

Camp Paradise

Leadership Manual



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Section I – Camp Overview

Introduction

The purpose of the Camp Paradise program is to encourage the development of the whole camper... physically, socially, emotionally, and spiritually by:

1. Providing all young people with excellent physical activities based on group and individual competition, as well as those based on choice, for enjoyment.
2. Providing young people with spiritual challenge:
 - a. To challenge the non-Christian for Jesus Christ.
 - b. To challenge the lukewarm with radical commitment.
 - c. To challenge the radical with evangelism and discipleship.
3. Provide young people with encouragement for personal situations, family & home situations, etc.
4. Providing an atmosphere for young people to hear the voice of God through the use of:
 - a. Qualified staff (Acts 6).
 - b. The ministering of God's servants through preaching, drama, etc.
 - c. Prayerful preparation of leadership.

As a leader, you play a very important role. No matter what your position, your enthusiasm and active participation will inspire and encourage the campers. Your openness and willingness to share your own feelings, hurts, and needs will help others to open up. Your active involvement in worship and attentiveness will encourage the campers to become involved.

Our desire is to provide young people with a week of fun, friends, and fellowship, as well as giving them the opportunity for a life-changing week which will affect long-term radical change in their lives (Luke 2:52).

Camp Philosophy & Guidelines

You have just agreed to serve as a camp counsellor or other staff member...where to from here? The next few pages will help you know what to expect, what is expected from you, and how you can have an enjoyable and rewarding ministry.

Prepare yourself prior to camp through prayer and devoted study of God's Word. Think through some of the questions campers may ask. Examine your own attitudes and make everything right with God.

Think through what kinds of struggles and situations children are facing today. Learn what you can. Picture yourself at camp. How will you deal with the struggles they may face? How can you show Christ's love?

Be prepared physically. Take care of yourself so that you arrive at camp healthy and well-rested. Expect a lot of physical activity while at camp.

Set an example for the campers to follow. Campers do not want someone to be like them; they want someone to be like.

Why Have Camp???

Camp will not solve all the problems of the camper; the problems he/she brings to camp will not magically disappear at the end of the week. However, as the Holy Spirit works through the camp staff and you as a leader, the camper will learn to identify his/her problems and learn how to effectively deal with them. He/she will develop a new understanding of the Word and learn to seek the help and guidance of the Holy Spirit.

Camp should provide a week-long environment that will involve the camper in fun, making new friends, learning to live together in harmony, and spiritual growth.

1. Camp provides learning opportunities that will lead the camper to accept Christ as Lord and Savior.

2. It also promotes spiritual maturity and encourages practical Christian living.
3. Camp provides opportunities that help the camper understand the benefits of the Spirit-filled, Spirit-controlled life.
4. Camp seeks to enable campers to enjoy a wholesome, happy time in an outdoor setting.

Qualities of a Good Camp Leader

It would be difficult to give a comprehensive list of qualities that make a good camp leader. Here are some of the more important ones:

1. **Spiritual** - Many problems of teenagers stem from spiritual issues. You should be able to assist them in recognizing their spiritual needs and lead them in discovering God's help. You should be able to explain the way of salvation in terms they will understand. Campers will need to see Christ reflected in your life. Be ready to share your testimony.
2. **Love For Campers** - You must enjoy doing things with them. You should be interested in their conversation, their problems, their interests, their joys, and their hurts. Demonstrate a genuine concern.
3. **Cheerfulness** - Enjoy having a good time. Whatever happens, find the pleasant and humorous side. Campers come to enjoy a good time. Grumpies make terrible counselors.
4. **Maturity** - That's not so easy. Watch your attitudes and actions. Know when to be firm and when to be flexible. Be objective. Set an example in every way for camper's to follow.
5. **Understanding and Patient** - Remember what you were like when you were 14. Troubled campers need lots of attention and compassion. Troublesome campers can cause you to lose your cool. Be patient in dealing with problems. Seek help when needed.
6. **Honesty** - The camper must know that you will keep your word and hold in confidence the things he shares with you. Don't mention a camper's problems to other campers. Be willing to admit it when you don't know the answer to a question. Be open about your own life, your struggles, and mistakes.
7. **Fun Loving** - Remember that camp is for the camper. Be lighthearted. If your campers see that you are glad to be there and having a good time with them it will help them to feel more comfortable around you, and create opportunities for you to minister to them. Be careful not to make a major incident out of a minor irritation.
8. **Care for yourself** – You will be more effective in your ministry if you are not run-down, overtired, or ill. Take proper measures to ensure you are well rested. Eat properly and take advantages of breaks and days off to rest and relax. Care for yourself spiritually by having personal devotions and spending time in prayer. Talk to the director if you are struggling to find time to do your devotions or care for yourself properly.

Counselor Definition

Counselor - consists of those adults who are in direct authority and care of a group of children during camp activities, reside with that group, and have a counselor application on file at Camp Paradise. Camp Counselor refers to "a person in charge of a group of children at camp" and for liability reasons does not imply that they are licensed to give counsel.

How Do I Counsel?

- Be friendly.
- Be with your campers.
- Take advantage of the "in-between" minutes---before and after meals, on the way to events, returning to the rooms, and other times to chat with campers. Seek to show them Christ in every way and at every opportunity.
- Listen to their problems, offer praise, and smile a lot.
- Take time to explain the why of rules.
- Your goal as counselor is not to be a policeman, but a leader.
- Lead your group in keeping the rules.

- Use proper discipline to keep camp in order and running smoothly
- Seek help when necessary

Group Counseling

Group unity is very important. Make each camper feel important. Pick out the "loners." They will need special encouragement to enter into the activities. Maybe other staff can assist here. Find out what they like and assign responsibilities to each one. Help them develop a sense of belonging. Seek to build relationships within your assigned group.

The schedule may include cabin time, a time set aside each day for your cabin to spend time together. Make this a time of interaction and fun. You may need to choose a spot where distractions are at a minimum. Seek to develop an attitude and atmosphere of acceptance. Encourage the group to demonstrate love and compassion toward each other.

Individual Counseling

Availability and listening are probably the most important factors in individual counseling. Never be too busy to sit and talk (rather, listen).

Each camper is different. Become personally acquainted with each one. Set up goals for each. Encourage the campers to participate in the camp activities. Some will be shy and will need this encouragement. Don't make fun or ridicule.

Guide them into areas where they can successfully participate. Encourage them to challenge themselves.

Seek to make use of the "teachable moment". Look for opportunities throughout the day to illustrate spiritual lessons. (i.e. we need to put our trust in God just like we trust the climbing rope to hold us up). Show Christ at every opportunity. Camp time is decision time. As a counselor, you must be alert to recognize when the camper is ready to make a decision for Christ. You must be available to counsel, to encourage, and to pray with your camper.

Seek to uncover the real problem. Often, the real problem is hidden beneath what the camper thinks is the real problem. Help the camper to understand him/herself. Ask questions. It is much better if he/she can discover the solution to the problem him/herself. Help him/her to discover the choices which are available. Allow the camper to make his/her own choices as much as possible. Allow the camper to make decisions and mistakes. Be available to offer direction and guidance, but don't try to force your solution on him/her. Help the camper discover principles in God's Word which give direction rather than offering pat answers.

Personal Holiness

We need to be constantly striving to live a holy life – "But you are to be perfect, even as your Father in Heaven is perfect" Matthew 5:48 Based on what the Bible says (for example in Galatians 4:16-26), Camp Paradise does not accept such conduct such as:

Premarital sexual relationships	Homosexual relationships
Substance abuse	Breach of trust
Theft	Dishonesty
Extra marital sexual relationships	Use of pornographic material
Abusive behaviour	
Criminal activity	Assault/harassment

These conducts are considered cause for disciplinary action including dismissal. In the event of the need for disciplinary action, Camp Paradise will review the problem between the staff member, his / her immediate supervisor, and the Camp Director. We will strive to resolve the situation and bring about restoration.

Smoking - For reasons of health and safety, the basic standard at Camp is no smoking at any time. Cigarettes are not to be in the possession of campers or staff. Campers are not permitted to smoke. When there is a problem with a nicotine addiction, the Director will handle the situation.

Alcohol - In keeping with our goal of being excellent role models for campers and to prevent any possible question of impeding camper safety, the consumption of alcohol on Camp property, during an off-property Camp activity or while on your time off is prohibited and will result in dismissal.

Drugs - The use of non-pharmaceutical drugs on Camp property or during an off-property Camp activity is prohibited and will result in dismissal.

Personal Behaviour & Appearance

Camp is a complex community encompassing many groups on varied schedules, all focusing on bringing glory to God as we fulfil our mission. To maintain focus and harmony the behaviour described in the following paragraphs is also expected of all staff.

Rules, Regulations, Procedures, etc. - Appreciate Camp regulations and abide by them. You may not agree with all decisions made, but you must not criticise in front of campers, or staff who report to you. You must have confidence in the Camp administration. Criticism should be discussed with the Section Head or the Camp Director. The slightest amount of grumbling can do untold harm to the morale of Camp.

Punctuality – Camp is a community of people. Our goal is to have a relaxed environment. However, this is accomplished by being sensitive to schedules and respecting the time of other people. Be punctual.

Special Privileges - You should not assume special privileges at the expense of campers or other staff i.e. monopolizing Camp equipment. Punctuality, thoroughness and patience in group activities contribute greatly towards good Camp morale.

Music - Campers are requested to leave Walkmans/ Discmans, tape recorders and radios at home. Staff is also requested to adhere to this policy. The Camp Director may give permission for certain situations. The volume of music in staff accommodations, lounges, work and program areas is to be such that the sound is contained within the area. The message of the music should not be a contradiction to the value system of Camp Paradise. Allowances should be made for instructional and educational purposes with the direct supervision of the Camp Director. All programmatic use of music should be in compliance with the above guidelines and should be approved by the Camp Director.

Appearance - We expect modest dress. No extremes for the purpose of making a statement. For example, two piece bikini bathing suits for girls, Speedo bathing suits for guys, shirts that depict or glorify violence, exposed undergarments, see through clothing, alcohol or tobacco advertising on clothing are inappropriate. Changes in appearance such as hair colouring, new earrings, etc. are not permitted without the permission of the parent or guardian. Body Piercing – Earrings should be discrete and tasteful in the assessment of the Director of Programs. There must be no evidence of body piercing on any other parts of the body.

Lights Out - Lights out time (i.e. when all staff are to be in their cabins) is 11:00 p.m. As a community where staff members depend on each other, it is important that we get our rest and allow others their rest so everyone can be sharp – able to give their best for the Lord and for each other. Campers have been entrusted to us by their parents. Their cabin leaders need to be in the cabins to ensure that the camper's needs are met. The General Director must approve changes to the lights out time for program.

Accommodations - Staff are not to enter or go near the accommodations of campers and staff of the opposite sex. Furniture is not to be removed from any accommodation unless directed by the Director of Operations.

Pets - Camp Paradise has a NO PET policy for all volunteer staff because of:

- the high population of people at Camp
- many people are allergic to animals
- the fear of animals by many, particularly children

- the noise level of barking animals and the response of neighbours
- the turnover of people in accommodations at Camp

We appreciate your understanding. If you have questions, please direct them to your immediate Supervisor.

Telephone - Campers are not permitted to call home except for an emergency. All calls must be approved.

Order - All staff members are authorized to maintain order anywhere on the grounds.

Inter-Camp Raids – No inter-camp raiding will be tolerated as it causes breakdowns to our value of community. Any person(s) determined to have destroyed Camp property will be sent home and will be charged for the fair replacement value of this item in question. Destruction of Camp property is vandalism and is unacceptable. Any person(s) determined to have forced his/her entry into a kitchen or other restricted area will be sent home. This is break and enter and is unacceptable. Intra-camp 'raids' may be allowed for the purpose of the program but must be approved by the Camp Director involved.

Ongoing Relationships – We must remember we are at Camp to serve the campers first. Campers have top priority. Camp is a great place to develop relationships. However, if personal relationships get in the way of any staff member fulfilling their responsibilities, it could result in dismissal.

Visitors – Please arrange to meet with any visitors on your day off. Visitors who will stay with you on the property must sign in and out at the office. Please do not invite visitors for meals or to stay overnight without the prior permission of the Camp Director.

Section II – Leader Responsibilities

Leader Responsibilities

Before You Get To Camp

Your week at camp will be filled with activity. It is important that you come to camp rested and ready for your week of adventure. Please make an effort to come to camp prepared both physically and spiritually. God will use you to make a difference in the life of your campers.

Having the correct gear can make life at Camp much easier. Use the following as a checklist as you pack.

- | | |
|--|--|
| <input type="checkbox"/> Sleeping bag or other bedding
<input type="checkbox"/> Pillow
<input type="checkbox"/> Towels
<input type="checkbox"/> Toiletries
<input type="checkbox"/> Clothes for warm and cool weather
<input type="checkbox"/> Running shoes
<input type="checkbox"/> Hat
<input type="checkbox"/> Bathing suit
<input type="checkbox"/> Boots
<input type="checkbox"/> Rain gear
<input type="checkbox"/> Jacket, sweater, fleece
<input type="checkbox"/> Alarm clock | <input type="checkbox"/> Watch
<input type="checkbox"/> Flashlight
<input type="checkbox"/> Bible and devotional materials
<input type="checkbox"/> Insect repellent
<input type="checkbox"/> Bug hat or clothes
<input type="checkbox"/> Sunscreen |
| Options: | |
| <input type="checkbox"/> Camera
<input type="checkbox"/> Rainy day games
<input type="checkbox"/> Baseball glove or other sport equipment | |

As a leader, you are the key to a week that is free of serious incident. Listed below are a number of precautions designed to help protect you as well as help in reducing the number of problems that may arise throughout the week.

Dorm Rooms, Tents and Support Staff Rooms

- Do not sleep in the same bed with a camper. It is imperative that you choose a single-bunk (even if you have to move a camper to another bunk or bed).
- If you need to be alone with a camper, be sure to be in an open area. If you are in the tent or cabin, be sure to be in view of open windows.
- Teach campers to respect property. Keep garbage picked up. No water fights in the cabins. Food fights are absolutely not permitted anywhere for any reason.
- Modest attire is expected at all times for campers and counselors. Please be sure that your campers are modestly dressed before they leave the room. Campers will be asked to change if they wear clothing considered to be immodest. It will save them the hassle of trying to find you to let them in the room if you deal with the modesty issues before they leave the room.

Campgrounds

- Stay within the boundaries of the campgrounds. No staff member or camper is to leave the campgrounds without first checking with the Camp Director.
- Don't ignore a problem with campers. Counselors and staff have the authorization and obligation to maintain order anywhere on the grounds.

Medical/First Aid

- Absolutely, under no circumstances, are counselors to dispense medications of any kind (this includes aspirin, antacids, etc.). Please ensure that all medications are dispensed by the camp nurse.
- Counselors should never play doctor. Medical judgements are to be made by the proper staff. Please do not assume that a camper's complaint is minor, i.e., if a camper feels the need to see a nurse, let them.

Proper/Improper Display of Affection

Physical touch is an important element in the communication of love and care to children. We do not want our work with children and youth to have to practice a 'hands-off' policy. There are simple do's and do not's to help guide us in our behavior as we attempt to be positive role models. Start by being aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities and the special needs of children.

Appropriate Touch:

1. Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive displays of love, appropriate touch with children will be age and developmentally appropriate. We encourage personnel and leaders to:
 - Hold a preschool child who is crying;
 - Speak to a child at eye level and listen with your eyes as well as your ears;
 - Hold a child's hands when speaking, listening or walking him or her to an activity;
 - Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour;
 - Put your arm around the shoulder of a child when comforting or quieting is needed;
 - Pat a child on the head, hand, shoulder or back to affirm him or her.
2. All touch must be done in view of others.

Inappropriate Touch:

1. Recognizing that the innocence of children must be protected, personnel will be made aware that the following actions are deemed inappropriate and will not be permitted:
 - a. Do not kiss a child or coax a child to kiss you;

- b. Do not engage in extended hugging and tickling;
 - c. Do not hold a child's face when talking to or disciplining the child;
 - d. Do not touch a child in any area that would be covered by a bathing suit;
 - e. Do not carry older children and do not allow them to sit on your lap;
 - f. Avoid prolonged physical contact with any child or youth.
2. Personnel are not to be left alone with a child or youth.

Two Adult Rule

To prevent opportunities for false (or real) accusation leaders should not be alone in private with a camper at any time.

Leader Relationships

The leadership is the key to a successful camp. The camp director depends on the leaders to see that the camp runs smoothly. The relationships the leaders should have are as follows:

To The Camp Director - You have a responsibility to the camp director. He/she coordinates the total staff. The ultimate responsibility for the camp rests with him. Bring complaints and concerns to the right authority rather than discussing them with other staff members.

To Other Staff Members - You also have a responsibility to the rest of the staff. Assume your share of the load; even unpleasant tasks. A word of appreciation to the kitchen staff will brighten their day. Avoid counselor cliques. Dating during the camping season is not permitted. Seek to build teamwork and be equal friends with each staff member. No gossiping or griping about other leaders. Pray for each other and continually be looking for ways to encourage each other.

Campers - You have a responsibility to all the campers. You will be their friend, their spiritual leader, and their authority. You are responsible for their health and safety. Enforce bedtime, they need their sleep and so do you! You should report any sickness or accidents to the director and/or nurse. Do not give any camper medication of any kind. Make sure the campers have a good time. Camp is for the Camper!

Speaker-use as resource for questions you or campers may have. Build your devotions and discussions on chapel messages. Involve the speaker in camp activities and do not exclude him from counselor cliques.

Activity Directors-help them out as much as you can. Help maintain order and discipline during activity times.

Nurse-respect the nurse. Do not try to take her place. Go to the nurse if you yourself are injured or sick and refer all injured or sick camper to the nurse. Do not be inconsistent by taking campers to the nurse for help and then just "toughing it out" when you yourself are hurt.

Discipline Guidelines

A counselor cannot effectively discipline someone he does not know. Be a friend to your campers while maintain respect as a leader. Avoid an authoritarian attitude—"Me boss; you slave". Be careful in how you discipline.

Be sure to understand the full situation before disciplining a certain camper. Hear all sides of the story.

Practice Confidentiality.

Tell the camper what behaviour is expected of him and what you would like him to do. Tell him directly instead of asking and trying to persuade him. He must make the choice as to whether he is going listen or disobey. That way you are dealing with direct disobedience. With care and concern deal with the person creating the difficulty. Be certain that a reprimand is not taken as rejection.

If after reprimanding, the camper still causes problems, it may be necessary to take away certain privileges (i.e. no dessert for supper). Never threaten what you cannot do and be sure to carry out the

disciplinary action you have decided upon. Don't say it if you don't mean it. If the situation is beyond you and you cannot get the camper to listen, seek help from the director.

After some time check back with the person you have disciplined. Do not allow a distance to grow between you. Continue to build relationship.

Some inappropriate forms of discipline are:

- Hitting, striking, spanking.
- Scorn, sarcasm.
- Singling out child as hopeless.

What To Do When Camp Is Over

A counselor's job is not over when the last camper leaves the grounds. Continue to pray for your campers and keep in touch with them. Here is a sample letter.

August 15, 2002

*Imma Camper
123 Main Street
Somewhere, NT XOE 0R4*

Dear (Camper Name)

Now that you've been home for three weeks you should be well rested. Can you imagine camp was only three weeks ago?

Let me take this opportunity to say how much I enjoyed having you in my tent, and for helping to make it one of the best tents at camp! We may not have had the neatest tent, but we definitely had fun.

I hope that you have taken back to your church the same zeal and earnestness in seeking God that you had at camp. As I was talking to the teens in my youth group at our church, we realized that we can change our church for the better if we seriously get down on our knees and pray and if we are willing to let God use us. We can't just sit in the back of the church and say we aren't going to the altar to pray unless so and so goes first. We have to be willing to make the commitment to God that we are going to do what is right, even if we do it by ourselves. How has your commitment to God been going? Are you learning new things and getting involved in a church?

If it was right to do at camp, it is right to do in your home church. I know that by next summer I will be hearing from others that you have made this commitment and are making a difference in the world around you.

Write me every now & then and let me know how you are doing. I'm proud of you.

Love In Christ,

Joey Counselor

Look for your campers at other district events, and make an effort to visit with them. Often your word of encouragement will come at a time of critical need.

Also, begin to pray for next year's camps and for your campers. Even though you cannot pray for them by name you can begin to intercede for them, that God would do a great work in their life.

Section III - Camp Policies & Helps

Maintenance - How Do I Get The _____ Fixed?

When you find the light bulb in your cabin is burned out, or you lock yourself out, or you blow a fuse, what do you do? The purpose of this section of the handbook is to give you some idea about how to approach this type of challenge. But whatever the challenge, do not hesitate to ask.

Equipment

If you find a fault with a piece of equipment, report it to the person responsible for the area or to the office. For example, if you encounter a loose cable on the baseball backstop, it should be reported to the Sports Coordinator. The person responsible for the area will correct the fault if they are able or they will request assistance from maintenance staff.

If an equipment fault could present a safety hazard, the equipment should be withdrawn from service and labelled accordingly.

Facility Problems

If you find a fault with a building or general grounds, report it to the office. For example, if you encounter erosion of a path after a heavy rainfall, or a leaking roof in a building, report the problem to the office.

Maintenance requests can be made by filling out a form in the "Blue Book" for maintenance which is kept at the office.

If a facility fault could present a safety hazard, the danger area should be cordoned off until a repair is made.

Supplies - How do I get.... ?

Toilet Paper and Paper Towel? These supplies are replenished in communal washrooms by Maintenance. If your section's washroom runs out, contact the Office.

If you need a light bulb contact the office.

A Fuse Replaced? Contact the Office.

A Wasp's Nest Removed? Contact the Office.

Keys for Locked Areas? Keys are provided by your supervisor. The office does not keep keys for program or operations areas or facilities.

Band-Aids? First aid kits are available from most vehicles, the office, kitchen, the maintenance shed, and the first aid centres. Anything more serious than a band-aid please see camp nurse.

Nurse Information

Check your housing sheet for any medical concerns regarding your campers. Please note the following guidelines when dealing with medications and First-Aid.

1. Counselors should double-check campers to see if they have any medication with them. Campers must bring all medication to the nurse. No medication is to be kept by the camper.
2. Campers should never go to the nurse after lights out without a counselor.
3. No camper is to lie in bed unsupervised without the nurse being aware. If ill, have the camper report to the nurse.
4. The nurse will be given a complete list of medical problems, medications, etc. Counselors are responsible to see that campers come to the nurse for their medication.
5. Counselors are not to administer any medication, including aspirin, etc. All medications must be taken in the presence of the nurse.
6. All counselors and staff are to fill out an emergency health information form. This is to be given to the nurse at check-in time.
7. Counselors MUST NOT suggest medical treatment to the campers. This is the responsibility of the nurse.

Accidents: First-Aid

1. Counselors should never play doctor. They should assume an injury, accident, or sickness is worse than it is and seek medical advice from our nursing staff.
2. Regardless of the severity of the sickness, accident, or injury, the camp nurse should be consulted at once.
3. Most accident policies pay an up-front cash amount before a deductible or coinsurance goes into effect. To take advantage of accident coverage, most policies require the treatment to be sought within 48 hours or it is not considered an accident or injury for insurance purposes.
4. You are once again reminded that you are not to give any medication of any kind to a camper. What seems insignificant to you could be a major concern to a disgruntled parent.
5. In the event of a serious injury (bone fracture, etc.), do not move the injured party. Send someone for the camp nurse immediately. Report the situation to the camp director.
6. In a life and death situation, it may be necessary to call an ambulance right away. After that, quickly find the nurse and the director. It may be necessary to take control of the situation and send others to call an ambulance, find the nurse, etc.

Camps are becoming less and less "immune" to lawsuits and we must take extra precaution when dealing with these kinds of circumstances.

Sexual, Physical or Emotional Abuse Reporting:

Please see the appendix at the end of this manual for a definition of abuse.

During the course of the week a camper may feel the need to talk with you regarding areas of abuse by a parent, family member, etc. How you respond to issues of this nature is very important. The following guidelines will assist you in properly responding to a camper talking of being sexually abused.

I. Minister To The Camper

- A. Be A Good Listener - make sure what they are saying is true, not a cry for attention.
- B. Teach Them That They Are Special To God - Use scriptures such as Psalm 139, Song of Solomon 4:9, Jeremiah 30:7, etc.
- C. Help Them To See That It Can No Longer Be Kept A Secret
 1. Probably you will have to pray that they will be made strong.
 2. Tell them that they need to do everything they can to stop it, which may mean that they may have to go to court, etc.
- D. Explain To Them Our Procedures - Inform them that you are required to bring such matters to the Camp Director and he/she will take the necessary steps. This may mean calling the Child Abuse Hotline, talking to a Child Abuse counselor or talking to the minister from their home church.
 - Do not promise the camper that you will not tell - rather, promise, "I will do what's best for you." Do promise not to tell any other campers.
 - You are not to ask student whether or not they have been abused. If the student offers this information, then you should proceed with the Camp Director.

II. Bring The Situation To The Camp Director

- A. With the camper, repeat the situation to the Camp Director. He/she will serve as a filtering system to make sure it is the truth.
 - B. With the Camp Director, complete an Incident Report Form.
 - C. The Camp Director and Counselor will then call the appropriate authorities (i.e. Social Services).
 - D. Possibly, the Camp Director will call the Local Pastor. They will ask him to help in ministering to the family.
- If a student asks you to promise not to tell anyone about sexual abuse or attempted suicide you should not, under any circumstances, attempt to handle the situation by yourself. The Camp Director must be informed. Even if you were made to promise you would not say anything, you are obligated to report this information. Reporting suspected abuse is a legal requirement.
 - Do not attempt to call the abuser.

- A local investigator will come to our camp to talk to the student and the counselor dealing with the situation. When we call the toll free number they will ask the following information in regards to the student:
 1. Abused student's name
 2. Age/birth date
 3. Parent's/Guardian's name
 4. Abuser's name, address and/or phone number
 5. Other siblings in the home
 6. It will be our responsibility to give them our camp address, Director's name, and also the abused camper's pastor's name.

Sexual, Physical or Emotional Abuse Allegations

It is the goal of Camp Paradise to provide for its youth, counselors, leadership staff, and employees an environment that is fully Christ-centered and free of harassment or sexual misconduct. In order to provide a safe and Christ-centered environment, Camp Paradise has adopted certain policies on this issue.

Camp Paradise is committed to a zero tolerance for abuse and harassment.

It is considered harassment when a person, be it a camper, counselor, leadership staff person, or employee is confronted with unwanted sexual advances or any conduct of a sexual nature (verbal or physical), by another camper, counselor, leadership staff person, or employee. It may also include jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean individuals. Such conduct has the purpose or effect of interfering with the Christ-centered environment desired by the Camp Paradise staff.

Acts according to these guidelines, will be considered as misconduct and will not be tolerated by Camp Paradise as it strives for a safe and Christ-centered environment. All responsible persons, including counselors, leadership staff, and employees of any camp activities who receive a complaint or know of an incident of this nature are required to report any and/or all information to the leadership staff or camp leader responsible for overseeing the current activity.

Whenever a report of such misconduct occurs, prompt and corrective action will be taken by the camp and/or district administration according to the following Administrative Procedures.

1. Campers, counselors, leadership staff, or employees who feel aggrieved because of an act or acts of misconduct shall report such matters to the director or to a camp leader who shall report the incident to the director.
2. It shall be the responsibility of the director to promptly investigate claims of misconduct and determine the validity. Upon receiving a complaint, the director shall confer with the person making the complaint to obtain an understanding and a statement of the facts from the person. Every effort will be made to investigate complaints as soon as possible while facts are known and potential witnesses are available.
3. An Incident Report Form shall be immediately completed.
4. Once the Camp Paradise director has obtained a statement of the facts from the person filing the complaint, the director shall attempt to meet with the person charged with the misconduct to obtain a response to the complaint. The director will make a recommendation for further action, if warranted. All levels of authority have a specific responsibility for acting upon any reports of abuse presented by or observed from any individual.
5. We will fulfill statutory reporting obligations to child protective agencies and police authorities.
6. We will maintain confidentiality from widespread gossip for the alleged victim and the alleged perpetrator pending outcome of the investigation.
7. If the alleged perpetrator is a staff person, he/she shall be suspended from responsibilities pending outcome of the investigation.
8. Ultimate responsibility for pursuing and (when warranted) implementation of corrective measures lies with the Camp Paradise administration.
9. Administration will consult with a lawyer and will report the incident to our insurance company.

Communicable Diseases and Blood Borne Pathogens (BBP) Policy

Camp Paradise believes that we must respond to the current crisis concerning communicable diseases and blood borne pathogens in a way that ministers spiritually and physically to everyone who is affected. The scriptures also admonish us to be wise in our affairs. In an effort to do both, we have adopted this policy on communicable diseases based on the following information:

Although there has been much hysteria associated with AIDS, much has to do with the lack of education concerning the subject. The federal government has assured the public that AIDS is caused by a virus that does not survive well outside the body. In fact, the United States government and the most recent research published by the National Institutes of Health, the National Academy of Sciences, and the American Red Cross are reporting that the AIDS virus spreads through infected persons to others by sexual intercourse, direct blood transfer, intravenous (IV) drug use. The virus can also be passed from infected mothers to their babies during pregnancy, at birth, or shortly after birth (probably through breast milk). The virus, however, is not spread by casual, non-sexual contact. This means you cannot catch AIDS from a simple kiss, hug, handshake, cough, or sneeze. Scientists have not found a single instance where the AIDS virus has been transmitted through ordinary non-sexual contact in the family, work, or social setting.

The federal government (through the Centers for Disease Control and the National Institutes of Health) is also assuring the public that it is impossible for AIDS to be transmitted through the ordinary kinds of social contact that occur in church or school. In light of this, be conscious of the fact that many other diseases are communicable before any symptoms appear, we have chosen to treat all campers and staff as though they have a communicable disease. This means the implementation of basic hygienic measures as noted in the following policy statement.

Communicable Disease Policy

1. Admittance
 - a. Camp Paradise welcomes those suffering from any communicable disease or BBP, including AIDS, Hepatitis B, and those who have tested HIV positive, with love, acceptance, and if appropriate, forgiveness.
 - b. A person who has tested HIV positive will not be excluded from this camping program.
2. Education And Support
 - a. We believe that proper education can dispel fear, instil hope, and enhance ministry; therefore, we are committed to educating ourselves and our communities regarding AIDS and other communicable diseases.
 - b. We encourage those who have a communicable disease or have tested HIV positive to make a confidential disclosure to a member of our camp staff and to sign a written release authorizing others who have a need to know so that we can properly minister to your needs.
3. Confidentiality
 - a. Camp Paradise will not disclose, without consent, the identity of any person who has been tested, tested positive, or is suffering from AIDS.
 - b. As in all personal matters, confidentiality will be maintained by all staff and volunteers.
4. Precautions
 - a. Physical Evidence of Illness - We ask that anyone who has a communicable disease, BBP, mumps, measles, Chicken Pox, AIDS, who is HIV positive, who has physical evidence of illness, or who has exposed lesions to not attend camp during that time.
 - b. That includes but is not limited to those with obvious viral infections or other conditions causing them to cough or have fever.
 - c. Individuals with open skin lesions or other open wounds will not be admitted unless the wound is suitably bandaged.
 - d. Open wounds suffered during camp activities must be immediately bandaged by attendants wearing rubber gloves.
 - e. Campers exhibiting a tendency to bite will not be admitted.
 - f. All campers are to be closely monitored to protect against any contact that may create a risk of transmission.

- g. Volunteers - Those who have tested HIV positive must remove themselves from such tasks when there is physical evidence of illness or if there are exposed lesions.

Housing info & Policy

1. When requested, we will attempt to honor requests for two or three campers to be together. Age difference and other reasons may make this impossible.
2. Requests for more than three campers may not be honored. Campers are not given the option of choosing their counselors, and counselors are not given the option of choosing their campers.
3. We want to be fair to all campers, and in order to do that we cannot move one camper out of a room to make space for another. The procedure used for making room changes is as follows:
 - a. The campers wishing to change rooms should report to the Camp Director.
 - b. No room changes will be approved until after the first night.
 - c. Counselors may not make room changes at camp. The Camp Director is the only person authorized to make room changes. In case of emergency, we must be able to locate campers immediately.

Early Departure Policy & Procedure

1. Only an authorized person designated on the registration form may remove a camper from camp.
2. The authorized person will sign the appropriate early release form acknowledging the removal of a camper from camp.
3. The camper will go through the de-registration process, requiring all necessary signatures prior to departure.
4. There will be no refunds for unused days at camp.
5. Camper may return to same camp to finish time of camp by re-registering through camp personnel.
6. There is no substituting for unused time. Note: Anyone sent home for disciplinary reasons will adhere to these guidelines (excluding #5). If authorized person is unavailable, a written letter from parent or legal guardian assigning new authorized person must be presented.

Section IV – Activity Areas

Activity times-campers must remain in their activity area until that activity time is up or unless excused by a staff member (i.e. to go the washroom).

Grounds

Please have your campers police the area for trash each time they move from one event to the next. Make it a constant reminder. Respect the grounds.

Waterfront

While using the canoes, all participants must wear a life vest. Lifejackets must be worn for swimming and all camp and staff must remain within the roped off swimming area.

Mud Pit

All mud pit participants must wash all mud off in the river before entering tents or buildings. Counselors must not allow muddy campers inside any building or room.

Section V – Spiritual Accountability

Leading a Camper to Christ

The youth camp environment creates an ideal place for the camper to make a decision to follow Christ. As a counselor, you need to be prepared to help lead the camper through his/her time of decision. Please take time to become familiar with the following scriptures:

- Romans 3:23 *All have sinned.*
- Romans 6:23 *The wages of sin is death.*
- Romans 5:8 *God demonstrated His love for us, that while we were still sinners, Christ died for us.*
- Romans 10:9 *Confess with your mouth.*
- Romans 10:10 *Believe in your heart.*
- Romans 10:13 *Whoever calls on His name shall be saved.*
- Rev. 3:20 *Behold I stand at the door and knock.*
- John 1:12 *All who believe in His name become children of God*
- 2 Cor. 5:17 **If anyone is in Christ, He is a new creation: the old has gone, the new has come.**

Answers To Common Questions

- Am I a sinner? Yes - Romans 3:23
- Do I need to be saved? Yes - Romans 6:23
- Can I be saved any other way? No - John 14:6
- Am I too young to receive Jesus? No - Mark 10:14
- What must I do to be saved?
 - Confess - 1 John 1:9
 - Believe - Acts 16:31
 - Receive - John 1:12
- Will Jesus come into my heart? Yes - Revelation 3:20
- Does God love me? Yes - John 3:16

Other Needs You May Pray With A Camper About

- Need For Forgiveness
 - 1 John 1:9
 - 1 John 3:5
 - Ephesians 2:8
 - Romans 8:1
 - Isaiah 1:18
 - Psalm 40:1-3
- Need Of Assurance
 - 1 John 5:13
 - John 3:36
 - Romans 8:16
- You Are Deserted By Loved Ones
 - Deut. 31:6
 - Deut. 4:31
 - Psalm 91:14,15
 - Psalm 37:25
 - 1 Samuel 12:22
- Praying For Lost Loved Ones
 - Acts 2:39
 - Acts 16:31
 - Acts 11:14
 - Matthew 18:19
- II Peter 3:9
- Hebrews 13:5
- Deut. 31:6
- I Thessalonians 5:24
- Healing Scriptures
 - Exodus 15:26
 - James 4:14,15
 - Psalm 103:3
 - Psalm 34:19
 - Jeremiah 17:14
 - Hebrews 13:8
 - III John :2
 - Jeremiah 30:17
- Need Of Guidance
 - Psalm 27:11; 26:9; 32:8
 - John 16:3
 - Romans 8:14
 - II Corinthians 5:7
 - Proverbs 3:5,6
- When In Grief
 - I Thess. 4:13,14
 - Isaiah 41:10; 43:2

- II Thess. 2:16,17
 - Matthew 5:4
 - II Cor. 1:3,4; 5:8
 - Psalm 23:4
 - Revelation 21:4
- Alcohol
 - Prov. 20:1; 23 :29-32
 - Isaiah 55:2
 - Hosea 55:2
 - I Corinthians 6:10
- Drugs
 - I Corinthians 3:16,17
 - Titus 3:3-5
 - Romans 13:14
 - Proverbs 11:19
 - John 8:36
 - I Corinthians 6:20
 - Luke 4:18
 - James 4:7
- Backsliding
 - Hebrews 7:25;10:38
 - Luke 9:62
 - II Peter 3:9
 - Isaiah 55:7
 - Jeremiah 3:22
- Loneliness
 - Psalm 139:7
 - Joshua 1:9
 - John 14:23
 - Deuteronomy 31:6
 - John 14:16
- Controlling Our Thoughts
 - Isaiah 26:3
 - Proverbs 23:7
 - Psalm 139:23
 - Psalms 94:11; 1:1,2
 - Philippians 4:8
 - Hebrews 4:12

Manifestations & Other Altar Related Issues

We desire and encourage students to experience the supernatural power of God in our altar experiences. These altar experiences are life changing! If possible, stay with any campers that go forward to receive Christ. Discuss it with them afterward and encourage them to share their new commitment with the rest of the cabin.

In circumstances where questions arise concerning particular manifestations of spiritual experience or altar related concerns, please simply ask any ministry staff about your concerns. If you feel you discern that a young person is seeking attention rather than the Lord, never embarrass them or bring unnecessary attention to the situation...simply talk with our ministry staff and they will assist you with the issue.

If someone discerns something that causes the question of a potential demonic manifestation, please speak to our ministry staff...first! Our staff will deal with these situations, along with you, with special care and sensitivity with spiritual discernment and accountability.

Proverbs 11:12 "in the multitude of counselors there is safety" KJV "many advisors make victory sure"
NIV

Section VI - Appendix

Abuse Definitions

The following definitions of abuse are from the GNWT Health and Social Services Web Site

Child Emotional Maltreatment

The child has suffered or is at substantial risk of suffering from mental, emotional or developmental problems caused by overtly hostile or punitive treatment, or habitual or extreme verbal abuse (e.g. threatening, belittling). If treatment is offered but caregivers do not cooperate, classify case under failure to provide treatment as well. Examples include:

- Non-organic failure to thrive – a child under three, who has suffered a marked retardation or cessation of growth for which no organic reason can be identified. Failure to thrive cases where inadequate nutrition is the identified cause should be classified as physical neglect. Non-organic failure to thrive is generally considered to be a form of psychological maltreatment, however, it has been classified as a separate category because of its particular characteristics.

- Emotional neglect – the child has suffered or is at substantial risk of suffering from mental, emotional or developmental problems caused by inadequate nurturing or affection. If treatment is being offered but caregivers are not cooperating, classify cause under failure to provide treatment as well.
- Exposed to domestic violence – the child has been a witness to violence occurring between the caregivers (or a caregiver and his/her partner). This would include situations where the child indirectly witnessed violence (e.g. saw the physical injuries on his/her caregiver the next day or overheard the violence.)

Child Neglect

The child has suffered harm or the child's safety or development has been endangered as a result of the caregiver(s) failure to provide for or protect the child. Examples include:

- Failure to supervise: physical harm – the child suffered or is at substantial risk of suffering physical harm because of the caregiver's failure to supervise or protect child adequately. Failure to supervise includes situations where a child is harmed or endangered as a result of caregiver's actions (e.g. drunk driving with a child or engaging in dangerous criminal activities with a child).
- Failure to supervise: sexual harm – the child has been, or is at substantial risk of being sexually molested or sexually exploited, and the caregiver knows or should have known of the possibility of sexual molestation and failed to protect the child adequately.
- Permitting criminal behavior – a child has committed a criminal offence (e.g. theft, vandalism or assault) with the encouragement of the child's caregiver, or because of the caregiver's failure or inability to supervise a child adequately.
- Physical neglect – the child has suffered or is at substantial risk of suffering physical harm caused by the caregiver's failure to care and provide for the child adequately. This includes inadequate nutrition/clothing and unhygienic dangerous living conditions. There must be evidence or suspicion that the caregiver is at least partially responsible for the situation.
- Medical neglect – the child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's caregiver does not provide, or refuses, or is unavailable, or unable to consent to the treatment. This includes dental services when funding is available.
- Failure to provide psychiatric treatment – the child is at substantial risk of suffering from either emotional harm demonstrated by severe anxiety, depression, withdrawal, or self-destructive or aggressive behavior, or a mental, emotional or developmental condition that could seriously impair the child's development. The child's caregiver does not provide or refuses or is unavailable, or unable to consent to treatment to remedy or alleviate the harm. This category includes failing to provide treatment for school related problems such as learning and behavior problems, as well as treatment for infant development problems such as non-organic failure to thrive. Parents awaiting service should not be included in this category.
- Abandonment – the child's parent has died or is unable to exercise custodial rights and has not made adequate provisions for care and custody, or child is in a placement and parent refuses/unable to take custody.
- Educational neglect – caregivers knowingly permit chronic truancy (5+days a month), or fail to enroll the child, or repeatedly keep the child at home. If child is experiencing mental, emotional or developmental problems associated with school, and treatment is offered but caregivers do not cooperate with treatment, classify the case under failure to provide treatment as well.

Child Physical Abuse

The child has suffered, or is at substantial risk of suffering physical harm, at the hands of the child's caregiver. Examples include:

- shake, push, grab or throw, which includes pulling or dragging a child as well as shaking an infant;
- hit with hand, which includes slapping and spanking, but not punching;
- punch, kick, or bite, which includes as well any other hitting with other parts of the body (e.g. elbow or head);
- hit with object, which includes hitting with a stick, a belt or other object, throwing an object at a child, but does not include stabbing with a knife; and/or

- other physical abuse, which includes any other form of physical abuse, including choking, strangling, stabbing, burning, shooting, poisoning, and the abusive use of restraints.

Child Sexual Abuse

The child has been or is at substantial risk of being sexually molested or sexually exploited. Examples include:

- penetration: penile, digital or object penetration of the vagina or anus;
- attempted penetration: attempted penile, digital or object penetration of vagina or anus;
- oral sex: oral contact with genitals either by perpetrator or by the child;
- fondling: touching or fondling genitals for sexual purposes;
- sex talk: verbal or written proposition, encouragement, or suggestion of a sexual nature (include face to face, phone, written and internet contact, as well as exposing the child to pornographic material);
- voyeurism: include activities where the alleged perpetrator observes the child for the perpetrator's sexual gratification;
- exhibitionism: include activities where the perpetrator is alleged to have exhibited himself/herself for his/her own sexual gratification; and/or
- exploitation: include situations where an adult sexually exploits a child for purposes of financial gain or other profit, including pornography and prostitution.

Emergency Procedures

IN CASE OF STORM

1. Emergency will be called by Camp Director. The Camp Director will be ready to report an emergency to the proper authorities.
2. All campers will be moved to a safe location as directed by the Camp Director.
3. Each building and tent will be checked by Assigned Staff Member.
4. The Camp Director will assign Support Staff to go to the nurses station and help all sick and injured. They will check with the nurse to make sure all sick and injured campers are accounted for. A physical report of names and room numbers will be taken to the Camp Director in person.
5. Keep your cabin together and take them to an assigned area of safety. Make sure each camper is accounted for. Each counselor is responsible to inform the director that their cabin is accounted for.
6. Only after making a physical inspection of the property will the Camp Director sound all clear.

Duties

Camp Director

- Call Emergency
- Inform other staff of necessary information.
- Prepare to call emergency services.
- Take Count of all campers - If campers are missing, the Director will initiate search for missing campers.
- Sound All Clear

Counselors

- Check to be sure all your campers are there.
- Proceed to assigned location with all your assigned campers.
- Keep your campers calm and together while awaiting the director to complete the head count.

Nurses

- Triage as necessary.

- Gather all medicine and Camper Applications.
- Prepare to have any injured campers brought to a safe location.

Support Staff

- Meet at designated area.
- Be available to assist counselors and if you are qualified in first aid be prepared to assist the nurse.

Be Prepared: AT LEAST ONE EMERGENCY DRILL WILL TAKE PLACE EACH WEEK.

EMERGENCY PROCEDURES IN CASE OF FIRE

1. The person who finds fire will RACE

R. Rescue Anyone in Danger - He will rescue anyone in IMMEDIATE danger.

A. He will alert Camp Director and all other staff. Immediately notify the Fire Dept., and all other camp personnel.

If the fire is containable.....

C. Contain the fire. If the fire is not containable, they will.....

E. Evacuate.

All counselors must find their campers and bring them to the main meeting area. Evacuation plans will be carried out from there.

The Director will assign Support Staff to go to the nurse's station and help all sick and injured campers. They will check with the nurse to make sure all sick and injured campers or staff are accounted for. A physical report of names and cabin numbers will be taken to the Camp Director in person.

Duties

Camp Director

Call Emergency - Dial 874-2222 Local Fire Dept. Inform all staff. Assign responsibilities as necessary.

Take Count of all campers - If any are missing, the Fire Department will be notified in person.