



# COUNSELOR TRAINING MANUAL

*How to be a fun, caring, and safe camp counselor*

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## Welcome!

We take our responsibility to care for campers very seriously. The Counselor Training Manual contains policies and procedures specifically created for adults authorized to interact with minors in a camp setting, and is designed to prevent abuse and promote a safe camp experience. The policies herein are intended to protect campers, camp staff, and the mission of Messiah University.

## You Are an Authorized Adult

As a camp counselor, child supervisor, coach, chaperone, faculty, staff, volunteer, graduate and undergraduate student, intern, employee of a temporary employment agency, or independent contractor/consultant you are an authorized adult. This means that you are age 18 and older, paid or unpaid, who interacts with, supervises, chaperones, or otherwise oversees minors in program activities, recreational, and/or residential facilities. The following policies apply to you if the above description applies to you. In these roles where minors are under our supervision, it is critical that we are aware of our duties and responsibilities so that our campers can stay safe while under our care.

## You Are a Mandatory Reporter

As an employee who comes into contact with minors, you have a specific and special mandate by law to report to Childline when you know of or suspect that a child is being abused or neglected in some way. This is a government mandate designed to protect children, and it applies to all adults authorized to interact with minors. This mandate applies no matter how you become aware of the abuse or neglect; it still applies if someone other than the child being abused gives you reason to suspect neglect or abuse of the child.

Because this is mandatory, should you willfully fail to immediately contact Childline after becoming aware of an incident or suspicion of abuse or neglect, you will be subject to conviction of a misdemeanor wherein the first offense could result in a \$2,500 fine and/or a year in jail, and the second offense could result in up to a \$5,000 fine and/or two years in jail. More importantly though, your silence could lead to the further neglect and abuse of a child in desperate need of help, and as such, you should immediately report any suspicions.

## Background Checks

As an employee who has direct contact with minors, you are required to complete and submit the following background checks *prior to the first day of your assignment*:

- Pennsylvania requires background checks for employees and volunteers with direct contact with minors. Since the camps will enroll minors, every employee, regardless of state of residence, MUST have completed the 3-phase clearances: (1) FBI, (2) PA Child Abuse, and (3) PA State Police {PATCH}. The Intellicorp check for out-of-state residents is discontinued. Beginning with 2025 camps, if the worker has a valid FBI clearance that was obtained in a state outside of PA, the worker may upload the clearance to their checklist. If a new FBI clearance is needed, the worker may choose to follow the steps provided by Messiah for obtaining the FBI clearance through the PA resident IDENTIGO process or follow the instructions of their state of residence for obtaining the FBI clearance. Please note the worker will be responsible for locating the appropriate instructions

for their state of residence if they choose to obtain the FBI clearance outside of the PA resident IDENTIGO process. Both the PA Child Abuse and PA State police clearances MUST be obtained through the state of PA, regardless of state of residency.

Your Camp Director will provide you with instructions on how to complete this process. Keep in mind that the FBI clearance can take several weeks to arrive in the mail, so please plan accordingly.

## Training and Resources

Because we care for and desire to protect campers, all camp counselors must be adequately trained and equipped to prevent and recognize abuse, prior to the start of camp. Camp counselors should have a basic understanding of the characteristics of sexual abusers, as well as the 'grooming behaviors' used by a sexual abuser to prepare a camper for sexual abuse. Messiah University has a three-step training and resourcing process to equip camp counselors with the information necessary to recognize abuser characteristics and 'grooming behaviors':

1. **Online Training.** All camp counselors must undergo 1.5 hours of online Sexual Abuse Awareness Training by Abuse Prevention Systems. You will receive an e-mail invitation from your Camp Director to take this training. After you complete the training, there is a quiz. A 70% score or higher is required in order to receive your certificate of completion.
2. **Counselor Training Manual.** You must take the time to read and familiarize yourself with this Counselor Training Manual.
3. **Mandatory Reporter Acknowledgement.** You must sign and submit the Camp Counselor Mandatory Reporter Acknowledgement, agreeing that you understand your role as a mandatory reporter and that willful failure to report suspicions of child abuse can result in both employee discipline and criminal prosecution.

In order to do our utmost to ensure that the camp experience is safe and fun for all, it is important that the minors in your care understand the rules of camp and their role in preventing harassment and abuse. **You must review the *Messiah University Summer Camp Code of Conduct (Attachment A)* with your campers at the start of camp.** Each camper should receive a copy of the Code. Please allow time for them to ask questions after the review.

## Reporting

In order to maintain a safe environment for campers, Messiah University camp counselors must be aware of each individual's responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of policy. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to your Camp Director.

Reporting an incident or suspected incident of child abuse in Pennsylvania is a three-step process:

1. **If you have reason to suspect that a child is a victim of abuse, you must immediately make a direct report to PA Childline by calling 1-800-932-0313.**
2. After making a report, you must also notify your Camp Director and Messiah University's Department of Safety (from on-campus: ext. 6565, from off-campus: 717-691-6005) which is responsible for coordinating the University's response and cooperation with authorities. *If you believe the Camp Director to be involved in your report, you are not required to inform him or her. Your privacy will be maintained by Childline, but you will be required to give a name and contact information so that Children and Youth can follow up with the report. Your identity*

*will remain confidential unless you give explicit instruction otherwise.*

3. **If you are working with an Athletic camp, you must also immediately notify the U.S. Center for Safe Sport by calling 720-531-0340.**

Retaliation against any individual who makes a report is strictly prohibited and subject to disciplinary action. If you suspect retaliation, report it to your Camp Director immediately.

## Consequences

Any person accused of committing a prohibited act or any act considered harmful to a child, will immediately be suspended from participation in a Messiah University camp. This suspension will continue during any investigation by law enforcement or child protective agencies. Any person found to have committed a prohibited act will be removed from future participation in all activities and programming that involve campers at Messiah University. If the person is an employee, such conduct may also result in termination of employment from the University.

Any person who fails to immediately address and report an incident or suspicion of child abuse will be immediately suspended. This is grounds for termination or dismissal. Failure to immediately contact Childline after becoming aware of an incident or suspicion of child abuse or neglect is also subject to criminal prosecution.

## Recognizing Abuse and Neglect

**Messiah University has zero tolerance for abuse.** In the event that a camp counselor observes any inappropriate behavior (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) or neglect it is the personal responsibility of that camp counselor to immediately report his or her observations to the Camp Director and/or appropriate level of authority (in cases of child abuse, this would entail a direct report to Childline).

Messiah University is committed to providing a safe and secure environment for children. To this end, a report of inappropriate behaviors or suspicions will be taken seriously and will be reported, in accordance with this policy and law, to the Messiah University Office of Human Resources & Compliance, Department of Safety, Childline, and/or other appropriate agency.

Messiah University intends to create and foster a culture of communication, including the reporting of safety concerns and/or policy violations. Because sexual abusers 'groom' children for abuse, it is possible that a counselor may witness behavior intended to 'groom' a child for sexual abuse. Camp counselors must report possible 'grooming' behaviors, policy violations, or any suspicious behaviors to a Camp Director, the Department of Human Resources & Compliance, or the Department of Safety.

## Physical and Sexual Abuse

Physical abuse is the intentional injury of a child by his or her parent or a caretaker. Just like neglect, physical abuse has its telltale signs to clue-in an observant outsider:

- Bruises, welts, or swelling
- Unexplained and repeated injuries
- Bite marks and lacerations
- Burns, sprains and broken bones

- Attempts to hide injuries
- Difficulty sitting or walking
- Reluctance to go home
- Depression or self-mutilation
- Fear of parent or caregiver
- Fear of adults

Sexual abuse is the exploitation of a child for the sexual gratification of an adult or older child. Sexual abuse can come from a number of sources, and vigilance for the campers' sake is critical. Here are the signs to watch for:

- Difficulty walking or sitting
- Torn, stained, or bloody clothing
- Genital pain and itching
- Sexually transmitted diseases
- Pregnancy
- Unusual sexual knowledge or behavior
- Extreme hostility
- Fear or withdrawal
- Self-mutilation
- Substance abuse
- Running away

Approximately 1/3 of all reported sexual abuse occurs at the hands of other children or minors. Counselors have an obligation to report peer-to-peer sexual abuse in accord with mandatory reporting requirements. **If you have a concern that an interaction between minors may constitute sexual abuse, report the interaction to Childline immediately by calling 1-800-932-0313. Athletic camp workers must also notify the U.S. Center for Safe Sport by calling 720-531-0340.**

### **The 'Grooming Process'**

The 'grooming process' is the way a sexual offender gains access to a child within the offender's age and sex of preference, grooms the child for sexual interaction, then keeps the child silent. As a fundamental premise, a sex offender is seeking trusted time alone with a child to groom him/her for sexual abuse. Creating opportunity for unobserved and uninterrupted one-on-one time with the child is a key component of this. In order to get this time, the abuser 'grooms the gatekeepers' (parents, other staff, etc.), as well as the child. The abuser may appear helpful, trustworthy, and kind in order to win over the gatekeeper's trust. Always be on alert.

Camp counselors act as a 'gatekeepers' to the children. They must always watch for grooming behaviors. Some common ones are:

- Gift giving
- Repeated time alone with a child
- Touchiness with children

- Pushing boundaries and breaking the rules
- Playful, inappropriate touch

Prevention is key. Here are some methods to reduce risk:

- Be aware of the grooming process and watch for grooming behaviors
- Know the requirements for appropriate supervision
- Maintain strict boundaries (physical and verbal) between adults and children as well as peer-to-peer
- Never leave minors unattended
- Monitor high risk areas
- Foster a culture of communication
- Avoid being one-on-one with a child unless you are within an observable and interruptible distance from another adult. Ensure that this boundary is upheld by other staff.
- Do not allow gift giving and/or special privileges from adults to specific children
- Encourage a “no secrets” policy

### Emotional Abuse and Neglect

Emotional abuse or neglect occurs when parents or caretakers do not provide proper supervision, control, subsistence, education as required by law, or other care necessary for healthy development. By itself, lack of financial means to provide for a child is not neglect. You may start to recognize signs of emotional abuse or neglect either from the child’s parents or from your fellow staff. Below are some general guidelines for identifying emotional abuse or neglect:

- Ill-fitting clothing
- Poor hygiene
- Lack of supervision
- Obvious and inexplicable lack of medical treatment
- Chronic hunger and sleepiness
- Bedwetting
- Clinging or indiscriminate attachment
- Anxiety or lack of confidence
- Nightmares
- Self-harm
- Lack of social skills and/or has few, if any, friends
- Appears to be isolated from parents
- Aggressive or nasty towards other children and animals
- Frequently feeling unwell

### Dangerous and Problematic Locations

It is important to learn to recognize dangerous and problematic locations in the places we work. These are areas where visibility is low, children are easily separated from us without our knowing, and/or an unsafe level of privacy is easily secured between an adult and minor or peer-to-peer. In these areas,

campers can more easily bully and abuse (verbally, physically, and even sexually) each other. **No camper should ever be left unattended or unsupervised during camp programming or activities.** It is the responsibility of all camp counselors to be aware of the potential for bullying and abuse, and to monitor high-risk camp locations. Such problem areas could include locker rooms or closets, public and private restrooms, any place that is used to change clothing, areas used for water activity, underneath stairwells, as well as minors' own bedrooms (particularly at night time). Special attention, monitoring, and care should be used in these locations in order to be aware of potential threats.

It is also important to be prudent during time spent with minors to avoid appearing suspicious to other well-meaning employees who might misinterpret a counselor's actions. **For this reason (and for the protection of minors), you should never be alone with a minor unless another adult is within an observable and interruptible distance.**

## Guidelines for Interacting with Minors

You will be interacting with minors on a regular basis in this position, and as such, there are certain standards by which you must abide. These standards are in place to protect the physical, mental, and emotional well-being of the campers. These policies are also designed to protect you as an authorized adult from wrongful allegations, misunderstandings, and unfortunate circumstances.

### Basic Rules

- Two authorized adults must be present whenever possible.
  - No driving a single child in a vehicle.
  - Two adults should be present in all dorms/sleeping facilities.
  - Do not enter children's private quarters alone (this includes restrooms, showers, bedrooms, closets, etc.)
  - If circumstances require only one adult be present, remain in a public, visible area.
- Do not, shower, undress, touch, or sleep with minors.
  - No tickling campers.
  - No wrestling.
- No alcohol, tobacco, or other drugs are permitted on campus or near minors.
- Risqué humor will not be tolerated with minors.
- No public displays of nudity at any time.
- Refrain from using vulgar or objectionable language.
  - No racial put-downs or racially-charged jokes.
  - No descriptive stories regarding drinking or sexual behaviors.
- Do not contact minors outside of sponsored events.
  - This includes home and personal visits.
  - Do not babysit campers or stay overnight at their home.
- Do not cover windows or restrict visibility in public or private areas.
  - Do not cover windows with posters.
  - Maintain proper lighting when possible.

- Do not close doors unless necessary.
- Do not take photos of children on personal cell phones or cameras.
- Always carbon copy at least one other adult in electronic communications with minors.

## Professional Behavior

All contact with minors should be professional. This means that you should maintain a cordial, helpful, and friendly attitude, but you should maintain adequate distance in order to avoid behavior that is considered to be inappropriate.

Refrain from entering a minor's personal space, including bedrooms, restrooms, or showers unless for a clear, deliberate, and appropriate purpose. Invite the minors into more public areas for discussion instead of coming to them, therefore avoiding awkward situations. If you must be present during clothing changes, make sure you have another authorized adult with you, and, whenever possible, only supervise minors of the same gender during these situations. Dating of minors is strictly prohibited.

Being professional also means showing consideration for the balance of power between yourself and your campers. With this in mind, you should be mindful and considerate of what your campers can and cannot engage in, and you should hold yourself to the same standards. Eating and drinking substances that your campers are not permitted to—this includes everything from McDonalds to alcohol—should be avoided. Similarly, objectionable language and behavior are to be avoided. Likewise, do not wear clothing advertising alcohol, drugs, tobacco, or anything that could be interpreted as gang paraphernalia.

## Physical Contact

As a general rule, physical contact should be avoided with minors. In cases where physical contact is unavoidable (sports, games, injuries, etc.) exercise good judgment as it relates to the location and manner of contact.

Always be gentle with minors, avoid overly rough contact when playing games or sports. Similarly, physical punishment such as striking or hitting a minor is strictly prohibited. Please remember that minors are generally more sensitive than adults regarding pain: what may not hurt you may hurt them. When in doubt, err on the side of caution.

### NEVER:

- Touch a child in anger or disgust.
- Touch a child in any sexually connotative manner.
- Never (day or night) be on or in a child's bed.
- Never touch a child in an area that would be covered by a swimsuit (to remove ticks or for any other reason).
- Never tickle a child; this can be misconstrued as sexual contact.
- Never ignore a camper's request not to be touched.

- Never express or require physical affection or touching in any form from a child who shows or expresses discomfort with physical touch.

Camp counselors are responsible for protecting campers under their supervision from inappropriate or unwanted touch by other adults and campers. Any inappropriate behavior or suspected abuse by any staff member, volunteer, or camper must be reported immediately.

### Verbal Interactions

Verbal interactions between camp counselors and campers should be positive and uplifting. Camp counselors should strive to keep verbal interactions encouraging and constructive. To this end, counselors should not talk to campers in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, employees are expected to refrain from using profanity or objectionable language in the presence of campers.

### Discipline

Disciplining campers can be a difficult process and finding effective, fair consequences for campers is not always as simple as one would think. **No form of physical discipline is acceptable.** Remember that the Camp Director should always be contacted if there is any question of whether consequences are appropriate or not, if you feel emotionally upset or angered by the infraction, and/or if the infraction is serious. If a camper is unruly or fails to comply with verbal warnings or instructions from a camp counselor, the Camp Director will contact the camper's parent. If the behavior persists, the camper's parent will be called to pick up the camper. The following are some helpful guidelines for disciplining your campers.

Do not...

- Threaten campers
- Strike, hit, spank, slap, pinch, or otherwise physically harm campers
- Emotionally attack or humiliate campers
- Get angry or emotionally involved in the conflict

Do...

- Make the consequences appropriate to the rule violated
- Consider the motivation for the infraction
- Ask the camper for their side of the story
- Stay calm and collected
- Ask your fellow staff and Camp Director for advice

When deciding on rules, remember that campers will often support what they help to create. It can be a rewarding activity to sit down with the camper and listen to their ideas regarding rules. You may be surprised at their suggestions.

## Taking Roll

Headcounts are an important part of being responsible for minors to ensure that all campers in your care are present and accounted for. Roll calls are to be administered whenever you are leaving an area and there is potential to become separated from a minor. This includes moving from one building to another, moving from one outdoor area to another, going to or leaving meals, arriving or departing from dorms/sleeping facilities, and entering and exiting vehicles. This will make certain that you realize that a minor is missing in a timely fashion and provide a frame of reference for when he or she could have gone missing, and thus focus the search in such an event.

## Unstructured Time

Not every moment of the day can be scheduled for you and your campers. There will inevitably be times when you will need to think of something to occupy time. These cases can be both the most rewarding times and the most difficult times simultaneously. It is important to remember that unstructured time is not unsupervised time, and this means that it will often fall upon you as a counselor to create an activity or start a conversation to pass the time.

It is a good idea to take age-appropriate games with you in a backpack any time you suspect that there could be extra time to fill. During this time, you can engage in conversation or start on a future project (skits can be good projects to get a head start on). When engaging in impromptu games, make sure to take stock of the area and avoid any activities that might be difficult for students based on spatial limitations (for example, do not play catch near a busy street). There are plenty of activities that can be done without moving or while in line.

## Making Camp a Safe Place

Medical needs should be handled by the approved medical staff in all non-emergency situations. If you are among the approved medical staff, then you may administer medication based upon the following guidelines:

- The participant's family provides the medicine in its original pharmacy container labeled with the participant's name, medicine name, dosage and timing of consumption.
- Over-the-counter medications must be provided in its manufacturers' container.
- Staff shall keep the medicine in a secure location, and at the appropriate time for distribution shall meet with the participant.
- The participant shall then be given the medicine to self-administer under the supervision of the medical staff.

In cases where the participant cannot self-administer his or her own medication, the medication should be administered by a licensed healthcare professional associated with the campus. If such an individual is not available, then arrangements must be made with an outside healthcare professional prior to the participant's arrival.

It is also important to remember that epinephrine pens and inhalers can be carried and maintained by participants during activities. Similarly, individual units may carry and maintain their own first-aid kits and epinephrine pens provided that they do not contain any oral or inhaled medication.

### Emergency Procedures

While we like to think that emergencies will not occur, the possibility remains that disaster can strike at unexpected times. For this reason, it is vital to know how to handle crisis situations. Please see *Safety & Compliance for Summer Camps* (Attachment B) for guidance on how to handle emergency situations. Talk to your Camp Director about specific protocols for your program regarding how to handle fires, hurricanes, earthquakes, intruders, and other emergencies. Regardless of the emergency, the first step is to remain calm and thoughtful: panic only interferes with rational thoughts that could save lives.

### Being Inclusive

Being inclusive not only means that you welcome campers regardless of age, sex, race, nationality, orientation, and disability, but also ensure that the camp activities do not make anyone feel like an outsider. When planning activities for your campers, be aware of any limitations that a camper might have: Do any students have asthma? Does someone have a speech impediment? Are all of your campers fit enough to handle the travel and exercises you have planned? If not, is there another activity that you can do during that time? Or are there other options that this child can participate in **and feel equally included**? It is very easy to fall into unintentionally exclusive activities, making a camper feel unwanted or dejected. Learn to identify these moments and change plans on the fly.

### Emotional Safety

Campers' emotional safety is at risk more often than their physical ~~safety, and~~safety and deserves just as much attention. Keeping activities inclusive is a great way to start ensuring your campers' emotional safety, but it goes beyond that. A sense of emotional safety is often dictated by the campers and how well they treat one another. Minors are often insecure and concerned about what others think. As the counselor, it is your responsibility to maintain an atmosphere where campers' differences are celebrated. If you notice a camper is having a hard time being accepted by the group, go out of your way to make that child know that you accept and appreciate him or her. To take it a step further, you can arrange for an activity where that camper's unique talents can be appreciated by his or her peers.

Isolation and/or exclusion from the group can be an indication of bullying. If you notice this happening, pay special attention and be aware of other indicators so that corrective action can be taken.

### Recognizing and Stopping Bullying

**Verbal, physical, or emotional bullying will not be tolerated.** Bullying is the abuse of a power imbalance. This can occur in many situations and at a variety of levels: campers picking on one another, counselors excluding or discriminating against other counselors, or counselors treating campers unfairly. Whatever the situation, as a counselor, you have the responsibility to watch for bullying at all levels and to intervene. Here are some signs of potential bullying to help you identify when there is a problem:

- Unexplained bruises or scratches
- Sudden loss of friends or exclusion by the group
- Loss or damage of property and clothing
- Depression, moodiness, and shyness
- Problems with eating or sleeping
- Suicidal or vengeful thoughts

The majority of peer-to-peer verbal, physical, and emotional harassment occurs at night when the lights are out, and you are in bed. In order to avoid this, we ask that you maintain a presence in the camper cabin area at all times until everyone is asleep.

In instances of camper-on-camper bullying, you can take action to prevent bullying by assigning more supervision to locations where bullying may be common (pools, bathrooms, playgrounds, and commonly unsupervised areas) as well as assigning teams for sports and games to prevent exclusion.

Once a situation of bullying is recognized, your next steps are crucial in its resolution.

1. **The first instance** of bullying comes with a warning to the camper and a general reminder to the group that this kind of interaction is inappropriate. Our goal is to end the bullying and not to embarrass or chastise them.
2. **The second instance** of bullying requires that you pull the offending camper(s) from the group and discuss the inappropriateness of bullying behavior. Set some clear parameters and behavioral goals. Let them know that the next step is a visit to the Camp Director. Notify the Camp Director of any signs of bullying or verbal abuse.
3. Make sure that the victim of bullying is handling the situation well. Have a private dialogue with him or her to assess the situation. Do not single campers out in front of the group. Be discreet and protect their dignity.
4. **The third instance** of bullying requires a trip to the Camp Director and a phone call to the parents.

**NOTE: Depending on how egregious the bullying ~~is~~, the steps listed above may need to be fast-tracked or adapted to ensure the safety and well-being of the victim.**

To truly stop bullying, you need to change the mind of the bully. Educating the bully can help if a physical or mental disability is the cause. Otherwise, getting a respected figure—perhaps a teen helper or a beloved counselor—to show their respect for the bullied can also have a major impact.

In situations where a counselor is bullying a camper, it is best to get a superior involved, such as the Camp Director. When bullying is occurring at this level, damage often occurs quickly, and can lead to other campers joining in. Action needs to be taken as soon as you become aware of the behavior.

In all cases, the key is to be a positive role model and to create an environment of close, yet appropriate, connectedness between campers and counselors. If campers feel comfortable with their counselors, they are more apt to come forward to voice concerns or problems.

### **Being a Positive Role Model**

As a counselor, you can create an emotionally safe and inclusive camp by building positive relationships with your campers. Role models have the largest impact on these relationships. The key factors that determine a role model's effectiveness are proximity, similarity, authority, and likeability.

As a role model, campers will take cues about their behavior by mimicking your actions and by learning which behaviors are good and acceptable. This gives you a lot of power to shape campers' actions and attitudes. By following the same rules that the campers follow, you will reinforce those behaviors in your campers.

### **Children Leaving Camp**

When a child is leaving camp to go home, it is important to know who the minor should be leaving with and to make sure that the child leaves only with a trusted parent, guardian, or someone designated by the parent or guardian as responsible for retrieving the child. Always be sure to ask for photo identification when an adult is picking up a child, and check the name against the camp's records of who should be trusted to leave with the child. If there are any questions or uncertainties about the authenticity of the individual, contact the Department of Safety immediately. It is also important that you pay close attention to the child's reaction to who is picking him or her up; if this person is not who the child is expecting, or if the child is fearful in any way, always double check to make sure no mistakes are being made. It is better to risk offending a parent than to accidentally deliver a child into a dangerous situation.

### **Policy Review**

These policies will be reviewed annually by Human Resources & Compliance to ensure compliance with state and federal law.

## Appendix A: Messiah University Summer Camp Code of Conduct



# CAMP CODE OF CONDUCT

It is our goal to do as much as possible to ensure that the Messiah University camp experience is safe and fun. In order to ensure that this is the case for every camper in attendance, each camper is expected to abide by the following rules:

- Follow the camp schedule (including “lights out”) and report on time for all sessions.
  - Dress appropriately during both scheduled time and free time.
  - Use of profanity or inappropriate language (verbal or written) will not be tolerated.
  - Use or possession of tobacco, alcohol, e-cigarettes/vaping items, illegal drugs, or any type of weapon is strictly prohibited.
  - Possession and/or distribution of indecent literature or images are not permitted.
  - Damaging or stealing University or other people’s personal property is not allowed. Rooms are inspected prior to check in and immediately following check out. The cost of repairing any damages to the room and or furniture will be billed to the camper.
  - **Harassment, bullying, or intimidation of other campers or staff is prohibited.** Hazing is forbidden.
  - You have rights and should never:
    - Be asked to be alone with or by another camper or staff member. This includes private quarters, restrooms, vehicles, etc. There should always be two authorized adults present within an observable and interruptible distance.
    - Be asked to touch or be touched by another camper or staff member in a way that makes you feel uncomfortable. This includes tickling and wrestling.
    - Be asked to have your photo taken by a camp staff member’s personal camera or cell phone.
    - Be contacted by a camp staff member outside of sponsored events.
- If you are harassed, bullied, intimidated, made to feel uncomfortable, or made to feel threatened by another camper or staff member’s behavior at any time, please tell the camp director, other camp staff, or University staff immediately.**
- **If you feel unsafe or need to report an instance of harassment, violence, abuse, or other crime, the emergency phone number for the University’s Department of Safety is (717) 796-1800 ext. 6565 or call the police by dialing 911.**
  - Any other expectations particular to your camp shared by the camp director during orientation.

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***The violation of any of the expectations listed above can result in disciplinary action, up to and including dismissal from camp. Refunds will not be issued to campers dismissed for disciplinary reasons.***

*Sharpening Intellect*

*Deepening Christian Faith*

*Inspiring Action*

## Appendix B: Safety &amp; Compliance for Summer Camps &amp; Conferences


**SAFETY & COMPLIANCE FOR  
SUMMER CAMPS & CONFERENCES**

WHAT SHOULD I DO IF...	ACTION TO TAKE...
there is a spill of vomitus, blood or other potentially infectious material?	Call Guest Relations at ext. 4434 (717-796-4434) and request a Campus Events employee be sent to the area to complete the proper cleanup & decontamination. If Guest Relations is not available, call the Department of Safety at ext. 6005 (717-691-6005).
<b>there is an injury to a camp/conference participant (not an employee)...</b>	
that is a serious medical emergency requiring emergency response?	Call 911* immediately; then call the Department of Safety at ext. 6005 (717-691-6005) to have someone meet & direct the emergency responders. <i>Camps:</i> contact the program director; s/he will notify the parent/guardian. <i>Conferences:</i> contact the conference coordinator.
that requires medical treatment?	<i>Camps:</i> notify the program director; s/he will contact the parent/guardian to arrange transport. <i>Conferences:</i> notify the conference coordinator to arrange transport.
that requires first aid only?	All Department of Safety personnel are certified in first aid/CPR and the use of AEDs. Call the Department of Safety at ext. 6005 (717-691-6005) to have a safety officer sent to your location. (Athletic camp head coaches and athletic trainers are also certified in first aid/CPR/AED.)
<i>ALL INJURIES except minor first aid</i>	<u><a href="#">A Non-Employee Incident Report</a></u> must be completed for all serious injuries, medical treatment injuries and injuries to the head. The form is available on FalconLink. (Note: A report may be completed, but is not required, for first aid as a measure to prevent re-occurrence.) In addition, the Safety Officer will comply with reporting requirements within the Department of Safety.
a camp or conference attendee is missing?	After verifying with other members of the group, notify the Department of Safety (ext. 6005 on a campus phone or 717-691-6005 on a cell phone), providing any information you may have including the name and sex of the attendee, age, physical description, clothing they were wearing, where they were last seen, and time they were last seen.
I need to report harassment, inappropriate contact, etc.?	Contact one of the following: Dept. of Safety at ext. 6005 (717-691-6005) Title IX Coordinator at ext. 5300 (717-796-5300) Student Affairs at ext. 5234 (717-796-5234) Be prepared to offer any information you may have to aid the investigation and response process—including suspicion of discrimination, violence, or harassment—even if you are unsure of the actual circumstances. Prompt reporting ensures a prompt response and appropriate resources for all parties involved.
<b>I need to report violence (physical harm to another person)...</b>	
that I've witnessed or that is imminent?	Call 911* immediately. Then call the Department of Safety at ext. 6005 (717-691-6005).
that I suspect has occurred within the past 24 hours?	Call the Department of Safety at ext. 6005 (717-691-6005).
<b>I need to report a non-violent crime (ex., theft, vandalism, etc.)...</b>	
that I see occurring?	Call the Department of Safety at ext. 6005 (717-691-6005).
that I suspect has occurred?	Call the Department of Safety at ext. 6005 (717-691-6005).
I find alcohol, tobacco or illegal drugs in the possession of a camp or conference attendee?	Call the Department of Safety at ext. 6005 (717-691-6005).
there is a custody dispute of a minor?	Check camp/conference records to see who is authorized to leave with the child; then verify the individual's proof of identity with photo ID. If there is any question, contact the Department of Safety. Do not release the child until custody has been confirmed.
I believe there is an issue of abuse or neglect of a minor?	Under PA law, you must contact the Children and Youth Agency at 1-800-932-0313. Failure to do so could result in a misdemeanor punishable by fine, prison, or both. After calling, immediately inform the program director unless you believe the program director is involved. After informing the program director, contact the Department of Safety at ext. 6005 so the appropriate campus response protocol is initiated.

\* If dialing 911 from a University phone you must first dial 9, then 911.

From a campus phone, dial the 4-digit University extensions directly. From a cell phone, use the full 10-digit phone number that includes area code.

Reviewed 7/2020