



## **SAFE ENVIRONMENT POLICIES AND PROCEDURES**

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“Camp has helped me keep hold of my faith. In many times of question or doubt, I turn to the things I learned and/or experienced at camp. It has given me the idea of what a Catholic atmosphere should be and now makes me seek out settings like it.” Nora, camper for 5 years - Camp Veritas 2021

## Requirements for Camp Veritas as an Institution

1. **Principle:** It is our obligation to ensure that all personnel whose position or duties place them in regular contact with minors have complied with the Safe Environment requirements. It is, likewise, the responsibility of all personnel whose work with Camp Veritas brings them into regular contact with minors, to comply fully with the Safe Environment requirements.
2. Definitions
  - a. "Personnel" shall mean all persons, (clergy, religious and laity) who volunteer with Camp Veritas.
  - b. "Safe Environment requirements" shall mean the Personnel Screening Process (the Safe Environment Questionnaire and a background check -- see Sections 4 and 5 of these Policies); acknowledgement of receipt of the Volunteer Training Manual; and completion of the Safe Environment Training appropriate to their position (see Section 7 of these Policies).
3. Designation of Responsible Administrators:
  - a. Camp Veritas will ensure that there is a designated admin present at each camp in charge of ensuring Safe Environment Policies are followed at camp.
  - b. The Safe Environment Coordinator will assist the Responsible Administrator in implementing the Safe Environment requirements. The coordinator will also assist in compiling and verifying all reports and rosters for Camp Veritas.
4. Regular updating of the rosters
  - a. The Responsible Administrator should maintain the roster for their institution in their own files.
  - b. This roster should be updated whenever there is a change in the personnel who are in regular contact with minors (every new camp season). The Responsible Administrator should keep this updated roster in the institution's files.

## The Safe Environment Requirements

1. **Principle:** It is essential for Camp Veritas to create a safe environment for children. This environment will be founded on the principles of virtue and vigilance. The virtues of the Christian life, particularly purity and chastity, must be fostered in our camp program and in the hearts of all our personnel. We must also be prudent in screening and overseeing all our personnel and camp locations. By living these virtues, our children will be safe at camp.
2. Safe Environment Requirements for all new applicants
  - a. All new applicants for positions with Camp Veritas, whether paid or volunteer, whose position or duties would place them in regular contact with minors, must fully comply with the following Safe Environment requirements:
    - i. Complete the Personnel Screening Process (i.e., complete the Safe Environment Questionnaire, submit to a background check, and acknowledge receipt of the Volunteer Training Manual); and
    - ii. Complete the Safe Environment Training appropriate to their position.
  - b. The Personnel Screening Process (including submitting to a background check) must be completed by all personnel before commencing their duties; all new personnel must complete the Safe Environment requirements before the program begins. If any new personnel fails to satisfy the Safe Environment requirements by the appropriate date,

they may not come into contact with minors until they complete the Safe Environment requirements.

- c. No one who is identified as a Sex Offender will be permitted to volunteer with Camp Veritas (*"Sex offender" shall mean any person who has committed an act of sexual misconduct, regardless of whether they have been convicted of such an offense in a civil court, or whether they are a registered sex offender with any law enforcement agency. "Sexual misconduct" is defined as "any actions or words of a sexual nature which are contrary to the moral doctrine, teachings and Canon law of the Catholic Church and (a) are proscribed by Federal, State or local law; or (b) cause harm to another."*)

## **The Personnel Screening Process**

1. **Principle:** One of the fundamental tools in creating a safe environment is the screening of all those who will be in regular contact with minors. The goal of this process is to exclude people whose background or moral character makes them an unreasonable risk for contact with minors.
2. Requirement for all personnel: All new volunteers must complete the Personnel Screening Process. The Personnel Screening Process is built into the volunteer online application and consists of the following components:
  - a. Completion of a Safe Environment Questionnaire, including providing personal references;
  - b. Acknowledgment of receipt of the Volunteer Training Manual; and
  - c. Completing a background check with clear results.
3. These requirements must be completed by all personnel before commencing their duties. No one may be in regular contact with children without having first submitted to a background check.
4. The duties of the Responsible Administrator
  - a. The Responsible Administrator institution shall ensure that all personnel who are in regular contact with minors have completed the Personnel Screening Process.
  - b. The Responsible Administrator, or a person designated by him/her, should thoroughly review the Safe Environment Questionnaire of all new personnel, and check the personal references provided by volunteer applicants
  - c. The Responsible Administrator shall retain the completed Safe Environment Questionnaires of all personnel in their files.
5. The Safe Environment Questionnaire: All volunteers must complete a Safe Environment Questionnaire. The Safe Environment Questionnaire shall include a request for the following information:
  - a. Personal Information (e.g., name, address);
  - b. Current Employment;
  - c. Prior positions involving work with minors;
  - d. Names of people who can be contacted as references;

- e. Whether the person has ever been accused, investigated, or disciplined for sexual abuse or misconduct.

Applicants must sign the Safe Environment Questionnaire, certifying that their answers are accurate and truthful, and acknowledging that they received the Volunteer Training Manual and will comply with the requirements for behavior found therein.

Applicants will also certify that they understand their responsibility to comply with the Safe Environment Requirements by the appropriate deadline. Failure to complete a Safe Environment Questionnaire, or any false statement made on the Questionnaire, shall constitute grounds for termination of volunteer service, and being barred from any contact with minors in any program or activity with Camp Veritas.

- 6. Additional Information: Additional information, including information available through sources in the public record, may also be considered in evaluating the suitability of an applicant for volunteer service.
- 7. Standard for Screening: One of the most important components of an effective child protection policy, particularly in a religious organization, is the personal moral character and virtue of those who are permitted to work with youths. Due to the religious nature of Camp Veritas, we shall evaluate the suitability of persons applying for employment or volunteer service, and those who have already entered into such service, based on the moral teachings of the Catholic Church. Camp Veritas reserves the right to make decisions about employment or volunteer service that will promote the religious principles of the Catholic Church.

## Background Checks

1. Principle: Conducting background checks is an indispensable tool for creating a safe environment. These checks can identify those whose background poses a substantial risk to minors. They can also ensure that the identity of all personnel of Camp Veritas has been fully verified. Background checks and their results must be handled with the highest degree of discretion, in order to protect the privacy of all personnel, and to ensure that negative information is not improperly revealed. At the same time, any information that suggests a risk to minors must be treated very seriously.
2. Background checks required for all personnel
  - a. All personnel must submit to a background check provided by Camp Veritas.
  - b. The Responsible Administrator shall ensure that all personnel have submitted to a background check.
  - c. Failure to submit authorization for a background check, refusal to supply a valid Social Security number, and any false statement made on the authorization form, shall constitute grounds for termination of volunteering and being barred from any contact with minors at Camp Veritas
3. Background check authorization forms: To conduct these background checks, all personnel must grant authorization, on a form provided by Camp Veritas. All personnel must supply the following information:
  - a. Name, including all other names used;
  - b. Social Security number;
  - c. Date of Birth;
  - d. Current and former addresses.
4. Background checks for those without a valid Social Security number: For people who do not have a valid Social Security number, the following procedures shall be followed:
  - a. The volunteer coordinator shall have them complete the background check authorization form, leaving the line for Social Security number blank.
  - b. The coordinator shall verify their identity with some form of photo identification (e.g., a driver's license, a passport, an employer-issued ID card, etc.) and require a copy of the identification document be attached to the completed background check authorization form.
  - c. This procedure shall only be available to those who, for justifiable reasons, do not have a valid Social Security number. A person who has such a number, but refuses to submit it, may not have any contact with minors at Camp Veritas
  - d. A person's immigration status shall not be the basis for any adverse action by the Camp Veritas.
5. Background checks for minors: In the case of persons under the age of 18, parental consent must be obtained prior to submitting a background check.



6. How the background checks will be conducted: Camp Veritas shall submit background checks to an appropriate agency or contractor. These checks shall seek the following information:
  - a. Verification of identity;
  - b. Existence of a criminal record;
  - c. Listing on a sex offender registry.

Financial information will not be sought by Camp Veritas, without first obtaining specific consent.

7. Renewing background checks: Camp Veritas, will periodically conduct a new background check for personnel after the passage of time (e.g., six years) from the person's last check, or if information is received regarding an incident or a criminal conviction.
8. Record-keeping: Camp Veritas shall retain the completed background check authorization forms of all personnel in their file
9. How negative results will be handled: Camp Veritas shall evaluate whether the nature of the negative report warrants possible action and verify that the report does indeed relate to the applicant. Any action taken with regard to any negative report shall comply with state and federal law, and Camp Veritas' policies.
10. Negative results that relate to immigration status: Information regarding a person's immigration status shall not be the basis for any adverse action.
11. Negative results that relate solely to a person's identity: If the negative report merely relates to a minor disparity regarding the person's name or address, Camp Veritas will take no further action. If the negative report suggests that the person may have supplied a false name or Social Security Number, the Safe Environment Coordinator will notify the person in question in writing, and the Responsible Administrator of Camp Veritas. The person shall be asked to submit a form of identification that has been validly issued by a government agency (e.g., a valid driver's license, passport, etc.). If adequate verification is obtained, no further action will be taken. If adequate verification is not obtained, the Responsible Administrator shall take immediate and appropriate action to prevent any risk to minors. This action may include restrictions on the person's contact with minors or being barred from any contact with minors at Camp.
12. How negative reports regarding a criminal record involving sexual misconduct or sex offender status will be handled: If the background check reveals information that falls under the Bishops' Charter (i.e., it involves the sexual abuse of minors or young people, or is listed in a sex offender registry), Camp Veritas shall immediately bar the person from any contact with minors.
13. How negative reports regarding any other kind of criminal record will be handled: If the background check reveals negative information that does not fall under the Bishops' Charter (i.e., it does not involve the sexual abuse of minors or young people), Camp

Veritas shall evaluate the information to determine if it may represent a risk to minors. In making this determination, the following factors shall be considered:

- a. The duties and responsibilities of volunteering at Camp;
- b. The bearing of the offense on their fitness to perform those duties;
- c. The length of time since the commission of the offense;
- d. The age at which the person committed the offense;
- e. The seriousness of the offense;
- f. Any information provided by the person or on their behalf.

If there is a determination that there may be a risk to minors, Camp Veritas will consult their legal advisors. If they concur that there is a risk to minors, the Safe Environment Coordinator shall immediately notify in writing: the Responsible Administrator of Camp Veritas and the person about whom the information was received, to give them an opportunity to provide relevant information about the report. Camp Veritas will take immediate and appropriate action to prevent any risk to minors. This action may include restrictions on the person's contact with minors, being barred from any contact with minors or discharging the person from volunteer service.

14. Record-keeping: Any action taken by Camp Veritas in regard to a negative report shall be maintained in its files.

### **Safe Environment Training for Staff**

1. Principle: Camp Veritas is fully committed to preventing the sexual exploitation of minors, and to identifying any instance in which it does occur. To this end, all personnel with regular contact with children must receive specific training in identifying and responding to potential incidents of sexual misconduct. Although education alone cannot prevent or change inappropriate sexual behavior, it is essential to help each person to grow and mature in Christian sexuality, and to reduce risks to minors.
2. General requirements: The Safe Environment training requirement has two components:
  - a. Initial training, and
  - b. Onsite training.

The Responsible Administrator shall ensure that all personnel who are in regular contact with minors have completed the appropriate Safe Environment training. All volunteers must attend either a VIRTUS "Protecting God's Children" class or a "Safer Spaces" class (in person or online). The Administrator will also ensure that all new volunteers, and all volunteers without a valid excuse, attend the on-site training offered before the campers arrive at the camp.

### **Reports of Alleged Sexual Abuse or Misconduct**

**Principle:** All reports of alleged sexual abuse or misconduct by Camp Veritas personnel shall be handled in accordance with the appropriate provisions of civil and canon law and the Bishops' Charter for the Protection of Minors and Young Persons. Each reported incident will be handled with a high level of Christian care, concern and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged perpetrator.

1. Reports by Camp Veritas personnel: If Camp Veritas personnel receive a report of alleged sexual abuse of a minor by any Camp Veritas volunteer, they shall:
  - a. Advise the person (or their parent or guardian) to immediately report the incident to the appropriate District Attorney's Office; and
  - b. Notify the CEO of Camp Veritas, who will then notify Camp Veritas' attorneys.
2. If Camp Veritas personnel receive a report of alleged child abuse that occurred outside of camp, they shall:
  - a. Advise the person to immediately report the incident to the appropriate State Child Abuse Hotline and to the appropriate police agency; and
  - b. If they cannot confirm that the supervisor has called the Hotline, do so immediately.
  - c. It would also be advised that Camp Veritas notify their attorneys of what steps have been taken.
3. Record-keeping: The Safe Environment Coordinator (or camp leadership) shall keep a written record of the substance of any such report made to the Office, the action taken, and any other relevant information.
4. Incidents involving vulnerable persons: For the purposes of these Safe Environment Policies, and in particular the handling and reporting of incidents of sexual misconduct, a person who habitually lacks the use of reason, regardless of their age, is to be considered equivalent to a minor.

## **Shared Facilities**

**Principle:** All Camp Veritas camps are held at sites rented for the week of camp in that location. Therefore, great care must be taken to ensure that the children are protected from any contact with members of the general public.

**General policy:** The locations where the camps are being held are not public places. The only people who are permitted to be in these areas are those who are directly involved in the program, or who are otherwise authorized to be present (e.g., location specific staff, maintenance workers, etc.). Members of the general public are never permitted to have unsupervised access to any facility or area in which children are taking part in camp activities.

1. This is ensured mainly by the fact that most of our locations are in very rural areas. In addition, there are only one or two main entrances that are monitored either by site staff or our volunteers.

2. Anyone wishing to visit camp during the week (e.g., Pastor, youth minister, parent), must ask permission ahead of time. They are permitted to be there only at specified times and always accompanied by an already present and screened volunteer of Camp Veritas.

### **Electronic Communications, Internet and Computer Use (\*when representing Camp Veritas)**

**General principles:** In using the internet, computers and the various methods of electronic communication, adults who are working with minors at Camp Veritas must maintain appropriate behavior and serve as examples of Christian conduct. They must also take care to avoid any situation or conduct that might be misinterpreted, or that might be the source of scandal for themselves or others. *\*As our volunteers are only with us for a week or so in the Summer, we can only enforce the below standards for when they are representing Camp Veritas. Otherwise, the standards below are strongly recommended to all volunteers.*

#### 1. Definitions

- a. The term “electronic communication” shall include, but not be limited to, telephone, cell phone, email, text messaging, instant messaging, comments posted on blogs or websites, chat rooms, social networking sites, online gaming, file transfers, internet phone calls, internet video or audio conferencing.
- b. The term “indecent material” shall include, but not be limited to, inappropriate sexually explicit or suggestive images or written material. The determination of whether material is indecent shall be in the discretion of the Responsible Administrator of Camp Veritas, based on the moral doctrines of the Church and civil law.
- c. The term “webpage” shall include, but not be limited to, a website, a page on a social networking site and a blog.
- d. The term “minor” shall mean any person under the age of 18, who is not related to the adult, and with whom the adult is working or has previously worked at Camp Veritas.

#### 2. Proper relationships and electronic communications

- a. Because of the easy, informal and at times anonymous nature of many forms of electronic communication, the proper relationship between adults and minors can easily become confused. Adults must make sure that their use of electronic communication maintains a proper professional relationship with minors and does not create or give the appearance of an inappropriate relationship or encourage inappropriate behavior.
- b. In using electronic communications, proper and healthy boundaries between adults and minors must always be maintained:
  - i. Excessive familiarity or a purely social relationship between adults and minors is not appropriate. Adults must recognize that there is a

difference between being “friendly” and being “friends” with children.  
Minors are not peers of an adult who works with them at camp.

- ii. It is always inappropriate for there to be a “special” relationship between an adult and a young person, or to give the appearance that a minor is a “favorite” of an adult.
  - iii. Adults are never to take on the role of a “surrogate parent” or “confidant” to a minor with whom they are working.
3. Electronic communications in general
- a. Any adult who misuses any form of electronic communication or computer is subject to disciplinary action, including dismissal from current or future volunteer service.
  - b. Adults shall not transmit or display any indecent material to minors by any means of electronic communication.
  - c. There shall be no private direct electronic communication between an adult and a minor, except as provided below. The use of a private email account to communicate with a minor is never permitted. Text messaging a minor is never permitted, except as set forth in section (g), below.
  - d. Adults are permitted to have email communications with a minor through an official email account of Camp Veritas, provided that: the account is subject to monitoring and oversight by a supervisor, only matters relating to the official Camp Veritas activity are communicated and a proper professional relationship is maintained at all times.
  - e. Camp Veritas may send group emails to minors with whom they are working. Only matters relating to camp are to be communicated, and parents or guardians are to be sent a copy of such emails, if possible. An official email account of Camp Veritas must be used for these communications, and never a personal account. In all such direct communication with minors, a proper professional relationship must be maintained at all times.
  - f. If a minor initiates a private electronic communication with an adult, the adult shall advise the minor that, under the policies of Camp Veritas, private direct communications are not permitted between an adult and a minor, and then seek to establish contact with the minor’s parent or guardian instead, or with the minor through an official email account of Camp Veritas, as set forth in section (d), above.
  - g. If a minor initiates an electronic communication to report a violation of the Policy Relating to Sexual Misconduct or the Code of Conduct, or any civil law relating to child abuse or neglect, the adult must immediately comply with Camp Veritas policies regarding the reporting of incidents (see Section 9 of these Policies).
4. Any questions about the application of these policies to particular circumstances should be directed to the Responsible Administrator.

5. Internet and computer use
  - a. No image of a minor who is involved in Camp Veritas may be posted on our website or social media, without the written permission of the minor's parent or guardian. Such images must be removed immediately if the minor's parent or guardian refuses or withdraws their consent. (Consent is given or withheld by parents in the camper application)
  - b. No personal information about minors involved in camp may be posted on our website (e.g., listing of names and contact information of campers in photos).
  - c. Adults may not maintain links on their personal webpage to a minor's webpage.
  - d. No images of a minor may be posted on the personal webpage of an adult who is working or has worked with that minor at camp.
  - e. The policies set forth in this section (4, c and d) shall not apply if the adult is related to the minor.
  - f. Adults should not patrol the Internet for the minors with whom they work, monitor their behavior online, or seek out a young person's personal sites for details of his or her life. This policy shall not apply if the adult is the parent or guardian of the minor.
  - g. Adults may never post to any webpage any statements, pictures or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful or threatening to any minor.
  - h. Adults who maintain a personal webpage must be aware that any information displayed may be evaluated in light of the individual's position in the Church. The posting of any indecent material on such a site may lead to dismissal from volunteering with Camp Veritas.
6. Social networking sites: Camp Veritas maintains social networking sites only under all of the following circumstances:
  - a. Private direct communications ("chat" or private messages) may not take place between adults and minors. With the exception of controlled messages on the official Camp Veritas Social media platforms, for the purpose of answering questions etc.
  - b. To the fullest extent possible, adults must use the social networking site's privacy settings to block private direct communications.
  - c. The Social Media Coordinator oversees the content of the site and ensures that no inappropriate or indecent material is posted.
  - d. The Social Media Coordinator ensures that no personal information or photographs of minors involved in Camp Veritas are posted without the written permission of the minor's parent or guardian.
7. Adults may not use personal social networking sites to have private direct communication with a minor with whom they are working. We strongly recommend that volunteers do not connect in this way with minors with whom they have previously worked at camp.

8. Adults with personal social networking sites may not have on their groups, friends list, or buddy lists any minor with whom they are working or have previously worked at Camp Veritas.
9. Adults may not post on their personal social networking site any image of a minor with whom they are working or have previously worked at Camp Veritas
10. The policies set forth in 6-8 shall not apply if the adult is related to the minor.
11. Adults should not patrol social networking sites for the minors with whom they work, monitor their behavior on those sites or seek out a young person's personal site for details of his or her life. This policy shall not apply if the adult is the parent or guardian of the minor.
12. Adults may never post to a social networking site any statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful or threatening to a minor.
13. Adults using social networking sites for their personal use must be aware that any information displayed may be evaluated in light of the individual's position in the Church. The posting of any indecent material on such a site may lead to dismissal from volunteering with Camp Veritas.

### **Maintaining Proper Professional Boundaries**

General principles: All adults must maintain clear and appropriate professional boundaries with the minors they serve. A proper professional relationship between adults and minors will always remain focused on the specific role in which the adult is serving the minor.

1. Responsibility of adults working with minors: Adults bear the responsibility to ensure that:
  - a. their relationship with minors is clearly professional in nature;
  - b. proper boundaries are maintained at all times;
  - c. minors are made aware of these boundaries;
  - d. any minor who breaches these boundaries is counseled as to proper behavior; and
  - e. breaches of boundaries are reported to a supervisor.
2. Guidelines for maintaining proper professional boundaries: The following are guidelines for proper professional boundaries in working with minors:
  - a. Excessive familiarity or intimacy between adults and minors is not permitted.
  - b. Adults should not relate to minors as if they were peers or friends.
  - c. Adults should not take on the role of a "confidant" to a minor.
  - d. Adults should not show undue interest in the private lives of minors (particularly in such areas as relationships, dating, or sexual activity).
  - e. Adults should not share information about their own private lives with minors (particularly in such areas as relationships, dating, or sexual activity).

- f. Adults should not engage in private correspondence with minors.
  - g. Adults must take special care to observe boundaries when they are dealing with minors who are especially vulnerable (e.g., children who have experienced abuse).
  - h. Adults may not give undue attention or favorable treatment to a minor, such that there is the appearance that there is a “special” relationship with the adult, or that a minor is a “favorite” of the adult.
  - i. Adults should not offer or accept excessive or inappropriate compliments, remarks or gestures that focus on physical appearance.
  - j. Adults must always be with another adult or be in the proximity of another adult when working with minors.
  - k. Adults may not engage in purely social relations with minors in non-camp or private settings, except in special circumstances (e.g., graduation parties).
3. Physical contact with minors: Physical contact between adults and minors must be approached with a high degree of caution. It should be rare, and under no circumstances can it be regular or routine behavior. Adults must use extreme caution to ensure that any kind of physical contact with a minor cannot be misconstrued by an observer or by the minor, and that they do not violate appropriate professional boundaries. Physical contact with a minor is only permissible if:
- a. It is fully appropriate to the situation;
  - b. It is appropriate to the age of the minor;
  - c. It is entirely and unambiguously nonsexual;
  - d. The minor consents to the contact and is fully comfortable with it;
  - e. It cannot be misconstrued by the minor or others; and
  - f. It does not constitute an abuse of the adult’s position of power or trust.

The following are guidelines to determine whether physical contact with minors is appropriate:

- a. Physical contact with minors may never take place in private.
- b. Physical contact in the context of any kind of counseling may never take place.
- c. Physical contact with minors may never be routine behavior for an adult.
- d. Otherwise unacceptable behavior does not become acceptable if it is initiated by a minor. The adult has an obligation to counsel the minor as to proper behavior. The adult should also report any such incident to their supervisor.
- e. Cultural customs, or the ordinary behavior of minors towards their peers, do not justify otherwise inappropriate physical contact with an adult.

Some examples of inappropriate physical contact with minors include:

- a. any contact with the areas of the body that are ordinarily covered by a bathing suit;



- b. kissing on the mouth or prolonged hugs;
- c. routine greeting/departure hugs or social kisses to the cheek;
- d. holding hands;
- e. placing and leaving one's arm around a minor's shoulder, back or waist for a prolonged period;
- f. patting a child on the backside (even during camp activities);
- g. repeatedly touching the arm, back or legs;
- h. touching on any part of the body in a way that may be construed as a caress;
- i. tickling or wrestling;
- j. placing and leaving hands on the shoulders of a child sitting;
- k. placing and leaving hands on the legs of a minor who is seated alongside; and
- l. sitting with one's legs crossed with the legs of another.

Some examples of physical contact with minors that may be appropriate under the circumstances might include:

- a. briefly shaking hands as a social greeting;
- b. very brief public social contact in connection with a special event or circumstance (the end of camp, welcoming back a camper you know from the previous year);
- c. lightly and briefly tapping on the arm or shoulder to get their attention;
- d. a "high five" or "fist bump", for instance during sports activities; and
- e. an arm briefly placed around the shoulder of an upset or injured minor in public.

### **Policies specific to being a Sleep-away Camp**

1. Permission and Release forms are signed by parents electronically within their child's application for camp. These can be viewed on our website, [campveritas.org](http://campveritas.org).
2. We strive to maintain a ratio of campers to adults that does not exceed 3:1 overall and no more than 8:1 in a group.
3. A minimum of 2 volunteers will be assigned to groups that are arranged by gender and age. These 'group leaders' are responsible for their group at all times, with the

exception of two free times during which the campers are supervised by general staff members in an open setting.

#### 4. SLEEPING AND BATHROOM ARRANGEMENTS

- a. There must be separate bathrooms, changing rooms, and showers for males and females.
- b. Minors may only use the facilities that conform to their biological sex.
- c. Male and female participants may not sleep in connecting rooms.
- d. No minor is permitted to sleep in a bedroom with an adult except in the case of a minor sleeping in the room of their own parent or guardian.
- e. In dormitory-style facilities, minors and adults, and males and females, must have separate areas.
- f. Adults and minors may not change or shower in the same place at the same time.
- g. Adults are never to share rooms/spaces with youth that accommodate fewer than six people.
- h. A minimum of two adult chaperones may share sleeping rooms with youth in group sleeping situations where there are beds/space for six or more people (e.g., dormitory, bunk rooms, cabins, gym floor, large room).
- i. Adult beds/sleeping space should be set apart from youth and preferably near an exit.
- j. Minors who are staying in private rooms with no adults, which would be the case when rooms accommodate fewer than six people, should be periodically checked by two adult chaperones of the same sex. Typically, this is done immediately at curfew to ensure all youth are present and in their assigned rooms.
- k. Male and female adults may not share a private bedroom unless they are joined in a valid marriage, are adult siblings, or are a parent with an adult child.
- l. A lone adult may never enter a shower, changing room, or bathroom being used by a minor, except in the case of an emergency to ensure safety or health, or to preserve order, such as stopping an altercation.
- m. An adult may never be in a state of undress in the presence of any minor. Best Practice: Set designated times for “adult only” showers.

#### 5. Medications and Emergencies

- a. All medications, with the exception of inhalers and epi-pens, are turned in to the nursing staff upon arrival.
- b. The nursing staff takes responsibility for administering medications and intervening in all cases of incidents and emergencies.
- c. There are communication procedures established to inform parents of any and all emergencies involving their children.

#### 6. Images, Photography, Video

- a. Parents sign a waiver in the camper application allowing for photography or video to be taken at camp for the purpose of promotion or sharing with the parents.
- b. All photography and video are taken in public spaces and appropriate settings.