



Safe Haven Guidelines... risk management

For the sake of the witness to the Gospel of Jesus Christ, we must be forthright, open and clear about the integrity and standard of conduct to which Camp Hope Ministry is called and to which its leaders are held accountable. These articles are intended to provide guidelines for the faithful witness of the ministry of Christ Jesus.

IMPORTANT NOTE: We highly recommend the *Safeguarding God's Children* training and resources by the Episcopal Diocese. Use the Safe Haven Guidelines in your own congregation if you have these available. These guidelines should be approved by your pastor and church council before you implement them.

In this guideline the term "adult" includes trained high school and college students serving on Camp Hope Ministries Staff. The term "youth" includes everyone else, under the age of 18 years old.

Safety when driving

1. All traffic laws will be obeyed at all times.
2. All passengers must have a safety belt and wear it properly.
3. On any activity the driver must be at least 21 years of age. Each driver is responsible for insuring that passengers put on their safety belts.

In case of an accident while traveling:

Check for any injured persons.

- If anyone is injured, do not attempt to move him or her. Make them as comfortable as possible. Keep him or her warm. Administer first aid only if you have the proper training.
- Do not leave the injured person unattended.
- Call 911 for an ambulance; give the location clearly and distinctly. Do not hang up until they tell you to.
- Call the police or fire department if necessary.
- Get name, phone number, driver's license number, license plate number and insurance information of all other parties involved.
- Get the names and telephone numbers of any witnesses.
- Do not talk with any media agency. You do not have to answer any of their questions or give them any details.
- Call the emergency contacts of each person involved in the accident and inform them of the accident and the well being of all persons involved.
- Inform your insurance agent of the accident. Tell what happened simply and factually. Provided names of any witnesses.
- (Call the Pastoral Staff of those involved for support as soon as you can.) Leave a message on the answering machine describing briefly what happened if you are unable to reach someone in person. Fill out an "accident report" form within two days of the accident even if it was "minor".

Safety on the church campus:

Know where to find the first aid kit.

Know how to locate the emergency information forms.

Injuries should be addressed in the following steps:

Assess the injury to determine protocol. Do not make the assessment alone. Adults must be part of the assessment process.

Minor injuries such as bruises, small cuts and rug burns should be treated with the first aid kit or with ice. These injuries should be noted in the first aid log for reference. Church staff should be made aware of the injury.

Secondary Injuries such as injuries to the eyes, ears, or nose; large cuts, bumps on the head, etc, may require a physician's care. Church staff should contact the parent, as the treatment is the decision of the parent or guardian. The injured person should not be left alone. Treat symptoms, making the injured person as comfortable as possible while waiting for the parent to arrive. Fill out an "accident report" form.

Emergency Injuries such as broken bones require emergency care by a physician. The assessment may include calling 911. The parent should be called immediately. Do not move the injured person. Stay with them at all times making them as comfortable as possible. Fill out an "accident report" form within two days of the event. The pastoral staff should be notified for support.

Emotional Safety:

No individual(s) will participate in playing a prank or practical joke that could cause physical or emotional harm on another individual.

No form of "Hazing" will be allowed in accordance with the Texas State Law. Hazing is being asked to do something physically or emotionally abusive as acceptance into a group.

No individual will present skits, songs or other forms of presentations that make fun of an individual or her/ his sexual, ethnic, economic, or denominational preference.

Explicit language and jokes regarding sexual, ethnic, economic or denominational matters will not be used or told by anyone. This should be stopped immediately.

Any form of insulting remarks or putdowns will not be allowed.

All children or youth who wish to participate in an activity should be included.

Physical Safety:

General Permission (Camper Registration) forms must be on file before a youth may participate in an event. Forms should be signed by a parent/guardian with a phone number where they might be reached in case of an emergency.

An adult should be aware of any medication taken by a youth while at an event. An adult should administer medication to students under 7th grade or at the request of a parent for older students.

No student should be given pain relievers such as Advil or Tylenol without parent's permission.

No youth should be left alone at any event or elsewhere following a youth activity. Supervision of youth continues until all youth have been picked up from the activity.

No group or youth should leave the large group without asking and receiving permission from the key leader. Always try to move in groups of three or more.

No liquor, drugs, weapons, lighters or fireworks are permitted at any time.

Staff or adults should not engage in romantic displays of affection beyond holding hands and appropriate hugs.

Hugging will be done only in group settings. Types of hugs that are considered appropriate are: A-frame hugs (hugs in which both arms are used, but the pelvic areas do not touch), side hugs, and one-arm hugs.

When dancing, there will be no inappropriate physical conduct such as: slam dancing, body passing, stage diving, or "freaking".

Physical Interaction:

An adult should not meet alone with a youth in a private place for any reason. Another youth or adult should be present during private meetings or the meeting must be held in a public place. If an individual requests to speak with you privately, choose a public location in which you are in view of other people.

An adult should avoid being left alone with a youth after an event while waiting for the individual's ride. Adults should also avoid being alone in a car with a youth. When being alone with a youth is unavoidable, phone contact with another individual can be used. For example: if you need to drive a youth home call their parents to let them know that you are on the way. This can avoid communication misunderstandings. (Adults under the age of 21 will not transport students.)

Sexual Misconduct:

Sexual touch refers to any contact with the penis, vagina, buttocks, and/or breast & chest area. This is not permitted at any time.

If you suspect sexual contact is going on between two youth or an adult and youth consult a pastor or adult leader of the event. Do not discuss your suspicions with anyone else.

Remember that suspicions are not reality. Talking with others about your suspicions can spread rumors and bring about emotional, social, and spiritual damage to all individuals involved.

Emotional and Social Issues:

It is preferred that discussion of sexuality take place in a group setting with more than one adult (of like-gender) present.

People under the age of 21 should not engage in a counseling role with a student. Seek out pastoral support. It is unethical to present yourself as a professional counselor unless you are a professional counselor.

No discussion of an individual's sexual experience is allowed. If an individual feels the need to discuss a personal sexual experience, they should share this with an ordained pastor or other professional. If they do not wish to meet with a pastor alone, a third person could be included.

Insulting remarks concerning a person's sexuality will not be allowed.

Put-downs using sexual language or referring to a person's sexuality are strictly prohibited.

Confidentiality:

Definition of confidentiality: any discussion that occurs between any two individuals will be kept from the knowledge of others unless both parties give their consent to share it. Confidentiality encourages trust and builds community, however, there are boundaries within confidentiality that are to be honored.

1. Never promise confidentiality to anyone.
2. Let youth know there are some issues that are required by law to be reported. All forms of abuse of a minor must be reported to the proper authorities. This includes physical, sexual, neglect or abandonment.
3. If you perceive that an individual is going to disclose confidential information, stop them and inform them that you may not be able to keep this information confidential and refer them to an ordained pastor or professional youth worker.
4. If information is disclosed that is required by law to report, inform someone on the Pastoral Staff immediately.
5. Adults should never meet with a youth in private for any reason. Refer to the section on Physical Interaction.

Responsible Behavior:

All individuals will abide by the covenant presented at the beginning of each event. Team leaders of the event shall determine consequences for violation of the covenant.

Disciplinary Actions:

Those who compromise these guidelines or the safety of others in their care will be asked to resign from service with children, youth and families at the discretion of the church leadership.

