Safety at Camp Troy

Never leave children alone or allow them to walk to any destination without a leader or helper.

**Camp Troy Rules**

Establish simple rules for your classroom. State these positively. General rules for every class are:

* Respect those in authority.
* Use words to solve problems.
* Speak and walk softly indoors.
* Leave rooms and equipment better than you found it.
* Put materials away before beginning a new project.

**Volunteer Code of Conduct**

We must strive to make wise decisions and glorify God with our life and our choices. As leaders and volunteers we must abide by this Code of Conduct.

**Section 1: Doctrinal Beliefs**

* Volunteers must accept the Bible as the infallible Word of God.
* Volunteers should never give counsel or advice that is contradictory to God’s Word.

**Section 2: Personal Conduct Outside of Ministry**

* Volunteers must live a life that is above reproach, keeping in mind our kids are to “follow us as we follow Christ” (1 Corinthians 11:1).
* Volunteers must submit to the accountability of the Bush Memorial Ministerial Staff.
* Volunteers must abstain from using, possessing, or being under the influence of alcohol, tobacco, or any illegal drugs while working with or supervising students.
* Volunteers must abstain from any form of extramarital sex, homosexual activity, pornography, or other kind of sexual impurity.
* Volunteers must maintain an online presence that honors God and edifies others.

**Section 3: Personal Conduct Inside of Ministry**

* Always make an effort to greet every family and individual with a smile and a warm welcome. Be sensitive to newcomers who may be somewhat intimidated in a new environment. Greet students with enthusiasm; let them know you are happy they are there.
* Volunteers shall portray a positive role model by maintaining an attitude of caring, honesty, respect and responsibility.
	+ Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and/or any kind of harassment or offensive language, is prohibited.
	+ Volunteers shall not bring, discuss or view inappropriate or unauthorized material at church related activities.
	+ Use good judgment and reasonable measures to keep personal student and member information confidential.
* Volunteers shall appear clean, neat and appropriately attired. Dress modestly and be neat in your appearance. No short shorts, short skirts, low neck blouses, crop tops or other revealing or tight fitting clothes. Dress should be modest and in good taste. All family ministry leaders and volunteers should wear a nametag while serving in the classroom.
* Volunteers must respond to children with respect and consideration and treat all equally, regardless of sex, race, color, religion, economic status, or culture.
* Volunteers shall not abuse children. Examples include but are not limited to:
	+ Physical injury - strike, spank, shake, slap
	+ Verbal abuse - yell, humiliate, degrade, threaten
	+ Unjustifiable punishment - shaming, cruelty
	+ Neglect - withholding food, water, basic care
* Volunteers shall respect a child’s right not to be touched in ways that make them feel uncomfortable, and shall respect a child’s right to say “no” about such matters. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
* Volunteers must immediately report any instance where they suspect a child has been abused, whether on the church campus or at home, to a member of the ministerial staff.
* Volunteers are to report any injuries, accidents or incidents involving children to the family pastor or, in his absence, another ministerial staff member.
* No food should be given to students besides what is provided in the classroom. Any snack must be approved by a ministerial staff member and offered to the whole class.
* Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room. Windows on classroom doors should be unobstructed and clear.

**Section 4: Staying in Bounds**

It is critical that you always maintain appropriate boundaries physically, emotionally, and relationally. This protects the student from harm and protects you from false allegations. This applies to all students of all ages all the time. If you ever have a question about what is or is not appropriate contact a member of the ministerial staff.

* Volunteers shall refrain from intimate displays of affection towards others in the presence of children, parents and staff.
* Volunteers shall not date program participants under the age of 18 years.
* Never be alone with a student
	+ If you need to have a private conversation with a student do it in a public place… not behind closed doors or in a vehicle alone.
	+ Do not setup one-on-one meetings with a student without the knowledge and consent of the parents.
* Never transport a student anywhere alone. If a student needs a ride try to arrange for another adult or student to ride with you.
	+ Maintain Physical Boundaries.
	+ Set boundaries for yourself.
	+ Set and enforce boundaries for students.
	+ Always err on the side of caution.
* Log or Archive electronic conversations
	+ When you are in the middle of a conversation with a student words and actions can be misinterpreted either intentionally or unintentionally.
	+ Any time you are engaged in conversation log that conversation. (Use screen shots, paste text into a word document, save text messages and emails.)
	+ This may seem excessive however it is an essential step in protecting yourself from false allegations of misconduct.
* Report Dangerous Situations
	+ If a student ever says “I need to tell you something, but you can’t tell anybody”… do not agree.
	+ Let him / her know that you have to inform a member of the ministerial staff if the student is being hurt, is hurting him/her self, or may hurt someone else.
	+ Report actions such as abuse, neglect, depression, eating disorders, suicide risk, ect. (whether it is proven or potential) to a ministerial staff member immediately.