane cylinders / tanks. In the event of an accident, injury, or hazardous material spill, staff should immediately report it to Senior Staff and follow the camp's established incident reporting procedures i.e. ‘Incident Report Form’
- Staff members should not attempt to handle hazardous material spills.

BAT ENCOUNTERS

Bats are located on the property around Camp and may carry rabies. Rabies is an incurable viral disease affecting warm blooded mammals including humans. Exposure to rabies may be reduced by staying away from all wild animals especially those acting strangely. If there was no human contact with the bat, but a bat is seen, it still cannot be allowed to be left on its own, as the bat will always return. Close windows, the room, and closet doors. Turn on lights if the room is dark, and wait for the bat to land. Then wearing gloves, cover it with a container. Slide a piece of cardboard under the can trapping the bat. Tape the cardboard tightly to the container. Then bring the bat to a Senior Staff member and explain the circumstances clearly. If not comfortable then contact maintenance or a Senior Staff member immediately. If applicable, the local health department will need to be called to arrange for the bat to be tested for rabies. Instructions from the health department staff will explain what else may need to be done. Regardless if a bite, scratch, or direct contact happened, prompt treatment is critical after an exposure.

EPI PENS

Anaphylaxis is an acute allergic reaction to an antigen (e.g. a bee sting, peanuts, etc.) Epinephrine is the first-line treatment for anaphylaxis.and should be administered immediately. The Nurse, Trip leader or designated Staff should be notified immedately if a Camper, Staff or Volunteer is demonstrating signs of anaphylaxis:

- itchy skin or a raised, red skin rash.
- swollen eyes, lips, hands and feet.
- feeling lightheaded or faint.
- swelling of the mouth, throat or tongue, which can cause breathing and swallowing difficulties.
- wheezing.
- abdominal pain, nausea and vomiting.
- collapse and unconsciousness

Once epinephrine is administered, the Nurse, Trip Leader, or designated Staff should call 911 immediately and advise dispatchers that you have just used epinephrine for a suspected anaphylactic reaction. Make arrangements to be transported to an emergency room for additional treatment and for observation.

ACCIDENTS/MEDICAL EMERGENCIES

Accidents and medical emergencies happen from time to time in life. If they happen at camp, please follow the follow procedures to get the victim(s) the medical attention/support the require.

On Campus - Immediately notify the activity leader who will either radio the Pillbox or nofity the area director, who will notify the Pillbox. Do not move the Camper, Staff or Volunteer unless the environment in which they are injured is unsafe. Await instructions from the Pillbox. If CPR/ First aid i is required, a trained Staff member or Volunteer may apply first aid if applicable. When the Nurse or Doctor arrive on scene, they will assess the situation and contact 911 and the camp Director/Assistant Director.

Waterfront- Immediately notify the activity leader who will radio the Pillbox staff and notify the Waterfront Director (or lead in charge in the absence of the Waterfront Director) who will also notify the Pillbox. If the circumstance is deemed life-threatening, the Waterfront Director will communicate this at this time. If the victim is in the water, a certified lifeguard or team or trained staff should stabilize the victim if possible. Do not remove the victim from the water unless advised to do so from the Waterfront director (or lead in charge), nurse, doctor, or Pillbox staff. If CPR/First Aid is required, a trained staff member or volunteer may apply first aid. If necessary, the nurse and/or doctor will be transported/boated to the location of the accident. The nurse or doctor will assess the situation and contact 911 if necessary and the camp Director/Assistant Director. If 911 is called and EMS are on their way, trained staff will provide appropriate care for the victim until EMS arrives.

POLICY REQUIRING CONFIDENTIALITY OF REPORTS

Maintaining confidentiality helps minimize barriers to reporting and builds trust within Camp Chateaugay. This facilitates a healthy culture for responding.

Camp Chateaugay will protect the confidentiality of anyone who reports allegations or disclosures of abuse, or other violations of law or policy to the extent possible under law. iPads will be available all around Camp Chateaugay with our 'Incident Report Form' available at all times for Staff, Campers and volunteers to complete and even report anonymously if they wish.

Legal and civil authorities (police, child, or adult protective services) may require confidential information in order to investigate any report of illegal conduct, but this does not eliminate the requirement to maintain confidentiality within Camp Chateaugay and its Staff, Volunteers, and Campers.

Camp Chateaugay will provide written communication of any changes to this policy to all Staff, Volunteers, Campers, and parents/guardians.

POLICY FOR FOLLOW-UP WITH INDIVIDUALS WHO REPORT CONCERNS OR COMPLAINTS

Camp Chateaugay is committed to creating a safe environment for our Staff, Volunteers, and especially our Campers and their parents/guardians. For that reason, we will treat every concern or complaint with the utmost seriousness and provide a timely, thorough, and objective response in every instance. When an individual shares a concern or complaint:

1. They will be given the time and attention necessary to allow them to share their thoughts in person.
2. They will be thanked for sharing their concerns with Camp Chateaugay and for contributing to maintaining a healthy and safe environment for everyone.
3. They will be advised that their concern is being taken seriously and that action will be taken.
4. They will be reassured that they have done the right thing by reporting and that their communication is valued.
5. They will be informed, in general statements, of the steps that Camp Chateaugay will take in addressing the matter.
6. They will be provided regular updates of how the process is advancing.
7. Camp Chateaugay will protect them from any form of retaliation.

POLICY FOR AN ANONYMOUS REPORTING MECHANISM FOR STAFF AND VOLUNTEERS

While we hope that our Staff and Volunteers feel that they can openly communicate any concerns, complaints, or grievances directly to someone in Camp Chateaugay, we understand that doing so can often be difficult. Because it is important to us that everyone be able to share their concerns, we provide the following mechanisms through Staff, Campers and Volunteers can make an anonymous report:

The following is a list of anonymous reporting methods.

1. Paperwork can be found in the office.
2. A mailbox, also located in the office, which will be checked periodically by Senior Staff, will have blank forms adjacent to the mailbox for the 'Incident Report Form' to be filled out.
3. Via our 'Incident Report Forms' on the iPads around Camp.

Please keep in mind that our ability to respond quickly and adequately may be affected if the information provided is limited. However, we are committed to responding to all anonymous concerns to the extent possible.

POLICY FOR REPORTING A SENIOR STAFF MEMBER

Staff Members, Volunteers and Campers are to follow the same policies and procedures outlined in this document for reporting Senior Staff Members including completely our 'Incident Report Form', reporting to our Director / Assistant Director and if necessary the local NY authorities. If a Camp Chateaugay Director is reported then Staff should follow the same procedures but report into the Assistant Director. If the Assistant Director is reported then Staff & Volunteers should report it is the Director. Both incidents still need to be reported via our 'Incident Report Form.

GUIDANCE FOR COLLECTING DATA RELEVANT TO ABUSE PREVENTION

Strong internal feedback systems leverage various types of data to identify high-risk activities, individuals, or programs and the overall camp culture for reporting. Data (including incident reports, survey results, turnover or discharges, feedback reports, Camper and parent/guardian complaints, or volunteer reported concerns) can provide valuable information for a wide variety of considerations. Such as identification of programs that may require additional monitoring or resources, or about individuals who may require increased supervision or training. It may also alert our Director / Assistant Director about changes that need to be made to reduce potential exposures. Finally, data from programs and trends over time may show where additional abuse risk management efforts are necessary.

Data relevant to the prevention and detection of abuse can be collected from the following items:

- Injury reports.
- Incident reports.
- Satisfaction and/or feedback surveys from Staff, Volunteers, parents/guardians, and Campers.
- Turnover or retention of Staff, Volunteers, and Campers.
- Staff or Volunteer exit interviews.
- Complaints from Campers , parents/guardians, and other stakeholders.
- Reported concerns from Staff, Volunteers, Campers, and parents/guardians.
- Licensing violations.
- Internal quality improvement audits and/or case reviews.
- Monitoring visits or calls to programs and/or specific activities.

Regarding the prevention and detection of abuse, 'Incident Reports Form' will include the following documentation of data:

- Date and time of incident.
- Location of incident.
- Type of incident (must select type—bullying and hazing, Camper sexualized behavior, adult to Camper abuse, adult to Camper boundary violation, general injury, property destruction, verbal assault, physical assault, etc.)
- Names of Campers and other individuals involved in the incident.
- Names and positions of Staff present during incident (or disclosure of incident.)
- Names of witnesses present during incident.
- Immediate actions taken by Staff.
- How the incident was resolved .
- Next steps taken by supervisor or administrators.
- Who was notified internally and when and how they were notified.
- Who was notified externally (i.e., police, abuse hotline, parents/guardians, etc.) and when and how they were notified (i.e., phone call, email, online form.)
- Identification of necessary corrective action to prevent a recurrence.
- Require signature of key administrators who have reviewed the report.
- Ongoing documentation of additionally learned information of investigation results.

CAMP CHATEAUGAY CAMPER CODE OF CONDUCT GUIDE

PROHIBITED CONDUCT

The following conduct by any camper, staff member or volunteer at Camp Chateaugay constitutes a violation of the Guide. Any individual found to have engaged in such conduct shall be subject to one or more disciplinary consequences ranging from a discussion of the behavior to expulsion. Parents will be included in this disciplinary process for campers.

General Camper Misconduct

- Cursing, using offensive language, name calling, ethnic or racial or gender slurs, homophobia, racism or other derogatory statements, or verbally aggressive language.
- Disrespectful behavior towards any staff, campers or volunteers.
- Failure to follow directives.
- Disruption of instruction or other camp activities or operations.
- Unexcused or excessive tardiness.
- False statements or false accusations.
- Bullying (including cyberbullying), teasing, or targeting other campers, staff or
- volunteers.
- Inappropriate cell phone or electronic media use.

Violation of Camp Agreements and Procedures

- Failure to comply with the Camp Chateaugay Camper Conduct Guide, or other camp rules.
- Leaving the campus, camp activities or camp events, or any adult supervision without permission.
- Skipping an activity period or other mandatory activity, in whole or in part, without permission.
- Defacing, graffiti, destroying or otherwise modifying camp property without authorization.
- Taking photographs or making video or audio recordings of campers, staff, or other persons without the consent of the other person.
- Soliciting or attempting to solicit another individual to violate the guide, camp policies and rules, or the law.
- Taking steps toward violation of the Guide even if the act is not completed, as determined by appropriate camp administrator.
- Failing to follow camp directives and camp rules and expectations.
- Disobeying rules and expectations regarding camp transportation.
- Inappropriate or unauthorized use of camp property, including posting or distributing literature or materials without camp authorization.

Violent, Illegal and other Serious Offenses

- Conduct which meets the elements of a criminal offense, as determined by the camp
- and the law.
- Physical, verbal, or sexual harassment of others.
- Inappropriate physical or sexual behavior, including jokes, comments, gestures, or unwelcome physical conduct or contact.
- Inappropriate or indecent exposure of body parts.
- Raising false alarms that impact the daily camp environment and operations.

- Hazing or initiations.
- Possessing, distributing, using or being under the influence of tobacco products, electronic cigarettes, drugs, alcohol, or controlled substances, including prescription drugs if the camper has not been prescribed the drugs or is taking the drugs more than the dosage specified by the prescription.
- Possessing drug paraphernalia.
- Stealing, lying, or cheating.
- Violence of any kind & Fighting.
- Setting or attempting to set a fire or any form of arson:
- Retaliation of any form against other campers or camp staff.
- Possession or distribution of pictures, text messages, electronic messages, or other material of a sexual or obscene nature.
- Endangering the health or safety of others.
- Making threats to harm someone
- To cause damage to the building, graffiti or property of the camp, Some accidental damage is inevitable. Writing on cabin walls, ceilings, cubbies, mattresses or dressers is not a Camp tradition, and is strictly forbidden. We will hold both campers and counselors accountable if a camper breaks this rule.

TYPES OF INTERVENTIONS AND CONSEQUENCES

In recognition of the Camp Chateaugay environment being one in which we foster growth, the following are potential interventions and consequences for violations of the Guide, but are not limited to:

- Cooling off time or time out
- Seating change within bunk or activity area;
- Various age-appropriate reflective assignments;
- Camper conference with a camp staff member.
- Parent phone call.
- Parent conference.
- Circle conference; or restorative circle.
- Restorative action or assignment to provide an opportunity to repair harm.
- Verbal or written correction.
- Daily or weekly camper improvement plan.
- Behavioral contract or recommitment
- to behavior contract.
- Safety plan.
- Camp-related assigned tasks or duties.
- Loss or restriction of privileges.
- Consequences related to camper participation in extracurricular activities, including removal, suspension, or restriction of participation.
- Removal from cabin to the Pillbox.
- Confiscation of items.
- Referral to an outside agency or legal authority.
- Expulsion.

GUIDELINES FOR PROVIDING CAMPERS WITH TRAINING ON POLICIES REGARDING ABUSE PREVENTION

Campers can contribute to their own safety if they know what is acceptable and what to expect from Staff and Volunteers and other Campers. If violations occur, they can spot them and be empowered to let Staff know. Camp Chateaugay will provide Campers with age and developmentally appropriate information explaining Camp Chateaugay's policies and procedures related to abuse prevention. This document will, at a minimum, include the following:

- Code of conduct for Staff / Volunteers/ Campers.
- Policies regarding appropriate & inappropriate displays of physical affection & interactions.
- Policies regarding appropriate and inappropriate verbal communication.
- Policies regarding one-on-one interactions, outside between Staff/Volunteers & Campers.
- Policies regarding electronic communication between Staff/Volunteers and Campers.
- Policies regarding gift giving and receiving between Campers /Volunteers.
- Policies regarding appropriate and inappropriate Camper-to- Camper interactions.
- The process for Campers to report concerns, complaints, or grievances back to Camp Chateaugay.

POLICY REQUIRING REPORTING OF 'RED-FLAG OR INAPPROPRIATE BEHAVIORS AND/OR POLICY VIOLATIONS

Camp Chateaugay has zero tolerance for abuse. It is imperative that every Staff or volunteer actively participates in the protection of Campers. If Staff or Volunteers observe red-flag or inappropriate behaviors and/or policy violations by other Staff or Volunteers or Campers, it is their professional and personal responsibility to immediately report their observations in accordance with Camp Chateaugay's reporting procedures, via our 'Incident Report Form' and to our Director / Assistant Director. Remember, at Camp Chateaugay, the policies apply to everyone.

The following are examples of red-flag or inappropriate behaviors that all Staff and Volunteers are required to report:

- Any violation of Camp Chateaugay's abuse prevention policies
- Seeking unauthorized private time or one-on-one time with Campers
- Buying gifts for individual Campers
- Sending unauthorized electronic communications through text messaging, social media, online gaming, etc. in violation of Camp Chateaugay's electronic communication policy
- Making suggestive comments to Campers
- Showing favoritism towards a Camper or type of Camper
- Campers disclosing that a Staff or volunteer makes them feel uncomfortable

All reports of suspicious or inappropriate behavior with Campers will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those

If Staff or Volunteers witness suspicious or inappropriate behaviors or policy violations from another Staff or volunteer, the individual is instructed to do the following:

- Interrupt the behavior.
- Report the behavior to a Senior Staff member and our Director / Assistant Director.
- If Staff are not comfortable making the report directly, they make it anonymously via the camp iPads on the 'Incident Report Forms'.
- If the report is about a supervisor, contact the next level of management.
- Always complete an 'Incident Report Form', no matter how big or small the issue
- Do not conduct your own private investigation.
- Keep reporting until the appropriate action is taken.

DISCIPLINE:

Never use any form of physical punishment. Discipline is a matter of setting limits and teaching personal responsibility, not punishment. If you have a serious problem with a camper, discuss it with the Unit Leader, Head Counselor or Director. Do not make rash threats or threats that you cannot follow through on. Children do many things wrong during the course of the summer. Some of these things are annoying, most are not important. Do not confuse your annoyance or discomfort with a major issue. Most disciplinary issues from campers are a response to a larger issue that they are trying to deal with and it is our job to help sort out what is happening in their world and respond appropriately. Our job is to create a place where every child and adult feels safe. This means that intimidation or physical punishments have no place at Camp. It is your job to stop these things, and certainly to never be a part of them! For our children, a safe summer also means a summer free from teasing. If teasing occurs in your bunk, stop it right away, and then take the time to get to the bottom of it. Help your campers and fellow staff to become more empathetic human beings. Be sure to check in with your Unit Leader to help problem solve as well.

STAFF MEMBERS RESPONSE TO RED-FLAG OR INAPPROPRIATE BEHAVIORS AND/OR POLICY VIOLATIONS

If a Staff member receives a report of suspicious or inappropriate behaviors or policy violations from an Staff, volunteer, Camper, or parent/guardian, the Staff member is instructed to do the following:

- Explain to them that they need to tell / report it to the Camp Director / Assistant Director.
- Our Camp Director / Assistant Director or a designated Senior Staff member will then speak with the Staff or Volunteer who has been reported.
- Our Director / Assistant Director will then review the incident to determine if similar complaints were reported and pass them onto our Crisis Management Team for further review.
- The appropriate response will be based on:

1. Context of red-flag or inappropriate behavior or policy violation.
2. Severity of red-flag or inappropriate behavior or policy violation.
3. History of red-flag or inappropriate behaviors or policy violations and.
4. Trainability of Staff or Volunteer.

- Documentation on the report will be made via our 'Incident Report Form'.
- If at any point in gathering information about a report of red-flag or inappropriate behavior, a concern arises about possible abuse, contact with the state authorities will be made and a report with them will be filed as well with Camp Chateaugay's Crisis Management Team.
- If appropriate, parents/guardians will be notified.
- The person who reported the behavior will be ensured that the report is being taken seriously.

Based on the information gathered, the following may happen:
Increase monitoring or supervision of the Staff, volunteer, and/or program.
If policy violations with Camper(s) are confirmed, the Staff or volunteer will be subject to disciplinary action up to and including termination and prosecution. Disciplinary action will follow the Progressive Disciplinary Process outlined by Camp Chateaugay.
If more information is needed, interviews and/or surveys with other Staff and Volunteers or Campers may occur.

Camp Chateaugay's Response
After the internal review of the red-flag or inappropriate behaviors or policy violations has happened, possible system changes may occur, such as:

1. A review for increased supervision.
2. A review for revised policies or procedures.
3. A Review of possible additional training.

PROCEDURE FOR INTERNAL REVIEW OF RED-FLAG OR INAPPROPRIATE BEHAVIORS AND POLICY VIOLATIONS

If there is a report of red-flag or inappropriate behaviors or policy violation, our Director / Assistant Director will be notified immediately. They will then contact Camp Chateaugay's Crisis Management Team who are responsible for reviewing circumstances surrounding red-flag or inappropriate behavior and will be trained to conduct internal reviews or investigations so that larger or system-wide implications may be identified. Internal reviews regular occur collaboratively outside of the program involved so that an objective and thorough review can be conducted. Staff are instructed to do the following:

Evaluating the root-cause of the red-flag or inappropriate behaviors or policy violations.

1. Defining the problem.
- Identifying the Who, What, When, and Where.

2. Gather all information and data surrounding the problem.
- Reviewing the Incident
- Reviewing Documentation
- Interviewing Key Individuals
- Reviewing Policies
- Reviewing Training Curriculum

3. Performing an Analysis to determine root cause(s).
- Asking, Why?
- What are the system-wide causes that allowed the incident to occur?

4. Identifying Corrective Action—recommendations to stop the recurrence of the problem in the future.
- What operation(s) in our Safety Equation was found to be deficient?
- What best practice standards can be put in place to prevent a recurrence?
- What are the resources needed to implement the best practice standard?
- How will we implement and ensure compliance?

5. Implement the necessary solutions where appropriate/possible.
6. Senior Staff will complete a 'Incident Progress Form' to document the follow after the incident has been conducted.

PROCEDURES FOR STAFF AND VOLUNTEERS RESPONSE / RESPONDING TO ALLEGATIONS OR INCIDENTS OF ABUSE

As required by NY mandated reporting laws, all Staff & Volunteers must report any suspected or confirmed abuse, neglect or any serious issue related to a Camper, whether on or off Camp property or whether perpetrated by Staff, Volunteers, or others, to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability if the report was made in good faith and without malice.

Mandated Reporter Hotline (800) 635-1522.

In addition to reporting to NY State authorities, Staff & Volunteers are required to report any suspected or known abuse of a Camper perpetrated by Staff or Volunteers directly to our Camp Director / Assistant Director. This is to ensure proper steps to be taken to ensure the safety of alleged victims & others who may be at risk and such will be reported to Camp Chateaugay's insurance company also. Reports of suspected or known abuse may be made confidentially to any Senior Staff and an 'Incident Report Form' must be completed. If staff have any questions regarding mandated reporting please bring them to our in person training with our liaison from the Franklin county service during pre-camp.

Additional guidelines for Staff and volunteer response to incidents or allegations of abuse:

- If you witness abuse, safely interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.
- Protect the alleged victim from intimidation, retribution, or further abuse to the extent possible.
- Immediately rexport the allegation or incident to our Camp Director / Assistant Director and based on mandatory reporting requirements, the designated authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse according to incident reporting & documentation requirements via Camp Chateaugay's 'Incident Report Form'. But please only state the facts.
- It is not your job to investigate the incident, but it is your job to report the incident to our Camp Director / Assistant Director and fill out our 'Incident Report Form' in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to our Camp Director / Assistant Director or the designated authority.

Guidelines for Staff & Volunteers responding to allegations or incidents of abuse:

- 1st dete if the Camper is still in danger & if so, taking immediate steps to prevent any further harm.
- After receiving a report from the Staff or volunteers, it is required to verify they have followed NY mandated reporting requirements or will follow immediately after making an 'Incident Report Form'.
- Staff will need to gather as much information about the allegation as you can. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
- Accurately recording everything learned in as much detail as possible. Please remember that your notes may be read by others, so please stick to the facts.
- Contacting the appropriate NY local authorities as indicated by your mandatory reporting procedures. Make sure the case number is noted and the name and contact information of the person with whom you speak at the reporting agency.
- If the alleged abuse involves a Staff/volunteer, notify our Camp Director / Assistant Director immediately.
- Suspenditure of the accused Staff or volunteer will happen until the investigation is completed.
- Camper's parents/guardians are notified (when applicable).
- Camp Chateaugay's insurance will be informed
- Resources will be provided for victims, families and other involved members.

PROCEDURE FOR STAFF AND VOLUNTEER RESPONDING TO CAMPER SEXUALIZED BEHAVIOR

Camper sexualized behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If Staff or Volunteers witness Camper sexualized behaviors that are contrary to defined behavioral expectations between Campers, they are instructed to follow these guidelines:

- Safely separate them as soon as possible.
- Calmly explain that such interactions are not permitted and separate the Campers.
- Notify our Director / Assistant Director who will reach out to both of their parent/guardians (when applicable)
- Completing the necessary documentation including what you observed and how you responded via Camp Chateaugay's 'Incident Report Form'.
- Following our Director / Assistant Director instructions regarding notifying the authorities and informing the parents/guardians of the Campers involved.

1. Do not attempt to determine whether the Camper's behavior was "sexual curiosity". There is not a standard definition of what normal sexual curiosity looks like. An external body, such as law enforcement, utilizes criteria to investigate and determine whether the Camper's behavior is sexual curiosity.

- If the problem is recurring, additional action may be required including not allowing one or both Campers to return to the program.
- Campers will be supported as much as is needed, to prevent further occurrences of sexual activity through safety & behavioral plans including additional supervision requirements.

PROCEDURES FOR STAFF RESPONDING TO CAMPER SEXUALIZED BEHAVIOR

If a Staff member receives a report of a Camper's sexualized behavior, they are instructed to follow these guidelines:

- Inform our Camp's Director / Assistant Director immediately.
- To fill out the 'Incident Form Report' as soon as possible.
- Confirming that the Campers involved have been separated or placed under increased supervision.
- Notifying the proper authorities.
- Reviewing the incident report to confirm it is accurately and thoroughly completed.
- Meet with parents/guardians of the Campers involved (when applicable).
- Reviewing the immediate steps taken by the Staff or volunteer who initially responded.
- Determining what additional actions will be taken to ensure there is not a recurrence.
- In some cases, Camper behavior can be managed through safety or behavior management plans.
- A written corrective action / follow-up plan in response to the incident, will be made if applicable

Based on the information gathered, the following may be required:

- Assessing the suitability of the program for the Campers involved.
- A Review for the need of additional Camper or program supervision
- A Review for the need for revised policies or procedures
- A Review for the need of additional Staff or volunteer training
- A Review for the need of additional Camper education
- Alerting other Staff Members others at Camp Chateaugay.

LANGUAGE DEFINED ABUSE

The topic of abuse, neglect and mistreatment of a child can not only be disturbing but can also be confusing. To ensure that all Campers, Staff, parents/guardians and Volunteers understand what Camp Chateaugay means by this term, please see the outlines below of the differences between terms, when used.

- "Neglect" includes failure, refusal, or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, water, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the Camper.

- "Physical Abuse" includes physical injury inflicted on a Camper by other than accidental means. Physical injury includes, but is not limited to, lacerations, fractured bones, burns, internal injuries, severe or frequent bruising, or great bodily harm. Conduct qualifying as Physical Abuse may include, but is not limited to, hitting, spanking, shaking, slapping, unnecessary restraints, pushing, or other forceful physical contact.

- "Verbal Abuse" includes language that is degrading or threatening, and includes verbal interactions such as name calling, insults, cursing, derogatory remarks, belittling, and shaming.

- "Sexual Abuse" includes a wide spectrum of interactions with Campers including rape, certain physical assault, sexual battery, physical sexual contact, sexually explicit or offensive verbal communication, verbal sexual harassment, voyeurism, sexually oriented conversations, sexual intercourse or sexual touching of a Camper, sexual exploitation, exposing of genitalia, viewing of sexual activity, or permitting, allowing or encouraging a Camper to engage in prostitution.

- "Emotional Abuse" includes conduct that reasonably causes harm to a Camper's psychological or intellectual functioning, which is exhibited by emotional damage such as severe anxiety, depression, withdrawal, or aggression. Emotional damage may be demonstrated by substantial and observable changes in behavior, emotional response or learning, which are incompatible with the Camper's age or stage of development. Emotional Abuse includes the following conduct: shaming, humiliation, and cruelty."

INDEMNITY STATEMENT

Camp Chateaugay provides Policies and Procedures to assist in the prevention of abuse. However, it will be noted that no system can guarantee 100% prevention of abuse. When all recommendations are implemented and maintained, a risk for abuse continues to exist, as the problem of abuse is pervasive and no system to date can assure complete safety. Accordingly, Camp chateaugay makes no warranties, express or implied, including warranties of fitness for a particular purpose and merchantability, regarding the success or failure of camp chateaugay policies and procedures in preventing or reducing the incidence of abuse.

SEXUAL GROOMING BEHAVIORS AND PREVENTION

Camp Chateaugay is committed to creating a safe and secure environment for all campers and staff, and this policy aims to raise awareness, provide guidelines, and promote vigilance against sexual grooming. Sexual grooming is defined and refers to actions taken by an individual, typically an adult, to build trust and establish emotional connections with a child or vulnerable person for the purpose of engaging in sexual abuse or exploitation.

Prevention Measures

- Camp Chateaugay thoroughly screens all staff and volunteers, including background checks, prior to their employment or participation at the camp.
- Staff are trained on recognizing, preventing, and reporting sexual grooming behaviors.
- Camp Chateaugay has strict Boundaries and Code of Conduct prohibits any form of sexual misconduct or grooming behaviors.
- Staff and campers are to maintain appropriate boundaries and report any concerns via our 'Incident Report Form'.
- Camp maintains adequate staff-to-camper ratios to ensure proper supervision and minimize opportunities for inappropriate behavior.
- Open communication is encouraged and established reporting mechanisms are in place for campers and staff to report any suspected grooming behaviors.
- Age-appropriate education is provided to education to campers on personal boundaries, consent, and recognizing inappropriate behaviors.
- Regular staff training sessions to promote awareness of grooming behaviors, signs, and prevention strategies are conducted.

Identifying and Reporting Grooming Behaviors

- Excessive one-on-one time between a staff member and a camper, outside of regular camp activities.
- Inappropriate conversations or discussions of a sexual nature.
- Gift-giving or favoritism towards a specific camper.
- Encouragement of secret-keeping or isolation from others.

Reporting Process:

- Campers and staff are encouraged to report any observed or suspected grooming behaviors to a designated camp authority figure.
- Confidentiality, support, and appropriate follow-up for those who come forward is ensured.
- Reports must be made for all allegations to the appropriate authorities in accordance with local laws and regulations.

Responding to Grooming Behaviors

- If grooming behaviors are suspected or reported, Senior Staff will conduct a prompt and thorough investigation, cooperating fully with law enforcement and child protection agencies and our insurance company.
- Appropriate disciplinary action, up to and including termination of staff or expulsion of campers involved in grooming behaviors.
- Support will be provided and counseling resources for affected individuals.

POLICY ON SELF-HARM

All staff members will receive training on recognizing signs of self-harm, understanding underlying causes, and appropriate response strategies. Training will also include information on how to create a camp environment that promotes emotional well-being and open communication.

Our Camper Advocate will host educational sessions and workshops for campers and staff that raise awareness about mental health, emotional coping strategies, and healthy ways to manage stress or emotional challenges. Open discussions are encouraged about mental health to establish a supportive and inclusive atmosphere where campers and staff feel comfortable discussing their feelings and concerns with trusted staff members and / or our Camper Advocate.

Identifying Recognizing Signs and Responding to Self-Harm

- Staff members are aware of potential signs of self-harm, which may include unexplained cuts, burns, or bruises; wearing long sleeves or pants in hot weather; isolation; changes in behavior or mood; and withdrawal from activities or social interactions.

Reporting Process

- Staff are required to report any concerns via our 'Incident Report Form' while respecting the privacy and confidentiality of the individual involved and ensure a non-judgmental, empathetic, and supportive response for those who come forward.

Response and Support:

- Immediate first aid or medical attention, if necessary, will be completed to ensure the physical safety of the individual.
- A coordinated response plan involving our Senior Staff and Camper Advocate, and the camper's parents or guardians.
- An individualized safety plan in collaboration will be developed with the camper, their parents or guardians, and our Camper Advocate to support their well-being during their camp experience.
- Ongoing monitoring, check-ins, and access to mental health support throughout the camp session will be provided via our Camper Advocate.

Confidentiality and Privacy

- All reports, discussions, and interventions related to self-harm will be handled with the utmost confidentiality and privacy, following appropriate legal and ethical guidelines.
- Information will only be shared on a need-to-know basis to ensure the safety and well-being of the individual involved.

T**raining and Support for Staff**

- Training for Staff during Pre-Camp on mental health, self-harm awareness, and appropriate response strategies will be provided.
- Resources to support staff members to manage their own emotional well-being, as addressing self-harm concerns can be emotionally challenging will be available through our Camper (and staff) Advocate.

Parent and Guardian Communication

Maintaining open lines of communication with parents or guardians regarding their child's mental health concerns and any self-harming behaviors is key and very important and making it clear to them we are here to help every step of the way.

PREVENTION OF EMOTIONAL AND MENTAL ABUSE

Camp Chateaugay is committed to providing a safe, supportive, and nurturing environment for all campers and staff, and this policy aims to raise awareness, establish guidelines, and promote the prevention of emotional and mental abuse. Emotional and mental abuse refers to any behavior that causes harm to an individual's emotional well-being or mental health, including but not limited to verbal insults, humiliation, manipulation, intimidation, and isolation.

Prevention Measures

- Staff Training will be provided for all staff members on recognizing, preventing, and addressing emotional and mental abuse including techniques for fostering positive relationships, conflict resolution, and creating a supportive camp environment.
- Our clear code of conduct prohibits emotional and mental abuse by staff, campers, and volunteers.
- Camp Chateaugay emphasizes the importance of respectful communication, empathy, and kindness in all interactions.
- Adequate staff-to-camper ratios are allow for proper supervision and individual attention.
- Staff are encouraged to build positive relationships with campers based on trust, respect, and understanding.
- Ongoing support and supervision for staff is provided, including regular check-ins from our Head Counselor and debriefing sessions.
- Campers are educated about healthy communication, emotional well-being, and recognizing and reporting abusive behaviors.
- Camp Chateaugay promotes the importance of empathy, respect, and inclusivity among campers.
- Open lines of communication with parents and guardians are available any time to address any concerns regarding emotional and mental well-being.

Identifying and Addressing Emotional and Mental Abuse

- Signs of Emotional and Mental Abuse:
- Sudden changes in behavior, mood, or self-esteem.
- Withdrawal or avoidance of social interactions.
- Fearful or anxious behavior.
- Frequent tearfulness or emotional outbursts.

Reporting Process:

- Campers and staff are encouraged to report any observed or suspected emotional and mental abuse via our ‘Incident Report Form’.
- Confidentiality, support, and appropriate follow-up is ensured for those who come forward.
- All reports are taken seriously and conduct prompt and thorough investigations.

Response and Support:

- Immediate support and counseling resources to affected individuals are provided.
- Appropriate disciplinary action will be taken, up to and including termination or removal of individuals engaged in emotional and mental abuse.
- Mediation, counseling, or restorative practices, to address the impact of the abuse and prevent future incidents is offered via our Camp Advocate .

NON-DISCLOSURE AND NON-DISTRIBUTION OF MANUAL

Policy Statement:
This policy establishes guidelines and expectations regarding the disclosure, distribution, and copying of the manual provided by Camp Chateaugay to all Staff Member. The manual contains confidential information and proprietary knowledge that is critical to the success Camp Chateaugay. All employees, volunteers contractors, consultants, and any other individuals granted access to the manual are required to adhere to this policy.

Scope:
This policy applies to all individuals who have access to the manual, including but not limited to employees, contractors, consultants, temporary staff, interns, and any other third parties entrusted with the manual's information.

Policy Guidelines: (Confidentiality Obligation)
a. Individuals with access to the manual must treat its contents as confidential and proprietary information.
b. The manual should not be shared, discussed, or disclosed to any unauthorized individuals, including family members, friends, or competitors.
c. Any confidential information derived from the manual should not be used for personal gain or shared with external parties.

Distribution:
a. The manual may not be distributed in any form, including electronic or printed copies, without explicit authorization from the appropriate management or designated authority.
b. Individuals are responsible for safeguarding the manual from loss, theft, or unauthorized access. It should not be left unattended or accessible to unauthorized personnel.

Copying:
a. Individuals must not make unauthorized copies of the manual, either in whole or in part, through any means, including photocopying, scanning, or electronically duplicating its contents.
b. In cases where authorized copies are necessary for specific job-related tasks, individuals must follow the organization's established procedures for obtaining approval and maintaining secure records of such copies.

Information Security:
a. Camp Chateaugay will provide appropriate safeguards, such as access controls, encryption, and password protection, to ensure the security of the manual's electronic versions.
b. Individuals must adhere to all Camp Chateaugay's policies and procedures regarding information security, including computer and network usage, to prevent unauthorized access to the manual.

Breach of Policy:
a. Any individual found to be in violation of this policy may face disciplinary action, up to and including termination of employment or contractual obligations.
b. Breach of this policy may also lead to legal consequences, including financial liabilities or legal proceedings, depending on the severity and impact of the breach.

WORKERS' COMPENSATION POLICY

Policy Statement: Camp Chateaugay is committed to the safety and well-being of our employees. In the event of a work-related injury, it is imperative to promptly report such incidents, receive appropriate medical care, and ensure that employees receive necessary benefits under the Workers Compensation Law of the State of New York. This policy outlines the reporting procedures and coverage of work-related injuries for employees at Camp Chateaugay.

Reporting of Work-Related Injuries:

1) Immediate Reporting: Any employee who sustains a work-related injury or illness, regardless of severity, must immediately report the incident to their immediate supervisor. Failure to report injuries promptly may affect the employee's eligibility for workers compensation benefits.

2) Medical Care: After reporting the injury to their supervisor, the injured employee should report directly to the medical staff at the Camp Chateaugay Pill Box if necessary. In the event medical attention is needed;. the medical staff will provide initial assessment and treatment, as appropriate.

3) Notification: The medical staff at the "Pill Box" will promptly notify the Camp Chateaugay Director, Co-Director, and the Office Manager of the injury, including the nature and extent of the injury, as well as any recommended course of action. This notification is crucial to facilitate the administration of the workers compensation process.

Workers Compensation Coverage:

1. Eligibility: Camp Chateaugay provides workers compensation coverage for all eligible employees, as required by the State of New York.

2. Benefits: Workers compensation benefits may include compensation for medical expenses, wage replacement, disability benefits, and vocational rehabilitation, as determined by the New York State WorkersCompensation Board.

3. Injury Verification: All work-related injuries must be documented and verified by appropriate medical professionals. This documentation is essential for processing workers; compensation claims.

4. Transportation and Emergency Services: If the injured employee requires further medical attention, the Camp Chateaugay Pill Box staff will, if necessary, contact emergency services or arrange for transportation to the nearest hospital. The safety and well-being of the employee will remain the top priority.

Responsibilities:

- Employees are responsible for promptly reporting work-related injuries to their immediate supervisor and seeking immediate medical attention at the Camp Chateaugay Pill Box if necessary.
- The Camp Chateaugay medical staff is responsible for providing initial medical care, documentation, and timely notification to the Director, Assistant Director, and Office Manager.
- The Director, Assistant Director, and Office Manager are responsible for ensuring the proper administration of the workers' compensation process, including reporting and documentation to the Workers Compensation Board as required by law.

C**ompliance:**

Non-compliance with this policy may jeopardize an employee's eligibility for workers compensation benefits. Employees are encouraged to follow this policy diligently to ensure their health, safety, and financial protection in the event of a work-related injury. This policy is subject to periodic review an**d revision as necessary. Camp Chateaugay is committed to maintaining a safe and healthy work environment for all employees, and this policy plays a crucial role in achieving that goal.**

ACKNOWLEDGMENT OF POLICY AND PROCEDURES GUIDE

Employee/Volunteer Name: _____

Position/Role: _____

I, _____ (Staff / Volunteer), acknowledge that I have received and read the Camp Chateaugay Policy and Procedures Guide. I understand that it contains important information about Camp Chateaugay's policies, procedures, and expectations of Staff and Volunteer behavior while employed at Camp Chateaugay. I further acknowledge that it is my responsibility to comply with all the policies and procedures outlined in the Camp Chateaugay Policy and Procedures Guide.

By signing this form, I confirm the following:

1. I have received a copy of the Camp Chateaugay Policy and Procedures Guide ("the Guide.")
2. I have read and understood the content of the Guide.
3. I agree to abide by all the policies, procedures, and guidelines outlined in the Guide.
4. I understand that any violation of the policies and procedures may result in disciplinary action, up to and including termination of my employment/volunteer position.
5. I understand that the policies and procedures outlined in the Guide are subject to change, and it is my responsibility to stay updated on any revisions or amendments.
6. I acknowledge that it is my duty to seek clarification or guidance from my supervisor or the designated authority if I have any questions or concerns regarding the policies and procedures.

By signing below, I acknowledge my understanding and agreement to the above statements:

Signature: _____ Date: _____

Printed Name: _____

Please return this signed form to the office manager upon arrival to camp by the start date on your contract.