

Camp St. Martin

Archdiocese of Grouard McLennan

Incident Prevention Policies and Procedures (Updated 2018)

Table of contents

1. Introduction
2. General Definitions
 - a. Types of abuse
3. Conduct with campers (minors)
 - a. Physical Contact
 - b. Verbal interactions
 - c. Camper discipline
 - d. One on one
 - e. Off site contact
 - f. Electronic communication
 - g. Giving Gifts

1. Introduction

Camp St. Martin proudly operates under the Archdiocese of Grouard - McLennan. The camp abides by all diocesan policy and codes of conduct. Our event specific abuse prevention policies and procedures are implemented to ensure above standard efforts to protect our staff, volunteers, and campers. Safety is always our primary concern for all camp programs, so the policies and procedures outlined in this manual are designed to facilitate effective monitoring and supervision in order to protect campers from abuse and staff and volunteers from false allegations of abuse.

2. General Definitions

A. Types of abuse

1. Physical abuse is injury that is intentionally inflicted upon a camper.
2. Sexual abuse is any contact of a sexual nature that occurs between a camper and an adult or between two campers. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other camper.
3. Emotional abuse is mental or emotional injury to a camper that results in an observable and material impairment in the camper's growth, development, or psychological functioning.
4. Neglect is the failure to provide for a camper's basic needs or the failure to protect a camper from harm.

3. Conduct with campers (minors)

The following policies are intended to assist staff and volunteers in making decisions about interactions with campers.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from camp.

The Code of Conduct outlines specific expectations of the camp staff and volunteers as we strive to accomplish our mission together.

1. Campers,

- will be treated with respect at all times.
- will be treated fairly regardless of race, sex, age, or religion.

2. Staff and volunteers,

- will follow the camp's policies regarding contact with campers after camp. Will adhere to uniform standards of displaying affection as outlined in this manual.
- will avoid affection with campers that cannot be observed by others.
- will not use profanity or tell inappropriate jokes.
- will not discuss their sexual encounters with or around campers or in any way involve campers in their personal problems or issues.
- will not date or become romantically involved with campers.
- Staff and volunteers will not use or be under the influence of alcohol, marijuana or illegal drugs in the presence of campers.
- will not have sexually oriented materials, including printed or online pornography, at camp.
- will not have secrets with campers.
- will not stare at or comment on campers' bodies.
- will comply with the camp's policies regarding interactions with campers outside of camp.
- will not engage in inappropriate electronic communication with campers.
- are prohibited from working one-on-one with campers in a private setting. Staff and volunteers will use common areas when working with individual campers.

Staff and volunteers will not abuse campers in anyway including (but not limited to) the following:

1. *Physical abuse*: hitting, spanking, shaking, slapping, unnecessary restraints
2. *Verbal abuse*: degrading, threatening, cursing, name calling.
3. *Sexual abuse*: inappropriate touch, exposing oneself, sexually oriented conversations
4. *Mental abuse*: shaming, humiliation, cruelty
5. *Neglect*: withholding food, water, shelter

Campers are prohibited from engaging in the following:

1. *Hazing*
 2. *Bullying*
 3. *Derogatory name-calling, Games of Truth or Dare, Ridicule or humiliation, Sexual activity*
- Staff and volunteers will report concerns or complaints about other staff and volunteers, other adults, or campers to any of the following individuals:

Youth Coordinator - Archdiocese of Grouard McLennan **1.780.837. 1335**
 Vicar General - Archdiocese of Grouard McLennan **1.780.532.9766**

- Staff and volunteers will report allegations or incidents of abuse to the Camp Director.
- **Incident report sheets can be found in the CSM camp trailer in the folder on the wall.**
- Staff and volunteers may not have engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child.

A. Physical Contact

Our camp has implemented a physical-contact policy that will promote a positive, nurturing environment while protecting campers, staff, and volunteers from misunderstandings. The following guidelines are to be carefully followed by all staff and volunteers working with campers:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> ● Side hugs ● Shoulder-to-shoulder or “temple” hugs ● Hugs when approached by a youth ● Pats on the shoulder or back ● Handshakes ● Fist bump ● High-fives ● Verbal praise ● Pats on the head when culturally appropriate ● Holding hands (with young campers in escorting situations) ● Hair combing or braiding (with consent) ● Hand on shoulder (with consent, when praying over someone) 	<ul style="list-style-type: none"> ● Kisses ● Showing affection in isolated area ● Lap sitting (a child is never permitted to sit on an adult/counselors lap) ● Wrestling ● Piggyback rides ● Tickling ● Allowing a child to cling to an employee’s or volunteer’s leg ● Any type of massage given by or to a camper ● Any form of affection that is unwanted by the camper or the employee or volunteer ● Compliments relating to physique or body development ● Touching bottom, chest, or genital areas ● Favoring certain campers (treating them differently or spending more time with them than others)

B. Verbal Interactions

Staff and volunteers are prohibited from speaking to campers in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Staff and volunteers must not initiate sexually oriented conversations with campers. Staff and volunteers are not permitted to discuss their own sexual activities with campers.

The camp’s policies for appropriate and inappropriate verbal interactions are:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> ● Positive reinforcement ● Appropriate jokes ● Encouragement ● Praise ● Expressing gratitude 	<ul style="list-style-type: none"> ● Name-calling ● Discussing sexual encounters or in any way involving campers in the personal problems or issues of staff and volunteer ● Secrets ● Racism ● Cursing ● Off-color or sexual jokes ● Slander ● Gossip ● Mockery ● Shaming ● Belittling ● Derogatory remarks ● Harsh language that may frighten, threaten or humiliate campers ● Derogatory remarks about the camper or his/her family

C. Discipline of Campers

Staff and volunteers are prohibited from using physical punishment for the behavior management of campers. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by campers. Staff and volunteers will have age-appropriate expectations and guidelines that minimize the need for discipline.

Staff and volunteers are *prohibited* from using the following techniques for discipline under any circumstances:

Inappropriate Discipline Practices

<ul style="list-style-type: none"> ● Hitting ● Spanking 	<ul style="list-style-type: none"> ● Pulling hair or ears or clothing ● Biting
---	--

<ul style="list-style-type: none"> • Shaking • Slapping • Using physical exercise as a consequence • Withholding food, light, or medical care • Name-calling • Shoving 	<ul style="list-style-type: none"> • Pinching • Shaming • Derogatory remarks • Ostracizing • Mechanical tape or rope restraints • Punishment for toileting accidents • Angry yelling
--	---

D. One-on-One Interactions

Most abuse occurs when an adult is alone with a youth. Our camp aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the camp director.

In those situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

Guidelines for Approved One-on-One Interactions
<ul style="list-style-type: none"> • When meeting one-on-one with a camper, always do so in a public place where you are in full view of others. • Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes. • If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by. • Inform other staff and volunteers that you are alone with a camper and ask them to randomly drop in. • Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

E. Off-Site Contact

Many cases of organizational abuse occur off site and after camp ends for the summer. This contact outside of regularly scheduled activities may put camp staff, volunteers, campers, and our camp at increased risk. Our camp has determined that the following forms of outside contact are appropriate and inappropriate:

Appropriate Outside Contact	Inappropriate Outside Contact
<ul style="list-style-type: none"> • Taking groups of campers on an outing • Attending sporting activities with a group 	<ul style="list-style-type: none"> • Taking one camper on an outing without

<ul style="list-style-type: none"> of campers • Attending functions at a camper’s home, with parents present • Sending postcards to the camper’s home addressing both the parent and camper 	<ul style="list-style-type: none"> the parents’ written permission • Visiting one camper in the camper’s home, without a parent present • Entertaining one camper in the home of a camp employee or volunteer • A lone camper spending the night with a camp employee or volunteer
--	--

When outside contact is unavoidable, ensure that the following steps are followed:

1. Supervisors should identify for staff and volunteers what types of outside contact are appropriate and inappropriate.
2. Ensure that the employee or volunteer has the parent's permission to engage in outside contact with the camper. Consider requiring the parents to sign a release-of-liability statement.

F. Electronic Communication

Electronic communication provides a venue for private communication between staff or volunteers and youth. Therefore, with electronic communication policies, our camp stresses transparency in all interactions.

1. Electronic Communication Guidelines

The following guidelines are for camps that allow electronic communication between counselors and youth. Parents and youth should also be provided with information about how to respond to inappropriate communication from counselors.

Appropriate Electronic Communication	Inappropriate Electronic Communication
<ul style="list-style-type: none"> • Sending and replying to text messages from youth ONLY when copying in a supervisor or the youth’s parent • Communicating through “group pages” on Facebook or other designated public forums • “Private” profiles for staff and volunteers which youth cannot access 	<ul style="list-style-type: none"> • Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments • Sexually oriented conversations • Private messages between staff and volunteers and youth • Posting inappropriate comments on pictures • Sending Snapchat messages or other disappearing messages and/or images.

G. Gift Giving

Molesters routinely groom youths by giving gifts, thereby endearing themselves to the youth. They might instruct the youth to keep the gifts a secret, which then starts teaching the youth to

keep secrets from parents. For this reason, staff and volunteers should only give gifts to groups of campers, and only under the following circumstances:

1. Administration must be made aware of and approve the gift
2. Parents must be notified

Code of Conduct - Participants: <https://archgm.ca/wp-content/uploads/2017/08/Form-8.4.a.pdf>

Code of Conduct - Leaders: <https://archgm.ca/wp-content/uploads/2017/08/Form-8.4.b.pdf>

Behavior Policy Chart (Violation Consequences)

Violation	Description	Reminder	Clear Warning	Report to Camp Director	Contact Parents	Dismissal from Camp
Cell Phone	Found hiding phone or neglecting others due to being on a phone	X	X	X	X	
Defiance	Neglecting to comply with persons in authority. Persistent opposition to authority. Behavior contrary to a positive moral tone	X	X	X	X	
Profanity	Swearing or the use of obscene or foul language. Using the Lord's Name in vain.	X	X	X	X	X
Bullying	Physical assault or aggression. Threat of physical aggression. Ongoing and deliberate exclusion. Emotional abuse and/or harassment.		X	X	X	X
Harassment	Repeated comments or conduct that is known or ought to be known as unwelcome (including racial discrimination and slurs).		X	X	X	X
Theft	Taking or possessing property without the permission of the owner.		X	X	X	X
Vandalism	Acts of vandalism include graffiti and the willful destruction of property.			X	X	X
Weapons	Possession, use of, or threat of use of a weapon (including but not limited to a firearm or knife).			X	X	X

Alcohol	Consumption or possession of alcohol while on the property or in the Camp's charge.			X	X	
Smoking	Use of any tobacco products (not limited to cigarettes) on Camp property or while in the Camp's charge.		X	X	X	
Drugs - Legal	Use of non-prescription or prescription drugs not administered or approved by a Healthcare professional (including the Camp Nurse or Administration).			X	X	X
Drugs - Illegal	Use or possession of illegal drugs on Camp property or while in the Camp's charge.			X	X	X
Sexual Acts	Engaging in sexual activity which compromises the physical or emotional safety of the self or others.			X	X	X