

CAMP/RETREAT DIRECTOR MANUAL

UPDATED 02-05-2019

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CAMP/RETREAT DIRECTOR GUIDELINES AND RESPONSIBILITIES

BEFORE CAMP

- Communicate directly with Presbyterian Youth and Children Director or Presbytery of East Tennessee Treasurer about questions or needs.
- Present schedule, curriculum and other plans to Presbyterian Youth and Children Director for review and approval.
- Secure staff* including the following:
 - Male & Female Counselors in 1:5 ratio to the number of campers expected.
 - Ordained Minister
 - Kitchen/Cooking
 - Life Guard (Camp Chilhowee)
 - Trained First Aid Personnel
- Contact cooking staff with any information about campers or staff with special needs/allergies pertinent to meal planning
- Distribute curriculum to staff prior to camps/retreats
- Directors of high school camps/retreats work together with the Youth Council to plan and lead. This includes meeting with and communicating with the Youth Council prior to camp and incorporating them in all aspects of leadership.
- All Summer Camps will have a training/orientation day at the beginning of the summer led by the Presbyterian Youth and Children Director and/or a representative from the Denomination. Camp Directors must be present and prepared with curriculum and other information to present to staff at the time of orientation. Directors should also communicate the need to be present at orientation with all counselors. If counselors do not attend this training event, directors must meet with their staff team and review all training information prior to camp.
- Be familiar with the Presbytery of East TN Camping Ministry Safe Sanctuaries Policy. Ensure all staff are also familiar with the policies therein and have signed that they agree to all terms. All staff/adults must have a background check with results on file with the Presbyterian Youth and Children Director. **Kelly Shanton, CPC.EastTN.YCD@outlook.com is the contact person for the presbytery for youth and children events.** All Safe Sanctuary Background Checks will be cleared according to denominational guidelines and resources with a copy of the background check results sent to CPC.EastTN.YCD@outlook.com

DURING CAMP

- Coordinate any and all activities: worship, Bible study/small groups, recreation.
- Authorized to deal with behavior problems and conflicts of any kind that arise at camp/retreat.
- Responsible for keeping and leaving facilities in proper condition.
- Responsible for making sure no un-authorized adults are present during camping times. If there is maintenance need (plumber, electrician, etc.) you or the caretaker must supervise them at all times.

AFTER CAMP

- Debrief with Presbyterian Youth and Children Director or representative.
- Submit camp/retreat evaluation and report to Presbyterian Youth and Children Director.
- Report shall be shared with the Board of Christian Education and included in report to the Presbytery.

Thank you for serving as a director of a presbyterial camp or retreat.

*The age of the youngest staff must be four years removed from the oldest campers; (i.e. middle school camps/retreat staff must be age 18 or older, and high school camp/retreat staff must be age 21 or older). Any staff for junior camps under the age of 18 will be considered "Counselors in Training" and are not to be considered as adults for legal purposes in the adult to youth ratio requirements and other needs outlined in the Safe Sanctuaries Policy.

Procedure for the Camping Program Budget and Expenses

1. The presbytery treasurer will receive all advanced student registrations, deposit the funds, keep payment records, and collect scholarship funds from the churches. The student's registration form will be forwarded to the event director when it is received.
2. A procedure for receiving and depositing funds from the on-site registration will be arranged with the event director in advance of the event.
3. Event directors will be insured by the Presbytery's Fidelity Bond for any unaccounted for loss of funds not to exceed the total amount of the event budget.
4. The Board of Christian Education budget (program budget) will cover the following expenses:
 - Curriculum
 - Materials (program, arts/crafts, games, videos, etc.)
 - Honorarium for inspirational speaker and/or musician leading worship
 - Travel for camp directors, worship directors and recreation directors
5. The Camp Board budget should cover the following expenses:
 - Food and beverages
 - Camp facility expenses including recreation equipment
 - Lifeguards, first aid supplies and administrator of medication
 - Kitchen staff
6. The event director will be assigned a program budget. The program budget maximum for each camp during 2019 is \$600. The program budget maximum for each retreat during 2019 is \$200. Each event director will submit a line-item budget for their event to the Presbytery Youth and Children Director for approval.
7. Purchases from the program budget may be made by arranging in advance with the presbytery treasurer to use a purchasing card provided by the presbytery or to receive an advanced payment check. This procedure is recommended for the larger purchases and for on-line purchases to take advantage of the state sales tax exemption and to simplify record keeping.
8. The event director and/or event staff may also submit original sales slips or invoices to be reimbursed for expenses related to the line items in their event budget. All purchases by the event staff must be approved by the event director.
9. An itemized invoice or itemized sales slip must be presented for all purchases and requests for reimbursement.
10. All major purchases and speaker's/musician's honoraria should be included in the event budget and submitted for payment by the presbytery prior to the beginning of camp. Expenses during the week of camp should be submitted for payment during the week following the event.

Camp/Retreat Director's Report

Please complete this report and return it to: Kelly Shanton, CPC.EastTN.YCD@outlook.com

Director's Name:	
Camp or Retreat:	
Theme & Biblical Basis:	
Curriculum Used: (Please return any reusable curriculum to Board of CE)	
Number of Campers: _____	Number of Staff: _____
List all Churches Represented:	
Please describe any discipline problems or other incidents that occurred that the Board should know about:	
Please describe the thing(s) you found particularly successful:	
Did anyone receive medical attention? If so, who:	
Please describe the thing(s) the Board needs to improve:	
Other Comments:	
Are you interested in working at a camp again? If so, in what capacity would you want to be considered?	
Income/Expenses (To be completed by director & representative collecting and depositing funds.) All expenses must be pre-approved and itemized receipts or purchase orders must be provided for all purchases. All expenses are to be reported within two days of the end of camp.	
Number of Campers _____ + Number of Paying Adults _____ = _____ ^a Cost of Camp \$ _____ - Activity & Late Fees (if applicable) \$ _____ = \$ _____ ^b Total Amount: \$ _____ to be deposited & credited to _____. <div style="text-align: center; margin-top: 5px;">a x b</div>	

Signature of Event Director (Date)

Presbyterial Youth and Children Director (Date)

Safe Sanctuary and Background Checks

The Release Form is to be filled out and submitted online.

Denominational website for information: <https://cpcmc.org/safe-sanctuary/>

Background Check Application Form: <http://cpcmc.org/safe-sanctuary/background-checks/>

Here is how the new process will work:

1. Applicants (persons who require a background check) will complete an online release and disclosure agreement by pressing the button on the page.
2. Confirmation will be sent to the applicant via email to acknowledging the submission of their form.
3. The person designated to receive the results of the background check: Kelly Shanton, CPC.EastTN.YCD@outlook.com is the contact person for the presbytery for youth and children events. She will be notified that the applicant has submitted their release and disclosure agreement form.
4. The DMT will process the background check and send the results to the designated recipient (Mrs. Shanton) via email within 14 days.

The following information is required by every person serving in a leadership role in presbytery programs and events, especially those involving children. Answering yes to any of the following questions may not disqualify you from consideration, but providing false answers will result in automatic disqualification. You may attach any explanation or additional information.

Have you ever been arrested or charged with a crime involving sexual misconduct or immoral behavior?

Yes _____ No _____

Have you ever resigned position or been terminated for reasons related to sexual misconduct or other immoral behavior?

Yes _____ No _____

Have you ever had a civil lawsuit filed against you alleging sexual misconduct or other immoral behavior on your part?

Yes _____ No _____

Has any church body (including a session, presbytery, special commission, disciplinary committee, ministerial committee, or comparable church body) ever determined that you engaged in sexual misconduct or other immoral behavior?

Yes _____ No _____

I certify that my answers provided above are accurate and to the best of my knowledge.

Signature

Date

Print or Type FULL Name

Date of Birth

Maiden Name (if applicable)

List all state in which you have resided from age 18.

PRESBYTERY OF EAST TENNESSEE CAMPER EVALUATION SHEET

To help improve future events, please fill out the following evaluation form. Please rank the following items from 1-5, 1 being low and 5 being high. Any additional comments are helpful.

	Disliked		Liked		Loved
Small Groups	1	2	3	4	5
Comments					
Large Group	1	2	3	4	5
Comments					
Worship	1	2	3	4	5
Comments					
Recreation	1	2	3	4	5
Comments					
Music	1	2	3	4	5
Comments					
Activities	1	2	3	4	5
Comments					
Theme	1	2	3	4	5
Comments					
Food	1	2	3	4	5
Comments					
Counselors	1	2	3	4	5
Comments					

What discussion topics would interest you at future events?

What activities or games would you like to have at future events?

What did you think of the camp facility?

Any additional comments or suggestions?

How did you hear about camp this year? And what is the best way to contact you about youth events in the future?

STAFF EVALUATION

Thank you for serving as a counselor/staff for a camp/retreat and investing in the lives of these young people. Your comments and suggestions will be used to plan for future events and are invaluable.

- 1) Please comment on the collaboration & cooperation among staff.
- 2) List one helpful skill you gained or something you learned.
- 3) What additional resource materials would you suggest giving staff prior to camp?
- 4) Please give your opinion on the mechanics of camp (i.e., food, equipment, emergency procedures, First Aid). How could they be improved?
- 5) Which camp supplies and/or publications were the most useful?
- 6) Any recommendations for additional supplies or materials?
- 7) Please provide any comment on staff meetings.
- 8) How do you feel the camp's goal for campers were met?
- 9) Please comment on the level of youth participation at camp.
- 10) Additional comments:
- 11) Are you interested in working at a camp again? If so, in what capacity would you want to be considered?

Camp Name: _____

Signature: _____
(Optional)

SECTION III DIRECTOR REPORT ON THE ACCIDENT/INCIDENT

What action has been taken to prevent such an accident/incident from recurring? Include specific details on how it was mediated, how the incident can be avoided in the future. (Note that photos are highly recommended immediately following an incident, if at all possible.)

Director's Account of Incident which supplements and/or clarifies information provided by injured party: If an injury, (1) explain activities occurring when injury or illness occurred and what tools, machinery, chemicals, were involved, (2) what happened to cause this injury or illness (3) what was the injury or illness (i.e., state the part of body affected and how it was affected)

Section III Completed by: _____
Signature Date

SECTION IV- FOR INVESTIGATION/REVIEW ONLY - DO NOT WRITE BELOW THIS LINE:

Investigation Comments: Photos are highly recommended immediately following an incident, if at all possible.

Required Action:

Location Code: _____

Section IV Completed by: _____
Signature Date

Date sent to Presbyterial Youth & Children's Director: _____ other _____

Medications

List all medications currently used. (If additional space is needed, please photocopy this part of the health form.) Inhalers and EpiPen information must be included, even if they are for occasional or emergency use only. Please also include any other counter medicine (Tylenol, Allergy Meds, etc.) Please bring this form with you on the day of camp.

Name: _____

Medication:		
Strength:		
Frequency:		
Time to be taken:	AM:	PM:
Reason for medication:		

Medication:		
Strength:		
Frequency:		
Time to be taken:	AM:	PM:
Reason for medication:		

Medication:		
Strength:		
Frequency:		
Time to be taken:	AM:	PM:
Reason for medication:		

All Meds given will be kept track of an initialed by the person giving them.

	AM	PM
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Reason for Medication:		

NOTE: Be sure to bring medications in the appropriate containers, and make sure they are NOT expired, including inhalers and EpiPens.

Parent of Guardian must sign below so that medications may be dispensed by Camp Medication Manager and that your child may be treated by the medical staff at a healthcare facility in case of an accident that requires treatment beyond the camp capabilities.

Signature _____

Date _____



*Presbytery of East Tennessee
Camping Ministry*

Safe Sanctuaries Policy

Purpose

Our purpose in establishing a Safe Sanctuary Policy is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children and youth. This policy applies to all of our children and youth, from birth up to 18 years of age.

Context

God calls us to make our camps safe places, protecting children from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong.

The Discipleship Ministry Team of the Ministry Council of the Cumberland Presbyterian Church strongly encourages Safe Sanctuary policies for its congregations and camps.

We recognize that children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Our Covenant to Protect the Families of Our Camp Community

– A Safe Sanctuary

As a Christian community of faith and a Cumberland Presbyterian Camp, we pledge to conduct the ministry of the gospel in ways that work to help ensure the safety and spiritual growth of all of our vulnerable visitors, as well as all of the staff and volunteers who work with them.

In working to provide an environment that protects our children and youth from emotional, physical, and sexual exploitation, neglect, and abuse, we will:

- Follow reasonable safety measures in the selection and recruitment of staff and volunteers
- Implement prudent operational procedures in our programs and events
- Educate all staff and volunteers who work with children regarding the use of appropriate policies and methods
- Have a clearly defined procedure for reporting a suspected incident of abuse
- Inform the presbyteries, congregations, and specifically parents of our policies and procedures.

Conclusion

In all of our ministries with children and youth, Presbytery of East Tennessee is committed to demonstrating the love of Jesus Christ so that each of them will be "surrounded by steadfast love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal."

Procedures Supporting the Safe Sanctuary Policy

The guidelines and procedures discussed herein are those adopted and followed by our camp staff, including volunteers, and which directly or indirectly relate to the issue of our Safe Sanctuary Policy (hereafter "SSP"). By adhering to these guidelines/procedures, Presbytery of East Tennessee staff and volunteers support the successful operation of a safe sanctuary. The guidelines/procedures are designed to reduce the possibility of abuse to the children or youth and to protect staff/volunteers from unwarranted accusations.

Providing adequate supervision during all gatherings and activities is essential to insure that all are cared for and that supervision will continue if an emergency arises. The following policies are in place to protect our children, youth, paid staff members, and volunteers.

I. General Guidelines/Procedures/Rules

The following rules/requirements shall apply to all children and youth camping activities. They apply as appropriate to children and youth who are protected by our Safe Sanctuary Policy and, as needed, to the staff and volunteers who work with them.

Opening and Closing Day Procedures: Drop-Off and Pick-Up

On opening day, counselors and the director or a designee are to be present when the campers and parents arrive. Camp John Spear will have a modified pick-up procedure due to transportation from a number of churches. During check-in, the parents, guardians, or designees are to identify themselves and names recorded. Names of other parents, guardians, or designees who may be picking up the camper(s) are to be recorded, as well. During the check-in time, the parent, guardian, or designee will give to the staff all medications for the child with instructions for use. Adults bringing groups of campers should have this information with them upon arrival.

Facility Safety

Visibility reduces the risk of abuse. Doors to rooms where windows do not provide external visibility and children and youth are present should remain open whenever feasible and practical. When open doors are not practical, the risk will be reduced by additional supervision.

Fire escape routes will be published in each cabin/room or common areas joining rooms throughout the campgrounds. SSP reporting procedures will be kept by each telephone or in another visible area on the campgrounds.

Safe Sanctuary Awareness

We will conduct Safe Sanctuary Awareness training for our Staff during staff training. All Staff must sign and have on file in the camp office a Participation Covenant and acknowledgement of having received the Safe Sanctuary policies and procedures.

Two Adult Rule

Supervision and accountability are important to reduce the risk of abuse and injury. During all activities and events one adult will not be alone with a child or youth, except where specifically authorized within this SSP. For small group activities where one adult supervises one group, two or more groups are to meet in sight of each other. The two adult rule requires that no matter

the size of the group, there will always be at least two adults present. This may include the presence of an adult “roamer” who moves to and from activities. All adults must have training in Safe Sanctuary policies and procedures. Spouses may not act as “two adults” except where specifically authorized within this SSP.

One-on-One Counseling

All counseling sessions must be conducted in designated camp area. Any time an adult meets with a child or youth on a one-on-one basis, this type of contact should be held when others are nearby, though not within listening distance. This may take place in the dining hall, a pavilion or in other similar locations throughout the camp at the discretion of the camp director.

“Four Years Older” Rule

This rule will apply at all events. Persons supervising youth or children will be at least 4 years older than the oldest youth participant. Youth under the age of 18 may serve as staff/volunteer activity leaders at those events where they would be 4 years older than the oldest participant, provided they serve under the supervision of two or more trained and screened adults. Persons under the age of 18 will not have authority over children or youth. Some events may require that the supervising adult be 22 years of age or older, and if so, those requirements will be communicated to all adults prior to the beginning of the event. Youth under the age of 18 are considered Counselors in Training and do not qualify as “adults” for the purposes of Adult/Youth Ratios or the Two Adult Rule.

Cabin Accommodations

There will be separate sleeping areas for males and females at all camps, except where specifically authorized within this SSP. There are to be two adults to each cabin where possible.

Shared Shower/Bathing Conditions

In the event of open showers, separate shower times for children/youth and for adults shall be designated to prevent youth and adults showering together. Instances may occur where swimsuits may be needed as the primary means of complying with this rule.

Adult/Youth Ratios

Activity directors should work to ensure that the ratio of adults to youth should be at least 2:24 at all gatherings. For the purposes of camps and retreats the required ratio of counselors to campers is 1:5 present at camp.

Water Activities

When the campers are participating in water activities (i.e., swimming), a lifeguard must be present along with another adult at a minimum ratio of 2:24. Counselors swimming with campers will act as supervisors during these times, as well.

Bonfires

Minimum adult to camper ratio shall be 2:24 during bonfires or in the presence of fires.

Walking along trails

When counselors and campers are walking or hiking on the trails, the two counselor rule applies. There will be at least two counselors present for all hikes with three to four recommended in case of an emergency requiring an adult to return. In the event of only having two counselors and one needs to return, all hike participants must return. No one counselor will be left with a child or group of children.

Small Groups

For children and youth small group experiences, two adults in each group is preferred. When that is not possible, each group must meet within sight of one another so that adequate supervision is maintained. If appropriate, counselors may also combine their groups.

Gender Composition

When a group of children or youth consists of both genders, the accompanying adults shall also be of both genders whenever possible.

Medical Release and Parental Permission Forms

All children and youth shall have a completed medical release form and completed parental/guardian permission forms on file with the camp office prior to participating in camp sponsored events or activities. These may be event or activity specific or general in scope.

First Aid and CPR

All staff are encouraged to be trained and certified in first response crisis procedures. All volunteers are encouraged to take such training and to obtain their certifications as appropriate. There must be at least one person with First Aid and CPR certification present at all events.

Camp Medical Designee

A camp medical designee will be on staff. He or she is responsible for all medications and their distribution to the appropriate campers. All medications must be turned in to the camp medical designee. A record of all medicines dispensed will be kept in the daily medical log, as well as any treatment given to any person visiting the medical designee, children, youth, or adult. For times away from the main camp, the camp medical designee will orient a staff member to provide routine health care for participants and to handle emergencies.

Transportation in the Event of an Emergency

If a camper becomes ill or an extreme emergency takes place, the counselor is to notify the director or assistant director who may call for an ambulance to come take the camper to the hospital. If the emergency is not life threatening, the director may deem it appropriate to transport the camper to the hospital using his or her personal vehicle. In this case a second screened adult will accompany. First-aid kits with 'first response' supplies will be provided at each camp and should be taken on any hikes or other activities away from the main campus. In all cases, the camp director is to be notified.

Evacuation Procedures

In the event of an emergency, all counselors and campers are to be evacuated to the designated area. At the beginning of every week, these procedures will be reviewed with the campers by the counselors. An emergency drill may be used if the director feels that it is necessary for that week; he or she is to use discretion in this area.

II. Participation Covenants

All staff persons, volunteers, and activity/mission participants who can understand the covenant shall sign a participation covenant. In a situation that has continuous care, this covenant can be in the form of clear, posted rules that are explained to the participants at the outset of the program. Additionally, the camp director or designated representative shall keep copies of all covenants on file in the camp office.

III. Training – Supporting Education on SSP and Procedures/Forms

Training on Safe Sanctuaries is a requirement for all camp staff persons, and all volunteers in charge of children and youth activities. Training of staff will include information about the problem of child abuse (including child sexual abuse), recognition of signs of abuse, familiarity with measures to reduce risk, and familiarization with specific procedures related to the site and contained in this packet. The training requirement for volunteers may be met by reviewing this packet and participation in an abbreviated session led by the director or assistant director to cover key points for safety. Both staff and volunteers will document their training by signing the attendant certification that the individual has read and understands the material, agrees to comply with the policy, procedures, and rules; and, has signed a Participation Covenant. Training for all counselors will be offered during the staff training day before camping begins.

IV. Employment Candidates/Hiring and Volunteer Screening

Careful screening is one way to reduce the risk of abuse of children and youth. It can be time consuming, but well worth the effort in peace of mind that the most reliable, committed, and experienced staff and volunteers are in place for every program that involves children and youth.

The following guidelines will be applied when reviewing and selecting staff for camping ministry:

- All applicants will complete the approved Presbytery of East TN Registration Process.
- A person selected must have a completed background check. This will include criminal background investigation and reference check as designated by the CP denomination.
- Staff training, covering all policies and procedures related to children and/or youth, must be provided at least once a year. All staff must attend this training every year.

V. Reporting

Once an incident of child abuse occurs or allegation of an incident is made, it is crucial that it be dealt with speedily and in a clearly outlined manner. The first response will be to insure the safety of the child and remove the alleged offender. The person who observes alleged abuse or

to whom such alleged abuse is reported must immediately report the incident to the Tennessee Department of Children's Services. He/she shall also report the incident immediately to the person in charge of the related activity, and to the Director. In the event the Director is directly the subject of an allegation, the report should be made to another staff member, the Board of Christian Education, and the Stated Clerk.

Upon receiving such information, the Director or Directors will speak to the alleged victim and his/her parents immediately. The Director or Directors will take appropriate steps to insure that proper reports have been made to the Tennessee Department of Children's Services and will notify the Board of Christian Education or Stated Clerk. This provision notwithstanding, any person defined as a "mandatory reporter" under Tennessee State law must comply with reporting requirements set forth in TCA 37V1V401 et seq. (2001)

Persons who are the objects of the report will be required to refrain from all children/youth activities until the incident report is resolved. In any removal of a person from any children/youth activities, care should be taken to handle this in a discreet manner, recognizing that an investigation is still being conducted.

VI. Response to Allegations of Abuse

A quick, compassionate, and unified response to an alleged incident of child abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse in a children or youth activity, all volunteers or staff involved in that activity shall be at the service of all official investigating agencies.

A designee of the presbytery is the only person/s authorized to make statements to representatives of the media.

If the allegation concerns activities or persons outside any relationship to a camp related event or activity, it is the responsibility of the person in charge of that event or activity to inform the Director(s).

If allegations are made against the Director, the other director, Board of Christian Education, and Stated Clerk shall be contacted immediately and care for the responsibilities assigned to the Director in this policy.

VII. Administration – Procedures for Maintaining the SSP

A review of this policy should be made once a year with necessary changes being made and approved by the Board of Christian Education and submitted to the Presbytery of East Tennessee.

APPENDIX A? DEFINITIONS

“Adult” means a person 18 years of age or older.

“Child” means any person under the age of 18.

“Children’s Activities” means any activity or program in which children are under supervision of persons (staff or volunteers) in charge of these activities.

“Camp” means Presbytery of East Tennessee Camp.

“Staff” or “Staff person” means any person working a camp for Presbytery of East Tennessee.

“Persons required to report child abuse” “According to Tennessee law, all persons (including counselors, teachers, doctors, mental health professionals, child care providers, dentists, family members and friends) must report suspected cases of child abuse or neglect. Failure to report child abuse or neglect is a violation of the law.”

<http://www.tennessee.gov/youth/childsafety/whoshouldreport.htm>

According to the Tennessee Code Annotated 37V1V403 regarding the reporting of brutality, abuse, neglect or child sexual abuse; notification to parents of abuse on school grounds or under school supervision, and confidentiality of records:

(1) Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect.

(2) Any such person with knowledge of the type of harm described in this subsection (a) shall report it, by telephone or otherwise, to the:

- (a) Judge having juvenile jurisdiction over the child;
- (b) Department, in a manner specified by the department, either by contacting a local representative of the department or by utilizing the department’s centralized intake procedure, where applicable;
- (c) Sheriff of the county where the child resides; or
- (d) Chief law enforcement official of the municipality where the child resides.

(3) If any such person knows or has reasonable cause to suspect that a child has been sexually abused, the person shall report such information in accordance with § 37V1V605, relative to the sexual abuse of children, regardless of whether such person knows or believes that the child has sustained any apparent injury as a result of such abuse.

- (a) The report shall include, to the extent known by the reporter, the name, address, and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report. The report may include any other pertinent information.

“Person in charge of a children/youth activity” means the adult camp volunteer or employed staff person responsible for the conduct of this activity, such as but not limited to a counselor, activity coordinator, or music leader.

“We” means the Presbytery of East Tennessee Camps.

“Child Abuse/Neglect” as defined under Tennessee law is:

Abuse exists when a person under age 18 is suffering from, has sustained, or may be in immediate danger of suffering from or sustaining a wound, injury, disability, or physical or mental condition caused by brutality, neglect, or other actions or inactions of a parent, relative, guardian, or caretaker.

Severe child abuse means:

- The knowing exposure of a child to or the knowing failure to protect a child from abuse or neglect that is likely to cause great bodily harm or death, and the knowing use of force on a child that is likely to cause great bodily harm
- Specific brutality, abuse, or neglect towards a child that in the opinion of qualified experts has caused or will reasonably be expected to produce severe psychosis, severe neurotic disorder, severe depression, severe developmental delay or retardation, or severe impairment of the child's ability to function adequately in the child's environment, and the knowing failure to protect a child from such conduct
- The knowing failure to protect the child from the commission of any such act towards the child
- Knowingly allowing a child to be present within a structure where the act of creating methamphetamine is occurring

Citation: TN Code Ann. § 37-1-102

Neglect/Neglected child means a child:

- Who is under unlawful or improper care, supervision, custody, or restraint by any person, corporation, agency, association, institution, society, or other organization, or who is unlawfully kept out of school
- Whose parent, guardian, or custodian neglects or refuses to provide necessary medical, surgical, institutional, or hospital care for the child
- Who, because of lack of proper supervision, is found in any public place the existence of which is in violation of the law
- Who is in such condition of want or suffering or is under such improper guardianship or control as to injure or endanger the morals or health of the child or others.

Citation: Ann. Code § 37-1-102

Sexual Abuse

Child sexual abuse means the commission of any act involving the unlawful sexual abuse, molestation, fondling, or carnal knowledge of a child under age 13 that on or after November 1, 1989, constituted the criminal offense of:

- Aggravated rape, sexual battery, or sexual exploitation of a minor
- Criminal attempt for any of the offenses listed above

- Especially aggravated sexual exploitation of a minor
- Incest
- Rape, sexual battery, or sexual exploitation of a minor child sexual abuse also means one or more of the following acts:
 - Any penetration, however slight, of the vagina or anal opening of one person by the penis of another person, whether or not there is the emission of semen
 - Any contact between the genitals or anal opening of one person and the mouth or tongue of another person
 - Any intrusion by one person into the genitals or anal opening of another person, including the use of any object for this purpose
 - The intentional touching of the genitals or intimate parts, including the breasts, genital area, groin, inner thighs, and buttocks, or the clothing covering them, of either the child or the perpetrator
 - The intentional exposure of the perpetrator's genitals in the presence of a child, or any other sexual act intentionally perpetrated in the presence of a child, if such exposure or sexual act is for the purpose of sexual arousal or gratification, aggression, degradation, or other similar purpose
 - The sexual exploitation of a child, which includes allowing, encouraging, or forcing a child to solicit for or engage in prostitution or engage in sexual exploitation of a minor

Citation: Ann. Code § 37-1-602

Mental injury means an injury to the intellectual or psychological capacity of a child as evidenced by a discernible and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture.

Citation: Ann. Code § 37-1-602

Note: For the purposes of this Policy, this definition includes vulnerable adults.

APPENDIX B: SUPPORTING FORMS AND CHECKLISTS

The forms in this section are those commonly used and which are related directly or indirectly with the SSP as implemented by the Presbytery of East Tennessee.

Where applicable, they are required to be used. They are available and may be requested at any time.

Participation Covenant

Accident Report Form

Authorization and Request for Criminal Records Check

Staff Application or Registration/Form for Reference Check

Report of Suspected Incident of Child Abuse