

GIRL SCOUTS OF NORTHERN CALIFORNIA TWO SENTINELS CAMP: PERSONNEL POLICIES

The principles and beliefs of the Girl Scouts USA govern the actions of all camp staff participating in the camp program of the Northern California Girl Scouts. The Two Sentinels camp program is open to all girls and staff without regard to race, religion, color, or national origin. Camp staff are expected to adhere to the provisions of these policies while in camp and to cooperate with the camp director in all matters. Camp staff members are expected to adjust personal actions to the customs, personnel practices and goals of the camp and to conduct themselves both in camp and away from camp in a manner that is a credit to the Girl Scout organization.

CAMP TWO SENTINELS – RULES AND POLICIES

CAMPER WELFARE: The first responsibility of each and every staff member is the health, welfare, and mental well-being of all campers. Each staff member is expected to take every care to protect the privacy, person, and belongings of each camper. Physical punishment or any sexual contact between staff and campers is not permitted. Caution should be taken any time a staff member is with campers outside the view of other staff members, and should *never* be alone with a camper. This is for the protection of the camper, the staff member, and the camp.

FACILITIES: All staff are responsible for the care of the camp's buildings, tents, and equipment. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. The office phone is for camp business only, and may be used only with permission of the camp director.

DRINKING & DRUGS: Possession or use of alcohol or illegal drugs on or off camp property during camp, including pre-camp and on-site training, is grounds for immediate dismissal. In addition, staff is not to arrive at camp under the influence of any of these substances.

EQUIPMENT: All personal sports equipment, such as archery equipment and boating equipment, may be used only after appropriate training has been provided. Archery equipment brought from home must be inspected and then stored with the camp's archery equipment for the duration of camp. Unauthorized or unsafe use of such equipment, including inappropriate storage and handling, may result in dismissal. Personal sports equipment not provided by Two Sentinels must be inspected by authorized personnel before you may use it at camp.

SEXUAL CONDUCT: Overt sexual conduct on camp premises is not permitted. Actions displaying friendship and/or fellowship during camp operation shall be in good taste and in no way offensive to any camper, staff member, or parent.

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SMOKING: Smoking (including use of electronic cigarettes, vaping, etc.) is not allowed at any time on camp property or in the presence of campers off camp property.

BREAK TIME: Every staff member is required to a two hour break each day, which may be broken into no more than two one-hour segments. Breaks should be arranged among the unit staff each day. Staff must use the sign out sheet before leaving camp property, and all staff must be back within camp property limits before 9pm each night.

TRAINING: All staff is required to attend Two Sentinels staff training. To meet Girl Scout and American Camping Association requirements, each staff member must complete a minimum of 16 hours of in-town training and two days of on-site pre-camp training.

COMMUNITY RELATIONS: Staff is asked to be sensitive to the lake homeowners, people in the campground, and those with whom they come in contact when on the trail. Each staff member represents the camp in his or her dealings with members of the local communities, in behavior and demeanor, both in camp and off camp property.

PETS: No pets are allowed on Girl Scout property at any time. Service dogs may be allowed with previous permission by Camp Directors

WEAPONS: Weapons are not allowed on camp property at any time. Should probable cause warrant a search, Two Sentinels directors have the right to seize all weapons discovered. Possession of unauthorized weapons is grounds for immediate dismissal.

ATTIRE: Staff must adhere to the Girl Scout and Two Sentinels dress code guidelines at all times, including the use of proper footwear. This means closed toe shoes at all times. This is not just for safety, but also sets an example for the campers.

HEALTH SERVICES: A qualified health professional is on duty at camp at all times, and staff members will have access to his or her services as needed. Prior to arriving at camp, all staff is required to have a current, signed health history form on file. Staff must sign and acknowledge the limitations of Girl Scout health and accident insurance coverage, and agree to be responsible for all personal health care or accident costs over and above these limits. All medications and supplements are to be turned into the Birdhouse infirmary, even if they can be purchased without a prescription. Staff is allowed to access them for personal use, but cannot share them with others at camp. The only staff person who is allowed to give campers medications (both prescription and over the counter) is the camp nurse, or a designated and certified first aider. Only camp approved medications, or the camper's own personal medications, may be given, and only with the consent of the camper's parent or legal guardian.

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CONFIDENTIALITY: All personal camper and staff information is confidential. According to HIPAA regulations, all health history and care information is shared on a need-to-know basis only. Staff granted access to private health information is required to maintain the highest degree of privacy possible.

GRIEVANCES: Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, staff should report the issue to his or her immediate supervisor promptly. Should the supervisor be the source of the grievance, the staff member should report to the camp director.

CONTRACTS: Staff may not work at Two Sentinels without a signed volunteer agreement.

MANDATED REPORTING: According to California law, all resident camp staff on duty are mandated child abuse reporters. Staff is required to report any suspicion of child abuse, whether believed to be plausible or not, to the camp director immediately. This includes alleged abuse both on and off camp property, and may have occurred before the camper arrived at camp. Staff must not discuss details of this report with any uninvolved persons.

SAFETY AND SECURITY: All staff are required to report all contact with non-camp personnel or visitors who enter camp property. Log books are located in each unit, in the staff house, and in the infirmary. In addition, all accidents or incidents of unsafe behavior are required to be reported to the infirmary as soon as possible.

ELECTRONIC DEVICES: The use of electronic, WiFi, or satellite devices is strictly prohibited at camp. This includes but is not limited to cell phones and smart phones, computers, MP3 players, e-books, and tablets. There is no charging of these items allowed at camp. The only exceptions are for cell phones for backpacker staff and camp drivers (as requested by the directors). All electronic devices should be left at home. Any device you bring into camp must be stored in the Birdhouse to ensure the security of camp and the device.

VEHICLES: All vehicles used to transport campers or other staff must be driven by the person listed on the insurance certificate for that vehicle (i.e. the licensed owner of said vehicle). All drivers must fill out the driver authorization paperwork as required by Girl Scouts of Northern California and provide Two Sentinels with a copy of your driver's license and proof of car insurance before you use your vehicle for camp purposes. Vehicles found to be unsafe will not be used for camp purposes. You are responsible for your own vehicle's safety at all times, including your travel both to and from camp.

CAMPER PRIVACY: Pictures of campers **MUST NOT** be posted on any public site, including Facebook. Staff members must protect the privacy of all campers at all times, including after they

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have left camp. Their safety at camp and after they have returned home is our primary concern.

**I UNDERSTAND THAT VIOLATION OF ANY OF THESE POLICIES IS GROUNDS
FOR
DISMISSAL FROM CAMP AS INDICATED IN THE STAFF CONTRACT.**

I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and all staff.

I shall conduct myself in an exemplary manner, recognizing that I am an adult role model for my campers. By my behavior, I will always try to demonstrate high moral values. I recognize that my internet postings and conduct when I am away from the camp premises also reflects on the camp.

Two Sentinels has a strict anti-bullying policy for staff and campers. I shall always seek to be fair, truthful, and honest, in my communication and interaction with campers, staff, and directors.

I accept the challenge of helping my campers increase their awareness of and responsibility to others and to the world of nature, helping them gain in self-confidence and self-concept, and teaching them new skills.

I shall refrain from all abusive language and any form of corporal punishment or embarrassment in my dealings with campers, other staff, and camp directors.

I shall be accepting of the diverse racial, national, religious, and cultural backgrounds of my campers and fellow staff, and not seek to impose my own particular views.

I acknowledge receipt of the Two Sentinels Personnel Policies and understand that failure to follow the camp rules will be met with disciplinary action that may include termination.

I understand that I am responsible for knowing and following all camp policies and procedures. These are in the staff manual, on the staff website, and discussed at length at weekend training and on-site training.

I understand that I provided my e-signature agreeing to this form as part of my staff registration in Ultracamp.