



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Camp Takodah SUMMER CAMP PERSONNEL POLICY

Revised 4.30.21/rr

The purpose of this Personnel Policy is to define expectations of Camp Takodah staff members. As a member of the staff team, you represent the Takodah YMCA and Camp Takodah on a daily basis.

We require staff to obey all national/state laws and local regulations, as well as the practices and procedures outlined below. We consider these policies and practices to be considered part of your contractual agreement, and your acceptance of them is implicit in signing the agreement for summer employment at Camp Takodah. The terms of these policies in no way supersede local, state, and federal employment laws.

TERMS OF WORK

Equal Opportunity Employer: Camp Takodah is an Equal Opportunity Employer, committed to valuing diversity and practicing inclusion. Camp Takodah does not discriminate due to age, gender, race, religion, sexual orientation, or any other protected status. In accordance with the Equal Employment Opportunity Commission (EEOC), Camp Takodah shall provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. Staff may request an accommodation from the Camping Services Director.

Fair Labor Standards Act: Camp Takodah complies with all applicable standards of the FLSA. As a seasonal recreational establishment, Camp Takodah is exempted from paying the federal/state minimum wage. Camp Takodah must have signed parental permission for staff members ages 16-17 to work. Parents may denote this permission by co-signing the staff contract. If staff feel their employment violates the FLSA, they shall take their concerns to the Camping Services Director.

At-Will Employment: Camp Takodah is an at-will employer, meaning that an employee can be dismissed for any reason and without warning. Staff are similarly entitled to leave their job without reason or warning. However, Camp Takodah requests that staff give at least two weeks of notice to the Assistant Camp Director of any changes to their contract.

Criminal Background Checks: In accordance with American Camp Association and NH Youth Recreation Camp standards, criminal background checks are conducted on all staff on an annual basis at the expense of Camp Takodah. Your hire and contract are conditional on a clean criminal record. The Camping Services Director and Executive Director may provide exceptions for certain criminal records, provided you are open and honest with us when you apply. Staff are required to immediately notify the Camping Services Director if they are arrested or convicted of a crime during their contract.

Attendance: Staff are expected to attend all camp functions and assigned duties (e.g. flag raising/lowering, meals, evening programs) unless otherwise assigned, on scheduled time off, or specifically excused by the Camping Services Director. Staff are also required to attend weekly staff meeting unless excused by the Camping Services Director due to a conflicting duty.

Time Off: Staff receive one 36-hour period off each session (based on the time slots available), and one 36-hour period off between sessions (changeovers). Administrative staff who are assigned program duties during changeover dates will be compensated with time off during weekdays. See "Daily Breaks" below for more details on daily breaks. Staff members may leave camp only with the permission of the Camping Services Director. Staff members are expected to check out with their supervisor and sign out in the "check-out" book.

Daily Breaks: Staff have a one-hour planning period each day during an assigned class period unless designated to provide class coverage for a co-worker who is on time off. In addition, staff will have a two-hour break each day (either lunch/siesta or R&R—alternating days with their co-leader).

Sick & Vacation Time: Due to the nature of summer camp, staff are generally not approved for vacation time. If staff have an injury or illness preventing them from work, they must present a written excuse from a licensed healthcare provider or the health center team to the Assistant Camp Director. Staff excused from work for medical reasons will receive paid time off.

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Salary, Payment, & Contracts: Staff are compensated for their work at Camp Takodah. Each staff member has agreed to work for a specified salary in their contract, which is based on a standardized pay scale that ensures fair and consistent compensation for all staff. Individual staff salaries are confidential and should not be discussed. Staff shall take any questions or concerns regarding salaries to the Assistant Camp Director and Camping Services Director. Staff are expected to give their best regardless of their salaries.

Pay Periods: Staff will receive a paycheck or direct deposit at the end of each session worked. The checks will be distributed on the last day of each session after all session cleaning and checkout tasks have been completed.

Meals & Lodging: Most staff receive free meals and lodging during their employment. Since living and eating at camp are job requirements of most staff, meals and lodging are provided at no cost, and no fees are deducted from salaries for them.

Tips and Gratuities: It is not acceptable for staff to accept tips, gifts, or gratuities. Staff should not imply that tips are expected. We expect staff to bring the same high level of service to all campers and their families. In the event a parent is insistent on tipping, invite them to leave a gift in the Staff Appreciation Fund or Camp Improvement Fund. If parents do leave a tip, staff should make this contribution "on their honor."

Verification & Taxes: In accordance with Federal Law, Camp Takodah is required to review your eligibility for employment and withhold a portion of your pay for income and social security tax according to your employment forms. Please come to camp prepared to fill out an I-9 and W-4 form with your driver's license and a social security card. International staff members are exempt from taxes, but they must have a valid J-1 visa to work, and they will be required to secure a social security card upon arrival to the United States.

Insurance: Staff members are responsible for their own health and safety. Accordingly, health and accident insurance coverages are the responsibility of each individual. Should you need medical services during your employment, the Cheshire Medical Center staff and other doctors are on call in the area and available after consultation with our Health Center team. Since Camp Takodah does not provide health insurance to seasonal staff, summer camp staff are not eligible for COBRA benefits.

Worker's Compensation Insurance: Staff members are protected by Worker's Compensation Insurance, which provides coverage for work-related accidents and illnesses. Any work-related injuries must be reported to the Health Center team and office manager immediately (before seeking medical assistance at a clinic or hospital).

Health Profile & Physical Examination: Once employed, staff must submit a health profile through CampDoc.com, with downloads that are signed and dated by a licensed physician no more than six months prior to the start of camp. The statement will include a certification that you are fully capable of carrying out the duties for which you are contracted.

Staff Orientation: Before the arrival of our campers, there will be a contracted period devoted to training topics and team building. Attendance by all staff members during all training sessions is mandatory. In the unlikely event a staff member is granted permission to miss any segment of staff training, they must make up material via an individual briefing with their Division Head. Staff are required to pass assigned Expert Online Training courses before staff orientation, and well as read any other materials provided (e.g. Personnel Policies and Staff Manual).

Purchasing: All purchasing for camp supplies is done through the Camping Services Director, with receipts turned in immediately. Staff may not purchase anything for camp without specific permission granted by the Camping Services Director. Staff may purchase items from the Camp Store (sometimes at reduced rates approved by the Camping Services Director). Staff must pay with cash, check, or credit card at the time of purchase.

Safety and Health Regarding Bloodborne Pathogens: Bloodborne pathogens are infectious microorganisms in human blood (and any other bodily fluids or excretions) that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B, hepatitis C, and human immunodeficiency virus. Accidents and illnesses at camp might expose staff members to bloodborne pathogens. Staff members should treat all bodily fluids as potentially infected. Staff members who encounter bodily fluids should protect themselves through the following procedures: Use surgical gloves (available in all first aid kits) before touching bodily fluids. Place any compromised clothing in a sealed, leak-proof, and labeled bag. Disinfect any surfaces contaminated by bodily fluids. Immediately wash your hands and any other body parts that were exposed to bodily fluids with soap and water. Proceed to the health center immediately. Follow any directives of the health center team.

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Electronics and Media: Camp Takodah is a place where campers can unplug to connect with themselves and each other. Accordingly, there will be no computers, TVs, electronic games, cell phones, tablets, e-readers, or other such units in camper cabins or program areas. One staff music player or clock radio is appropriate in each cabin for selective supervised use, with the volume not to be heard outside the cabin. We prefer that Takodah be a place where campers and staff can make their own music, and can enjoy silence and the sounds of the woods, rather than the constant chatter of background music.

Staff must ensure that any audio or print media exposed to campers portrays healthy messages for youth. We are especially concerned about the impact of profane or vulgar lyrics; fashion, men's/women's interest, and celebrity magazines; and violent or racy comic books. Staff should take questions or concerns about appropriate media to their immediate supervisors.

Camper Electronic Communication: Staff members are expressly prohibited from engaging in electronic communication with campers, such as cell phones, text messages, emails, and social networking sites, without the express consent and monitoring of the Camp Director. Additionally, staff members are required to make their social media profiles private and refrain from friending and following campers or their parents/guardians.

Written Information Security Program: Camp Takodah is committed to protecting the confidentiality of all sensitive data that it maintains, including information about individuals who work or attend summer camp. Accordingly, all staff are required to access, utilize, and disseminate sensitive information only for approved purposes within the scope of their job. Staff shall always maintain both physical (e.g. locked file cabinet) and/or technical (e.g. password protected) safeguards in protecting sensitive information. If staff encounter sensitive information that is not properly safeguarded, they shall report the incident to the Office Manager and/or Camping Services Director immediately.

Camp Reputation: Camp Takodah has a superb reputation in the community and camping industry. Staff shall maintain this image by respecting the following guidelines:

- Staff shall not use the Camp Takodah name, logos, or images without permission from the Camping Services Director.
- The Children's Online Privacy Act requires us to obtain permission to post images, names, and other information about youth under the age of 13 online. While we obtain parental permission to use campers' images on the camp website, Facebook, and other promotional avenues, this permission does not extend to our staff and their social media or online presences.
- Staff shall supervise any photography going on inside our cabins and forbid photography in changing areas and bathrooms.
- Camp Takodah prohibits staff from accessing, displaying, or possessing inappropriate information or pornography on any devices at camp (including both personal and camp devices).

Performance Reviews: All staff performance is overseen and evaluated by an immediate supervisor and/or the Camping Services Director, who should provide ongoing formal and informal feedback. Staff members should understand that feedback is given in order to support their personal growth. As such, staff members should accept feedback with an open mind and a commitment to performing at their highest levels. When listing work-related experience on a resume, staff may use the Camp Takodah (Assistant Camp Director and Camping Services Director) as references.

ROLE MODELING AND CONDUCT

Code of Conduct: All staff are expected to abide by the following behavioral expectations:

- Staff will exhibit the highest ethical best practices and personal integrity.
- Staff will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Staff will not physically, sexually, or emotionally abuse or neglect a youth or adult.
- Staff will share concerns about suspicious or inappropriate behavior with their supervisor or the Camping Services Director.
- Staff will report any suspected abuse or neglect of a youth to the state authorities, in partnership with the Camping Services Director.
- Staff will accept their personal responsibility to protect youth and adults from all forms of abuse.

Motto: "Friendly to All" is the motto of Camp Takodah. More than a motto, it is our way of life. Staff shall model the Friendly to All spirit and the YMCA core values of honesty, caring, respect, and responsibility in their interactions with everyone who is a part of the Takodah community—both at camp and beyond.

Appearance: All staff must keep themselves and their living/working areas neat, clean, and well groomed. Staff should always present themselves in a way that would meet the approval of the parents of our campers. Camp Takodah recognizes the rights of individuals to express themselves through dress and appearance, but reserves the right to require staff to adjust dress and appearance when health, safety, or role modeling to campers is involved.

For example: The Camp administration might ask staff to conceal certain piercings or tattoos. Staff may not wear revealing clothing or shirts with racy slogans or advertisements for tobacco, drugs, or alcohol.

Staff Uniforms: On opening and closing days, staff must wear a staff shirt (provided khaki-colored shorts. Hats and closed-toe shoes are required for anyone working in the kitchen. Staff must always wear appropriate footwear.

Staff Fraternization: Staff must not let their relationships with other staff interfere with their duties. We certainly expect rich friendships to develop amongst staff, but our primary function is to serve campers. Before engaging in a romantic relationship, staff should consider the potential consequences of dating a coworker, especially if the relationship ends badly during the summer. If staff engage in consensual romantic relationships, they must refrain from intimate displays of affection, keep the relationship private from campers, and remain mindful of how the sexual harassment policy affects their relationship. Staff are strongly discouraged from dating coworkers with greater/lesser positional authority at camp, as such relationships can result in complaints of discrimination, favoritism, and/or sexual harassment. Regardless of their relationships, staff are prohibited from mingling in living areas of the opposite gendered staff without permission from the Camping Services Director.

Guests & Visitors: Staff should greet and welcome every guest, alumnus, or visitor to camp, displaying friendliness and appropriate body language, while directing all visitors to the camp office immediately upon their arrival. Guests other than the parents/guardians of campers are not allowed unsupervised access to our campers. If guests or intruders persist in trying to visit camp or campers without visiting the camp office, staff should contact the office (or nearest staff member with a radio) to alert the Camping Services Director.

Food: Staff and campers are prohibited from having any food or beverages (except water) in camper cabins. In addition to attracting pests, food can create issues related to health (allergies), equity, and homesickness. Staff are responsible for role modeling this policy, as well as enforcing it with campers. The only exception is LIT Lodge, where food/beverages will be monitored by the Leadership Development Director.

Alcoholic Beverages, Drugs, Stimulants, Depressants: All staff are required to abstain from using or being under the influence of alcohol or drugs of any type (unless ordered by a physician and administered by the health center team) while on our camp property or engaged in any camp program. Violation of this policy may result in immediate termination of employment. Camp Takodah reserves the right to conduct drug screening for cause.

Tobacco: Camp Takodah recognizes both the danger of tobacco use and the poor role modeling that staff who use tobacco set for children. Therefore, we do not allow our staff to use tobacco while working at Camp Takodah. Violation of this policy may result in verbal warnings, written warnings, and/or termination of employment.

Vapes: Staff are prohibited from possessing or using vapes while working at Camp Takodah, regardless of the substance in the vape. Violation of this policy may result in verbal warnings, written warnings, and/or termination of employment.

Harassment Policy: Camp Takodah expressly forbids any form of harassment of staff, including but not limited to: slurs, jokes, and other verbal, graphic, or physical conduct that relates to an individual's race, color, sex, gender, religion, national origin, citizenship, age, disability, or other protected status. Harassment also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, or other verbal, graphic, or physical conduct of a sexual nature. Violation of this policy will subject a staff member to disciplinary action, which may result in immediate termination of employment.

Staff who feel harassed in any way by an employee, camper, volunteer, or vendor must inform their immediate supervisor or the Camping Services Director immediately. Any concerns raised will be handled immediately and kept confidential.

As part of these Personnel Policies, staff are required to abide by Camp Takodah's Gender Inclusion Policy. Violations of the policy will be considered harassment and dealt with accordingly.

Criminal Arrest and/or Conviction: Staff members are required to immediately notify the Camp Director if they are arrested or convicted of a crime while they are employed by the Takodah YMCA. The Takodah YMCA will use this information to determine if the staff member remains suitable for a position with access to campers, or if the nature of the offense requires the organization to take steps to ensure the safety of campers in our care and/or protect the reputation of our organization.

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Progressive Discipline & Severance Policy: The Takodah YMCA expects staff to follow all state and federal laws, as well as all policies and procedures presented in the Staff Guide and during Staff Orientation.

The purpose of the Progressive Discipline & Severance Policy is to ensure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The policy is designed to correct performance issues, prevent them from happening again, and prepare employees for satisfactory performance in the future.

New Hampshire is an at-will employment state, meaning that both you and the Takodah YMCA have the right to terminate employment at will, with or without cause and/or advance notice. The Takodah YMCA may use progressive discipline at its discretion.

Before describing the progressive discipline process, it is important to note that the Takodah YMCA supports employee performance in other ways, which are NOT considered discipline, including, but not limited to: feedback, coaching, Talent Talks, and expectations memos. Much like sports coaches help players continue building skills, these strategies are designed to help satisfactory performers continue to learn and grow.

Disciplinary action may include the following four steps: 1) verbal warning, 2) written warning, 3) suspension with or without pay, and/or 4) termination of employment. The frequency and severity of the performance issue will determine which step is initiated.

In most cases, progressive discipline means that the steps will happen in the following order: 1) a first offense may call for a verbal warning; 2) a next offense may be followed by a written warning; 3) another offense may lead to a suspension; and 4) still another offense may then lead to termination of employment.

Serious performance issues may justify either a suspension and/or termination of employment, without going through the usual progressive discipline steps. Examples include, but are not limited to: drug/alcohol use at camp, harassment, and/or child abuse.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, which will benefit both the employee and the Takodah YMCA.

In the event of termination, the employee will be escorted to their housing location to pack their personal items — and then they will be required to depart camp immediately. The Camp Office will mail their final check to them. They will not be eligible for a professional reference — and they will likely receive a “no rehire” status. They will also be prohibited from visiting Camp Takodah without the permission of the Camp Director.

LIVING AT CAMP

Staff Visitors: Staff may have guests in camp only when it will not interfere with assigned responsibilities and programs. Staff must receive approval from the Camping Services Director before inviting visitors to camp. In addition, when staff are not scheduled to work during a particular session, they may not visit camp without approval from the Camping Services Director.

Staff Lounge: Friendship Lodge is the staff lounge. It is equipped with WiFi, furniture, and a kitchen facility. Staff who enjoy a snack in the lounge should make certain that all cans and snack containers are disposed of in the staff lounge trash. Staff are expected to keep the lounge clean and presentable as visitors do stop in to observe, and a number of our staff reside in a section of the building. Campers and LIT’s may not use the staff lounge.

Telephone: The camp telephone (603-239-4781) is for emergencies and business—not personal use. If someone must call you, please instruct him or her to leave a message requesting that you call back. Notes of such calls will be placed in your mailbox in Friendship Lodge. If necessary, staff members may use a phone in the camp office, after receiving permission from the office staff. Cell phone reception is poor on the camp property.

WiFi: There is WiFi access for staff, especially our international staff, in Friendship Lodge. Staff members are asked to refrain from tying up the limited bandwidth with downloading and streaming media. Camp Takodah requires staff to follow all laws related to piracy of digital media. If WiFi use becomes a problem, the Camping Services Director reserves the right to turn off WiFi access to Friendship Lodge.

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Motor Vehicles and Transportation: Personal motor vehicles must be parked in the staff parking lot (northwest of North Camp) and not driven on camp property. We caution you about loaning your vehicle to other staff members. There is no public transportation in the camp area, and transportation to/from camp is the staff's responsibility. Only approved drivers age 21+ may operate camp-owned vehicles. Campers are not to ride in any vehicles except on approved trips for medical or specific programs. Approved drivers are required to transport campers in camp vehicles only, unless the Camping Services Director has given permission to transport a camper in a personal vehicle. Nobody is permitted to ride on the outside of a vehicle or in a truck bed. Takodah requires staff members to follow all motor vehicle laws when using vehicles while on duty.

Pets: Staff are prohibited from bring pets to camp. Camp Takodah is not equipped to have pets reside with staff members at camp. Staff members should arrange other care for their pets during their employment.

Personal Gear & Explosives: Personal firearms, ammunition, fireworks, and explosives are prohibited. Should you elect to use personal gear at camp, including (but not limited to): sporting goods, fishing gear, watercraft, computers, books, or games, please note that we cannot be liable for damage or theft. You may use camp musical instruments and sporting goods at the discretion of relevant program heads. We cannot allow staff to use personal harnesses, ropes, or safety gear on our ropes courses or trips, personal watercraft at the waterfront, or any personal firearms or archery gear.

Laundry: Staff members are responsible for their own laundry. Laundry machines are available in camp. Staff must use laundry detergent pods provided at no cost in the camp office. Staff are responsible for their own dryer sheets. Staff should use the laundry facilities in a courteous manner that enables everyone to launder their clothing efficiently.

Mail & Parcel Post: Mail should be sent to *Camp Takodah, Attn: [Staff Name], 55 Fitzwilliam Road, Richmond, NH 03470*. Please do not officially change your address to Takodah with the US Postal Service.

CAMP TAKODAH STANDARDS OF SUPERVISION

All reports of suspicious or inappropriate behavior with youths or allegations of abuse will be taken seriously. Camp Takodah will fully cooperate with authorities if allegations of abuse are made and investigated. Any type of abuse will not be tolerated and may be cause for immediate dismissal.

Staff shall informally conduct a health check of each child daily, noting any illnesses, injuries, and hygiene issues. On admission to camp, questions surrounding a child's health should be addressed to parents in a non-threatening manner. Any questionable marks or comments should be shared with a division head or the Camping Services Director for documentation and follow-up.

Staff shall never leave a child unsupervised or release them into the care of anyone but the responsible parent, guardian, or adult authorized by the parent/guardian at drop-off.

In order to protect Takodah staff and campers alike—at no time during a Takodah program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should arrange themselves in a way that other staff can see them at all times.

Staff shall supervise restroom and changing area use:

- Follow the "Rule of 3"
- Minimize youth of different ages using the bathroom at the same time
- Stand outside the bathroom door but remain within earshot
- Prohibit adults from using the bathroom at the same time as youths
- When necessary to assist young youths in the stalls, the staff should keep the door to the stall open
- Prohibit the use of locker room horseplay such as towel snapping

Staff shall supervise every camper cabin at nighttime:

- Follow the "Rule of 3"
- Each cabin must have a cabin leader on duty near the cabin at all times, except during weekly staff meetings, when designated staff in partnership with LITs will supervise all cabins

Staff shall not abuse children including:

- Physical abuse – striking, spanking, shaking, slapping
- Verbal abuse – humiliation, degrading, threatening
- Sexual abuse – inappropriate touching or verbal exchanges
- Mental abuse – shaming, withholding love; cruelty
- Neglect – withholding food, water, basic care/needs
- Bullying – tolerating mistreatment or abuse of a camper by another staff or camper

Staff shall encourage campers to talk with a cabin leader or division head about any concerns. The staff member shall report concerns to their direct supervisor, the assistant camp director, or the camping services director.

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 pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner, and must be documented in writing.

Staff will respond to children with kindness, respect, and consideration. All children are treated equally and fairly.

Staff will respect children’s rights to not be touched in ways that make them feel uncomfortable—and their rights to say no.

Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.

While Camp Takodah does not discriminate against individual lifestyles, it does require that in the performance of their job they will remain role models at all times. Conversations detailing personal or romantic histories, endorsing political, religious or lifestyle choices, or detailing graphic events should be avoided.

Using, possessing, or being under the influence of alcohol or illegal drugs around children is prohibited.

Smoking or use of tobacco around children is prohibited.

Profanity, inappropriate jokes, sharing intimate details of one’s personal life and any kind of harassment in the presence of children is prohibited.

Staff must be free of physical, mental, emotional, and social issues that might adversely affect children’s physical or mental health. If in doubt, an expert should be consulted.

Staff shall be positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

Camp Takodah prohibits interactions between staff and campers outside of scheduled summer camp program activities unless approved by the Camping Services Director. The only exception is staff interacting with campers who are related to them.

Staff are not to transport children in their own vehicles, unless they receive approval from the Camping Services Director. If given approval, staff are required to follow all applicable laws.

Staff may not date campers enrolled in Takodah programs. Staff may not date former campers unless they have graduated from high school and reached 18 years of age.

Staff are required to attend all trainings related to identifying, documenting, and reporting child abuse—and follow all policies and procedures.

Staff are required to review their Facebook, Twitter, and Instagram accounts, as well as any other online presences, to ensure that all images and comments are consistent with the values of Camp Takodah. Any staff who has online photos of smoking, consuming alcohol, using drugs, or role modeling other inappropriate behaviors may be dismissed. Staff are required to review their privacy settings and ask friends to remove inappropriate content of them.

In order to protect staff, children, and Camp Takodah—at no time may you use the name Takodah or the names of other YMCA facilities on a personal or other non-authorized web page or in any other public domain on the internet (i.e. Facebook, and other peer networking sites). Similarly, you may not post the Takodah logo on personal or other websites not authorized by the Camping Services Director.

Under no circumstances may a staff post identifying information or photos of children on their personal web page or any other public domain on the internet not authorized by the Camping Services Director.

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Staff shall not initiate contact with children online in any manner, including (but not limited to) email, instant messaging, personal web pages, and other public domains on the internet not authorized by the Camping Services Director.

If a staff member is contacted by a child, the staff member can choose to respond by either ignoring the overture or sending a brief reply indicating that on-line communication with children is not allowed.

If a staff member is contacted on-line by a child in a way that displays inappropriate/unsafe behavior or might have a negative impact on the camper, staff member, or Takodah, the staff member will report such contact to the Camping Services Director.

BULLYING

Camp Takodah is committed to providing all youth with a safe environment. Staff will not tolerate the mistreatment or abuse of one youth by another youth.

In addition, staff will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, staff will take the necessary steps to eliminate such behavior.

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:

1. Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
3. 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.
4. 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; and
 - 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.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to everyone – youth and adults – at camp.

PHYSICAL CONTACT

Camp Takodah’s physical contact policy promotes a positive, nurturing environment, while protecting youth and staff. Camp Takodah encourages appropriate physical contact with youth and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff toward youth will result in disciplinary action, up to and including termination of employment.

Camp Takodah’s policies for appropriate and inappropriate physical interactions are:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none"> • Hugs • Pats on the shoulder or back • Handshakes • High-fives, hand slapping, and ETs • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) <p><i>Camp Takodah has a long tradition of expressing affection through hugs among staff and campers. Hugs can be misconstrued as inappropriate physical interactions. Hugs between adults and campers should always be initiated by the youth, occur in public areas in sight of others, and last an appropriate amount of time.</i></p>	<ul style="list-style-type: none"> • Kisses • Showing affection in isolated area • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a youth to cling to an adult’s leg • Any type of massage given by or to a youth • Any form of affection that is unwanted by the youth or the adult • Compliments relating to physique or body development • Touching bottom, chest, or genital areas

VERBAL INTERACTIONS

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

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

Camp Takodah’s policies for appropriate and inappropriate verbal interactions are:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Discussing relationships, sex, or sexual encounters • Discussing tobacco, drugs, or alcohol • Discussing personal problems or issues between adults • Discussing religious or political preferences • Name-calling • Secrets • Cursing • Off-color or sexual jokes • Ghost stories • Shaming or belittling • Harsh language that may frighten, threaten or humiliate youth • Derogatory remarks about the youth or his/her family

REPORTING GRIEVANCES

Staff Grievances: Staff are responsible for reporting grievances to their direct supervisor, unless the grievance involves their direct supervisor. If a grievance involves a direct supervisor, or the direct supervisor is not immediately available, staff may report grievances to the Assistant Camp Director or Camping Services Director. Any concerns raised will be handled in a confidential and timely manner.

Anonymous Reporting: Camp Takodah expects a culture of caring, honesty, respect, and responsibility among staff. As such, staff are encouraged to report concerns or complaints to their direct supervisor, who will handle all reports with integrity, professionalism, responsibility, and confidentiality. If staff feel uncomfortable reporting a concern or complaint to their direct supervisor, they may go directly to the Assistant Camp Director or Camping Services Director. If staff feel uncomfortable with all these methods, they may report concerns or complaints anonymously by email to carlie@takodahymca.org or ryan@takodahymca.org. In doing so, the staff may create a temporary email address that contains no identifying information. If staff make a report via email, they should check the email account regularly, in case the administrative teams needs additional information to address the situation satisfactorily.

Camper Grievances: Staff shall encourage campers to talk with cabin leader or division head about any concerns. The staff member shall report concerns to their direct supervisor, the assistant camp director, or the camping services director.

RESPONDING TO SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Because Camp Takodah is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member actively participates in the protection of youth. In the event that staff observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

Remember, at Camp Takodah, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors

- Violation of the abuse prevention policies described above
- Seeking private time or one-on-one time with youth
- Buying gifts for individual youth
- Making suggestive comments to youth
- Picking favorites

Guidelines for Staff Response

- Interrupt the behavior.
- Report the behavior to a supervisor, assistant director, or Camping Services Director immediately.
- If the report is about a supervisor or administrator, contact the next level of management.
- Document the report on an Incident Report Form, but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.
- Follow the directives of the Camping Services Director or his/her designee.

RESPONDING TO ALLEGATIONS OR INCIDENTS OF ABUSE

As required by mandated reporting laws, staff must report any suspected abuse or neglect of a youth—whether on or off camp property or whether perpetrated by staff, 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.

In addition to reporting to state authorities, staff are required to report any suspected or known abuse of youth perpetrated by staff 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:

- Division Head
- Assistant Camp Director
- Camping Services Director

TAKODAH YMCA

32 Lake Street
North Swanzey, NH 03431
603-352-0447

CAMP TAKODAH

55 Fitzwilliam Road
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info@takodahymca.org

www.takodahymca.org

Guidelines for Staff Response

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, do the following:
 - Listen nonjudgmentally.
 - Avoid expressing shock or outrage.
 - Let the youth know you believe him or her.
 - Tell the youth he or she was right to disclose.
 - Assure the youth the abuse was not his or her fault.
 - Reassure the youth that he or she will be safe at camp.
 - Avoid questions that could make the youth feel responsible.
 - Get as many details as the youth is comfortable disclosing, without using leading questions.
 - Write down exactly what the youth said.
- Protect the alleged victim from intimidation, retribution, or further abuse.
- Immediately report the allegation or incident to the division head, assistant camp director, or camp services director.
- Keep the situation confidential from all other campers and staff.
- Document the situation on an Incident Report Form. State only the facts. Remember that others will read your notes.
- Call NH DCYF with the Camping Services Director.
- Follow up with the Camping Services Director on any additional actions you should take.

Guidelines for Administration Response

- If the youth is still in danger, take immediate steps to prevent any further harm.
- Gather as much information about the allegation as possible.
- Make a report to the NH DCYF, in partnership with the staff member who reported the abuse.
- If the alleged abuse involves a staff member, implement the crisis management plan.
- Suspend the accused staff member until the investigation is completed.

RESPONDING TO YOUTH-TO-YOUTH SEXUAL ACTIVITY

Youth-to-youth sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

Guidelines for Staff Response

- If you observe sexual activity between youth, you should immediately separate them.
- Calmly explain that such interactions are not permitted and separate the youth.
- Notify the division head, assistant camp director, or camp services director.
- Keep the situation confidential from all other campers and staff.
- Document the situation on an Incident Report Form. State only the facts. Remember that others will read your notes.
- Follow up with the Camping Services Director on any additional actions you should take.

Guidelines for Administration Response

- Gather as much information about the situation as possible.
- Confirm that the youths involved have been separated or placed under increased supervision.
- Contact the parents of the youths involved.
- Determine what actions should be taken to make sure there is no recurrence, including assessing the suitability of the program for the children involved.
- Notify the proper authorities, as needed.

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

- Review the need for additional supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.
- Alert others in the organization.

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While the personnel guidelines provide policies and procedures related to common employment issues in a summer camp setting, it would be impossible to predict every possible workplace scenario. As such, the personnel policies may change at any time, with or without notice, as circumstances necessitate. Staff members must always use common sense and good judgment in carrying out job responsibilities. Staff members should always take questions or concerns related to employment issues to the Camping Services Director. The personnel guidelines are valid from the beginning to the end of your employment.

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