

# Camp Winnekeag

"The Camp That Cares"

## Policies

Camper Illness, Medication Management, and Emergency Healthcare Policy  
Camper Discipline Policy  
Child Abuse Reporting Policy  
Sexual Harassment Policy  
Staff Hiring, Prospective Staff Background Check Procedures, & CORI Policy  
Grievance Policy

Upon request, these policies must be made available to parents of campers.

Office:  
Camp Winnekeag  
PO Box 1169  
South Lancaster, MA 01561  
(978) 365-4551  
(978) 365-3838 (fax)

Camp:  
Camp Winnekeag  
257 Ashby Road  
Ashburnham, MA 01430  
(978) 827-4455  
(978) 827-5621 (fax)

# Camp Winnekeag

## Camper Illness, Medication Management, and Emergency Health Care Policy

The Camp Winnekeag healthcare staff will make every effort to contact the parent(s)/legal guardian(s) by telephone, should your child/charge need off-campus health care. Because of timing and scheduling conflicts, we cannot guarantee that we will be successful in reaching you. The phone numbers you provided on your child's *Health History/Medical Form* will be accessed. Please make sure that we know how to reach you during your child's stay at camp. In addition to telephone contact, we will provide you with a written summary of any off-campus healthcare given to your child.

We generally do not contact the parent if a child has been seen by our on-campus medical office for routine care (such as skinned knees, sore throat, or headache) that does not require a physician referral. The decision to consult you for routine, on-campus healthcare is determined on a case-by-case basis by our provider. Please attach a letter to your child's *Health History/Medical Form* if you prefer for us to follow a practice other than what has been described here.

### A. Care of Mildly Ill Camper

1. It is the position of the camp that campers and staff members too ill to participate in the program should be under the care of the camp medical staff. As a result, staff will refer sick individuals to the camp medical office for assessment, and assist in providing an appropriate activity level for those in recovery mode.

### B. Medication Management

1. Medications brought by campers are to be collected by the medical staff at the time of registration and secured in the camp medical office. There must be written, signed authorization from the parent/guardian allowing the camp to administer any medication brought from home. (See *Authorization to Administer Medications Form* in camper's packet.)
2. Medication forms are to be completed in ink for all campers who bring medicine to camp. Documentation of administration is the responsibility of the camp medical staff.
3. All medications will be stored under lock, including those needing refrigeration except when in the controlled possession of the person administering them.
4. Prescription medications are dispensed only under the specific directions of a licensed physician.
5. Non-prescription medicines are dispensed only under the written healthcare procedures, or signed instruction of the parent/guardian or physician.
6. Medication may be given to campers by staff under the instruction of the medical director, when campers are off-campus on a trip away from the camp.

### C. Emergency Health Care

1. The need of emergency transportation and/or medical treatment as determined by the camp medical director is to be provided by the local 911 service.
2. Any camper who is transported to an emergency medical facility is to be accompanied by camp medical personnel or designee. A copy of the camper's *Health History/Medical Form* containing consent to medical treatment, parent/guardian contact information, and insurance information will accompany the camper. It is the responsibility of the camp medical staff to notify the parent/guardian of the incident and where the camper has been transported for treatment. In the event efforts to contact the parent/guardian are unsuccessful, the medical staff must delegate someone to keep trying. All efforts to notify parent/guardian will be documented.

End

# Camp Winnekeag

## Camper Discipline Policy

Staff members are here to serve the campers. Love and understanding toward all campers is anticipated. Counselors are expected to become loving 'parents' toward their campers. To avoid criticism, all staff will refrain from physical contact with campers. Campers look up to staff members as heroes, so all staff members must be careful what they say and do. Staff members are not permitted to date campers.

Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. Camp Winnekeag staff shall direct discipline with the goals of maximizing the growth and development of the children and for protecting the group and individuals within it.

Discipline of camper misbehavior may be administered three times by a counselor (three warnings), then the Boys' or Girls' Director (one warning). The next step is discipline by the Camp Director (one warning). This is the 3-1-1 Principle.

The following are prohibited forms of camper discipline:

- a. Corporal punishment, including spanking
- b. No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse
- c. No camper shall be denied food or shelter as a form of punishment
- d. No child shall be punished for soiling, wetting or not using the toilet

All camper behavioral problems are to be dealt with on an individual basis, first by the unit counselor, then the area director; then, if necessary, the Camp Director. In order to assist with maintaining order at the camp, all staff members should use discretion when disciplining a camper not assigned to their unit.

Preferably refer the matter to the camper's counselor unless the camper is:

- a. Directly under another staff's activity supervision (ie: lifeguard, archery instructor, etc.)
- b. Exhibiting behavior which could result in bodily harm to him/herself or another person, or be disruptive to the group in a group activity. In such cases, the staff member should also advise the camper's counselor of the actions taken so the counselor can follow through in the matter.

End

# Camp Winnekeag

## Child Abuse Reporting Policy

In the event a camper discloses that he/she has been abused, it is important that the staff know how to react calmly, lend support, and not further traumatize child victims.

Staff should:

- a. Listen calmly and carefully, noting the child's behavior. Don't ask 'leading' questions.
- b. Believe the child. Don't criticize or suggest the child is mistaken. It isn't the staff's responsibility to determine whether or not the child is telling the truth.
- c. Protect the child's privacy and assure the child that you will see that he/she gets help. Don't make promises, however, about what will or will not happen to the abuser.
- d. Affirm the child's feelings and assure the child that what happened was not his/her fault.
- e. Refer the case to the Camp Director who will report it to the proper authorities.

The procedure for reporting any suspected incidents of child abuse and neglect are as follows:

- a. All staff shall immediately report any suspected child abuse or neglect. The report shall be made to the Camp Director.
- b. The Camp Director shall immediately report suspected abuse or neglect to the Massachusetts Department of Social Services.
- c. The Camp Director shall notify the Board of Health of a 51A Report alleging abuse or neglect of a child while in the care of Camp Winnekeag. The 51A Report itself shall not be forwarded to the Board of Health.

Camp Winnekeag shall cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying of parents and campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation.

Camp Winnekeag shall insure that an allegedly abusive or neglectful staff person does not work directly with campers until the Massachusetts Department of Social Services' investigation is completed.

Following this procedure does not mean the counselor or staff person is guilty. It only means that the Camp Director is protecting him/her, as well as the camper until a more thorough investigation has been conducted.

End

# **Camp Winnekeag**

## **Sexual Harassment Policy**

Sexual harassment towards other staff members or campers is unacceptable at any time at Camp Winnekeag.

Sexual harassment includes any unwelcome sexual advance, request for sexual favors, and/or verbal or physical conduct which may include suggestive comments or jokes, crude language and/or unwelcome physical contact which is gender-specific or of a sexual nature.

Camp Winnekeag staff shall exemplify a Christ-like life and avoid all appearances of wrongdoing and behavior that is harmful to themselves, staff members, or campers.

In the event that sexual harassment is reported, the accused's immediate supervisor shall notify the Camp Director who is responsible for reporting all allegations to local authorities as necessary to comply with state and local reporting statutes.

End

# **Camp Winnekeag**

## **Staff Hiring Procedures**

Camp Winnekeag is operated by the Seventh-day Adventist Church with the specific purpose of camping ministry. Therefore, the camp staff members are selected primarily from Adventist Colleges, Universities and Academies. Staff members are also selected from among students who are members of the Seventh-day Adventist Church, but may attend public schools.

Many of these students are personally known, or are well-known by the staff of the Adventist churches or schools which they attend. Therefore, they come with positive recommendations from those who know them well, such as their pastors, teachers, and immediate work supervisors.

The following are the steps which are followed in the hiring process:

1. Application is made to the Camp Director
2. Three positive recommendations are received
3. Applicant is interviewed by the Camp Director
4. Applicant is notified if he/she is being considered for a position
5. Applicants provide completed, signed CORI and SORI forms, as well as IntelliCorp background check forms
6. Background checks are performed according to the mandated State policy
7. Clear background check results indicate a possible move to the contract stage of the hiring process
8. Until the background check results are received, or if the background results are not cleared, then the staff member is not permitted to supervise campers, and state-mandated procedures are followed.

### **Prospective Staff Background Check Procedure**

1. Applicant completes and submits background inquiry release forms.
2. Background checks are performed in compliance with State mandates.
3. Results are received and reviewed by CORI-authorized individuals.
4. If the background is clear, the hiring process continues.
5. If the background check is not clear, the staff member will be notified and State and FCRA policies will be followed. The staff member in question will not be permitted to be at camp until either the matter is resolved, or it is determined that the staff member is not fit to work with children, in which case, the hiring process will stop.
6. The Camp Director makes the final determination in hiring individuals.

(Also see CORI Policy)

# Camp Winnekeag

## CORI Policy

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work, or licensing purposes, the following practices and procedures will generally be followed.

1. CORI checks will only be conducted as authorized by CHSB (Criminal History Systems Board). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
2. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
3. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
4. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
5. If Camp Winnekeag is inclined to make an adverse decision based on the results for the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and this CORI Policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
6. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification provided by the applicant, Camp Winnekeag will make a determination based on a comparison of the CORI record and documents provided by the applicant. Camp Winnekeag may contact CHSB and request a detailed search consistent with CHSB policy.
7. If Camp Winnekeag reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
  - a. Relevance of the crime to the position sought;
  - b. The nature of the work to be performed;
  - c. Time since the conviction;
  - d. Age of the candidate at the time of the offense;
  - e. Seriousness and specific circumstances of the offense;
  - f. The number of offenses;
  - g. Whether the applicant has pending charges;
  - h. Any relevant evidence of rehabilitation or lack thereof;
  - i. Any other relevant information, including information submitted by the candidate or requested by the hiring authority.
8. Camp Winnekeag will notify the applicant of the decision and the basis of the decision in a timely manner.

End

# Camp Winnekeag

## Filing a Grievance

Should a parent of camper have a grievance or formal complaint with the camp on any issue regarding the safety and well-being of a camper, a verbal communication should be made immediately to the Camp Director. Follow-up written documentation must be submitted within ten (10) days of the complainant's notification of the incident to the following:

Camp Winnekeag  
Grievances  
PO Box 1169  
South Lancaster, MA 01561

Telephone (978) 365-4551 or (978) 827-4455

The grievance will be reviewed by the Camp Director. Issues will be addressed with the appropriate individual(s) in a confidential manner.

If there is a grievance against the Camp Director, verbal communication should be made immediately with the Southern New England Conference Administration, followed up in writing within ten (10) days to the following:

Southern New England Conference  
Grievances  
PO Box 1169  
South Lancaster, MA 01561

Telephone (978) 365-4551

The grievance will be reviewed by the Conference Administration. Issues will be addressed in an appropriate and confidential manner.

End