



Camp Policies

.090(A) Procedures for the Background Review of Staff and Volunteers.

A manager from Island Roots will review all background check results prior to employing or accepting volunteers in our programs. Background checks include a review of potential criminal offenses and sexual offenses. If a staff applicant or volunteer has a criminal record which eliminates their qualification from employment or volunteer status, a manager will notify them of this status and they will not be permitted to participate in our programs.

.090(C) Staff applicants will submit the following information prior to employment with Island Roots:

- permission for review of CORI and SORI data,
- 5 years of previous employment (if applicable),
- 3 references and their contact information.

Island Roots will obtain 3 positive references before staff are eligible for employment.

.090(D) Volunteer applicants will submit the following information prior to volunteering with Island Roots:

- Permission for review of CORI and SORI data, and
- 5 years of previous work and/or volunteer history (if applicable),

.090(F) All Background Info.

Island Roots will review all background data and make hiring and volunteer acceptance determinations pursuant to .090(C) and .090(D).

.091 - .159(B)(1) Staff/Volunteer Orientation

All staff and volunteers of Island Roots will participate in mandatory training and Camp Orientation. See Orientation and Training Agenda attached.

.093 Abuse and Neglect Prevention Policies and Procedures

Mandated reporting of abuse and neglect: Island Roots must by law (M.G.L. c119, 51A) report suspected abuse or neglect to the Department of Children and Families (DCF) 7.08(6)(1) and the Massachusetts Department of Public Health and Marblehead Board of Health (in the event that the allegation(s) involve a child while in the care of the program). Parents will be notified by camp leadership if there is an allegation of abuse and neglect involving their child while in the care of the program.

- 1. Identifying abuse and neglect:** Staff will be trained during orientation on recognition of common signs of abuse. If a staff member believes they have identified abuse, they will follow the reporting steps below:
- 2. Reporting abuse and neglect: Mandated Reporting** All employees of Island Roots are considered Mandated Reporters by the state of Massachusetts. Employees who suspect or are made aware of abuse including (but not limited to) emotional, physical, or sexual abuse are required to report the information to a program/camp director or other appropriate supervisor. Because the information is confidential, reports should be made out of earshot of other campers or staff. Program/camp directors will be responsible for reporting the information to proper authorities, and will advise employees on how to proceed.



191 Discipline Policy

Behavior Management: Island Roots implements positive classroom and behavior management techniques, based on individual participant abilities, needs, and developmental levels. Positive techniques include, but are not limited to, direct instruction of appropriate behaviors, modeling of appropriate behaviors, group dynamics development through team-building and awareness activities, rewards and recognitions, and providing options, where possible.

1. **Development of classroom rules:** Island Roots staff will determine a set of core rules and expectations. At the beginning of their program, children will be explicitly taught these rules and expectations. Staff will also guide the children in discussion to find meanings they can connect with. These rules and expectations will be posted in program areas and reviewed periodically with participants.

Ensuring Consistency of Techniques: Consistent behavior management techniques will be implemented and staff will regularly be trained by leadership on best practices and Island Roots policies and procedures.

1. **Appropriate Discipline Methods:** Island Roots focuses on social/emotional learning, and corrects negative behaviors through verbal interaction. Staff are expected to manage behavior in the following ways:
 - a. Set clear and reasonable expectations at the start of each new program,
 - b. Make an effort to help children understand the purpose of rules and expectations.
 - c. Be consistent with expectations for campers.
 - d. Redirect negative behaviors with verbal reminders of expectations.
 - e. Redirect more extreme or repeated negative behaviors by helping campers take a break, addressing underlying emotions (through talking or play) or to find a new activity in order to de-escalate and change the patterns of behavior.
 - f. Request assistance from supervisors or specialists when necessary.
 - g. Report extreme or recurring negative behaviors to supervisor or specialist in a timely manner, in order to create a plan for the child's success.
2. **Prohibited Discipline Methods**
 - a. No child shall be subjected to corporal punishment, including spanking, slapping, hitting, pinching, or otherwise using physical aggression as discipline.
 - b. No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
 - c. No child shall be denied food, water, shelter, or toilet access.
 - d. No child shall be punished for soiling or wetting themselves, or for not using the toilet.
3. **Communication with Families re: Behavior**
 - a. Directors will be responsible for communicating any issues about a child's behavior with their guardians. This communication will be done in a positive manner, with the focus on the child's growth and the development of positive relationships.
 - b. For more information on this topic, please see the Classroom and Behavior Management section of the Family Handbook.