



# **MK Camp Handbook** **&** **Child Safety Guide**

## **MK Camp Manual**

This manual combines and expands the child safety policy and staff handbook, to provide continuity and structure to the way we carry out the camp week. Staff members are required to read it in its entirety and are responsible for the information it contains. We strongly encourage parents and guardians to go over the information and contact us with any questions or concerns. We are honored to be entrusted with your children and work hard every year to improve our processes and service to them.

## **Campers**

### **Before Arrival at Camp**

- We STRONGLY recommend you send only things that can be worn hard and/or lost.
- We STRONGLY recommend you label all of your camper's belongings.
- We recommend siblings not share toiletries. This makes the bedtime routine complicated for the littlest campers who often begin settling before their older siblings.
- Please remind your camper that they will not be allowed to use electronics on campus
- Please go over the camper rules together and encourage your camper to comply with them to the best of their ability. Please email the camp director if you have any questions or concerns.
- Spend some time in prayer with your camper that they learn the things and build the relationships that God is preparing for them.

### **Upon Arrival**

- Campers will check in at registration in the cafeteria before entering any other building on campus.
  - Confirm permission slip - this is generally already processed electronically
  - Review Registration and discuss any concerns
    - Confirm payment
    - If the child brings ANY MEDICATION they must check in with the nurse.
      - Turn in medication release
      - Turn in medicine
      - Discuss any concerns with the nurse
      - Camper may not leave registration without speaking with

the nurse if bringing medication

- Please review the medication process listed below
  - Receive room/counselor assignment
  - Receive name badge and journal
- Parent or available staff will escort camper to room
- Campers should then be in the main playground area unless accompanied by an adult.
- When the horn blows campers will line up by room number at the cafeteria.

### **Upon Checkout**

- Campers will be responsible for their own belongings.
  - Older campers should offer to help younger campers down with their things.
- Campers will have a checklist they are required to fill out and have signed before they are permitted to leave campus.
- Counselors DO NOT sign a checklist on the promise that something will be accomplished. Until the items are completed the checklist should not be signed.
- Medication
  - All campers with medication will need to check out with the nurse before they can have their checklist signed.
  - The nurse will return the medication and if at all possible put it directly into the camper's bag or the bag of an older sibling.
  - Medication needed at lunch time for bus riders will be given to the Adult Bus Supervisor
- Once campers are checked out they will stay in the main playground area.
  - There will be adults assigned to watch this area.
- Once campers are checked out their parents may sign them out in the registration area.
- Bus riders will load their luggage on the bus AFTER they are completely checked out.

### **Food Allergy Policy**

- One of the things we enjoy doing at camp is providing campers with food that is “special” and has more of a North American flare. We want all of our campers to feel included and be able to participate in all aspects of camp. For that reason we will do our best to accommodate the food allergies of the campers that are reported well in advance of arrival. Food substitutions are expensive and on occasion will not be possible. We ask that guardians of campers with food

allergies work closely with the head chef to determine what accommodations can be made.

- Most common allergies, peanuts, milk, and gluten, can be accommodated as there are other campers with the same allergies. More rare allergies may be harder to accommodate but we will do our best. If we are unable to accommodate the food allergy we will work with the guardian to provide alternate, appropriate food choices.
- It is very important that you respond on the application as to the level of threat the allergy causes to the camper's life.
- We have a dedicated staff person in the kitchen to prepare allergen free products in order to avoid cross contamination.
- The expense of food substitutions for staff will be the responsibility of the staff member.

## **Rules for Campers**

- MK Camp is a safe space.
  - We will treat each other with respect and kindness.
  - We will respect other people's belongings and the camp facilities.
  - We will stay with our team and/or counselor at all times unless instructed to do otherwise.
  - We will stay in groups of 4 or more and be inclusive to those around us.
  - We will not leave campus unless there is an emergency and that will be in the company of the camp director or co director and with the permission of a guardian.
- MK Camp is a physical space.
  - We will participate in all the activities planned with positive attitudes, to the best of our abilities.
  - We will use our bodies in positive ways and be careful of those around us.
  - We will adhere to the dress code
    - Shoes will be worn at all times outside of the dorm
    - Tennis shoes or other sports shoe for games
    - Shorts should be to mid thigh or longer
    - Shirts are to be worn at all times
    - All clothing should be free of inappropriate insignia
    - Swimming/Water Activities
      - Chest, Stomach, and upper thighs should be covered either with tank tops and shorts or the bathing suit itself.
      - Swimming shoes are encouraged but not required. Some form of footwear is required.
- MK Camp is a spiritual space.
  - We will spend time daily working on our relationship with Christ.
  - We will leave our electronics at home so that we can hear what God is trying to teach us.
  - We will participate in daily learning activities and do our best to worship God and absorb all that He is teaching us.

**Daily Schedule**  
(Subject to Change)

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>
<b>7:00</b>		Out of Bed, Clean Rooms & Selves	Out of Bed, Clean Rooms & Selves
<b>7:30</b>		Morning Devo with Counselor with Counselor	
<b>8:00</b>		Breakfast/KP	Breakfast/KP
<b>9:00</b>		Morning Worship and Lesson 1 Worship and Lesson	
<b>10:00</b>		Station 1	Station 1
<b>10:45</b>		Station 2	Station 2
<b>11:30</b>		Lunch/KP	Lunch/KP
<b>12:30</b>		Quiet Time	Quiet Time
<b>1:30</b>		Wild Rumpus	Wild Rumpus
<b>2:00</b>	Registration/Free Time	Station 3	Station 3
<b>2:45</b>		Station 4	Station 4
<b>3:30</b>		Pirate Game	Skit practice
<b>5:00</b>	Instructions and Introductions	Get Ready for Dinner	Get Ready for Dinner
<b>5:30</b>	Dinner/KP	Dinner/KP	Dinner/KP
<b>6:30</b>	Worship and Lesson	Worship and Lesson	Worship and Lesson
<b>7:30</b>	Flag Making	Bonfire Worship	Movie/Early Night
<b>8:30</b>	Camper led evening devo	Camper led evening devo	Camper led evening devo
<b>9:30</b>	Lights out Campers	Lights out Campers	Lights out Campers
<b>10:30</b>	Lights out Counselors	Lights out Counselors	Lights out Counselors

	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>7:00</b>	Out of Bed, Clean Rooms & Selves	Out of Bed, Clean Rooms & Selves	Out of Bed, Clean Rooms & Selves
<b>7:30</b>	Morning Devo With Counselor	Morning Devo with Counselor	Morning Devo with Counselor
<b>8:00</b>	Breakfast/KP	Breakfast/KP	Breakfast/KP
<b>9:00</b>	Morning Worship and Lesson	Morning Worship and Lesson	Morning Worship/ Wrap Up/Picture
<b>10:00</b>	Station 1	Station 1	Pack up and Head Home
<b>10:45</b>	Station 2	Station 2	
<b>11:30</b>	Lunch/KP	Lunch/KP	
<b>12:30</b>	Quiet Time	Quiet Time	
<b>1:30</b>	Wild Rumpus	Wild Rumpus	
<b>2:00</b>	Station 3	Station 3	
<b>2:45</b>	Station 4	Station 4	
<b>3:30</b>	Wild Card	Paint Games	
<b>5:00</b>	Get Ready for Dinner	Get Ready for Dinner	
<b>5:30</b>	Dinner/KP	Dinner/KP	
<b>6:30</b>	Worship and Lesson	Worship and Lesson	
<b>7:30</b>	Skit Night/Popcorn :)	Closing Ceremony	
<b>8:30</b>	Camper led evening devo	Camper led evening devo	
<b>9:30</b>	Lights out Campers	Lights out Campers	
<b>10:30</b>	Lights out Counselors	Lights out Counselors	

# COUNSELORS AND STAFF

## Training and Preparing for Camp

We are so excited to have you as a part of our team. Please know that each member of the MK Camp team is prayed over and we believe God brings each member to the team each year for a specific purpose. We are praying that He does a great work in you and through you during your time with MK Camp.

- **Training**

- Staff will be expected to have read through the training manual and to go over it with the director in a training session.
  - This session will take place at camp prior to camper arrival or over a video conference.
  - This will be a time to specifically go over the child safety handbook and hear best practices in child protection.
  - This will be an overview of our expectations of you and a time for questions and comments.

- **Preparation**

- We urge you to spend time in prayer over your position at camp and the campers you will be interacting with.
- We remind you that the camp location can be both hot in the daytime and cold in the evening so pack accordingly.
- It can also be rainy so bring extra clothes and a rain jacket or umbrella.
- Please be prepared to share your faith story with the campers and encourage them to share theirs, separate from their parent's story. We believe strongly in fostering a personal faith that is independent of their parent's mission calling.

- **Arrival**

- Counselors arriving on Sunday or early on Monday will be encouraged to go to the area of camp they will be working and spend some time in prayer there.
- Sunday night we will have a short question and answer period and prayer session.
- Please arrive prepared to work and interact with campers from the moment you step onto campus until you leave. We are here to be servants.

- **Departure**

- Counselors will be required to fill out a checklist in order to check out of their rooms.



- Campers will not be able to check out without your signature.
- Please be patient and encouraging to them as they pack up.
- Rooms must be cleaned before checkout.
- Station leaders will be responsible for packing up the supplies for their station and labeling the box. We encourage you to do this Friday after your last session.

### **MK Camp Counselor/Staff Handbook**

The trust placed in MK Camp to care for each camper is taken very seriously. The guidelines outlined are for ALL staff associated with MK Camp. The expectation is that each member of the staff will adhere to these guidelines. Any variance from these guidelines compromises the integrity of MK Camp and violates this agreement. MK Camp has ZERO tolerance for violations pertaining to the care of children.

- **Illegal activity**
  - Do not do anything illegal or morally questionable with a camper. Drinking, smoking, profanity, cheating, stealing, etc. If there is a question about it, don't do it.
- **Modesty**
- Counselors and Staff will maintain modest dress at all times and follow the same modesty rules as the campers
  - Counselors and Staff will not change in front of campers.
  - Clothing must be modest in style and in length. Hemlines shorter than mid-thigh are inappropriate. Students must wear shirts/tops which cover the entire upper torso at all times. Strapless, low-cut, excessively tight, or see-through clothing are inappropriate.
  - Please do not encourage any nudity with your campers!
- **Language**
  - Words can have a catastrophic effect on a camper. As such, all Counselors and Staff will refrain from inappropriate language.
    - Conversations should not be sexual in overtone, refer to race, or degrade a camper.
    - No coarse joking or hazing comments.
    - Nicknames, name calling, or names other than those given to the camper at birth should be avoided.
    - Deal directly with any person you might have conflict with. Do not talk to others, unless it is the camp director, as this only spreads the conflict.
    - Uplifting, affirming, encouraging, positive words should be used when talking with or about campers.
- **Hazing/Pranks**
  - Hazing and pranks of any sort are strictly prohibited.

- Hazing includes pranks or initiations that could lead to the harm of a camper either physically or emotionally.
- **Contact**
  - Counselors are in close quarters and with their group at all times. Being aware of appropriate ways to have physical contact will ensure your safety and protection in dealing with a camper.
  - Adult to Camper:
    - Avoid one on one encounters or isolating yourself with a camper. Any meetings that are needed should be held in open spaces and NEVER behind closed doors.
    - If you find yourself in a situation where you are alone with a camper make every effort to immediately relocate to a more public area.
    - Free time/Group Game time is a great time to schedule one-on-one time with your campers in the public space of the playing area.
  - Camper to Camper:
    - We maintain an open door policy with the dorms. All doors should remain open and unlocked unless there are multiple campers and a responsible adult present.
    - No dating or romantic relationships with campers or other staff.
- **Responsibility**
  - Counselors, you are responsible for your campers at all times. Keep track of your campers at all meetings, meals, and activities. If your camper cannot participate for some reason please report that to the camp director.
  - Once campers are in the room for the night they cannot leave.
  - No one should leave the room after lights out.
  - Please wake up another responsible person in your room if you must go look for a camper.
  - Avoid being alone with a camper even if it seems harmless, especially at night, especially in the bathroom.
- **Discipline**
  - All discipline at camp should be used to help the camper better themselves. Positive and constructive discipline is ideal.
  - Redirecting and using phrasing about what the camper can do is positive and encouraging. For example: “we keep the camp clean and respect the property, you can put that trash in your pocket or take it to that trash can over there.”
  - Punishments should never be issued to a camper unless agreed upon by the Camp Director. This includes activities such as pushups, sit-ups, running in place, etc.
  - When disciplining NEVER bluff. When you announce a certain consequence for breaking a rule, be sure to carry through. It is better to keep quiet and deal with the situation individually.
  - Any behavior which you feel could escalate to a level where simple redirecting won’t work should be taken up with the Camp Director or Co-Director.

- **Reporting Abuse** - Please refer to the Child Safety policy for more in depth information.
  - If a camper shares, in confidence, a story involving abuse:
    - Remain calm and don't over react to the situation.
    - Avoid giving advice regarding the situation.
    - Immediately find the Camp Director who in turn will contact the parents of that child.
    - Above all else NEVER share with other counselors, campers, or staff members what this camper has disclosed.
    - You will be asked to give a written statement of the events leading up to the reporting for insurance purposes.
    - If abuse occurs during the camp session:
      - Immediately report to the Camp Director.
      - Separate the camper from the accused offender.
      - The Camp Director will be in contact with the parents, as well as take responsibility for contacting authorities.
      - NEVER feel guilty for reporting abuse—It's your duty.
- **Report all illness or injury to the MK Camp Health Officer.**
- **Portable electronic devices are STRONGLY discouraged.**
- **MK Camp is CLOSED to outside visitors.**
  - Visitors should contact the Camp Director prior to arrival at camp to obtain permission to visit.
  - Upon arrival visitors should check in with the Camp Director immediately and wear a visitors badge at all times.
  - Parents and visitors are NOT allowed in the dorm rooms.
- **Hygiene**
  - Personal hygiene for campers can be difficult. Some campers are embarrassed by or concerned about showering in public and will just choose not to shower.
  - Establish a set time for showering and brushing teeth, etc., based on the size of your group and what you feel is the best routine for your group. A majority of groups may choose to shower in the evening to help relax the campers before bed.
  - If you notice an issue with personal hygiene, take the camper aside and talk with them about their hygiene.
  - Along with personal hygiene, keeping a clean room is also good hygiene. Encourage campers to keep their rooms free of trash, food waste, and picked up.
  - Encourage campers to decorate their room and get involved in the clean cabin competition.
- **Discretion**
  - Avoid telling inappropriate stories however innocent you may think them to be. Campers take them for different meanings.
  - Avoid telling stories with crude humor or language. Any type of sexual, racial, or prejudicial overtone should be avoided.

- **Fatigue**

- Bedtime schedules during this week are not typical of most campers. The amount of activity, heat, and lack of normal routine makes for the perfect environment to be fatigued.
- Rest when it's time to rest. Honor bedtimes.
- Fatigue leads to irritability, homesickness, and aggression, and it can cause an epidemic in your group.
- Discourage campers from staying up all night.

- **Homesickness**

- One of the most contagious of all camp issues.
- Most common times when homesickness occurs:
  - Mealtime
  - During “down time”
  - Evenings
  - When fatigued
- Approach
  - Attention and love are the best response.
  - Increase their involvement or role in the group. Give them responsibility.
  - Go to a public place with your homesick camper:
    - LIST the positives of camp and write them down together.
    - ASK about the negatives of camp. Ask what they would be doing at home or what they miss.
    - CONTRACT with the camper. This is an agreement to meet at another appointed time to “check in.” Set an exact time, and let the camper be responsible for the check in. They should find you. They should be the one to initiate the conversation. Hopefully they won't come back to you because they are engaged and through the episode. Stick to your approved meeting time—stay strong.
    - Under some circumstances we will allow a call home to a parent. It is ONLY through the Camp Director that a call home can be allowed.

- **Attitude**

- Attitude is EVERYTHING.
- A positive attitude is just as contagious as a bad attitude.
  - Use “get to” phrases rather than “have to” phrases. It puts a more positive spin on the activity.
  - There may be something you are not particularly excited about. Remember, you are not here to be served, but to serve. Have a good attitude.

- **Cafeteria**

- While in the cafeteria, we will practice good manners, and be respectful of others.
- Discourage campers from wasting food or playing with their food by

making “concoctions.” It is very wasteful, and wastefulness is disrespectful.

- Try to leave your area better than you found it.
- NO FOOD FIGHTING.
- Teams will be responsible for Cafeteria cleanup. Please remember when it is your team’s turn and supervise the campers as they clean.

- **Counselor Conduct**

- Sessions

- Do not skip your session or be late.
    - Counselors should participate energetically and encourage the campers to do the same. Each speaker worked hard on their lesson and designed it just for them.
    - Sleeping or talking to other counselors in the back of the room conveys the wrong message to the campers and should be avoided.
    - Follow along in your own Bible and get involved. Campers will follow your example.

- Meetings

- While we limit the meetings we have, there are times we will meet to discuss schedule changes or talk about issues pertinent to the day.
      - Be present to every meeting called.

- Teams

- You are part of a team
      - You work together and support each other.
      - As a team, communication is key.
      - Tell your counselor co-team where you are going
      - There should NEVER be only one counselor watching a whole team for more than a few minutes.

- Curfew

- It is in your best interest to run a tight ship in the dorms.
    - Maintain a schedule, and keep to it.
    - Honor the posted curfew times and lights out time.
    - A good rule of thumb for lights out is, “No lights on, and if I can hear you talking you’re too loud.”

- **Seating**

- In worship and assembly times, spread out amongst your group and encourage participation.
    - You model behavior you want to see demonstrated, so be engaged and plugged into what is happening.

- **Daily Medication**

- Upon arrival to camp all medications are checked in with the MK Camp Health Officer. Some medications are taken daily at specific times—at wake up, at breakfast, lunch, dinner, or bedtime. You will be made aware of the campers with these needs. Make sure you help the Health Officer by being on

time and getting your camper's medications.

- No medication should be kept on your person. In rare instances inhalers may be kept with you for emergency situations. Closely monitor any medication in your possession.

■ **Team Dynamics**

- Always have a plan to fill void or down times.
- If you don't have a plan, your campers will. Have a Plan!
- Keep the games inclusive, non-competitive, and fun.

■ **Teams**

- Stay with your team at all times.
- No camper is EVER to be away from their team unless being escorted by a counselor.
- You are taking care of someone's son or daughter—don't take that for granted.

○ **Phone Calls**

■ We discourage all calls to home.

- No camper is allowed to call home unless express permission is given by the Camp Director.
- ALL calls should be supervised. Don't let a camper walk while on the phone.
- Don't let your camper use your phone. The Camp Director will make arrangements to call using their phone.

## **Risk Management Plan**

We expect to have a great week! However, there are times when unforeseen events occur. This is our plan for handling anything that comes our way.

- **Medical Events**

- **Nurse**

- We have a trained staff member dedicated to the health of each participant in MK camp.
    - The camp nurse will be in close contact with the guardian of any child experiencing a medical need.
    - The nurse will be in charge of handing out daily medication, if the nurse needs help the director or co director will assist them.

- **Medication**

- ALL MEDICATION must be reported to the nurse and be accompanied by our medication information form.
    - Campers will not be allowed to keep over the counter medications in their rooms as it poses a threat to other campers.
    - Please list all medications on the application and communicate immediately if those medications change before the beginning of camp.
    - The only medication that will be allowed to stay with a camper is a necessary inhaler. All other medications will be distributed by the nurse at the appropriate medication time.
    - Counselors and the nurse will be aware of each camper that needs medication but please remind your camper to go to the nurse at each appointed medication time.
    - If your camper has an emergency inhaler at home PLEASE SEND IT WITH THEM. They will be experiencing high levels of activity and new allergens in the air. It is much better to have the inhaler and not need it, then to need it and not have it.
    - All medication given to a camper will be recorded in their file with the nurse. If you have any questions or concerns you are welcome to contact the director who will put you in contact with the nurse.

- **Illness or Injury**

- Any illness should be addressed by the MK Camp Nurse.
  - No camper ever walks alone. A counselor or available adult will escort the camper to the nurse.
  - All injuries must be reported to the Nurse for liability purposes and if deemed appropriate a guardian will be contacted.
  - Should injuries require off campus medical attention (emergency room) the Camp Director, Co-Director and Nurse will be responsible for the camper.

- **In the event of a medical emergency**

- Medical Emergencies will be determined by the nurse and the camp director working in tandem and communicating with parents/guardians as effectively as possible.
  - Emergencies will be handled at DIME or Viera private hospital in Tegucigalpa unless otherwise specified.
  - If a camper needs medication other than those listed on the application or provided by the camper they will need to be approved and paid for by the camper's guardian. These medications will be purchased at a local pharmacy.
- **In the event of a contagious illness**
  - If we believe a camper has a non-emergency contagious illness we will contact the guardian and isolate the camper. The guardian and nurse will then work together to decide if it is necessary for the camper to be picked up from camp or if the camper can return to regular camp activities once they are no longer contagious.
- **Menstruation**
  - If a camper experiences the start of their menstruation cycle while at camp:
    - Counselors are instructed to be supportive and understand their fear or anxiety.
    - The nurse will have materials available for the camper and will contact their guardian.
    - If bedding needs washed counselors should discreetly let the director or nurse know and it will be taken care of.
- **Bed Wetting**
  - This is a serious condition for some campers and beyond their control.
  - It can be embarrassing and degrading and is taken very seriously.
  - Counselors are instructed to be discreet and contact the Co-Director who will wash their bedding and clothing.
  - Counselors will not tolerate any coarse humor from other campers or counselors regarding this issue—it isn't funny.
- **When disciplinary action is needed**
  - All discipline at camp will be used to help the camper better themselves.
    - Positive and constructive discipline is ideal.
  - Redirecting and using phrasing about what the camper can do is positive and encouraging.
  - Punishments will never be issued by counselors.
  - When a camper cannot be redirected by their counselor and/or other nearby adults the camp director will be contacted.
  - The camp director will:
    - Remove the camper from the area or ask the other campers to move to another area so that the camper is no longer the center of attention and can appropriately process their emotions.
    - Get on the campers level and try to get to the root of the problem.
    - Assess if homesickness, exhaustion, thirst, or hunger could be



causing emotional outbursts.

- Work to remedy underlying physical problems.
- Discuss alternatives to their current behavior
  - Compliance
  - Time in with the director or another adult staff member
  - Calling parents to come get them
- Campers with repeated behavior issues will write or verbalize a behaviour contract with the director.
- Contact the guardian if there are any behavioral issues deemed more than minor.
- Each camper and behavior will be evaluated on a case by case basis as we realize our campers are coming from very different backgrounds and emotional groundwork. However these infractions will be considered VERY SERIOUS and will be grounds for dismissal from camp in most circumstances. In EVERY circumstance the guardians of all campers involved will be contacted.
  - Violence or threats towards another camper
  - Possession of weapons or intoxicating substances.
  - Theft
- **Theft**
  - Often items are simply misplaced and not stolen at all.
  - Counselors are instructed not to jump to the conclusion that the item has been stolen. Take the high road, and encourage the camper to do the same.
  - When rooms are not occupied they should be shut.
  - If an incident of theft occurs counselors will:
    - Check to ensure the items have not been misplaced.
    - Call a group meeting and say, “Camper has misplaced this item, we all need to help them find it. Has anyone seen it?”
    - If in fact, an item was stolen and another camper has it in their possession the issue will be taken up with the Camp Director or Co-Director.

- **In the event of a missing child**

- Angry or emotional campers sometimes run away from a designated area for privacy, to regulate their emotions, or to act out. This is not something that is allowed but it is something that happens and is addressed immediately. We have never had a camper missing for more than about 10 minutes and generally much less.
- If it is discovered that a camper is missing from their designated area the counselor will IMMEDIATELY alert the director and co director as well as any other available adult in the area. The counselor will then return to caring for their campers.
- The director and co director will call in any available adults to search the camp for the missing (usually hiding) camper.
  - If a camper is missing for more than 30 minutes or sooner if the campus has been searched, the parents will be contacted.

- If a camper is missing for more than an hour or if the guardians desire, local authorities will be notified.
- **Stranger on campus**
  - Visitors will only be allowed in contact with campers with prior approval from the Director and will be required to wear a visitors badge while on campus.
  - The camp facility may have workers on campus working on the facility. This is beyond our control but these workers are monitored by the co-director and campers are monitored by their counselors. There should be no interaction between the two.
  - If an unauthorized person is found on campus then the co-director and camp security will work together immediately to remove them from the property. If necessary local authorities will be involved.
- **Natural Disasters/Alarms**
  - Fire Alarm:
    - Counselors will remain calm. Panic incites panic.
    - Instruct the campers to walk, not run, to the nearest exit.
    - Count their group to ensure that everyone has been evacuated.
    - Await further instructions from the director.
    - In an extreme case of wildfire campers will be evacuated to the director's home in Tegucigalpa (or their own homes) until the threat has passed.
  - Severe Weather:
    - During severe weather we will move everyone to their dorm rooms as soon as it is safe to make that move, then wait for direction from the Camp Director and adult staff.
    - Counselors will receive instructions from the Camp Director on where to seek shelter if it is not in their room.
    - Lightning is dangerous, and we will not move from one location to the other until the lightning has subsided.

## **Camp Counselor Nightly Free Time**

We want to make sure that counselors who would like a break and older campers are able to enjoy fellowship and downtime after the younger kids are in bed. There are plenty of “extra” staff that can help watch a dorm of sleeping children, just make sure you report the change and who’s in charge to the director. Older campers can stay up at the discretion of their counselors.

### **How it works:**

Before your kids are settled in their rooms, you will introduce them to the person(s) in charge for the night. That person will be in the room or just outside, either way with the door OPEN. After your kids are SETTLED in their rooms you're free to come to the kitchen and have some fun!

### **On duty responsibilities:**

If you are on duty you need to make yourself comfortable and bring a book or play cards with the other counselor there or something quiet to do nearby. You are there to assure the safety of each child is upheld and they are well cared for. Each door MUST remain open and if you need an extra hand please call the director or co director. Most of the kids will be exhausted and ready for some sleep so, ideally your job should be easy.

# **MK Camp Child Safety Policy**

## **OUR COMMITMENT TO CHILD SAFETY**

MK Camp is committed to child safety because it is integral to our mission. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We have zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently with our child protection policies and procedures. We have legal and moral obligations to contact authorities when we have concerns about a child's safety, which we follow rigorously.

We are committed to preventing child abuse and to identifying risks early. We are committed to reducing and removing these risks.

We have policies and procedures for the recruitment of volunteers and staff.

We are committed to educating and training our staff and volunteers on child abuse risks. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers, to achieve MK Camp's commitment to child safety.

## **OUR CHILDREN**

We value children's ideas and encourage their participation. We will be accountable and transparent in the implementation of our child safety policies.

We obtain appropriate information relating to the children participating in our programs, including children's health and family situation, to ensure that we are able to care for their physical and emotional needs.

We promote diversity and tolerance in our camp.

We seek to empower children in regards to their safety.

## **Responsibility for Safety**

Everyone associated with MK Camp has some responsibility for safety. Children and leaders are made aware of our Code of Conduct and are required to abide by them.

<b><u>Who</u></b>	<b><u>Role in Promoting Safe Places</u></b>
Director	<p>Be aware of and act in accordance with child safety policies and procedures. Promote child safety in an ongoing way.</p> <p>Be the contact person for both children and leaders in regards to safety issues.</p> <p>Ensure reports are made to authorities if required. Make appropriate documentation.</p> <p>Educate their teams about the prevention and detection of child abuse. Encourage staff and counselors to take responsibility for their own and others' safety, and advise how to report any issues of concern.</p> <p>Be a champion for Child Safety.</p>
Co-Director	<p>Be aware of and act in accordance with child safety policies and procedures.</p> <p>Ensure the development and continual improvement of policies and procedures. Ensure the relevant policies are widely communicated and implemented at MK Camp events.</p> <p>Ensure training and education around policies and procedures occurs. Ensure MK Camp volunteers and children are compliant with policy obligations. Seek help where necessary.</p>
Camp Staff & Counselors	<p>Be aware of and act in accordance with child safety policies and procedures.</p> <p>Take personal responsibility for their own and others' safety; raise any issues of concern.</p>

### **CAMP DIRECTOR/CHILD SAFETY ADVOCATE**

This year the Camp Director will serve as the Child Safety Advocate. The Child Safety Advocate is the first point of contact for both children and leaders if there is a concern around a child's safety, unless the concern is in regard to the Child Safety Advocate/Camp Director, in which case the Camp Co-Director will assume the role.

### **CAMP DIRECTORS, STAFF & COUNSELORS**

Directors, staff and counselors are required to agree to the MK Camp Code of Conduct and abide by it.

A person cannot be involved in an MK Camp camp unless they have been screened, completed the required training and signed the Code of Conduct.

All staff & volunteers have a clear description of their role in the form of a position description or short statement.

### **Recruitment, Training and supervision of people involved in MK Camp**

- A person cannot be involved in an MK Camp camp unless they have:
  - Completed an MK Camp application form,
  - have been interviewed,
  - reference checked
  - approved by the director
  - completed the relevant training both before and upon arrival at MK Camp.
- Everyone who is involved in MK Camp as a leader, staff member or volunteer must undergo training in child safety, including how to identify, assess and minimize risks of child abuse, how to detect potential signs of child abuse and how to report any concerns appropriately.
- We want all leaders, staff, volunteers, parents/carers and children, to be willing and able to discuss any allegations of child abuse or child safety concerns in an appropriate way, with reference to the relevant Code of Conduct and our Child Protection Reporting Procedure, usually involving the Child Safety Advocate.

We commit to ongoing training, supervision and support for all people who are involved in MK Camp.

### **RESPONDING TO COMPLAINTS AND CONCERNS**

#### **Allegations, concerns and Reporting**

We work to ensure all children, staff and counselors know what to do, and who to tell, if they are concerned about any behavior towards themselves or others.

MK Camp takes all allegations seriously and will report allegations as required, in accordance with our Child Safety Reporting Procedure.

We will seek guidance where appropriate from the MK Camp Child Safety Advocate.

### **Reporting**

Any inappropriate behavior will be reported through the relevant channels in accordance with our Child safety reporting procedure

Our Child Safety Reporting Procedure recognizes that:

- All adults have an obligation to report information to the Police if they have a reasonable belief that an adult has committed a sexual offence against a child under 18.
- Any personnel who are mandatory reporters must comply with their duties.

### **Record-keeping**

We keep records of all volunteers' background checks.

We keep records of all allegations of abuse and safety concerns. We retain application forms of both leaders and children.

All records are securely stored.

### **Privacy**

When collecting, considering and recording personal information, MK Camp will respect the privacy of the individuals involved unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected in accordance with our privacy policy.

### **RISK MANAGEMENT**

We have risk management strategies in place to identify, assess and minimize child abuse risks, which include risks posed by physical environments and online environments (for example, no staff or counselor is to have non-MK Camp sanctioned contact with a child who has been at camp).

### **REGULAR REVIEW**

MK Camp conducts an annual self-review of safety.

This policy will be reviewed every two years and following significant incidents if

they occur.

### *Notes*

This Child Protection Policy is publicly available to raise awareness about the importance of child safety at Missionary Kid's Camp (MK Camp). It demonstrates our commitment to protecting children from abuse. Child means a person under 18.

## **MK CAMP CODE OF CONDUCT**

At Missionary Kid Camp we take the safety and the well-being of the children in our care very seriously. Therefore, we have a Code of Conduct that all Staff and Counselors will adhere to.

### **All people involved in the care of children on behalf of MK Camp will:**

- Work towards the achievement of the aims and purposes of the camp.
- Maintain a duty of care towards others in programs and activities.
- Be fair, considerate and honest with others.
- Treat children with respect and value their ideas and opinions.
- Seek to empower children wherever possible.
- Act as positive role models in their conduct with children.
- Respect the privacy of children and their families, and only disclose information to people who have a need to know.
- Report abuse if a child is at risk of abuse.
- Have a current Background Check
- Be interviewed, reference checked and trained.
- Avoid enclosed private or secluded places with children. Do not allow children to be unsupervised in private or secluded places.
- Ensure visitors to camp are to be accompanied by an adult at all times.
- Be on time for and attend all activities.
- Speak up to the Child Safety Advocate or Camp Director if they see any suspicious behavior towards a child.

### **No person shall...**

- Be alone with a child. We have the "two deep rule". At least two adults/counselors in the presence of a child.
- Initiate unnecessary physical contact with a child, or do things of a personal nature for them that they can do for themselves.
- Be on a bed, other than their own. A child or leader's bed is their own



territory.

- Show favoritism.
- Photograph or video a child unless that is your designated role.
- Use inappropriate or demeaning language in the presence of children.
- Engage in open discussions of a mature or adult nature in the presence of children.
- Do anything in contravention of MK Camps policies, procedures or this code of conduct.

## **MK CAMP CHILD SAFETY REPORTING PROCEDURE**

### **BACKGROUND**

This procedure sets out who needs to report what, when, to whom and when there is a current safety concern. It includes all forms of child safety, including child sexual abuse.

### **WHO SHOULD REPORT?**

This policy applies to everyone involved with children at MK Camp. A child is anyone under the age of 18.

### **WHAT SHOULD BE REPORTED?**

- Any child safety concerns must be reported including:
  - Disclosure of abuse or harm
  - Allegation, suspicion or observation of inappropriate behavior
  - Breach of Code of Conduct
  - Environmental safety issues
  - Any behavior or circumstances that create some concern about safety
  - Abuse means all forms of physical, sexual, emotional or psychological abuse and neglect, and includes actions that result in actual or potential harm to a child.

### **WHO TO REPORT TO**

All safety issues must be reported to the Child Safety Advocate.

Depending on the issue, the person with the concern may also need to report to the authorities, as set out in this procedure.

### **PROCEDURE**

Please contact the Child Safety Advocate at any stage for assistance.

### **CALL EMERGENCY SERVICES IF THERE IS IMMEDIATE DANGER**

\*Remove any immediate threat if possible, and call for help

### **1. LISTEN TO ANY CONCERNS BEING RAISED**

If you are under 18, and a child starts to talk with you about behavior which sounds concerning because it may indicate child abuse, ask the Child Safety Advocate, Director, or another leader for help. If you are over 18, interact with the child as follows:

- Support the child and reassure them that telling someone was the right thing to do.
- Emphasize that what occurred was not their fault.
- Stop questioning the child, if the conduct described is likely to constitute criminal conduct. Involve the child safety advocate as soon as possible.
- Consider whether expert assistance is needed to support a child to communicate their concern or disclosure (for example, trauma expert, counselor, language or cultural interpreter).
- Limit questioning; ask only open questions.
- Undertake to do something in response to what the child has said and, where appropriate, explain what will be done and the expected time frame.
- Don't make promises that cannot be kept, including that the information will remain confidential; tell the child who will be told and why.
- Document the conversation using the child's exact words as far as possible.
- If in doubt, ask a leader or the Child Safety Advocate for help.

### **2. WRITE UP THE CONCERN**

- Make notes right away using the MK Child Safety Reporting form, available from the director. If the form isn't immediately available, make a note of the following:
  - Date & time and who was present.
  - Information that has led to concerns about the child's safety (e.g. physical injuries, behavior).
  - The source of this information (e.g. observation of behavior, report from child or another person).
  - The actions taken as a result of the concerns (e.g. consultation with the Child Safety Advocate, report to Police or Child Protection).

### **3. REPORT TO POLICE IF YOU HAVE A REASONABLE BELIEF OF CHILD SEXUAL ABUSE**

#### **WHO HAS TO MAKE A REPORT TO POLICE?**

If you are 18 or over, you are personally obliged to report to police if you have a reasonable belief that a person who is 18 or older has committed or attempted to commit a sexual offense against a child who is under 14, unless:

- reporting would endanger someone other than the perpetrator; or
- all of the information has already been reported to police by someone else
- A 'reasonable belief' is formed if a reasonable person in the same position would

have formed the belief on the same grounds. It is not the same as having proof, but is more than mere rumor or speculation.

○ *A 'reasonable belief' might be formed when:*

- a child states that they have been sexually abused;
- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves);
- someone who knows the child states that the child has been sexually abused; or
- signs of sexual abuse leads to a belief that the child has been sexually abused.

If in doubt, you can contact the Child Safety Advocate or the police for guidance, but you have to make your own decision about whether to report to the police or not.

#### **4. NOTIFYING OTHERS**

- You must also complete a MK Child Safety Reporting form accessible from the director. The Child Safety Advocate can help you do this if you wish. Once completed give form to Child Safety Advocate, unless the allegation is against that person. The form would then be given to the Camp Director or Co-Director.
- You should respect everyone's privacy and not discuss your concerns with anyone else, except confidentially if you need to seek support yourself.

#### **5. REPORT TO CHILD SAFETY ADVOCATE**

- All concerns about abuse including suspected or potential abuse must be reported to the Camp's Child Safety Advocate, or Camp Director if the Child Safety Officer is suspected of inappropriate behavior.

#### **6. FOLLOW UP TO ENSURE THE CHILD IS PROTECTED**

- If you are an adult at Camp you must follow up to make sure that appropriate action has been taken to protect the child.

#### **DO I HAVE TO MAKE A REPORT?**

You do not need to make a report if you can prove that you honestly and reasonably believe that all allegations of abuse have already been reported.

#### **MANDATORY REPORTERS**

All registered medical practitioners, nurses, midwives, registered teachers and early childhood teachers, school principals, police officers, some staff of children's services, registered psychologists, youth justice officers, and youth parole officers. Youth, social and welfare workers may also be mandatory reporters.

While a number of people are mandated to report, at MK Camp you will report if you have formed a belief on reasonable grounds that the child is in need of protection, that is:

- the child has suffered or is likely to suffer significant harm as a result of physical injury or sexual abuse  
AND
- the child's parents have not protected, or are unlikely to protect the child from that harm.
- A belief is based on reasonable grounds that criminal child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, whether there are any other related matters known regarding the alleged perpetrator.

#### **WHEN TO MAKE A REPORT**

- You must make a report as soon as practicable after forming the belief and after each occasion on which you become aware of any further grounds for the belief.
- Report to Child Protection if you believe a child is in need of protection.
- Reporting can be done in conjunction with the Child Safety Advocate, unless the report is against that person.
- You do not need to report if you can prove that you honestly and reasonably believed that all of the grounds for your belief have already been reported.

#### **Report to the MK Camp Director**

All child safety concerns must be reported to the MK Camp Director. If that person is suspected of inappropriate behavior, seek guidance from your Camp Co-Director.

If you are an adult in a responsible position, you must follow up to make sure that appropriate action has been taken to protect the child, or risk committing an offense.

## **MK Camp Covenant**

***I understand that serving as a staff member at MK Camp is a privilege. I acknowledge that I will set the best example possible and be a Godly role model to the campers, fellow counselors and staff members, and those we encounter on the campus. I am here, not for myself, but to encourage these campers to connect, grow, and serve Christ in all their ways acknowledging Him. I will be concerned for the safety of the campers entrusted to my care and provide a safe, positive, spiritually strong environment for them. I agree to report any abuse as outlined in this handbook.***

***I attest that I have completed the following with honesty and integrity.***

- ***Approval of Application***
  - ***Accurate information***
- ***Background check***
- ***Never been convicted of a felony.***
- ***Disclosed any mental illness, physical illness or limitation which could impede your ability to fulfill your role as counselor.***
- ***Understand that any violation of these guidelines is grounds for immediate dismissal from camp and future service to MK Camp.***

***The Camp Director reserves the right to remove you from your role at any time without explanation.***

***While at camp:***

- ***MK Camp is designed for the campers and not the staff present, to maximize the campers experience. It's not about you.***
- ***Learn your camper's first name.***
- ***Make eye contact with your campers as you speak to them.***
- ***You are never off duty.***
- ***You are serving 24/7—always on.***
- ***You are always ready to serve.***
- ***Strive to involve every camper in your group. Participate and encourage participation.***
- ***Model behavior you want to see in your campers.***

### ***Team Members:***

MK Camp is a TEAM effort. We are only as strong as our weakest member, and we will ALL work together to build up and encourage one another in whatever task we have been assigned. Your role at camp may not be “limelight,” but it is important to the operation of this camp and its success.

*Thank you for serving this week!*