

PERSONNEL POLICIES

(COMMON POLICIES FOR WEEKLY/RETREAT VOLUNTEERS AND SUMMER-LONG STAFF)

2.1A1 STAFF COVENANTS

All staff are required to sign a Covenant acknowledging the terms of employment or volunteer service, these Personnel Policies, applicable Job or Service Description(s), and other policies and guidelines provided by the Camp Director. The Covenant requires the signature of both parties as well as a witness. If the staff member is under age 18, the witness must be his/her parent or legal guardian. The original Covenant should be returned to the Center Director immediately upon receipt. Staff members may keep a copy for their records.

2.1A1.1 BACKGROUND CHECKS

A federal criminal background will be run on all paid and volunteer adult staff (age 18+). All information will be held in confidentiality in the Camp Office. Background checks will be performed on all new staff as well as all returning staff every year. A check of the National Sex Offender Registry will be conducted annually on all paid and volunteer staff, regardless of age.

2.1A2 WORSHIP AND DEVOTIONAL LIFE

Staff are strongly encouraged to pursue a personal daily devotional routine while they are serving at Camp Hope. All staff are expected to participate in worship experiences with the campers/guests and/or other staff on a daily basis.

2.1A3 GENERAL STAFF CONDUCT

All staff members are expected to conduct themselves at all times in a manner that is a credit to Camp Hope and the Moravian Church. Staff are encouraged to consult with and correct each other in the spirit of Christian community.

2.1A4 FRATERNIZATION

Under no circumstances shall inappropriate touching, verbal advances or secret meetings be made between any staff member and any camper/guest. Staff-camper guest fraternization is grounds for immediate dismissal.

Between staff members, public displays of romantic affection are discouraged, especially in the presence of campers/guests. Even among staff alone, romantic affection can often be a cause of reduced communication among all staff and is therefore not encouraged.

2.1A5 ABUSE AND DISCIPLINE

Camp Hope's priority is to provide a safe and positive haven for all. We have a responsibility to treat our campers in a kind and fair manner and to provide them with proper care and guidance should they disclose abusive incidents. Camp Hope's policy for staff is very simple. Any type of physical, sexual, or psychological abuse of campers by staff will not be tolerated. Staff abuse of a camper will lead to immediate termination and possible legal action. **Physical abuse** includes hitting, shaking, squeezing, kicking, hair pulling, fifty pushups, or any of the old "kid's tortures" such as wrist burn, wedgy, eat a fly. **Sexual abuse**

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includes lip-kissing, touching privates, staff/camper relationships, lewd behavior. **Psychological abuse** includes deprivation of food, intimidation, threats of violence, public humiliation.

If a camper discloses sexual abuse to you, either from home or by one of the staff, you have a legal obligation to report it to the Camp Director. We are required to report suspected abuse cases to the state.

If you are accused by a camper of abuse, you will be immediately removed from the situation. The Administrative camp staff will conduct an investigation and determine if the accusation is valid or groundless. We will deal with the situation. If the accusation appears to be valid, we will report the situation to the parents and the state. The state will then launch its own investigation, and if the accusation is true, then immediate termination will result.

Children need love and affection, so do not be so alarmed by abuse precautions that you isolate the campers. Hand-holding, hair tousling, high fives, pats on the back, and side hugs are all fine.

Situations to avoid:

1. being alone with a child in private areas;
2. obvious favoritism of a camper;
3. nudity or provocative clothing;
4. encouraging a camper who has a crush on you;
5. flirting with campers;
6. tickling or wrestling;
7. overstimulating conversations or activities (pillow fights, dirty jokes).

Some actions can be easily misinterpreted. We **prohibit** all staff from:

1. patting campers' behinds;
2. having a camper of the opposite sex sit on your lap;
3. writing a camper romantic letters, emails, texts, etc.;
4. swearing at campers.

2.1A6 CORPORAL PUNISHMENT

Positive encouragement and personal dialogue are preferred ways for modifying undesirable camper/guest behaviors. Corporal (physical) punishment, isolation, the denial of food, and threats are not acceptable and are grounds for immediate dismissal. (see written Discipline Policy).

2.1A7 HEALTH FORMS

All staff are required to complete and return the Health Form provided by the Camp Office prior to the beginning of service each year. Staff under 18 years of age must also have this signed by their parent or legal guardian. Due to state requirements, an incomplete form may prevent a staff member from service.

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In the Health Form, each staff person should report his/her complete health history, special emergency information, allergies, immunization history, insurance company name and policy number, and prescription and over-the-counter medications that will be brought to the Center. A waiver and permission-to-treat statement must be signed.

2.1A8 POSSESSION OF MEDICATIONS

All prescription and over-the-counter medications – including vitamin pills and Tylenol – brought to Camp Hope during summer youth programs shall be immediately reported and given to the Health Care Provider (appointed nurse or first-aider). Only the Health Care Provider shall administer these medications. Certain exceptions may be made, i.e., medications for asthma and bee sting allergies, but only after the medication has been checked-in with the Health Care Provider.

2.1A9 WATERFRONT SUPERVISION AND SAFETY

There shall be a minimum of three certified lifeguards (employed or appointed by the Camp Director) on duty at all times that either the swimming pool or the lake are in use. When the swimming pool and the lake are in use at the same time, there shall be a minimum of five certified lifeguards on duty. In addition, there shall be one designated adult (18+) “spotter” for every 10 youth campers (under age 18) in the pool. There shall also be a spotter on shore watching the water whenever the lake is in use.

All youth program participants, including campers and staff, must complete a swimming abilities review administered by the Waterfront Director (or Head Lifeguard) during the first swim period each week. A written record of review results for each participant shall be kept in the Pool house.

There shall be a minimum of one certified lifeguard on duty and in a boat while each 25 or less youth campers are boating on the lake. In addition, one adult “spotter” is stationed on shore for additional observation for every 25 or less youth boaters.

For adult and family guests, there shall be a minimum of one certified lifeguard on duty while every 25 or less guests are boating in Camp Hope-owned boats. It is strongly encouraged to follow the same “spotter” ratio and procedure as there is for youth programs. Children age 12 and under must be accompanied by a parent or designated adult in the boat when using Camp Hope-owned boats.

Off-site boating trips must be accompanied by a certified lifeguard and designated “spotter” for every 25 or less participants.

All boaters must wear and properly fasten the appropriately-sized, Coast Guard-approved, jacket or yoke type personal flotation devices (“life jackets”) at all times while on a Camp Hope program activity. Seat-cushion flotation devices may not be substituted for jacket or yoke type devices.

All “spotters” are from the weekly/retreat staff and appointed by the Program Dean. Spotters must never turn their backs to the campers/guests they are watching. Spotters are not to leave their station until their replacement has arrived and is ready to perform their duty.

Before the first swimming or boating period, a lifeguard shall explain safety procedures and signals. The lifeguards on duty for any water-based activity are responsible to monitor and provide for safe conditions. It may be necessary to immediately close water-based activities when unsafe conditions occur, i.e., unhealthy pool chemical balances, an approaching electrical storm, or inappropriate behavior. The lifeguard's decision is final.

All lifeguarding equipment is to be used, handled, and deployed exclusively by the certified lifeguards. These include rings, rescue tubes, personal flotation devices, hooks, backboards, and waterfront first aid kits.

This policy is subject to the current written Waterfront Safety Procedure and the latest laws of the State of New Jersey regarding public bathing and youth camp swimming, boating and waterfront activities.(See written Waterfront Procedure 3.2)

2.1A10 EMERGENCY PROCEDURES AND DRILLS

In compliance with the rules of the State of New Jersey and orders of good practice, each staff member shall be informed and aware of his/her respective role and general procedures during emergencies, including those of fire, disaster, and medical natures.

Staff members of summer youth programs shall also be involved in at least one emergency drill during each of their respective session(s) and shall read and understand the written Emergency Procedures document.

2.1A11 USE OF CENTER VEHICLES AND MOTORIZED EQUIPMENT

Only staff authorized by the Camp Director may operate motorized equipment owned or rented by Camp Hope, including the pickup truck(s), tractor, lawn mowers, chainsaws, weed whackers, meat carvers, and craft room devices. Authorization may be obtained by successfully completing operational and safety instruction and review. Under no circumstances shall any camper/guest be allowed to operate motorized equipment or be transported in any Camp Hope-owned vehicle without first receiving permission from the Camp Director.

All state and local laws shall be followed and safety practices strictly observed. Passengers shall ride only in the cab of pickup and open-bed trucks. No one shall ever ride in the open rear bed of a pickup truck or standing in or any vehicle. Seatbelts, if provided, must be worn.

The staff member is responsible for injuries as well as loss or damage to the equipment. Inappropriate and unsafe use of motorized equipment may result in suspension of the privilege to use them.

Although the speed limit on Camp Hope grounds is 15 miles per hour, pedestrians, wildlife, and service vehicles/equipment always have the right-of-way and caution should be practiced at all times. Speed should be reduced to 5 MPH whenever campers are present.

2.1A12 USE OF CENTER NON-MOTORIZED EQUIPMENT

Staff may use Camp Hope's non-motorized equipment provided that:

- 1) their use is during their daily break or day off and
- 2) their use does not interfere with the needs of the camper/guests.

General rules and practices covering availability and safety must be known and observed by the staff member.

The staff member is responsible for any loss or damage to the equipment whether or not she/he is using it while performing his/her assigned responsibilities or during time off.

Inappropriate and unsafe use of equipment may result in suspension of the privilege to use them.

2.1A13 PERSONAL MOTORIZED VEHICLES

While any staff person is "on duty," serving campers/guests, personal motorized vehicles shall remain parked during sessions and not used without specific permission of the Camp Director. Personal vehicles shall be parked in designated parking spots.

Under no circumstances shall any camper/guest be transported by a personal vehicle or shall a personal vehicle be used for Camp Hope business without first receiving permission from the Camp Director or his/her leadership appointee; in such cases, a mileage reimbursement will be provided if reported in writing. State law for youth camps requires that certain regular maintenance records and inspection checks are necessary for any vehicle that transports youth campers and youth camp staff.

Youth campers/guests (under 19) bringing their vehicle to and keeping it at a Camp Hope-sponsored, overnight program shall register it with the Camp Director or his/her appointee. Youth campers/guests may not use their vehicle during the session without the express written permission from their parent or legal guardian received in advance by the Camp Director or his/her appointee.

Although the speed limit on Hope Center grounds is 15 miles per hour, pedestrians, wildlife, and service vehicles/equipment always have the right-of-way and caution should be practiced at all times. Speed should be reduced to 5 MPH whenever campers are present.

2.1A14 PERSONAL POSSESSIONS

All staff and campers/guests shall:

- a. not possess on Camp Hope grounds any type of hunting equipment (fishing gear excluded) or explosives except when approved by the Camp Director. This includes, but is not limited to, knives, firearms, archery, electronics devices, fireworks, firecrackers, and sparklers.
- b. not possess or care for personal pets.

- c. be responsible for their own vehicles and drive and park them within the guidelines established by Camp Hope; and
- d. be responsible for their own personal items and appropriately safeguard them (Camp Hope is not responsible for the loss of or damage to any personal possessions).

2.1A15 GRATUITIES

No staff member shall receive gratuities of any kind from any camper, guest, parent, or other staff member. This includes cash, checks, gifts, services-in-kind and favors.

2.1A16 TELEPHONE USE/TELEPHONE CONTACT WITH PARENTS

Staff may use Camp Hope's phones for personal use provided that:

- 1) it does not interrupt the Camp Hope's business,
- 2) calls are limited to five minutes,
- 3) personal calls are made or received only during daily break and day off times, and
- 4) personal long distance calls are paid for directly by the caller with a phone card or collect.

Staff cell phone use shall be restricted so that it is not observed by the campers. Cell phones should not be placed around cabins or the camp where they can be seen by campers.

All personal and Camp Hope-business messages should be written and delivered to the intended recipient within 30 minutes of receipt of the call. Calls for Camp Hope's business may be made only by the Camp Director or his/her appointees.

Parents/guardians may feel free to contact the main office to inquire about their child. Telephone contact with the parent/guardian of youth campers/guests (under age 19) shall be made by the Camp Director or his/her appointee. Circumstances for phone contact may be illness, professional health care, extreme homesickness, infraction of camp rules, disruptive behavior, and other circumstances when program leaders deem it necessary.

2.1A17 FOOD, MEALS AND STORE

All staff are provided with three meals a day, plus an evening snack, except when campers/guests are not being served. If additional free snack foods are available, they will be set out. Staff may not take any food or supplies from the Kitchen or Dining Hall Storage room without prior permission of the Food Service Manager. Likewise, nothing may be taken from the Store without prior permission of the Support Services Coordinator or Administrative Assistant. All store items (snacks, soda, clothing, novelties) must be purchased with a Store "Debit" account, cash, or check.

2.1A19 OPERATIONAL EXPENSES AND REIMBURSEMENTS

Staff members shall receive approval in advance for any and all camp operational expenses they wish to make, including those for program, food service, maintenance, and administration. Approval shall be obtained as appropriate from the Program Dean or Camp Director. Ultimately, the Camp Director must approve all expenses. Reimbursement will only be made upon presentation of a receipt for pre-approved expenses.

2.1A20 SELF-STEWARDSHIP

As witnesses to Christ and servants in an intentional Christian community in the Moravian tradition, it is imperative that each staff member is a good steward to him- or her-self. Such self-stewardship includes good personal hygiene, adequate sleep and rest, appropriate management of personal affairs, and good order of one's personal possessions so as to set positive examples for campers/guests, lift up the whole Christian camp community and serve with a joyful heart and ready mind.

Staff shall dress appropriately and cleanly for their respective activities and responsibilities. They are expected to wear shoes and socks at all times (except in cabins and in the pool enclosure) in order to protect their feet from obstacles and insects. Open-toed shoes and sandals are discouraged.

When injured or sick, staff members shall immediately see the Health Care Provider who shall examine the staff member and make recommendation for additional treatment and care to the Camp Director.

Staff members are individually responsible to keep their living quarters in good order at all times and to clean it weekly. Floors shall be kept clear of clothing and other articles.

2.1A21 CONTROLLED SUBSTANCES

All medications will always be kept under lock and key. During summer youth programs, they shall be clearly labeled and administered under the written direction of a physician and by the Health Care Provider as guided by the Camp's Health Care Guidelines.

Under no circumstances shall the possession, use, or storage of any alcoholic beverages or illegal drugs or substances be permitted. Such activity shall result in the immediate removal of the offender in consultation with the program and staff leaders and the parent or legal guardian of a minor. However, wine may be used for the Sacrament of Communion.

The use of tobacco products is prohibited in all areas of camp. The possession, use, or storage of tobacco products is not permitted. Such activity shall result in immediate corrective action and is subject to removal in consultation with the program staff leaders and the youth's parent or legal guardian.

For the purpose of this document, "tobacco products" includes all equipment and supplies for electronic cigarettes (Juuls, e-cigs, etc.), vaping, and any other alternative method of nicotine delivery or smoking, in addition to cigarettes, cigars, chewing tobacco, etc.

The use of recreational marijuana is legal in New Jersey; however, legalized, recreational, or casual use of marijuana and marijuana and/or CBD products is still prohibited at Camp Hope. Use of medical marijuana and/or CBD products for medical purposes is permitted as long as the nurse or medical professional is notified at the beginning of camp. Medical marijuana and CBD products are considered medicines, and must be turned over to the camp nurse or medical professional, who will dispense them as with other medicines for campers and staff.

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For rental groups, medical use of marijuana and/or CBD products must be disclosed in the rental contact and/or to the Camp Hope staff. Use of medical marijuana and/or CBD products is allowed provided it is not accessible to anyone else, is never used in the presence of those under 21 years of age, and is used only in designated areas.

2.1A22 HOMESICK CAMPERS

Counselors are to report homesick campers to the Weekly Program Deans, Program Specialists, and the Camp Director. An individualized plan will be developed and carried out by the Counselor and supervisory staff to help the camper adjust. In extreme cases of homesickness, the Dean, Camp Director, or a designee will contact the camper's parents or guardians to inform them of the situation and seek advice. On the last day of camp, the Conference Deans or program staff will inform parents or guardians of their child's homesickness, the implemented plan, and the child's progress through the week.