

PINE HAVEN CHRISTIAN ASSEMBLY

CHILD ABUSE PREVENTION POLICY

Introduction

Pine Haven Christian Assembly recognizes the importance of providing a safe environment for the youth attending our camp. Our Christian faith calls us to offer both hospitality and protection to children. Jesus said, "Whoever welcomes [a] child . . . welcomes me." (Matthew 18:5). He also said, "If any of you put a stumbling block before one of these little ones . . . , it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6). We believe children must be protected from physical and sexual exploitation and abuse. God calls us to make our camp a safe place, protecting children and other vulnerable persons from sexual and physical abuse. Therefore, we adopt this policy for the prevention of child abuse in our camp.

Purpose

Our camp's purpose for establishing this Child Abuse Prevention Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our campers.

Statement of Covenant

Therefore, as a Christian Camp, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all our campers as well as all our workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of staff and faculty; we will implement prudent operational safeguards in all programs and events; we will educate all of our staff regarding the use of all appropriate policies and methods (including first aid, CPR and methods of discipline); we will educate all our faculty regarding the use of all appropriate policies and methods; we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

Conclusion

In all of our ministries with children and youth, this camp is committed to demonstrating the love of Jesus Christ so that each camper will be protected, safe and confirmed and strengthened in their faith.

Reviewed 2018

Adapted from *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church* by Joy Thornburg Melton © 1998 Discipleship

Resources, Nashville, Tennessee.

FM:S811 (3-2002) JTM

Definitions

Staff	Those hired by Pine Haven Christian Assembly to work for the summer.
Dean	The volunteer person or persons organizing and leading the camp program for a particular week.
Faculty	Volunteers functioning as camp counselors, cabin monitors, and teachers.

Safety Measures in selection of Staff and Faculty

Staff

1. Application required
2. 3 references required and checked
3. Face to face interview done whenever possible
4. Background Checks run on each staff person
5. Primary Screening Form required
6. Training and Education on Prevention of Child Abuse required

Faculty and other volunteers

1. Secondary Screening Form required
2. Endorsement required
3. Training and Education on Prevention of Child Abuse required

Safeguards

1. Pine Haven strives for a 1:5 Faculty/camper ratio to ensure proper protection and supervision of campers.
2. Two Adult Rule observed. No faculty or Staff is ever to be completely alone with a camper – they are to always have another faculty or staff member present or be in a public area where they can be seen by others.
3. Faculty and Staff are expected to avoid physical contact, especially at the swimming area. Full frontal hugs are not acceptable. Side hugs are preferred.
4. At least one Cabin Mom/Dad must be present whenever the campers are to be in the cabin. We strive for two cabin leaders to be present after lights out.
5. Faculty and Staff are expected to respect the personal privacy of campers in the bathhouse and the cabin quarters.
6. Visitors of Pine Haven are expected to check-in with the Camp Manager upon arrival.

Training and Education on Prevention of Child Abuse

1. All Staff, Faculty and Volunteers will be educated on Pine Haven's rules, regulations and Child Abuse Prevention policies during Staff and Faculty orientations
2. All Staff, Faculty and Volunteers will watch the Child Abuse Prevention Video before working at Pine Haven or complete the Reducing the Risk training on-line
3. All Staff, Faculty and Volunteers will be provided with resources for further education ("No More Tears" Article and "Safety Tips on Sensitive Subject of Child Abuse" Pamphlet or "For Camp Counselors: Guidelines on Child Sexual Abuse and Exploitation)

Appropriate Methods of Discipline

Campers follow the lead of their counselors. Therefore, counselors who exhibit strong leadership and a genuine interest in the campers will avert many discipline problems. When discipline is necessary, the focus is to correct rather than simply dole out punishments. Use creative correction and good communication while dealing with a disciplinary situation. Most of all look for the opportunity to teach through the process.

Preventing the Need for Discipline

1. Invest yourself in the campers. Spend time getting to know them. Work on knowing all your cabin camper's names by the end of the first day.
2. Show love to the campers. Positively reinforce them and show a genuine interest in each of them.
3. Set your cabin parameters and structure the first night. Setting out your expectations at the front will avoid trouble later.
4. Expect their best. Campers will rise to the level of your expectation. Set it low and they'll comply. Set it high and they'll go for it.
5. Keep on top of things. Take care of little problems right away. Campers view a lack of disapproval as approval.

Discipline Procedures

1. Never handle discipline or conflict with a camper alone. Always have another faculty/staff person present.
2. Remove camper(s) who are misbehaving and get them calmed down.
3. Assess the situation by questions as well as observation.
 - Have each camper describe what just happened.
 - Understand the cause/effect relationship
 - Determine what needs to be done about the incident. Grace and right living must be implemented. Consider offense and any apologies, reconciliation or restitution needed.
 - Is a warning/reminder necessary? Do you need to communicate this to the Dean or the Camp Manager? (Camper missing, incident involving drugs/alcohol and damaged property need to be reported to the manager.)
 - Consider the life training opportunity. What does God think about fighting? "It's not what's coming at me; it's what's coming out of me." How does God want us to treat one another? How do you feel God would have us care for the world He made?
 - Call out the best in the camper. Express positive observations about them and call them to live up to their potential.
4. Communicate acceptance and love for the campers throughout the process.
5. The use of physical discipline is forbidden and will result in dismissal of the staff or faculty. However, if a camper is hurting him/herself or another camper, it is the faculty/staff member's responsibility to restrain him/her.
6. The use of derogatory terms is not tolerated.
7. Make sure the consequence fits the crime.

Procedure for Reporting a Suspected Incident of Abuse

Underlying Principles of reporting procedures:

1. Any allegation will be taken seriously.
2. Every situation will be handled forthrightly with due respect for privacy and confidentiality of those involved.
3. Notification will be made to the appropriate parties.
4. Full cooperation will be given to civil authorities under the guidance of an attorney.
5. Care will be shown for the well-being of a victim and their family.

A Summary of Child Abuse Reporting Requirements For Minnesota

Statute: M.S.A. 626.556

What is reportable abuse: (1) sexual abuse by "a person who has a significant relationship to the child" (various relatives), a "person in a position of authority" (any person who is a parent or acting in the place of a parent, or a person who is charged with responsibility for the health, welfare, or supervision of a child, no matter how brief); (2) physical abuse by "a person responsible for the child's care" (an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching) [626.556]

Who are mandatory reporters: a person who knows or has reason to believe a child is being abused, or has been abused within the preceding three years, and who is (1) a professional who is engaged in the practice of the healing arts, social services, psychological or psychiatric treatment, child care, education, or (2) "employed as a member of the clergy and received the information while engaged in ministerial duties, provided that a member of the clergy is not required by this subdivision to report information that is otherwise privileged"

Where to report: the local welfare agency, police department, or the county sheriff

What is the clergy privilege regarding reporting: "a member of the clergy is not required . . . to report information that is otherwise privileged" [626.556]

Reporting procedures for an allegation of abuse occurring at Pine Haven made against a volunteer or staff.

1. Faculty will report allegations to the Dean; Staff will report allegations to the Camp Manager. *State law protects reporter from liability when they report actual or suspected abuse, so long as they do not act maliciously.*
2. The Dean will report allegations to the Camp Manager.
3. Faculty or Staff member will document allegation using “Abuse Allegation Information Report” attained from the Camp Manager.
4. The Camp Manager will contact the Chairman of the Board to assess situation.
5. All accusations will be taken seriously. However, if the accusation is found to be obviously frivolous, no further action will be taken.
6. Should the Camp Manager and the Chairman of the Board believe the alleged abuse is a maltreatment as defined in M.S.A. 626.556, the Chairman of the Board will contact our insurance agent and an attorney.
7. Should the Camp Manager and the Chairman of the Board believe the alleged abuse is a maltreatment as defined in M.S.A. 626.556, the camp manager shall report the same to the local (Hubbard County - 218-732-1451) welfare agency or sheriffs department.
8. The Camp Manager will contact the victim’s family upon the recommendation of the Chairman of the Board. Camp manager will reassure victim and victim’s family that the complaint is being taken seriously; that we have procedures in place for complaints and they will be followed to ensure proper follow-through; and that the camp desires to extend care and support in whatever ways possible to the victim and the victim’s family. The family will be encouraged to seek support from their local church minister.
9. If accused is a faculty volunteer at Pine Haven, they will immediately be relieved of their duties and removed from their cabin supervisory role. They will be dismissed from their services for that week. If the allegation is found to be false, they may serve at another time. If the allegation is substantiated, they will not be allowed to serve as a volunteer at Pine Haven again.
10. If accused is a staff member at Pine Haven, they will immediately be relieved of their duties and placed on an unpaid leave of absence during investigation. They will move off the campgrounds at their own expense and return for any investigative procedures at their own expense. If the allegations are substantiated with clear and convincing evidence, they will be dismissed. If the allegations are found to be false, they will be reinstated. Any back pay and/or reimbursement of expenses will be assessed and determined by the board chair and the manager. If findings are inconclusive the accused may or may not be reinstated, based upon the totality of the evidence.

Reporting procedure for an allegation of abuse that occurred before the camp week and not involving any Pine Haven personnel.

1. Faculty will report allegations to the Dean; Staff will report allegations to the Camp Manager. *State law protects reporter from liability when they report actual or suspected abuse, so long as they do not act maliciously.*
2. The Dean will report allegations to the Camp Manager.
3. Faculty or Staff member will document allegation using “Abuse Allegation Information Report” attained from the Camp Manager.
4. The Camp Manager will contact the Chairman of the Board to assess situation.
5. All accusations will be taken seriously. However, if the accusation is obviously frivolous, no further action will be taken.
6. Should the Camp Manager and the Chairman of the Board believe the alleged abuse is a maltreatment as defined in M.S.A. 626.556, the Chairman of the Board will contact our insurance agent and an attorney.
7. Should the Camp Manager and the Chairman of the Board believe the alleged abuse is a maltreatment as defined in M.S.A. 626.556, the camp manager shall report the same to the local (Hubbard County - 218-732-1451) welfare agency or sheriff's department.
8. The Camp Manager will contact the victim's family upon the recommendation of the Chairman of the Board. Camp manager will reassure victim and victim's family that the complaint is being taken seriously; that we have procedures in place for complaints and they will be followed to ensure proper follow-through; and that the camp desires to extend care and support in whatever ways possible to the victim and the victim's family. The family will be encouraged to seek support from their local church minister.

Procedure to Respond to Media Inquiries

1. The designated spokesperson for any media inquiries regarding a case of child abuse allegation is the Chairman of the Board.
2. No one else is permitted to speak officially on behalf of Pine Haven to any media outlet unless approved by the Chairman of the Board.
3. Spokesperson will communicate Pine Haven's concern for all victims of child sexual abuse and that we take our allegations seriously.
4. Spokesperson will be briefed by an attorney regarding legal concerns and the content of any public comment.

Abuse Allegation Information Report

Victim:

Name _____

Age _____

Gender _____

Address _____

Alleged Perpetrator:

Name _____

Age _____

Gender _____

Address _____

Nature of the misconduct alleged to have occurred:

How many times has this misconduct occurred? _____

Dates and Locations of the incidents.

Relationship between the victim and the alleged perpetrator: _____

Other evidence that supports the allegation (eyewitnesses, medical exams, confessions, etc.) :
