

Camp Fire Staff and Volunteer Code of Conduct

The following policies are intended to assist employees and volunteers (hereafter collectively referred to as “staff”) in making decisions about interactions with youth participants. For clarification of any guideline, or to inquire about any behaviors not addressed here, please contact the Camp Director or CEO.

Camp Fire provides youth with the highest quality programs and experiences possible. We are committed to creating an environment for youth that is safe, nurturing, empowering, and that promotes growth and success.

This Code of Conduct outlines specific expectations of the staff and volunteers as we strive to accomplish our mission together. This code of conduct applies to all staff, paid and volunteer, at all times when they are on Camp Tannadoonah property, including time off spent in camp, as well as time spent outside of camp with youth participants.

Please initial each line to indicate that you have read the policy and agree to comply with it.

General Policies

- _____ Staff will comply with all of the policies detailed in the Camp Tannadoonah staff handbook.
- _____ Youth participants and other staff will be treated with respect at all times.
- _____ Youth participants and other staff will be treated fairly regardless of race, ethnicity, social status, disability, sex, sexual orientation, gender identity, age, or religion.
- _____ Staff are expected to participate in all planned activities as defined by the camp schedule and to be in appropriate dress.
- _____ Staff are responsible for ensuring that campers participate in all sessions of the planned program activities, unless excused by the Health Officer or Directors.
- _____ No staff member or volunteer may leave the camp property unless permission is secured from the Camp Director or Assistant Camp Director.
- _____ All staff members are to be in their assigned area at taps and at all times after taps, and to comply with the quiet hours, lights out, and other rules of camp.
- _____ The consumption OR possession of any of the following on camp property is prohibited:
 - Alcoholic beverages
 - Illegal drugs or controlled substances
 - Tobacco products of any kind
 - Marijuana
 - CBD

_____ All staff and volunteers must submit any medications, prescribed or over-the-counter, to the nurse for storage. Epi-pens and emergency inhalers may be kept in the cabin or with the staff member, if prior approval has been granted by the Directors and the Health Officer.

_____ Camp Fire River Bend reserves the right to require pre-employment drug testing. During the term of employment, Camp Fire may also require random drug tests, or drug tests based on reasonable suspicion of use.

_____ Any person found possessing, using, or under the influence of a controlled or illegal substance on camp property **will be sent home immediately**, and other disciplinary measures considered, including referral to law enforcement officials.

_____ Any illegal act during the term of employment, even if it takes place off of Camp Fire property, is cause for immediate termination without consideration of pay.

Youth Protection Policies

No form of abuse or mistreatment of youth will be tolerated, and substantiated abuse will result in immediate dismissal from any position held at Camp Fire (paid or volunteer). All reports of suspicious or inappropriate behavior with youth, or allegations of abuse, will be taken seriously. Camp Fire will fully cooperate with authorities if any allegations are made that require investigation.

_____ Camp Fire has zero tolerance for abuse or neglect, and will not tolerate the mistreatment of youth (by staff or by other youth) under any circumstances. This includes:

- Physical abuse (hitting, spanking, slapping, shaking, unnecessary restraint)
- Verbal abuse (degrading, threatening, cursing, derogatory language)
- Sexual abuse (inappropriate touching, exposing oneself, sexually oriented conversations)
- Emotional abuse (shaming, humiliation, cruelty)
- Neglect (withholding food, water, shelter, care)

_____ Staff at Camp Fire are mandatory reporters, and acknowledge that they understand their legal and ethical obligation to report suspicions of mistreatment or abuse.

- Staff will be familiar with signs of child abuse and neglect
- Staff know and follow all policies in place to protect youth
- Staff will report suspected abuse or neglect to the appropriate authorities
- Staff will follow up to ensure that appropriate action has been taken

_____ Staff will adhere to standards of appropriate physical interactions and displays of affection when interacting with youth.

_____ Staff will adhere to standards of appropriate verbal interactions when interacting with youth.

- _____ Any form of romantic relationship between staff and youth participants is absolutely prohibited.
- _____ Staff will not keep secrets with youth.
- _____ Staff will monitor and intervene in the event of inappropriate relationships between youth.
- _____ Staff will intervene and stop all behavior that is classified as bullying.
- _____ Staff will avoid interactions with youth in a one-on-one setting, following the “Rule of Threes” whenever possible, and in accordance with the guidelines as outlined in our youth protection policies when one-on-one interactions are unavoidable.
- _____ Staff will avoid interactions with youth and families outside of Camp Fire programs, unless a pre-existing relationship with the family has been verified with a Director.
- _____ Staff will abide by the technology, social media, and electronic communications policies outlined in the staff handbook. This includes:
 - No texting or direct-messaging with youth participants.
 - No posting photos or videos of campers on personal social media.
 - Personal electronics are not permitted to be used when campers are in camp.
 - Staff do not have access to Camp WiFi.
 - Staff members may not be friends with youth participants on any social media before, during, or after camp.
 - Harassment, illegal online activities, or unethical internet use will be grounds for disciplinary action, up to and including dismissal from employment.
 - Staff will not access, possess, distribute, display, view, or produce any sexually-oriented materials, including printed or online pornography, on Camp Fire property.
- _____ Staff will comply with the policy regarding gifts, tips, and gratuities
- _____ Staff will comply fully with any investigations by authorities when suspected abuse or neglect has been reported.
- _____ Staff will report any red-flag or suspicious behaviors, or violations of Camp Fire policies by other staff

Penalties for Infraction

Infractions of this Code of Conduct **must be reported promptly by anyone observing them to the Camp Director, Assistant Camp Director, Head Counselors, or CEO of Camp Fire River Bend.** If none of these members of the leadership team are available, or they are involved in the infraction being reported, the individual should report the infraction to the Camp Fire River Bend Board Chair.

Penalties may include any or all of the following:

- Termination of employment (or volunteer position) without consideration of pay.
- Barring that staff member or volunteer from future participation in Camp Fire or Camp Tannadoonah activities.
- Being assessed the cost of the damages and repairs in the event of damage or destruction of property.
- Being released to the appropriate law enforcement agency or proper authorities.

The Camp Fire River Bend CEO and Board Chair will be immediately notified of disciplinary action taken. If the staff member or volunteer involved is a minor, their parents or legal guardians will also be notified.

By signing this code of conduct, I affirm that:

1. I have read and understand the code of conduct and staff policies.
2. I understand that any violation of the code may result in the penalties above.
3. I am aware that abuse or neglect of children is against the law.
4. I have been informed of Camp Fire's policies regarding child abuse and neglect.
5. I know that I am required by law to immediately report suspected child abuse or neglect to Children's Protective Services.

Printed Name of Staff Member

Signature

date

Parent or Guardian Signature
(if the staff member is a minor)