



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP HAZEN YMCA – PERSONNEL POLICIES

EMPLOYMENT: Camp Hazen YMCA offers equal employment opportunities to all individuals regardless of race, creed, gender, sexual orientation, age, disability, national origin or veteran status. A completed application with references is required before any consideration for employment is given. In addition to this, the individual must have a signed agreement and a completed, signed medical examination before being considered employed.

WORKER'S COMPENSATION: Staff members are covered by Workmen's Compensation for injuries received in the course of work related duties.

INSURANCE: Staff must bring health insurance information with them to Camp. Doctor or hospital bills may not be charged to the Camp for illness or injury. Accidents that are work related incidents would be referred to Workmen's Compensation.

HEALTH: Staff who are injured or ill must report to the Health Lodge so proper evaluation and treatment can be given. All medication must be turned in to the Health Lodge. Cabin counselors are responsible for the general health, safety, and wellbeing of campers, and for reporting any injury or illness of a camper to the nurse. Any illness or injury of a staff member, which prevents the person from carrying out assigned duties in a satisfactory manner, may necessitate replacement duties or change of assignments. Staff members will not be compensated for work missed due to injury or illness. A physical examination for staff must be completed within twenty-four months prior to the beginning of staff training. Prior to the start of employment and on an annual basis thereafter, all staff members must complete a Health History/Immunization Record.

WORK HOURS, TIME OFF, CURFEW

1. During the season, Overnight camp staff members will generally have three days off for per two-week session worked. Time off is as follows: one day from 10am to 11pm, one overnight from 6pm to 4pm the next day, and at the end of a session from Friday at 10pm to Sunday at 9am. Days and times may vary according to staff positions and actual responsibilities. Staff under the age of 18 must have signed parental permission to leave Camp during time off. Days off may not be accumulated during the season.
2. Day Camp staff will generally have Saturdays and Sundays off during two-week sessions. Day camp staff who live on-site will be able to leave camp at 6:00pm Friday night and must indicate whether or not they are staying at camp Saturday & Sunday evening. If staying at camp, staff must return to camp by 11pm. Day camp staff who live on site will be expected to assist with Overnight Camp Check In and participate in Camp evening activities, and may be asked to live in a camper cabin if needed.
3. All staff will generally have the Saturday between each session as a Day Off. However, every 5th year Camp Hazen holds an anniversary event on a middle Saturday and therefore days off may be arranged accordingly.
4. During staff training, staff members will have one evening off
5. When not on cabin duty, all staff must be in their cabin with the lights out by midnight.
6. Other than scheduled days off, no one is permitted to leave camp without the Camp Directors permission. Other than time off periods, staff will be on the camp property either on duty or on stand-by duty (downtime). 'On duty' means having scheduled responsibilities for activities or Campers. 'Downtime' means having no scheduled responsibilities, however you are not on time off and therefore must be available as needed.
7. Staff must sign out on the log at the Camp office when leaving Camp for any reason, and must sign in immediately upon returning to Camp.
8. Any other time off or absence from Camp must be arranged with the Camp Director.

AGREEMENTS: A signed agreement (letter of agreement) is mandatory. Any information purposely left off or falsely presented on the staff application that might materially affect a hiring decision is grounds for release.

PAY PERIODS, BENEFITS: Pay checks are issued every two weeks beginning approximately three weeks after a staff member begins working. Salary advances are not allowed. All staff in residence receive room and board in addition to their contracted salary. Should employment be terminated prior to the end of the Camp season, salary will be prorated to the last day worked. Bonuses will not be allowed for terminated employees, or those that do not complete their contracts.



PERFORMANCE EVALUATIONS: At least once during the summer a performance evaluation will be completed by the staff member and his/her supervisor. It will be based on job description, mutually agreed goals, and performance standards.

UNSATISFACTORY PERFORMANCE: An employee may be dismissed for any of the following reasons:

1. Failure to abide by policies or to carry out an assigned task.
2. Inability to live and work in harmony with Campers and/or other staff.
3. Any type of sexual harassment of campers or staff members, including inappropriate on-line behavior.
4. Medical condition which, in the opinion of the Director, the Camp Nurse, or a Physician may interfere with the welfare or best interest of the Camp, Campers, the employee or other employees.
5. Possession or use of alcoholic beverages or of illegal or illegally used drugs in Camp.
6. Reporting to work (duty or stand by duty) or interacting with Campers while under the influence of alcohol or drugs (other than as prescribed).
7. Striking or physical discipline of a Camper.
8. Misconduct on or off Camp property.
9. Gambling or use of profane language.
10. Disrespect and/or disloyalty to Camp.
11. Refusing to continue job assignments during the time agreed upon in the contract and/or refusing to change job assignments in the best interest of the Camp.
12. Such other grounds deemed in the best interest of the Camp, Campers, the employee, or other employees.
13. Failure to immediately notify the Director if arrested or convicted of a crime while employed by the YMCA.

AGREEMENT ADJUSTMENTS: Staff contracts may be adjusted for the following:

1. Any shortening of Camp season or sessions which may be caused by fire, epidemic, accident, natural disaster, etc.
2. Insufficient Camper enrollment to warrant retention of full staff.

BEHAVIOR: All employees agree that while at Camp they will adjust their personal habits, actions, and life-styles to the customs, policies, procedures, and ideals of the Camp. They will conduct themselves at all times, both in Camp and out of Camp, in such a manner that they will be a credit to themselves and to the Camp. Staff members must abide by common standards of decency and are not to use obscenities.

TRAINING: Staff training is required of all staff. It is held the full week immediately preceding the first Camper session. Staff who miss any part of staff training due to school must make satisfactory arrangements with the Camp Director.

SPECIAL WORK ASSIGNMENTS: From time to time special work assignments may be given which are not specifically within a person's job description. Such assignments are necessary and vital to the smooth operation of the Camp.

GENERAL POLICIES:

1. Under no circumstances will staff members accept tips and other monetary rewards from Campers and/or parents.
2. All Camper cabins and staff cabins are off limits unless it is your assigned housing.
3. Staff members must agree to keep their personal quarters and themselves in a neat, clean, presentable manner. Personal appearance must be in keeping with the character role modeling responsibilities of a Camp Hazen staff member.
4. Firearms and Knives are not permitted on Camp property without prior permission by the Camp Director. Bows are considered firearms. The exception: a small folding pocket knife is acceptable (examples: Boy Scout or Swiss Army Type)
5. Staff are not permitted in the kitchen at any time without permission of the Food Service Manager, Executive Director or Camp Director.
6. Staff must be physically and mentally capable of handling responsibility for Campers and in a condition acceptable for the Camp Hazen YMCA.
7. At least one staff member must be in each cabin after Cabin Chat.
8. Smoking and use of tobacco products including dip or chew or vaping is NOT permitted on camp property. Camp Hazen is a smoke-free environment.
9. Tattoos that are not considered child friendly may be asked to be covered.
10. Staff visitors are discouraged. The Camp Director will consider only special requests. Visitors may not use equipment. Meals are available with prior arrangements and permitted only with permission of the Director.
11. At no time, and not for any reason, is there to be physical punishment of Campers. Any incidence of physical punishment of a Camper may result in dismissal. Physical punishment is not the same as physical restraint used to prevent a Camper from an action that may be harmful to him or herself or others.
12. Staff may not bring personal vehicles to Camp unless the Camp Director gives prior permission. Parking areas will be assigned, license numbers and make of cars are to be recorded in the office.
13. Pets may not be brought to Camp except by prior arrangement with the Camp Director.



14. Camp Hazen YMCA is not responsible for loss or damage of staff member's personal property, whether in transit or at Camp.
15. Staff members are obliged to immediately report to the Executive or Camp Director any incidence which they observe or learn of involving physical or sexual abuse, molestation, physical or sexual harassment, or any conduct which adversely affects the morals of the Campers and/or Staff.
16. Staff members are expected to be present and on time for all meals, activities, events, programs, and meetings.
17. Camp Hazen YMCA is not responsible for mail and packages that are delivered to the office address.

ROMANTIC RELATIONSHIPS: It is especially important that all staff conduct themselves as positive role models to our Campers. All public displays of affection should represent the values of what Camper's parents would want their children exposed to. As romantic relationships develop (and they naturally do at Camp) displays such as kissing, caressing, sitting on laps, holding hands, and exclusively spending time with each other, etc. will not be considered appropriate for public display. These relationships must not in any way interfere with the job you have agreed to do.

USE OF CAMP FACILITIES AND PROPERTY

1. All Camp staff are responsible for the care and use of Camp facilities, property, and equipment.
2. Camp vehicles may be used only with permission of the Camp or Executive Director.
3. The resources of the Camp are available for staff use during time off only when such use will not interfere with Camp Programs.
4. All staff agree to abide by policies and procedures established for each program area.
5. Any staff member found with Camp property or materials for which there is no reasonable justification may be dismissed and prosecuted at the discretion of the Camp or Executive Director.
6. Staff members who are in charge of a designated activity or program area are responsible for all materials and equipment for that area.
7. Use of Camper equipment or property by staff is strictly prohibited.
8. Cabins will be inspected for neatness and cleanliness. Cabins (Camper and staff) will also be inspected at the beginning of the Camp season for damage or other irregularities. It is the responsibility of the staff person living in a cabin to report any damage or malfunction within or about the cabin. Any damage beyond that of normal wear will be the responsibility of the staff member living in the cabin. Writing on walls, floors, ceilings, rafters, or furnishings is prohibited.
9. Counselors and other staff living in Camper cabins must not place a barrier between their quarters and the main cabin area. Free access to both doors must be afforded at all times. This is a fire and safety requirement.
10. Staff must refrain from decorating or personalizing the cabin with items that are unsafe or of questionable taste. Alcohol containers (even if they are empty) are not to be used. Posters must be in keeping with the wholesome atmosphere of the Camp Hazen YMCA.
11. Staff must limit their use of electrical appliances to the number of outlets provided. It is a fire hazard to overload outlets by using cube taps or extension cords. Heating devices such as hot plates or heaters are not permitted without permission of the Executive Director.
12. Staff telephone use is limited to the designated areas and only during personal time. Any calls coming in for staff members on the business telephone line cannot be transferred. Only messages will be taken.
13. Staff may only use personal cell phones, lap-tops and other electronic media during time-off and out of sight of campers.

LAUNDRY SERVICE: Laundry facilities are not available in Camp for staff use. However, there are Laundromats close to Camp and a drop off service is available for a fee.

INTERNET POLICY: Of course, the YMCA does not mean to interfere with anyone's private life, but publicly observable communications, actions or words are not private.

- The use of photos, logos or images of the YMCA or its programs is prohibited. This includes pictures of children in our programs. If you use the YMCA's name (including names of camps or other programs) in any such communication, you should be especially careful to support and certainly not to harm or ridicule the YMCA's image or mission.
- Staff must uphold the YMCA's value for the individual and avoid making defamatory statements about YMCA employees, campers, partners, affiliates and others, including competitors.
- The YMCA Code of Conduct requires that staff do not initiate outside contact with members or program participants. Under no circumstances should an employee encourage access or provide access information to his or her personal website, blog, or social media to a camper.



CODE OF CONDUCT FOR YMCA STAFF AND VOLUNTEERS

1. Staff and volunteers will always consider safety of campers and safety of themselves as a priority in all situations.
2. Staff and volunteers will respond to children with respect and consideration and treat all children and co-workers equally regardless of sex, race, religion, culture, economic level of the family, or disability.
3. Staff and volunteers will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.
4. Staff and volunteers will exhibit the highest ethical best practices and personal integrity.
5. Staff and volunteers will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
6. Staff and volunteers will not physically, sexually, or emotionally abuse or neglect a Children or adult.
7. Staff and volunteers will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
8. Staff and volunteers will report any suspected abuse or neglect of a Children to the state authorities.
9. Staff and volunteers will accept their personal responsibility to protect Children and adults from all forms of abuse.

Working with Children

Supervision of Campers (M16)

10. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
11. Staff shall never leave a child unsupervised. At least one staff member must be in each cabin after Cabin Chat
12. Rest-room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the rule of three) and, whenever possible, with staff.
13. Staff should conduct or supervise private activities in pairs— changing, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
14. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
15. Employees, volunteers, and children should not sit or lie on anyone's bed or be in anyone else's sleeping bag
16. Employees and volunteers will not leave children alone during siesta/bedtime

Behavior Management

17. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age- appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
18. Camp Hazen YMCA will not tolerate the mistreatment or abuse of one child by another child. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all children, employees, and volunteers.
 - Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:
 - Physical bullying: when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
 - Verbal bullying: when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
 - Nonverbal or relational bullying: when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.

- Cyberbullying: the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 - Sending mean, vulgar, or threatening messages or images;
 - Posting sensitive, private information about another person;
 - Pretending to be someone else in order to make that person look bad;
 - Intentionally excluding someone from an online group.
- Hazing: an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying: when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Child Abuse

19. Staff shall not abuse children in any way, including
 - i. physical abuse—striking, spanking, shaking, slapping; hazing and so on;
 - ii. verbal abuse—humiliating, degrading, threatening; and so on;
 - iii. sexual abuse—touching or speaking inappropriately or showing inappropriate materials;
 - iv. mental abuse—shaming, withholding kindness, being cruel, and so on; or
 - v. Neglect—withholding food, water, or basic care.
20. No type of abuse will be tolerated and may be cause for immediate dismissal or arrest.
21. Staff will respect children's rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched on areas of their bodies that would be covered by a bathing suit.
22. Children are never to be touched against their will (unless in the case of clear and present danger) or against their discomfort expressed verbally or non-verbally.
23. Staff must read Staff Manual and follow all precautions outlined in section on Child Abuse. Any allegation must be reported to a supervisor, director, or other authority.

Interactions with Campers

24. Staff and volunteers will adhere to uniform best practices of displaying affection as outlined by Camp Hazen YMCA.
25. Staff and volunteers will adhere to uniform best practices of appropriate and inappropriate verbal interactions as outlined by our organization.
26. Staff and volunteers will not stare at or comment on children's bodies.
27. Staff and volunteers will not date or become romantically involved with children.
28. Staff and volunteers will not have secrets with children and will only give gifts in accordance with organizational policies.
29. Staff and volunteers will comply with our organization's policies regarding interactions with children outside of our programs.
30. Staff and volunteers will adhere to organizational policies regarding electronic communication and social media with children.
31. At no time, and not for any reason, is there to be physical punishment of Campers. Any incidence of physical punishment of a Camper may result in dismissal. Physical punishment is not the same as physical restraint used to prevent a Camper from an action that may be harmful to him or herself or others.
32. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by professional standard and conduct set forth by the YMCA. Discussion with campers regarding private staff/adult relationships, sexual education or imposing their own political views is prohibited. Parents will decide how children learn the 'facts of life', they do not expect camp staff to do this. Staff are expected to seek out the Camp Director, Leadership Staff or Camp Nurse if you have a sensitive situation with your camper(s).
33. Staff members may be in a situation where they are informed of a camper's disability or illness, and must respect camper confidentiality regarding any medical information and refrain from discussing medical situations with anyone other than Health Staff and necessary Camp Directors.



Professional Image

Personal Appearance & Behavior

34. Staff must appear clean, neat and appropriately attired. When building trust, it is the first impression is the one that counts and staff need to remember to be positive role models. The Executive Director will have the final say in any attire, tattoos, body piercing etc that he/she finds to be inappropriate
35. Staff must wear performance style bathing suits and clothing that covers the body appropriately. Inappropriate attire while at camp includes excessively short shorts, revealing bathing suits, see-through clothing and t-shirts with inappropriate language or designs.
36. Smoking/vaping and use of tobacco related products are prohibited at Camp.
37. There will be no alcoholic beverages anywhere in summer camp buildings or on camp property. Possession of, use of, or being with persons possessing or using alcohol will mean automatic dismissal from camp. Staff members in camp will be expected to observe the Connecticut State laws regarding legal age for use of alcohol when they are out of camp on time off. No staff member will be allowed to come on to YMCA property from time off having had too much to drink. You are considered on duty anytime you are on camp property. Breaking the alcohol rules will lead to disciplinary action up to and including dismissal from Camp Hazen YMCA.
38. Use of any drugs not prescribed for medical reasons will not be permitted. Possession of, use of, or being with persons possessing or using marijuana for recreational use or other illicit drugs will lead to disciplinary action up to and including dismissal from camp.
39. All prescribed medication and over the counter medication, other than life saving emergency medication, for staff will be kept in the Health Lodge, not in cabins. – No weapons of any kind will be brought to camp.
40. Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on our organization's property.

Personal Interactions

41. Staff will refrain from intimate displays of affection toward others in the presence of children, parents and staff.
42. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
43. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
44. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
45. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
46. Staff are to understand there is a clear power difference between themselves and campers and are not to take advantage of this difference. Staff may not have any physically intimate or emotionally inappropriate relationship with program participants, including LEA's.
47. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.



Electronic communication and social media code of conduct

While these tools provide many benefits, they also present the potential for inappropriate behavior, increased access to vulnerable children, and privacy violations. Employees, volunteers, and children participating in Camp Hazen YMCA's programs, events, and activities shall adhere to the following Social Media Code of Conduct:

Online Presence:

48. You are expected to represent yourself and the YMCA positively and responsibly year-round. Inappropriate photos, comments, stories and questionable interactions that are viewable to campers, parents, alumni and administrators puts Camp's reputation at risk and your employment at risk (including future references for other jobs). We expect you to continue professional boundaries with campers year-round.
49. Be a positive role model by exhibiting professionalism in all interactions; portray an attitude of respect, loyalty, patience, courtesy, tact, and maturity. Do not engage in behavior or comments that are, or could be construed by any observer to be, harsh, abusive, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Do not engage in personal attacks, sexually oriented conversations, or discussions about sexual activity.
50. Employees and volunteers may not create web pages on behalf of Camp Hazen YMCA unless they have prior approval to do so and may not misrepresent their work with Camp Hazen YMCA or Camp Hazen YMCA itself.
51. Rather than personally defend Camp Hazen YMCA's reputation, employees and volunteers should notify their supervisor or an administrator of a negative comment or online representation or if any member of the media contacts them about any matter related to Camp Hazen YMCA.

Online Interactions:

52. Staff and volunteers are prohibited from communicating with children using personal social networks, including direct messaging through social media or gaming platforms, or sending text messages to children and/or replying to text messages from a child. If a child attempts to communicate with a staff member or volunteer via these methods, a Senior Leadership must be notified immediately.
53. Personal social networking profiles and/or blogs of employees and volunteers shall be private and not shared with children. Employees and volunteers with profiles on social networking sites shall not request to be "friends" with or follow children or approve friend or follow requests from children, unless there is a prior connection outside of the camp.
54. Employees and volunteers are prohibited from sending private messages to children and/or replying to private messages from a child. If a child attempts to privately communicate with an employee or volunteer electronically, the Camp Director or designee must be notified immediately.
55. Employees and volunteers may not engage in electronic communication or social media contact with family members or friends of children.

Sharing of camper information online

56. Never reveal sensitive or confidential information, including identifiable details or photos of a child without written consent from their parent or legal guardian.
57. Employees and volunteers may not post or share inappropriate photos or comments on photos of children.
58. Employees and volunteers may not post or share on their personal social media accounts any photographs or videos of children participating in Camp Hazen YMCA's programs.



Use of technology:

- 59. Refrain from using personal or organization owned devices in restrooms, showerhouse, or other areas where there is a reasonable expectation of privacy.
- 60. Refrain from using cell phone cameras and/or any recording functions, on the cell phone or within apps, during programming unless permission is granted. If permission is granted, the camera or recording feature is only to be used as directed by the employee or volunteer only for that particular purpose
- 61. Do not make pornography, in any form available to children participating in Camp Hazen YMCA’s programs, events, and activities or assist children in any way in gaining access to pornography.
- 62. While on Camp Hazen’s YMCA network and or property staff and volunteers may not:
 - Access, send, receive, download, produce, or distribute any offensive, profane, threatening, pornographic, or sexually explicit material at any time, for any reason.
 - Access websites, newsgroups, or chat areas that contain material that is counter to Camp Hazen YMCA’s mission or that promote illegal acts.

Employees and volunteers must adhere to uniform standards of electronic communication and social media use as outlined in any applicable organizational policies and procedures.

Employee Grievance Policy

Camp Hazen YMCA believes employees have valuable thoughts and insights to share regarding the workplace and our operations. Accordingly, Camp Hazen YMCA encourages employees to share opinions, suggestions, concerns, questions and/or grievances about our policies, personnel issues, and/or other workplace matters and Camp Hazen YMCA. In general, the best person initially to bring opinions, suggestions, concerns, and/or questions to is the employee’s direct supervisor. However, to the extent the concerns relate to their direct supervisor, or to the extent an employee believes their direct supervisor did not fully address a matter, employees may direct their opinions, suggestions, concerns, and/or questions to the next level of management or directly to the Camp Director of the Executive Director/CEO. To share a grievance anonymously, you can do so by adding *67 prior to (860) 526 9529 or by dropping a note in the mail box by the office.

This Code of Conduct and associated policies and procedures shall be provided to parents/guardians of children. It shall also be available on Camp Hazen YMCA’s website for public view.

Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

In signing this document, I agree to the following:

- To watch for signs of stress in myself and others as a way of maintaining a safe environment for everyone at Camp Hazen YMCA
- To ask for help if I do not understand a policy or feel I am in a situation that is uncomfortable or has the potential to become harmful.
- Staff and volunteers will report concerns or complaints about other employees and volunteers, other adults, or Children to the Camp Director or designee.
- Staff and volunteers will report allegations or incidents of abuse to the proper state authority. Please refer to the specific guidelines of your state regarding mandated reporting.
- Staff and volunteers may not have engaged in or been accused or convicted of Children abuse, indecency with a child, or injury to a child.
- To adhere to this Code of Conduct and understand that any violation of this Code puts campers, staff and myself at risk and may result in termination.

Please refer to Camp Hazen YMCA’s full Employee Handbook for full details of our policies.

63.

Printed Name	Employee or Volunteer Signature	Date
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CHILD ABUSE REPORTING & RESPONSE PROCEDURES

All employees and volunteers must follow state specific mandatory reporting requirements. Our organization has zero tolerance for abuse. It is imperative that every employee or volunteer actively participates in the protection of children.

Employees and volunteers must be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Employees and volunteers will:

- be familiar with the symptoms of abuse and neglect, including physical, sexual, verbal, and emotional abuse;
- be familiar with red-flag or inappropriate behaviors and/or policy violations;
- know and follow organization policies and procedures that protect against abuse;
- report suspected abuse or neglect to the appropriate authorities as required by state mandated reporter laws; and
- follow up to ensure that appropriate action has been taken.

In the event that employees or volunteers observe red-flag or inappropriate behaviors and/or policy violations by other employees or volunteers, it is their professional and personal responsibility to immediately report their observations in accordance with Camp Hazen YMCA's reporting procedures.

The following are examples of red-flag or inappropriate behaviors that all employees and volunteers are required to report:

- Any violation of Camp Hazen YMCA's abuse prevention policies
- Seeking unauthorized private time or one-on-one time with children
- Seeing or visiting with a child outside of scheduled programming
- Buying gifts for individual children
- Sending unauthorized electronic communications through text messaging, social media, online gaming, etc. in violation of Camp Hazen YMCA's electronic communication policy
- Making suggestive comments to children
- Showing favoritism towards a child or type of child
- Children disclosing that an employee or volunteer makes them feel uncomfortable

If employees or volunteers witness suspicious or inappropriate behaviors or policy violations from another employee or volunteer, the individual is instructed to do the following:

- Interrupt the behavior.
- Report the behavior to a supervisor, director, or other authority.
- If you are not comfortable making the report directly, make it anonymously
- If the report is about a supervisor or administrator, contact the next level of management.
- Complete an internal report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

In the event that a supervisor or an administrator receives a report of suspicious or inappropriate behaviors or policy violations from an employee, volunteer, child, or parent/guardian, the supervisor is instructed to do the following:

- Report to the next level supervisor or administrator.
- Speak with the employee or volunteer who has been reported.
- Review the file of the employee or volunteer to determine if similar complaints were reported.
- Determine the appropriate response based on the report.
 - Take into consideration factors such as:
 1. Context of red-flag or inappropriate behavior or policy violation;
 2. Severity of red-flag or inappropriate behavior or policy violation
 3. History of red-flag or inappropriate behaviors or policy violations; and
 4. Trainability of employee or volunteer.
- Document the report on the appropriate form.
- If at any point in gathering information about a report of red-flag or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
- If appropriate, notify parents/guardians.
- Advise the person who reported the behavior that the report is being taken seriously.



Based on the information gathered, the following may be required:

- Increase monitoring or supervision of the employee, volunteer, and/or program.
- If policy violations with child(s) are confirmed, the employee or volunteer must be subject to disciplinary action up to and including termination and prosecution. Disciplinary action will follow the Progressive Disciplinary Process outlined by Camp Hazen YMCA.
- If more information is needed, interview and/or survey other employees and volunteers or children.

In the State of Connecticut Youth Camp Directors are Mandated Reporters. As such are required by mandated reporting laws and must report any suspected abuse or neglect of a child—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.

To report to state authorities, employees and volunteers are required to report any suspected or known abuse of child perpetrated by employees or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

1. Immediate supervisor
2. Directors
3. Administrators

Additional guidelines for employee and volunteer response to incidents or allegations of abuse:

- If you witness abuse, safely interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.
- Protect the alleged victim from intimidation, retribution, or further abuse to the extent possible.
- Immediately report the allegation or incident to the proper organization authorities (based on mandatory reporting requirements) and the designated authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse according to incident reporting and documentation requirements. State only the facts.
- It is not your job to investigate the incident, but it is your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

In the event of an accusation of child abuse, the Camp Hazen YMCA will take prompt and immediate action as follows:

1. At the first report or allegation that child abuse has occurred, the staff person it has been reported to will notify a Village Director and the Camp Director, who will review the incident with Executive Director.
2. The Camp Director or Executive Director will see to the immediate safety and medical care of all persons at issue.
3. The Camp Director or Executive Director will gather information about the allegation. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc. It is not our job to investigate the incident, but to collect the facts that can be reported.
4. Camp Hazen YMCA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.
5. If the Executive Director is not immediately available, this review by the supervisor, cannot in any way deter the reporting of child abuse by mandated reporters.
6. Youth Camp Directors or Assistant Youth Camp Directors are mandated by law to report reasonable suspicion of abuse.
7. It is not our job, to prove that a child has been abused, only to report reasonable suspicion.
8. Failure to report by a mandated reporter makes that person subject to arrest and prosecution.
9. CT State Law states "All persons, institutions, or agencies reporting in good faith is immune from any liability, civil or criminal."
10. An oral report must be made to immediately (within 12 hours) to the Commissioner of DCF or his representative or the local police or state police.



11. A written report must follow within 48 hours to both DCF and the State Health Department.
12. The Department of Children and Families Hotline telephone number is 1-800-842-2288.
13. In the event the reported incident involves a volunteer or staff member, the Executive Director will immediately, without exception, suspend the volunteer or staff person from duties until an investigation is complete.
14. The Camp Director or Executive Director will see to it that any camper who is accused of child abuse is removed from the presence of the other campers to an isolated location and supervised by at least two staff at all times.
15. The parents or legal guardian of the child or children involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency. If more than one set of parents is involved (e.g., child-on-child abuse), the YMCA’s responsibility is to keep the names and contact information of those involved confidential.
16. The Executive Director will be the spokesperson for the camp and will follow the Camp Hazen YMCA crisis management procedure.
17. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related (because of the youth- involved nature of the YMCA).
18. Reinstatement of the program volunteer, employed staff person, or YMCA member will occur only after all allegations have been cleared to the satisfaction of the Executive Director.
19. All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore should discuss the incident only with the executive director or his or her designate.

Camp Hazen YMCA takes every allegation of abuse or misconduct seriously and will fully cooperate with the authorities to investigate all cases of alleged abuse or misconduct. **(P12)** Employees and volunteers shall cooperate with any external investigation by outside authorities or internal investigation conducted by Camp Hazen YMCA or persons given investigative authority by Camp Hazen YMCA.

Cooperation with investigations includes, but is not limited to:

- Promptly acknowledging and responding to requests for information;
- Making oneself available for meetings with investigating officials;
- Providing full, accurate, and truthful information;
- Keeping confidential information learned or transmitted during the investigation, unless directed by legal authorities, and
- Preserving relevant information and documents.

An employee or volunteer’s failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment or dismissal from Camp Hazen YMCA.

All full-time and part-time employees and program volunteers must read and sign this policy.

Printed Name	Employee or Volunteer Signature	Date
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