

Elks Camp Grassick Abuse Prevention Policy

PURPOSE

This policy establishes how Elks Camp Grassick will prevent the physical, emotional, and sexual abuse of children or vulnerable adults by its employees. Elks Camp Grassick seeks to create a welcoming and nurturing environment and has a zero tolerance for those whose actions may jeopardize the safety, health, or innocence of a minor or vulnerable adult.

DEFINITIONS

Child: Anyone under the age of 18.

Vulnerable Adult: An adult who has a substantial mental or functional impairment.

Caregiver: any person who has assumed the legal responsibility or contractual obligation for the care of a child or vulnerable adult.

Abuse: any willful act or omission of a caregiver or any other person which results in physical injury, mental anguish, unreasonable confinement, sexual abuse or exploitation, or financial exploitation to or of a child or vulnerable adult.

Physical Injury: damage to bodily tissue caused by nontherapeutic conduct which includes fractures, bruises, lacerations, internal injuries, dislocations, physical pain, illness, or impairment of physical function.

Mental Anguish: psychological or emotional damage that requires medical treatment or care or is characterized by behavioral change or physical symptoms.

Sexual abuse or exploitation includes those sex offenses defined in sections 12.1-20-02, 12.1-20-03, 12.1-20-04, 12.1-20-05, 12.1-20-06, 12.1-20-07, and 12.1-20-11 of the North Dakota Century Code.

Financial exploitation: use or receipt of services provided by the child or vulnerable adult without just compensation, the taking, acceptance, misappropriation, or misuse of property or resources of a child or vulnerable adult by means of undue influence, deception, harassment, criminal coercion, theft, or other unlawful or improper means.

Neglect: the failure of a caregiver to provide essential services necessary to maintain the physical and mental health of a child or vulnerable adult.

POLICY GUIDELINES

Personal Screenings

Safeguards in the hiring process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy.

- Standard employment applications include signed authorization to perform necessary background checks.
- National Background Checks are conducted on all employees.
- Sexual Offender Registry Checks are conducted on all employees.
- Face to Face interviews (in person or over video calls) of candidates whenever possible.

All information collected about a candidate will be reviewed and used to determine if they are appropriate for the respective position. If hired, all information collected during the hiring process will be included in the employee's permanent file, which will be maintained over the course of their employment with Elks Camp Grassick.

STRUCTURAL GUIDELINES FOR CAMP SESSIONS

All camp sessions offered at Elks Camp Grassick are designed to encourage safe interaction between employees and children and/or vulnerable adults. The following guidelines are meant to keep established safeguards effective:

- Two or more staff are assigned to each cabin group and area whenever possible.
- Employees are restricted to being alone with a child or vulnerable adult where they cannot be observed by others.
- Employees are not allowed to implement new activities or programs for children without consent from the Camp Director.
- Permission must be obtained from a parent or guardian before any employee transports a child or vulnerable adult in the name of Elks Camp Grassick.
- Prior permission is obtained from all parents/guardians at check in for the transport of campers in case of medical emergency.
- Children and vulnerable adults will only be released to a parent, legal guardian, a person designated by a parent or legal guardian, or a staff member from the camper's residential facility.
- Guidance and training will be provided to employees regarding Elks Camp Grassick's abuse policy and relevant procedures.

GENERAL CONDUCT

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide employees during their interactions with children and vulnerable adults. These guidelines do not and can not outline every situation that may be encountered while on the job, requiring employees to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. Elks Camp Grassick reserves the right to take disciplinary action against employees whose actions are found to be inappropriate regardless of whether they appear in this section.

- Employees will treat all children and vulnerable adults with respect and consideration. Treatment must be fair and equitable, and must not be based on sex, race, religion, sexual orientation, or economic or social status. All effort must be made to avoid favoritism or the appearance of favoritism.
- While on camp property and while “on duty” (not on a day off) Elks Camp Grassick employees must not possess, distribute, use or allow others to use any alcohol or drugs.
- Employees must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behavior management.
- Employees must not participate in or allow others to engage in any form of hazing.
- Employees must not have sexual contact with children or vulnerable adults.
- Employees must not allow sexual contact or any kind of inappropriate contact between or among campers.
- Employees must not dress, undress, shower or bathe with or in the presence of children or vulnerable adults.
- Employees must assure privacy, modesty and respect when dressing, undressing, changing, showering or bathing, or assisting with any personal or medical care of children or vulnerable adults.
- Employees must not use physical punishment in any form. The only time physical force is allowed to be used against a child or vulnerable adult is when their actions are placing themselves or others at an immediate risk for serious harm. Restraint or physical force should only be used by qualified staff whenever possible.
- Employees are prohibited from sharing sleeping areas with children or vulnerable adults to the degree possible. Staff will have separate counselor’s quarters as well as separate tents on campouts whenever possible. Staff will never be alone with a camper in a tent or sleeping area.
- Employees must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company or presence of children or vulnerable adults.
- Employees are not allowed to possess any sexually oriented materials (including but not limited to books, magazines, videos, and clothing) when on camp property or representing Elks Camp Grassick.
- When one-on-one discussion or medical or hygiene care is warranted or necessary, employee interaction with a child or vulnerable adult will take place in an area that

allows for privacy while still allowing for the safety of campers. (For instance, assisting a camper in a toilet stall while another staff member is outside the door within hearing range.)

If, for any reason, an employee feels there is a need to make an exception to these guidelines, they must submit a written description of the incident and why their actions were necessary. This must be submitted to the director or assistant director and their report will be reviewed for wrongdoing. A copy of the report along with any additional findings made by the reviewer will be included in the employee's permanent file.

EMPLOYEE AGREEMENT

If you have any uncertainty or questions regarding the content of this policy, you are required to consult the director or assistant director. This should be done prior to signing and agreeing to the Elks Camp Grassick Abuse Prevention Policy.

I have read and understand Elks Camp Grassick's Abuse Prevention Policy and agree to abide by its terms and conditions throughout the course of my employment. I understand that my failure to follow the terms of this policy could result in disciplinary action up to and including termination.

Employee Signature

Date

Director Signature

Date