

# Youth Farm Bible Camp Policy Manual

Updated May 2011

**All staff must be familiar with the polices in this package.  
Posted on [www.yfbc.ca](http://www.yfbc.ca) Staff Page**



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## Core Values

*1. Christ-centred, Biblically Based, Spirit Empowered, Rooted in Anabaptist theology*

*2. Farm Atmosphere, caring for God's creatures, animals through nurture become therapeutic, awesomeness of God, corn maze,*

*3. Empowering people to grow relationships, community among staff and participants, growing leaders, become vulnerable with others, praying together*

*4. Global vision, understanding world issues, tolerance to all cultures and people, learning from other cultures (Adult's with Intellectual Disabilities, Mexico, Native Canadians, Haiti, and beyond), living in simplicity so others can simply live.*

### **Slogan:**

***Experience God, Meet Friends, Have Fun***

## **YFBC History (1941 - present)**

In the 1890s, Mennonites started settling in the province of Saskatchewan. Then, during the 1920s, 20,000 Mennonites came through Rosthern through the leadership of Bishop David Toews. Many stayed and settled in this province. In the late 1930s Mennonite Leaders had a concern for the passing of the Christian Faith to their youth. A new group was started called the Saskatchewan Mennonite Youth Organization. Under the leadership of Jacob C. Schmidt, a province wide retreat was held at the Experimental farm in Rosthern (which had closed in 1940 due to wartime economic measures).

The date for the retreat was June 13-15, 1941 and the Camp Fee for the event was fifty cents! It was a great success with over 100 people registered from all over Saskatchewan! Although later, in an adult conference, there was concern with too much English language being used. Hymns were sang in English. And others complained about singing around a campfire. In 1942 another retreat was planned at the experimental farm site and a group of 3 men – J.C. Schmidt, Henry W. Friesen, and Isaac Epp began praying about the purchase of the land and buildings on the yard.

On February 9, 1943, J.C. Schmidt sent a letter to the Federal Agriculture Minister James Gardiner requesting sale of the Experimental Farm to the Youth Society. Henry W Friesen helped write the letter and met with the Agriculture Minister in person. By September 23, 1943, a price of \$20,000 was decided and the youth society took possession of the property immediately. The prayers were answered!! A farmer was willing to pay much more than \$20,000 for the land and buildings, however, James Gardiner was impressed by the group and pleased that they were planning to use the farm for humanitarian causes. The buildings alone would have cost \$60,000 to build. An excerpt from the first letter written is as follows “The farm, with its buildings and surroundings proved to be an ideal place for numerous Religious activities, e.g. Young Peoples Retreats, Children's Camp, Singing Festivals, etc.” Through prayer, the Youth Farm Complex was born!

God worked mightily at the Youth Farm Complex! His servant, Henry Friesen had a passion to care for the needs of the poor, the sick, the elderly and to have a strong evangelical program for children and youth. This led to many homes being developed for the elderly, crippled children, intellectual disabled adults, and also an orphanage. At the same time, the farm was used for the Youth Retreat every year and Children's camps were added to the program. Prayer was very important for the continuance of ministry at the Youth Farm. Prayer was considered the water under the ship, without the water, the ship would stop.

By 1965, Henry Friesen felt called to develop the Children's program at the Youth Farm to something more substantial with cabins and a multipurpose center. Henry felt that there was a real need to reach children for the God's Kingdom. Up until now, children were sleeping in the hayloft and buildings that were used for the farming operations were makeshift chapels and dining halls. A more developed Camping program needed to be started.

In 1968 the Rosthern Camping Committee and the Sask. Education Committee agreed to share in the cost of building a number of garages to serve as cabins for the summer, and storage for the winter. In 1974 the 60' x 100' multi-purpose Quonset was built on the former site of a machine shed, and is used as a kitchen, dining hall, chapel, and auditorium for the summer camping program.

As years went by there have been many additions to the camping program at YFBC. In the 1980's a program was developed for Adults with Intellectual Disabilities. It started with one camp week and it has grown to the current five week program with an average of over 200 Adults attending each year. In 1984, the camp house was built. This building included three suites for leadership staff and a staff lounge in the basement. In 1990, a Wrangler was hired for the months of June-August with the sole responsibility of working with the horses and petting zoo. In 1991, YFBC first offered a Teen Trail Ride with 3-4 youth signing up for the five day horse camp. This program has grown to offer three weeks of Teen Trail Rides with an average of thirty youth attending each year. In 1997, the YFBC board decided to build new cabins to replace the ones on the West side of the camp. In 2002 new bathrooms and an enlarged dining hall were added to the Quonset. In 2005 more staff housing was developed close to the campfire pit. In 2011, a new Chapel was moved onto the site (the old Eigenheim Mennonite Church Building) that includes a 3500 square foot basement that will be developed to include guest rooms, extra bathrooms and meeting areas.

There have been a lot of changes to the camp over the years, but one thing remains constant, the ministry there is with the campers that come each year.

### **Matthew 18:10-14**

#### *The Parable of the Lost Sheep*

10"See that you do not look down on one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven.

12"What do you think? If a man owns a hundred sheep, and one of them wanders away, will he not leave the ninety-nine on the hills and go to look for the one that wandered off? 13And if he finds it, I tell you the truth, he is happier about that one sheep than about the ninety-nine that did not wander off. 14In the same way your Father in heaven is not willing that any of these little ones should be lost.

***This passage was the motivating factor for Henry W. Friesen to be so heavily involved in Children's ministry. He was a tireless worker that spent 50 years developing, fundraising and ministering at the Youth Farm Bible Camp.***

# Sharing Christ with Campers

The job of the counselor and CIT is not to make Christians out of the campers; it is to be open and willing to be used by God to empower.

- counselors should be in prayer daily for campers
- counselors should be in tune with the Spirit

God is the one who draws the camper into a relationship with God, not us. We need simply to be open to be used by God to share our lives, show God's love, and be an example of a Christ follower. Campers are watching our every move. Be sure to show love to the campers and be a good example, as you may be the only example of Jesus that some campers may ever see.

## Summary of our Salvation

- 1) A God of love made you and me in his image as a good part of creation. God wants us to live at peace with our Maker, our world, and one another. Genesis 1:26-31.
- 2) Sin destroys harmony in creation when we try to run our own lives apart from God. Suffering, greed, violence and broken relationships result. Romans 3:21-26. The story of David and Bathsheba. (2 Samuel 11, Psalm 23-David's Response)

### **God Has Set Things Right** (Romans 3:21-26 in the message)

21But in our time something new has been added. What Moses and the prophets witnessed to all those years has happened. 22The God-setting-things-right that we read about has become Jesus--setting-things-right for us. And not only for us, but for everyone who believes in him. For there is no difference between us and them in this. 23Since we've compiled this long and sorry record as sinners (both us and them) and proved that we are utterly incapable of living the glorious lives God wills for us, 24God did it for us. Out of sheer generosity he put us in right standing with himself. A pure gift. He got us out of the mess we're in and restored us to where he always wanted us to be. And he did it by means of Jesus Christ.

25God sacrificed Jesus on the altar of the world to clear that world of sin. Having faith in him sets us in the clear. God decided on this course of action in full view of the public--to set the world in the clear with himself through the sacrifice of Jesus, finally taking care of the sins he had so patiently endured. 26This is not only clear, but it's now--this is current history! God sets things right. He also makes it possible for us to live in his rightness.

- 3) Jesus died on the cross because he confronted the powers of sin that fracture our world. Jesus healed the sick (ten lepers), forgave enemies (the women at the well) and lived in the joy of the Kingdom of God.

4) You can have a new beginning by the same power that raised Jesus from the dead. God forgives when we confess our sin, and the Spirit of God enables us to follow Jesus in all of life.

### **Walking in the Light** (1 John 1:5 – 2:6 in the message)

<sup>5</sup>This, in essence, is the message we heard from Christ and are passing on to you: God is light, pure light; there's not a trace of darkness in him. <sup>6</sup>If we claim that we experience a shared life with him and continue to stumble around in the dark, we're obviously lying through our teeth--we're not living what we claim. <sup>7</sup>But if we walk in the light, God himself being the light, we also experience a shared life with one another, as the sacrificed blood of Jesus, God's Son, purges all our sin.

<sup>8</sup>If we claim that we're free of sin, we're only fooling ourselves. A claim like that is errant nonsense. <sup>9</sup>On the other hand, if we admit our sins--make a clean breast of them--he won't let us down; he'll be true to himself. He'll forgive our sins and purge us of all wrongdoing. <sup>10</sup>If we claim that we've never sinned, we out-and-out contradicts God--make a liar out of him. A claim like that only shows off our ignorance of God.

<sup>1</sup>I write this, dear children, to guide you out of sin. But if anyone does sin, we have a Priest-Friend in the presence of the Father: Jesus Christ, righteous Jesus. <sup>2</sup>When he served as a sacrifice for our sins, he solved the sin problem for good--not only ours, but the whole world's. <sup>3</sup>Here's how we can be sure that we know God in the right way: Keep his commandments.

<sup>4</sup>If someone claims, "I know him well!" but doesn't keep his commandments, he's obviously a liar. His life doesn't match his words. <sup>5</sup>But the one who keeps God's word is the person in whom we see God's mature love. This is the only way to be sure we're in God. <sup>6</sup>Anyone who claims to be intimate with God ought to live the same kind of life Jesus lived.

*These four points were taken from the article J. Nelson Kraybill's wrote entitled "Four Spiritual Truths of God's salvation". Nelson Kraybill is the President of AMBS (Associated Mennonite Biblical Seminary) in Elkhart, Indiana. The article was printed in the Jan. 26, 2004 issue of the Canadian Mennonite.*

### **Responding to the call to follow Christ:**

- Christ calls us to **obey** which means we need to find out what He taught by **reading the Bible** (John 14:23-24).
- The **church** is people who follow Jesus. They help each other follow Jesus faithfully. It is very helpful to have Christian friends to help us grow to know and serve God.
- Encourage the camper to **tell someone** at camp about their faith, or what they have learned about Jesus.
- Ensure the camper has a readable Bible (we have Bibles to give away to those that do not have one).

### **Commit yourself to pray for your campers**

Be sure to follow up with your campers. If the thought of having to keep in touch with all your campers scares you, don't let it. If you can, send a quick letter, card, or email to at least those campers who really stick out in your mind. God may be placing these campers on your mind because they are in need of encouragement.

## **Faith Decision Making in Children**

To articulate a position for our camps on the process of faith decision-making of children requires that we reflect 1) faithfulness to scripture and 2) an understanding of Mennonite perspectives.

1. We believe that children are included in the covenant people of God.
2. As children become responsible for their behavior, they need to be taught that deliberately breaking the trust relationship with God is sin, and they are invited to accept Jesus' grace and forgiveness to restore relationships with God, with each other, and with creation.
3. We believe that there are different ways in which acceptance (conversion) takes place. The invitation should be appropriate to the individual's perception and comprehension so that he/she understand the process and the implications of that decision. The decision must involve both the will and the emotions.
4. We believe in the special nature and vulnerability of children, and recognize that children make faith decisions in different ways, influenced by their developmental stages. A child's vulnerability must not be taken advantage of the emotional (trust and relationship) and rational (curriculum) combine for dynamic decision-making possibilities.
5. Camping provides a joyful setting where children's trust, combined with influence of staff and peers, creates powerful possibilities. The camp experience should be a high point in children' s lives - a time where they meet God in a new and different way. It can reinforce their feeling of being loved by Jesus and other fellow humans. Their response may be on a child's level, but it may be the beginning of a life long walk with God.

Confession of Faith Article 7:4, page 14

Children who are not yet of an age when they are accountable for their personal decisions are safe in God's gracious care. It is the responsibility of the church to introduce them to biblical teachings. Thus when they reach an age of understanding they can freely acknowledge their sin and accept the good news of salvation.

From CoMoS Booklet, Feb 1995

This is not an official statement but is an ongoing discussion paper.

# **Confession of Faith from a Mennonite Perspective**

## *Article Summary Statement*

For the entire document see [www.yfbc.ca/mission](http://www.yfbc.ca/mission)

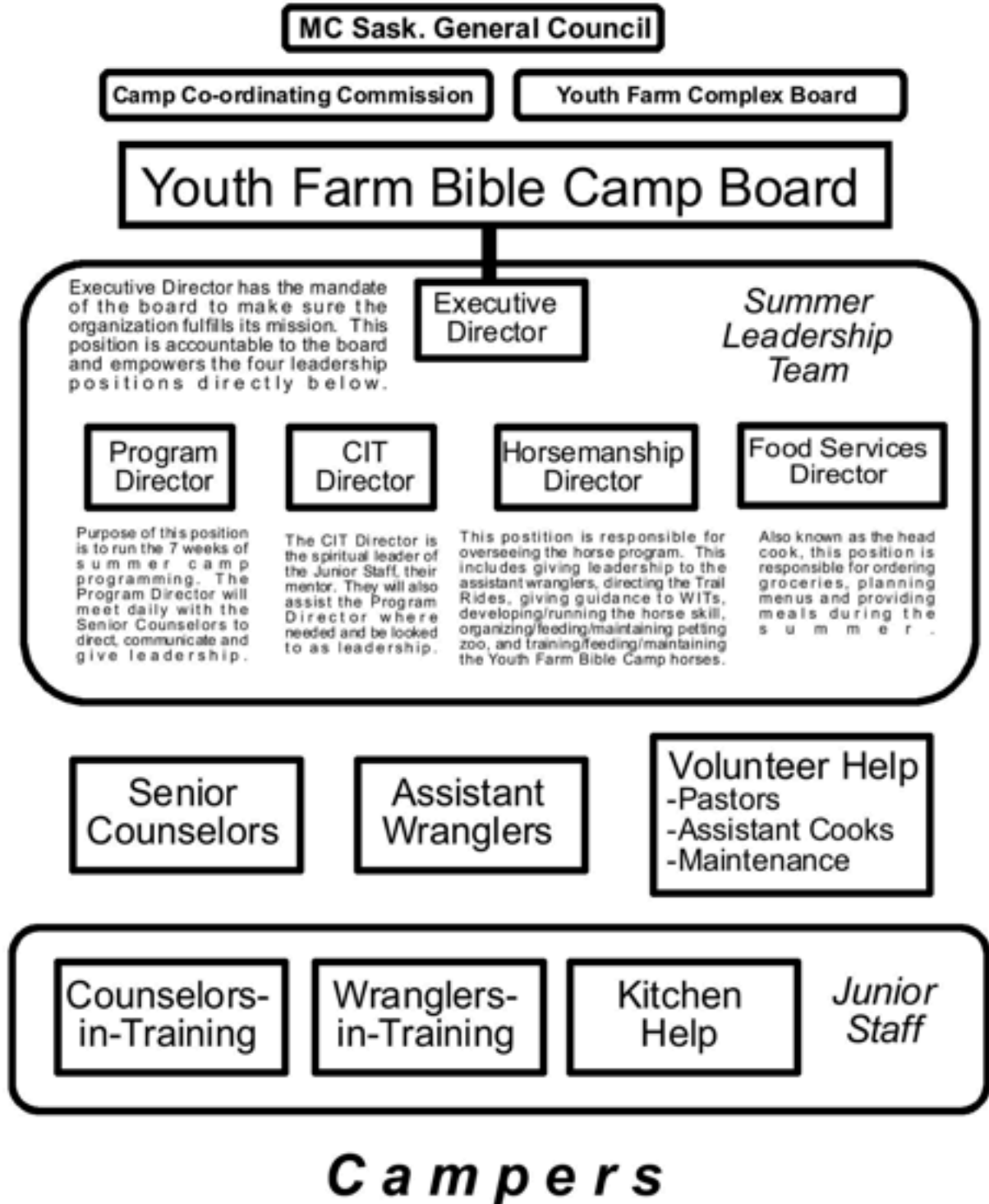
1. We believe that God exists and is pleased with all who draw near by faith. We worship the one holy and loving God who is Father, Son, and Holy Spirit eternally. God has created all things visible and invisible, has brought salvation and new life to humanity through Jesus Christ, and continues to sustain the church and all things until the end of the age.
2. We believe in Jesus Christ, the Word of God become flesh. He is the Savior of the world, who has delivered us from the dominion of sin and reconciled us to God by his death on a cross. He was declared to be Son of God by his resurrection from the dead. He is the head of the church, the exalted Lord, the Lamb who was slain, coming again to reign with God in glory.
3. We believe in the Holy Spirit, the eternal Spirit of God, who dwelled in Jesus Christ, who empowers the church, who is the source of our life in Christ, and who is poured out on those who believe as the guarantee of redemption.
4. We believe that all Scripture is inspired by God through the Holy Spirit for instruction in salvation and training in righteousness. We accept the Scriptures as the Word of God and as the fully reliable and trustworthy standard for Christian faith and life. Led by the Holy Spirit in the church, we interpret Scripture in harmony with Jesus Christ.
5. We believe that God has created the heavens and the earth and all that is in them, and that God preserves and renews what has been made. All creation has its source outside itself and belongs to the Creator. The world has been created good because God is good and provides all that is needed for life.
6. We believe that God has created human beings in the divine image. God formed them from the dust of the earth and gave them a special dignity among all the works of creation. Human beings have been made for relationship with God, to live in peace with each other, and to take care of the rest of creation.
7. We confess that, beginning with Adam and Eve, humanity has disobeyed God, given way to the tempter, and chosen to sin. All have fallen short of the Creator's intent, marred the image of God in which they were created, disrupted order in the world, and limited their love for others. Because of sin, humanity has been given over to the enslaving powers of evil and death.

8. We believe that, through Jesus Christ, God offers salvation from sin and a new way of life. We receive God's salvation when we repent and accept Jesus Christ as Savior and Lord. In Christ, we are reconciled with God and brought into the reconciling community. We place our faith in God that, by the same power that raised Christ from the dead, we may be saved from sin to follow Christ and to know the fullness of salvation.
9. We believe that the church is the assembly of those who have accepted God's offer of salvation through faith in Jesus Christ. It is the new community of disciples sent into the world to proclaim the reign of God and to provide a foretaste of the church's glorious hope. It is the new society established and sustained by the Holy Spirit.
10. We believe that the mission of the church is to proclaim and to be a sign of the kingdom of God. Christ has commissioned the church to make disciples of all nations, baptizing them, and teaching them to observe all things he has commanded.
11. We believe that the baptism of believers with water is a sign of their cleansing from sin. Baptism is also a pledge before the church of their covenant with God to walk in the way of Jesus Christ through the power of the Holy Spirit. Believers are baptized into Christ and his body by the Spirit, water, and blood.
12. We believe that the Lord's Supper is a sign by which the church thankfully remembers the new covenant which Jesus established by his death. In this communion meal, the church renews its covenant with God and with each other and participates in the life and death of Jesus Christ, until he comes.
13. We believe that in washing the feet of his disciples, Jesus calls us to serve one another in love as he did. Thus we acknowledge our frequent need of cleansing, renew our willingness to let go of pride and worldly power, and offer our lives in humble service and sacrificial love.
14. We practice discipline in the church as a sign of God's offer of transforming grace. Discipline is intended to liberate erring brothers and sisters from sin, and to restore them to a right relationship with God and to fellowship in the church. The practice of discipline gives integrity to the church's witness in the world.
15. We believe that ministry is a continuation of the work of Christ, who gives gifts through the Holy Spirit to all believers and empowers them for service in the church and in the world. We also believe that God calls particular persons in the church to specific leadership ministries and offices. All who minister are accountable to God and to the community of faith.
16. We believe that the church of Jesus Christ is one body with many members, ordered in such a way that, through the one Spirit, believers may be built together spiritually into a dwelling place for God.

17. We believe that Jesus Christ calls us to discipleship, to take up our cross and follow him. Through the gift of God's saving grace, we are empowered to be disciples of Jesus, filled with his Spirit, following his teachings and his path through suffering to new life. As we are faithful to his way, we become conformed to Christ and separated from the evil in the world.
18. We believe that to be a disciple of Jesus is to know life in the Spirit. As the life, death, and resurrection of Jesus Christ takes shape in us, we grow in the image of Christ and in our relationship with God. The Holy Spirit is active in individual and in communal worship, leading us deeper into the experience of God.
19. We believe that God intends human life to begin in families and to be blessed through families. Even more, God desires all people to become part of the church, God's family. As single and married members of the church family give and receive nurture and healing, families can grow toward the wholeness that God intends. We are called to chastity and to loving faithfulness in marriage. We believe that God intends marriage to be a covenant between one man and one woman for life. Christian marriage is a mutual relationship in Christ, a covenant made in the context of the church. According to Scripture, right sexual union takes place only within the marriage relationship. Marriage is meant for sexual intimacy, companionship, and the birth and nurture of children.
20. We commit ourselves to tell the truth, to give a simple yes or no, and to avoid the swearing of oaths.
21. We believe that everything belongs to God, who calls the church to live in faithful stewardship of all that God has entrusted to us, and to participate now in the rest and justice which God has promised.
22. We believe that peace is the will of God. God created the world in peace, and God's peace is most fully revealed in Jesus Christ, who is our peace and the peace of the whole world. Led by the Holy Spirit, we follow Christ in the way of peace, doing justice, bringing reconciliation, and practicing nonresistance, even in the face of violence and warfare.
23. We believe that the church is God's holy nation, called to give full allegiance to Christ its head and to witness to every nation, government, and society about God's saving love.
24. We place our hope in the reign of God and its fulfillment in the day when Christ will come again in glory to judge the living and the dead. He will gather his church, which is already living under the reign of God. We await God's final victory, the end of this present age of struggle, the resurrection of the dead, and a new heaven and a new earth. There the people of God will reign with Christ in justice, righteousness, and peace for ever and ever.

# Youth Farm Bible Camp Flow Chart

*Mennonite Church Saskatchewan Congregations*



# **Job Description for Counselors**

## **Nine Week, 42 day position**

### **Responsible to Director**

- Pray for, befriend, and play with campers at all times during the camp week. Seek to develop a personal relationship with your campers in order that you might be able to meet their physical, emotional, and spiritual needs.
- Lead devotions with your cabin every evening (or supervise while CIT leads).
- Continue to develop a personal relationship with our God through prayer and Bible reading. Also find people from your home church to pray for you during your camp ministry.
- Encourage campers to keep the cabin clean. There will be daily inspections.
- Support & encourage the Director and rest of the Staff.
- Lead, or help to lead, a skill event.
- Interact with male and female counselors in a manner that is consistent with the high standards of our Christian Faith. Campers are your first priority; personal relationships must not interfere with the camp week.
- Give leadership to Counselors-in-Training and Wranglers -in- Training when they are in your cabin.
- Participate in all activities.
- Responsible to Wrangler when with horses.
- Be friendly to campers and their parents and introduce them to the camp and cabin.
- Counselors should dress modestly.

**In conclusion, a counselor is one who models Jesus Christ in the way he/she counsels, talks, and acts.**

*Whatever you eat or drink, or whatever you do, you must do all for the glory of God*  
I Corinthians 10: 31

**Job Descriptions for the following positions can be found at**

**[www.yfbc.ca/staff](http://www.yfbc.ca/staff)**:

- Program Director
- CIT Director
- Wrangler
- Head Cook
- Maintenance Director
- Assistant Wrangler
- Counselor-in-Training
- Wrangler-in-Training
- Kitchen Help

# **Information for Staff**

## **Relationships between staff**

**No girls in guys cabins. No guys in girls cabins.**

Dating is not allowed at camp. Flirting, physical contact between sexes, and other forms of affection are discouraged. You are here for the purpose of ministry and these actions have the ability to hinder your relationships to the campers and other staff.

## **Dress code**

No bikinis allowed and no tankinis which show the midriff are allowed. No thin spaghetti straps tank tops or jeans which are torn above the knees. As well, underwear should never be visible (for BOTH sexes) – if it is, you will be asked to change into more suitable attire. Guys also take discretion! Other than when water games or the swimming pool, you are asked to always wear a shirt...and please, NO SPEEDOS!!!!!!

## **Staff's commitment to campers**

Counselors/Cit's are to be with the campers at all times except during your time off!! THIS INCLUDES AFTER THE KIDS AND ADULTS ARE IN BED. Don't ever leave campers alone. Make sure that campers are included in all activities during the day. Parents and Care Givers of the campers assume that they are being cared for at all times of the day.

## **Garbage**

Any garbage should be put in the garbage trailer outside of the Quonset facing the boys cabins. This garbage MUST be in green garbage bags – not in shopping bags or loose etc. After you put garbage into the trailer, make sure that the door is closed!

## **Confidentiality**

As a counselor at camp, there is a lot of information that you are given to help with giving care to the children and adult special needs. This information should always be kept confidential and not shared with others (even other campers or staff). Campers have a right to expect that their personal information will not be shared with others. As well, pictures taken of campers should not be posted on your facebook site or any other image sharing website.

## **Ambassador's**

Remember that you are an ambassador for the camp whenever:

- you are on the Youth Farm Bible Camp grounds
- when wearing the YFBC team shirt
- when people (parents, campers, Rosthern residents) recognize you as a staff member

**Above all, you are always an ambassador for Christ.**

# Rules for Campers

## **Off Limits**

1. Trampoline (except when supervised by one counselor and three other spotters).
2. Kitchen.
3. Camp house.
4. Shop
5. Nursing Home grounds and surrounding houses.
6. Farm Machinery.
7. Horse Coral, Tack (unless supervised by Wranglers)
9. No boys in girls cabins, no girls in boys cabins.
10. The Phone

## **Dining Room**

1. Line up in your cabin for meal time.
2. Ask for permission before leaving the table.
3. Keep the noise level down (no screaming!)
4. Listen carefully to announcements.

## **Other Information**

1. Obey the staff members.
2. Report lost and found articles to your Counselor.
3. Treat others with respect.
5. Do not litter
6. No personal stereos and computer games in the cabin.

## Camper Discipline / Staff Involvement Policy

Although we attempt to prevent situations that involve camper discipline, there are times when this action needs to be taken. If the conflict is minor and you feel as though you can resolve it than feel free to use your discernment. If there is a conflict between campers within your cabin and again you feel as though the conflict is small enough to handle than feel free to resolve it. However, in any circumstance whether large or small, all situations must be reported to a Director so that they are aware of what is happening in the cabins and what actions you have taken. One thing that we need to be very sensitive with is physical force or control when it comes discipline. Use proper discretion when handling situations. If the situation is to great for you to handle or have under control, Leadership staff are always here to help and assist you.

# **Policy Against Harassment**

## **A. Scope**

This policy is intended to apply to the following persons in the working environment and anywhere else as a result of contact with Mennonite Church Saskatchewan Camps (MC Sask) including Camp Coordinating Commission members, MC Sask and staff. This policy is in addition to other policies relating to these organizations:

- paid employees at all levels
- volunteers elected or appointed to positions
- persons from other organizations or individuals who are employed for specific tasks or services
- campers, visitors and contractual renters of the facilities

No employee or volunteer may harass and abuse another employee, volunteer, camper or visitor.

## **B. Philosophy**

God our creator and redeemer has called each of us to a basic and deep respect for all humankind. We desire to give leadership in holding each other accountable to this call as well as calling society to this standard. Harassment and abuse violate this sacred call. We seek to apply our values of communication, community, diversity and integrity to our work in a harassment-free environment.

Prevention of abuse requires measures to ensure that power is used properly, human dignity regarded, trust is not betrayed and relationships have integrity.

## **C. Definitions**

(often the terms of ‘abuse’ and ‘harassment’ are interchanged – both definitions are included in this policy)

### **Abuse**

Some general definitions include:

1. Abuse is defined as a non-accidental physical or mental injury or mistreatment caused by the acts or omissions.
2. Abuse is categorized as physical, emotional, verbal or sexual.
  - a. Physical abuse means any physical force or action which results in non-accidental injury which exceeds that which could be considered reasonable or discipline.
  - b. Emotional abuse is the failure to provide the praise, love, nurturing and security essential to the psychological and social development of a child, or such harm to another. This neglect is likely to produce long-term serious emotional disorder.

- c. Verbal abuse is difficult to specify due to the ongoing nature of intimidation and manipulation. It destroys an individual's self-worth and esteem.
- d. Sexual abuse means any sexual exploitation. If it is a child then it does not matter whether it is consensual or not, which includes touching, intercourse or any behaviour of a sexual nature toward a child. In determining whether this behaviour is of a sexual nature, one should ask whether a reasonable observer, looking at the behaviour in its context, would conclude that it is. This would exclude normal affectionate behaviour towards children and normal health or hygiene care."

In identifying abuse, there are three conditions or types of abuse — physical injury, emotional disability of a permanent nature and sexual exploitation with or without consent. Where one or more of these conditions exists as a result of an act or omission of a parent, guardian or other care provider, the child ought to be considered as suffering abuse and the matter must be reported to an agency. Abuse involves both factors — the condition of the child and an act or omission of a care provider.

(Child Protection and Child Abuse: Protocols For Social Workers, Manitoba Family Services, February, 1995 p.4)

These reporting procedures are in addition to reporting procedures elsewhere in the CCC, MC Sask handbooks or policy manuals for the camps.

### **Harassment**

According to the Manitoba Human Rights Code [S.19(2)], harassment "is a course of abusive and unwelcome conduct or comment that is directed at an individual because of a group to which they belong or appear to belong". Harassment is a type of discrimination and, for the purposes of this policy, may include the following:

1. threats, intimidation or verbal abuse;
2. unwelcome remarks or jokes about a person's ancestry, nationality or ethnic origin, colour or perceived race, religion, disability, gender determined characteristics, marital or family status, sex, or age;
3. displaying or circulating sexist, racist or other offensive pictures, posters or written jokes;
4. unwelcome or unnecessary physical contact, such as touching, patting, pinching or punching;
5. physical assault.

### **Sexual harassment**

Mennonite Church Canada recognizes two areas of sexual harassment:

1. A quid-pro-quo<sup>1</sup> type of harassment where sexual favours are expected or requested from or offered to a staff or community member in exchange for some benefit, or

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<sup>1</sup> **Quid pro quo** is a Latin phrase meaning "something given or received for something else."

where discrimination or discipline is threatened if expectations or the requests are not met. This kind of conduct generally involves a person in a position of authority.

2. Maintaining, condoning or contributing to an offensive work environment which may include, but is not limited to, a variety of unwelcome behaviors (listed below) which may create a hostile or intimidating atmosphere. The initiator of the action is expected to change her or his behavior upon notification that it is offensive.

**Any repeated unwelcome behavior is harassment regardless of whether or not it is intended as such.**

**Sexual harassment, for the purposes of this policy, may include the following:**

1. Unusual and overly friendly attention, including such things as gifts, frequent social telephone calls, letters, private visits, etc.;
2. Persistent shadowing or following; repeated or prolonged staring;
3. Sexual talk and innuendo, dirty jokes and offensive gestures;
4. Sexual or intrusive questions about the individual's personal life;
5. Use of familiarities or diminutive such as "honey," "baby," "dear," etc.;
6. Whistling, catcalls, leering;
7. Unsolicited or unwelcome flirtations, romantic gestures, advances, propositions, manner of dress or display of body;
8. Graphic, degrading, excessive or unwelcome comments about another individual's appearance, dress or anatomy;
9. Display of sexually suggestive objects or pictures;
10. Explicit descriptions of the employee's own sexual experiences;
11. Unnecessary, unwanted physical contact such as touching, hugging, pinching, patting, kissing;
12. Verbal and emotional manipulation and control;
13. Exposing genitalia;
14. Physical or sexual assault;
15. Sexual intercourse or rape.

#### ***D. Civil and Legal Liability***

“Increasingly and often more dramatically churches and their personnel (i.e. staff, directors, officers and ministers) are being held accountable for the acts of individual abusers even though neither the church, nor its leaders, were aware of the abuse or condoned it. Churches are being sued in civil courts for damages sustained by victims and their families. Those victims and their families are attempting to hold churches accountable by alleging that:

1. The ‘church’ is vicariously liable for the acts of its personnel, be they paid staff or volunteer staff, regardless of whether Mennonite Camps was itself negligent or even knew of the abuse.

2. The church was negligent in its hiring or accepting personnel, whether paid or volunteer.
3. The church was negligent in the supervising or monitoring of its personnel or membership.

It is perhaps, if one is cynical, the pressure of being found liable to compensate victims of abuse with the corresponding fear of embarrassment that has caused churches to respond to the issue of child abuse more than a new found desire to otherwise address an age old problem. Whatever the reason, it is timely for churches to now respond.”

*(Church and the Law Update, June 1994)*

***Organizations operating in good faith and providing valuable services to the community are being held to a high standard of accountability in this area, even to the point of being ‘guarantors’ of conduct of volunteers or employees.***

## **E. General Guidelines**

### **Supervision**

An important step in providing a safe and secure camp environment is the supervision of employees and volunteers. This can be done through planned formal and informal checks and by simply making rounds. Supervision provides leaders with opportunities to give direction, assist those who may be struggling or frustrated, as well as reinforcing and encouraging positive behaviour.

In order to refute false accusations, your supervision must be intentional. The courts will look for a systematic process by which Mennonite Camps supervises its volunteers.

### **Relationships**

1. Volunteers should seek to develop relationships with children and youth and be a positive role model for them. Mennonite Camps seek to instill the importance of being a good role model and the impact of consistent moral behaviour.
2. Mennonite Camps forbid volunteers from pursuing or participating in a relationship beyond friendship with a child or youth, as the volunteers are in a position of leadership and authority over the child or youth.
3. If a volunteer suspects that a child or youth is seeking a relationship beyond friendship, they are responsible to limit contact with that child or youth. If the child or youth is pursuing a relationship or displaying sexual affection to the volunteer, the volunteer should report the incident to the Director in charge.
4. Volunteers should support each other and intervene if one of them acts inappropriately with a child or youth or another volunteer.
5. It is expected that children and youth attending overnight events/retreats/camps will not leave the event while it is going on. Exceptions must be specifically added to the permission slip.

6. Children, youth and volunteers of the opposite sex are not allowed in each other's rooms, cabins or tents for any reason during overnight events except in family situations.
7. Children, youth and volunteers of the opposite sex are not permitted to sleep in a mixed group except in family situations.
8. Children, youth and volunteers of the same sex are not allowed to sleep in the same bed except in family situation.
9. Dating or other relationships between counselors, including all camp volunteers and staff, should not be shown to the campers.

## ***F. General Principles***

Every employee and volunteer has a responsibility to ensure that the workplace is free from harassment. Persons who observe such incidents should discuss the problem with their Director. Such Director will take appropriate steps to investigate or make further reports to the Board on the problem, keeping the information as confidential as is reasonably possible. The goal is to address and rectify problems rather than to deny them or cover them up. It is the goal of this policy to promote diversity in the workforce and maintain an environment free of intimidation, insult, hostility, harassment and abuse.

This process is to be confidential between the complainant, respondent, Director and the Camp Board in order to deal effectively with the immediate situation. If the situation deems further investigation, mediation or other dispute resolution method the confidentiality is determined by the situation to further the goals listed in this policy.

## ***G. Processing Complaints***

### **Informal Direct Contact**

Where a person might reasonably be unaware that his or her comments or actions are unwelcome, the complainant may first clearly make known to the other person that such comments and conduct are unwelcome and ask that they cease. It is often helpful to write down such conversations and actions. The Director must be notified of the conversation.

This process is to remain flexible to balance the privacy of the people involved, following this policy, evidence of problems and the stigma of such a situation.

There should be a good record of all discussions regarding any possible conflict, including the informal stage, for further information or for the purpose of recording the discussions, etc. for history purposes.

**Facilitation Assistance**

It will not always be possible for the offended person to directly confront the offender, often because of power dynamics. In such a case, consultation with the Director may be helpful in facilitating resolution. The Director will be involved to assist the complainant and the respondent to explore resolution of the conflict. Directors cannot nor should not promise complete confidentiality in matters that may constitute harassment, since in certain situations they may be required by this policy to file a report or seek other assistance in dealing with the situation. The decision to consult a Board member is left to the Director in charge.

**Investigation Team**

An investigation of the situation will be conducted if deemed by the Director and the Board member consulted that such is necessary. The Director and Camp Board will determine how best to facilitate the investigation.

Throughout the investigation, communications between the investigators and the concerned parties will be conducted in a balanced and impartial manner. Care will be taken on the part of the investigators not to let a person who has easier access to the team unduly influence the investigation or to take advantage of closer relationships with the investigators to communicate (i.e., one who works in the camp with them versus the other party, who might be separated by a greater geographical distance).

Anyone who believes the acts or comments of an employee or volunteer constitute harassment is encouraged to communicate with that person's immediate supervisor (and) the Camp Director. Formal complaints must be presented in writing. The investigation process should begin within five working days of receiving the complaint and be concluded as quickly as the assembling and proper dissemination of reasonable and necessary information allows.

**Confidentiality**

All complaints of harassment will be investigated with reasonable confidentiality. A lack of confidentiality can lead to the damage of reputations, and the investigative team will consider the impact of a formal complaint on those in the workplace and attempt to ameliorate any avoidable negative circumstances during the process.

The investigation team will determine what information and documents obtained through the investigation will be shared with the parties involved. Throughout the process, the investigation team will ensure that the complainant and the respondent receive timely updates about the progression of the investigation and the sharing of information, copies of the written allegations and written response, and any other documents or summary documents as necessary. Information sharing will be done with prudence and discretion, balancing the desire for open communication and reconciliation with the importance of maintaining the safety of all parties. In instances where the safety of a party is jeopardized, a summarized form of the information may be given.

During the proceedings of the investigation team, no party should make any public comment. In addition the complainant and the accused are requested to have no contact or communication with each other during the process.

### **Personal Support**

Although not required, the parties to the complaint are welcome to bring a personal supporter of their own choosing to any proceedings to provide emotional support and act as an observer acknowledging that the investigation of harassment is a stressful event. Both the complainant and the respondent may need help to identify the necessary and appropriate supports to be put in place.

### **Procedures**

Upon receiving the complaint, the employee or Director will:

1. Inform the Camp Director, unless the complaint is against that individual. If the complaint involves the Camp Director then the Camp Board must be notified; the Board member shall inform the Board chair; the Board chair shall inform the CCC chair.
2. Meet in person with the complainant to discuss the details of the incident(s), record in writing the allegations, the parties involved and the names of any witnesses, determine whether further investigation is warranted and contact the liaison Board member of the situation.
3. Inform the person against whom the complaint is lodged of the allegations, advise them whether the complaint should be investigated, request a response to the allegations where investigation is warranted, and review this Policy.
4. The Director and investigating Board member will review whether there is reason to suspend the employment or volunteer relationship during the investigation phase. It is accepted that immediate suspension of duties is the best recourse to deal with the situation upon receiving the initial complaint.
5. Separately interview in person the parties to the complaint and any witnesses. Witnesses may include those who have direct knowledge of the conduct or behavior complained of, or those who may have knowledge or experience of similar conduct from the accused. Past employees and volunteers may also be interviewed, where necessary.
6. The team members will investigate the incident(s) as they see fit, in their discretion, in as confidential manner as possible. The team will attempt to determine the validity of the complaint, and will make a written report of their findings. The written report and options for further proceedings will be submitted to the Camp Board and Camp Coordinating Commission.

### **Findings**

Following these meetings and any other investigation deemed necessary by the team, the Camp Director or investigating Board member will inform the employee or volunteer of the results of the investigator's recommendation and what, if any, discipline is

forthcoming. The Director will inform the complainant when the investigation is completed, and advise the individual that appropriate action has been taken.

### **Disciplinary Action**

Any employee or volunteer found to have engaged in harassment of another person will be subject to disciplinary action. The Director and the investigating Board member will determine the disciplinary action. Factors such as severity, persistence, multiplicity of the offensive behavior and any recommendations from the investigative team will weigh in the disciplinary decision. Disciplinary actions will be recorded in writing and may include:

1. a written apology to the complainant,
2. an oral or written warning or reprimand,
3. temporary suspension of employment with or without pay,
4. termination of employment or volunteer duties,
5. other appropriate discipline not mentioned.

A copy of the disciplinary action taken will be filed in the employee or volunteer's personnel file. Depending upon the nature and severity of the offensive behavior, a report may be filed with legal authorities.

### ***H. Other***

The above procedure may be altered, amended or modified in any manner at any time.

For the purposes of fulfilling this policy, if the Director is the complainant or the accused, their normal duties according to this policy and procedure will be assigned to the chairperson of their board or council. Conversely, if a council or board member is either the complainant or the accused, a suitable replacement will be sought.

### **Program Maintenance**

The task of implementing this Policy into the life of Mennonite Camps is an ongoing process. It is expected that this policy will be amended and updated from time to time.

### ***I. Credit***

Please note that the above policy was taken in large part from the MC Canada Personnel Policy Manual, Jan. 2003 and the CSSM National Child and Youth Protection Policy Manual, March 2003.

We thank the above organizations for their assistance.

# **Safe Church and Church Program Policy**

Mennonite Church Saskatchewan  
A Plan to Protect Children, Youth and Adults  
**Amended March, 2010**

**For more info and notes See Updated online version on [www.mcsask.ca](http://www.mcsask.ca)**

*God calls us to be followers of Jesus Christ and, by the power of the Holy Spirit, to grow as communities of grace, joy and peace, so that God's healing and hope flow through us to the world.*

## **Basis of this policy**

As followers of Jesus Christ, and by the power of the Holy Spirit, we recognize the guidance and authority of God through prayer, worship, and the Scriptures. Employees and volunteers involved in Mennonite Church Saskatchewan thus have the calling and responsibility to mentor children and youth at MCSask events to also know God's guidance and authority. We do this by conscientiously modelling healthy relationships with Jesus Christ and with all human beings. Healthy relationships include appropriate physical, sexual and emotional boundaries whereby the safety and well-being of all people is ensured. In order to grow as communities of grace, joy and peace, MCSask events must provide an environment in which children and youth can grow physically, emotionally and spiritually and all people are safe. The faith and practices of Mennonite Church Saskatchewan are also shaped by the following document:

- Confession of Faith in a Mennonite Perspective
- Mennonite Vision Statement, "Vision: Healing and Hope"

In addition to a spiritual commitment, the church has moral, legal and societal obligations to ensure a safe environment for children, youth and vulnerable adults participating in church programs. Recognising the human capacity for unacceptable behaviour, we accept our responsibility to implement clear policies and procedures to minimise the risk of abuse to those who participate in church programs and events.

## **Purpose**

We recognize the need to provide an environment in which the risk of physical, sexual or emotional abuse is absolutely minimized through policies that outline expectations of positive relational boundaries between MCSask staff and/or volunteers and the children or youth and MCSask events. The purpose of this document is to ensure that MCSask events are a safe place for all people. The intent of the policies and procedures outlined herein is to protect children, youth and vulnerable adults from harm and abuse, the adults who work with them from false allegations, and the church from unnecessary litigation.

There will be no tolerance for abuse, harassment or neglect by staff and/or volunteers at MCSask events.

### **Scope**

This policy is intended to provide guidance and to spell out expectations for all staff, volunteers and persons of responsibility at all MCSask events, including those of the Camps Elim, Shekinah Retreat Centre and Rosthern Youth Farm Bible Camp. Each member church within the MCSask area church are responsible to their own policies and procedures. Consequently, MCSask does not assume responsibility for activities and events taking place in individual congregations.

### **DEFINITIONS**

In order that it is clearly understood what constitutes unacceptable behaviour, definitions of abuse and related issues are essential. Further, all workers should be aware that Saskatchewan law requires, through the Child and Family Services Act (CFSA)<sup>5</sup>, that all cases where there are reasonable grounds to suspect abuse and neglect of children must be reported to civil authorities.

- a. Abuse: to use wrongly, to maltreat, to injure. It is the misuse of power by a person in a position of trust. Abuse may take various forms<sup>6</sup>:
  - i. PHYSICAL ABUSE: deliberate physical force or action that could result injury to another person. It can include punching, slapping, beating, shaking, burning, biting or throwing. It is not a form of reasonable discipline at church events.
  - ii. EMOTIONAL ABUSE: any pattern of hurting one's emotional development and sense of self-worth. It includes excessive, aggressive or unreasonable demands that place expectations on someone beyond his or her capacity. It includes, but is not limited to, verbal attacks, insults, humiliation or rejection.
  - iii. SEXUAL ABUSE: occurs when someone is used for sexual stimulation or gratification without consent. It includes any sexual exploitation of a child, whether consensual or not, by an adult or older child. It also includes sexual exploitation of a non-consenting adult, or exploitation of someone without the mental capacity to provide informed consent.
  - iv. Types of sexual abuse:
    - a) fondling
    - b) oral, genital and anal penetration
    - c) intercourse
    - d) forcible rape
    - e) improper touching (see below)
    - f) verbal comments
    - g) pornographic videos
    - h) obscene phone calls
    - i) exhibitionism
    - j) allowing children and/or youth to witness sexual activity

- v. **SPIRITUAL ABUSE:** happens when a spiritual leader or system such as a church or school tries to control, manipulate, or dominate a person through physical, intellectual, or emotional means. When words, or actions, tear down or attack another person in the name of God, or when fear, or other emotional affect is created in order to control and dominate a person, thus compromising the ability of the individual to think and act for him or herself apart from the wishes of the spiritual leader or group—this is spiritual abuse.
- b. **Child neglect:** the failure to meet a child’s basic needs for food, clothing, shelter, sleep, medical attention, education, and protection from harm. Young children should never be left unattended.
- c. **Harassment:** repeated subtle or overt action, particularly by a person in a position of authority, which causes the recipient to feel attacked, demeaned, intimidated or manipulated.
- d. **Improper touching:** touching which can create feelings of violation, confusion or isolation. It may include kissing, coaxing a someone to give a kiss, extended hugging or tickling, touching in any area that would be covered by a swim suit, carrying those capable of movement on their own or having them sit on an adult’s lap.
- e. **Improper discipline:** Corporal or emotional forms of punishment are unacceptable. Improper discipline includes yelling or screaming at children, threatening them or physically hurting them. By contrast, proper discipline involves establishing clear boundaries of acceptable behaviour and maintaining such behavioural expectations with firm and kind expressions of authority.
- f. **Assault:** to cause bodily harm by inappropriately applying force to another person; to attempt or threaten to apply force.
- g. **Prejudice:** a judgement made and attitude formed towards a certain group without prior knowledge of the facts, usually based on a stereotype, sometimes including an irrational attitude of hostility.
- h. **Discrimination:** treating people differently through prejudice; unfair treatment of one person or group, usually because of prejudice about race, ethnic group, age group, religion, or gender.

**OPERATIONAL PROCEDURES FOR PREVENTING ABUSE AND INVESTIGATING ALLEGATIONS**

*To minimize the risk of harm coming to children in the care MCSask, programs and personnel will abide by the guidelines outlined below:*

1. Corporal punishment is prohibited.
2. When a person suspects abuse or harassment, s/he will follow procedures set out in
3. A team approach is to be used. Normally there are to be at least two adults present for events.
4. We have an open door policy. In rooms without windows in the doors, the door of the room being used will be left open unless two or more adults are present in the room. Activities that could easily lead to allegations of abuse or harassment, such as unsupervised internet access, vehicle transportation by workers alone with unrelated

youth, or improperly supervised sleepovers, are to be avoided. If circumstances arise making it necessary to transport a child alone, proceed directly to the destination and inform the office of departure and arrival specifics prior to the trip.

5. Out-of-program or off-premises contact between children and workers is discouraged without the prior consent of a parent,

### **Responding**

The purpose of implementing procedures for dealing with allegations of abuse is to protect the innocent and the vulnerable, stop the abuse, and promote justice, restoration and healing. These procedures offer opportunities for the truth to be spoken, for any violation to be acknowledged or acquitted, for accountability to be exercised, and for compassion to be demonstrated in ways that serve justice and restorative healing.

Suspicion of abuse must be taken seriously. If suspicion arises from conversation with a child, be sure to avoid intrusive or leading questions since such questioning could interfere with an investigation and/or cause undue stress.

Saskatchewan Law requires that anyone who suspects on reasonable grounds that a child is in need of protection must report the suspicion to the local child protection agency. A list of Child Protection reporting lines in the province is appended to this document.

MCSask further requires that if such suspicion involves personnel or programs under the sponsorship of MCSask, it shall also be reported to the area church minister and/or another MCSask staff or executive member. A minimum of two executive/staff should be informed of the suspicion. This reporting to the MC Sask staff or executive must not delay the reporting to the local child protection agency.

"Situations where spiritual abuse is suspected must be reported to area church minister and/or MCSask staff or executive member as this does not fall within the mandate of the Child and Family Services Act. A minimum of two executive /staff should be informed of the suspicion."

### **Reporting a Child Declaring Abuse**

While it may be appropriate to ask a child how an observed symptom appeared (e.g., a bruise on the body), it is never appropriate to ask any leading questions which might suggest to a child that s/he has been abused or suggest names, places or methods of abuse. Further, no person shall conduct any investigation unless authorized by the appropriate authorities. Such investigations can be undertaken only by the Social Services (SS) child protection officers or the police.

Any volunteer or employee having suspicion of the child abuse at the event must report the suspicion to the local SS child protection services or the police immediately. Leaders of the event should be informed of the reports. If the police or the SS representative indicates that an investigation must be undertaken, then all pertinent information must be provided. Any delay in reporting or providing the appropriate information may place the

child at further risk. You have the right to complete confidentiality while reporting. Your name will not be used in the investigation without your prior consent. You will, however, be required to provide your name to the Child Protection Agency when reporting.

The person reporting may wish to extensively consult with other leaders, but only if doing so does not delay the reporting of the concerns to the authorities.

It is expected that any witnesses to symptoms or events will document their observations, including:

- a) specific signs or symptoms observed;
- b) any report of abuse made by the child or others, and/or any witnessed event that raised the suspicion; as well as
- c) the date and time relating to any of the above; and d) any response the child made to any of the above.

This report should be written and signed as soon as possible after the appropriate reporting to the authorities. This report should then be provided to the MCSask executive. A log of all follow up involvements regarding this concern should be maintained by those involved. Be aware that these documents may be subpoenaed by the courts for use in the investigation. It is suggested that the writer be as thorough as possible, without including unnecessary information.

Any report and subsequent documentation of suspected child abuse is to be considered and treated as confidential. Access to this information should be limited to the specified persons responsible for providing leadership in this area, to SS and police, and when required, an MCSask attorney and/or insurance carrier.

The notification of the child's parents of the suspicion of abuse must be carried out only in consultation with the SS child protection officers or the police.

If, after a report is made to SS or the police, the authorities choose not to investigate, a written log of any further signs, symptoms or events that may indicate abusive behaviour should be kept. Also, continue to report any suspicious activity to the authorities. It is not possible to report too much or too often.

It is recognized that the witness(s) to any suspicions of child abuse will require support, especially once a report is made to the authorities. Appropriate support is key to their well-being; they should be instructed on how to respond if the child, parents, or other interested parties contact him/her. Such instructions should include:

- refraining from sharing any statement made by the child with anyone other than the authorities until the authorities have determined whether or not the child needs to be protected from contact with that person;
- refraining from sharing with the accused, or any other person, information that has not been reported to the authorities. All information must be promptly reported to the SS;

- refraining from attempting to convince the accused that the alleged abuse happened or did not happen;
- listening to any information a parent or other party may offer about the suspected abuse, recording it immediately after the conversation and ensuring this additional information is reported in a manner consistent with the original report of suspected abuse;
- assuring parents of the confidential nature of the report and the need to maintain confidentiality.

Appropriate precautions must be undertaken to ensure that the victim and other children at MCSask events are kept safe during the ongoing investigation by the authorities. Such precautions should include the following:

If the accused is an employee or volunteer of MCSask, s/he will immediately be suspended from his/her office or duty, pending the outcome of the investigation. This suspension is carried out with full pay (for paid personnel) and without prejudice. Suspension shall be given in such a way that no investigation will be put in jeopardy. The suspension from duties is not viewed as the "guilt" of the person, but only as the priority of the need to protect children.

Ensure that there is limited and no unsupervised contact between the alleged offender and children. Plans for pastoral and possibly clinical support of all parties involved need to be developed as soon as the investigation is under way. Resources for children, parents and the accused are available in the community via the police or SS, through a number of church related ministries, and via the MCSask offices in Saskatoon. Referrals for counseling or relevant resources may be suggested.

The decision whether or not the employee/volunteer is to be restored to his or her previous position or duty is dependant on the outcome of the investigation. This should be done only if and when, in consultation with the police, SS staff, legal counsel and child abuse experts, it is deemed safe and proper to do so. If the accused is reinstated, efforts will be made to restore strained relationships and facilitate a healing process.

In the event of prosecution resulting in conviction, the abuser will not be restored to his/her previous position or duty.

### **PREVENTING DISCRIMINATION**

There can be many cultural differences within one religion, just as there are many parts within one body. We recognize that cultural differences have the potential to propagate misunderstanding, stereotypes and prejudice, which in turn can lead to discrimination or harassment. To minimize the risk of harassment happening to any attendee, volunteer or staff member, MCSask will abide by the guidelines outlined below.

No person will be granted a position or prohibited from a position on the basis of age, gender, cultural background, physical appearance or sexual orientation

All children and youth will have equal opportunity to participate in MCSask programming.

In no program, curriculum, or event will one culture be presented as superior to or inferior to another.

All members/attendees are free to express their own cultural affiliations through action, dress, language, communication, or any other way they see fit, as long as it does not stand in violation of this policy.

Appendix A 14 Guidelines for Healthy Relationships with Children and Youth  
Human warmth expressed through appropriate touch can foster a sense of acceptance, belonging and significance. Inappropriate touch can create feelings of violation, confusion and isolation which leave lasting scars. It is the responsibility of adults to maintain appropriate boundaries; this is not the responsibility of children or youth.

The following are examples of ways in which adults can show warmth to children while protecting their own integrity.

1. Make a point of showing affection in open places where others can see and share in the warmth. In determining whether the touching is of a sexual or inappropriate nature, ask yourself the question, “How would a reasonable observer interpret this touch?”
2. Classrooms and meeting places should be managed to create a feeling of public space, yet be conducive to good teaching. Leave the windows in the room uncovered and the door standing open whenever possible.
3. If you and a child need to talk to each other in confidence, avoid isolating yourselves. Have another adult present or stay within view of the group. If you and a child must be in a room by yourselves, leave the door open.
4. If a child is hurting physically or feeling ill and needs to be examined, ensure that another person of the same gender as the child is present in the room with you. Do not force the child to remove clothing for an examination.
5. If a child is sad and needs to be comforted, you may, with the child’s permission, show support by placing your arm around a shoulder and giving a gentle hug.
6. Be cautious about any conversations that involve sex. Children may ask honest questions about sexuality and teenagers might seek advice. Listening, with respect for the child, is appropriate. When responding, be sensitive to the values and standards that are taught in the child’s home and to a discussion that may cause conflict or confusion with those standards.
7. Within the context of our mentoring program, there are often situations where it is appropriate for an adult to be alone with a child. By allowing the child to participate

in the mentoring program, the parent has already given written consent. Even so, in such cases, be absolutely sure that the child's parents are well aware of your plans for your time together.

8. When supervising overnight group activities, observe extra safeguards. Ensure that awareness and parental consent of the activity is clear. Under no circumstances shall an overnight event be supervised by fewer than two adults. Never allow only one adult to do bed checks. If sleeping space is to be shared, adults and children must have separate beds.
9. Avoid situations in which you or a child may have to change clothing, such as swimsuits or sports clothes, in the other's presence.
10. Always respect the integrity of the child. Allow the child to back away from your well-intentioned affection if s/he so wishes. Some children may feel fearful or distrustful of any physical contact. Use your common sense and good judgement to guide you in protecting the personal space and well-being of the children in your care.

## **Anti-Bullying Policy**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Youth Farm Bible Camp, bullying is inexcusable, and we have a firm policy against all types of bullying. One of the core values at YFBC is empowering people to grow relationships, having community among staff and participants, and allowing people to become vulnerable with others. This is why we will work as hard as possible to address all types of bullying situations. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at the Youth Farm Bible Camp.

# **Infection Control Policy**

## **Handwashing**

- A 10-15 second handwash with soap and running water is the most effective method of preventing the spread of infective microorganisms. Paper towels or a clean towel must be used to dry hands and turn off faucets. Use only bar soap that is well drained, or liquid soap.
- Handwashing should be done before and after direct care; after removing gloves; after handling body substances, contaminated equipment, articles and surfaces, linen, garbage and dishes; and before leaving a client's home.
- When handwashing facilities are inaccessible use a waterless alcohol or chlorhexidene-based handwashing product and rub vigorously for 10-15 seconds. Wash hands with soap and water at the next possible opportunity.

## **Disposable Gloves**

Disposable Gloves should be used when contact with blood is likely to occur. They should also be used for handling of potentially infectious material such as feces, wound secretions, mucous membrane lesions, skin lesions, and also when the health care worker has nonintact skin on hands.

## **Medical Equipment and Supplies**

- Reusable equipment should be cleaned after use and then either sterilized or disinfected depending on how it will be used.
- Use of disposable equipment may eliminate the need for cleaning, disinfection or sterilization procedures for reusable equipment. Disposable equipment should be placed in a bag and discarded with regular waste.
- Needles, syringes and other sharps should be placed in a puncture-resistant container.

## **Household Equipment/Articles/Supplies**

- Equipment such as bath stools, etc. should be cleaned with a normal household cleaner before use by other individuals.
- After handling contaminated equipment, hands should be washed immediately with soap and running water for 10-15 seconds.

## **Linen**

- Linen and clothing should be washed by the usual methods. Staff should wear protective attire (i.e., disposable gloves and gown or apron) to sort or handle linen that is heavily soiled with body fluids.
- Wash hands for 10-15 seconds with soap and running water after removing gloves.

## **Dishes**

- Dishes should be washed by the usual methods.

**Garbage**

- Dispose of soiled gloves and other supplies in the regular garbage. Wash hands with soap and running water for 10-15 seconds after handling garbage.

**Environment**

- Clean the household/environment as usual with regular household cleaner, paying special attention to items frequently handled during care.
- After a spill of blood or body fluids the surface should be cleaned with soap and hot water and, if possible, disinfected with a solution such as 1:10 bleach and water. Gloves should be used and hands washed after removing gloves.

# Camper Hygiene Policy

Counselors are responsible to make sure campers follow usual habits of cleanliness. Younger campers are still use to being told to brush their teeth, comb their hair and use the washroom before going to bed. You are acting as their parent for one week, make sure the campers stay relatively clean.

**Water** is a right and a necessity that every camper has. During hot days, water should always be provided. During outdoor activities, campers need to be hydrated.

**Staying Clean** Make sure campers are taking showers at least twice a week (This goes for all campers. Especially ASN campers). You will also have to remind campers to wash their hands before meals and after using the washroom - their parents do so.

**Clothing** Make sure they are not wearing the same clothing every day. Make sure that campers are wearing their cleanest clothes on the last day. Wet clothes need to be hung on a line to dry, not left in a corner. If you notice one of your ASN campers wearing the same clothing and he/she does not want to change, the least you can do is take the clothing and wash it for them.

**Bedwetters** Routinely check to make sure that your campers sleeping bags are not soiled (one sniff will tell the story). If you have a camper who is a bedwetter, limit drinks at supper and snack. Make sure they have clean bedding for the next night (we have extra blankets if needed). Be very sensitive to the camper's embarrassment and do not make a big deal of it.

**Sunscreen** Whenever outside, it is very important that campers wear sunscreen. Many of them burn very easily. Make sure your campers are wearing some. We do not want to send campers home with sunburns. Too many times ASN campers come back from the pool and they are bright red. It's not only uncomfortable for them, it's also a health risk.

ASN campers have many needs that have to be met. They are in our care and we are responsibly for meeting those needs. If we don't even keep them clean, changed, and protected by the sun, what other important needs are we missing.

- There are first aid supplies in a cabinet in the dinning hall. If you are present when a camper gets injured, you must first attend to the camper, than find the first-aid attendants. Afterwards, you must fill out an injury report form.
- Make sure that campers are going to bed and not talking all night long. A good night's rest can work wonders on a campers disposition. Make sure that campers are properly dressed for the weather. Also, with ASN, some will wear too much clothing; encourage them to dress appropriately.

## **Lost and Found Policy**

The Lost and Found is always over-flowing with clothing, shoes, and so on. The Lost and Found needs to be more organized so campers don't leave their belongings behind. Counselors need to know and have input on what the campers have brought, what they are packing, and what they are forgetting during clean up and pack up time. This is why it is important for the counselor to assist the campers in getting settled in and packing up to leave. Also, the Lost and Found box for that week will be available for parents to look through before or after the closing program so that they can see if their kids have forgotten anything. During Staff clean up when all the campers are gone, the box will be emptied so that a new Lost and Found box will be ready for the upcoming week.

## **Home Sick Policy**

Home sickness does become a factor at camp. Many times home sickness occurs because the camper is not comfortable in their surroundings or they are intimidated by the staff or other campers. To prevent this, be aware of the interaction between your campers. Involve all your campers and don't play favorites. You will be able to tell who is nervous and who is not so encourage those who look alone or scared to have a good time by spending time with them. Laugh and have fun with your campers, camp is always a fun place to be so be positive. When a camper tells you that they are home sick, don't take it lightly. Talk to them one and one and ask them open ended questions to see what the real problem is. Example, "Tell me why you feel home sick". Emphasize fun times that they have had and fun times that they are going to have. Also, share with them some of your experiences with being home sick and how you stayed and had so much fun. You can also pray with them. What ever you do, do not let them use the phone to call home. Before any camper uses the phone a Director must be informed. If you get stuck and the problem persists, feel free to talk to a Director about it so that they can get involved too. In the event that a camper gets picked up early during the week (because of home sickness or physical sickness or any other reason), there is a form that needs to be filled out by the parents.

# First Aid Procedures

First Aid is the emergency measures required to save lives and ease pain and discomfort until medical assistance is obtained. Camp Staff need to be informed by the camper/ camper's guardian of all underlying conditions that may arise.

## General Principles

- assess the situation, stay calm, take confident charge and ensure no further harm befalls the casualty, rescuer or bystanders
- reassure the casualty and urge him/her to accept necessary assistance
- summon emergency medical services quickly – clearly stating what the problem seems to be; give clear directions to your/ the casualty's location
- keep the injured warm and at rest, if possible covered and on soft ground
- check for consciousness, breathing, pulse and bleeding
- look for injuries – ask the casualty whether it hurts and where
- try to find out what happened – it may give clues to possible injuries
- prevent the situation from worsening: cover wounds, try to immobilize possible fractures, handle gently

## DO NOT:

- attempt to do more than you are qualified to do
- move the casualty unless you are certain the injuries are minor, or unless it is absolutely necessary
- allow people to crowd around
- touch the casualty's body or remove the casualty's clothing unnecessarily
- give anything by mouth to people with a suspected internal injury, those going unconscious or those who may need anesthetic
- administer any medications (although you may assist a conscious casualty to take necessary medications ie: heart pills, insulin, etc.)
- force first aid on anyone who refuses it

## Initial Assessment

- determine what happened, the number of casualties and what caused each
- if there may be head or spinal injuries, do not move the casualty. Support the head and neck if the casualty absolutely must be moved
- remember your ABCs = Airway, Breathing, Circulation

## Unconsciousness

- a casualty who is unconscious or semi-conscious, not breathing severely, and yet breathing should be watched continuously
- ensure an open airway is maintained
- an unconscious casualty who is breathing and has no suspected spinal should be placed the recovery position:

Recovery Position - lie casualty on his/her side, place top forearm under neck for support, bend top knee slightly move a bit forward of rest of body for overall support position.  
(see diagram attached at the end)

### Artificial Respiration

- assess responsiveness of casualty; reassure the casualty
- send someone to get medical help
- open the airway
- check for breathing for a number of seconds (10-15 seconds)
- give 2 slow breaths; watch lungs to see if they rise. If stomach rises instead, the airway may not be completely open or breaths are too quick or too strong.
- If there is an obstruction in the airway (vomit, piece of food, etc.) remove it
- check for pulse
- continue giving one breath every 5 seconds. Look (eyes), Listen (ears), and Feel (check) for breathing between breaths with your ear above the victim's mouth while facing the chest
- when casualty begins to breath on own, place them in the recovery position if there is no chance of a spinal or head injury.

### Bleeding

- reassure the casualty
- apply direct pressure to the bleeding site immediately and maintain it
  - secure the wound and maintain pressure by tying a bandage around it (tightly but do not cut off circulation). Apply additional bandages if existing ones become blood soaked, but do not remove the bloodsoaked ones!
  - elevate the injured limb if possible
- if an object is stuck in the wound, do not remove it! Make a ring bandage and place around the object. Secure tightly as you normally would.
- immediate attention required if: the blood comes in spurts, bleeding does not stop, the scrape is very large, the face is cut, the wound seems to have dirt in it, if there are any signs of infection, the cut looks deep, gaping or jagged, it is a deep puncture wound.

### Shock

- may develop after all accidents
- symptoms: shallow, irregular breathing; weak and rapid pulse; pale and sweaty bluish tint to face and/or fingernails; vomiting; decreased consciousness; restlessness; nausea; faintness
- give first aid for any injury or illness
- DO NOT give anything to drink
- reassure the casualty often
- loosen tight clothing
- if vomiting seems likely or the person is unconscious, place in recovery position

- cover casualty to preserve heat
- elevate legs if possible; keep person at rest

### Head Injuries

- keep casualty lying down
- keep warm and comfortable
- DO NOT give anything to drink
- apply a cold compress to the location of the blow or injury, but DO NOT put pressure on the skull
- if unconscious place in the recovery position
- watch the casualty in case of unconsciousness sets in later, even if this means half-waking the person once or twice during the night to check responsiveness (for the first 24 hours following)

### Choking

- choking may be caused by food or other object stuck in throat, tongue of unconscious person falling back in throat, blood or vomit collecting in throat
- signs include: coughing forcefully or gagging, clutching the throat, inability to cough or speak and therefore breathe
- if casualty is making any sound at all, they should be able to cough up the obstruction = encourage them to do so
- if there is no sound and therefore a complete obstruction of airway, give abdominal thrusts (Heimlich Maneuver)
  - place side of fist above navel/belly button
  - grasp fist with other hand
  - press inward and upward forcefully
- if casualty is unconscious and airway blocked by food, etc., straddle the prone victim and give abdominal thrusts with heel of hand

### Burns

- reassure casualty
- immerse burnt area in cool water until pain is relieved
- loosen tight clothing
- cover with clean cloth, secure it, and obtain medical help
- DO NOT remove any clothing/material that is stuck to the burn
- DO NOT break blisters

### Heat

- heat exhaustion symptoms: blurred vision, dizziness, nausea, painful muscle cramps, cold clammy and pale skin
- heat stroke symptoms: headaches (may lead to unconsciousness quickly), hot and dry skin, full and bounding pulse, breathing noisy and rapid
- treatment = cool the victim: place in shade or other cool area, give a slightly salted water to drink (ie: Sports Drink like Powerade)

- if heat stroke, get medical attention

### Poisoning

- if unconscious - place in recovery position
- if not breathing, administer artificial respiration
- contact Poison Control Centre for advice and get medical help

### Seizure

- remain calm. A seizure can not be stopped - don't restrain the persons movements
- clear area of any obstacles that may injure person
- loosen clothing, especially around neck, if possible
- clear area of onlookers
- DO NOT force anything in mouth
- when finished, place in recovery position and wipe fluids from the mouth and nose
- check for any injuries obtained during seizure
- call medical help if person has multiple seizures, if unconscious for more than 5 minutes, or if cause if unknown

Please note that some of the above was taken from "First on the Scene" – St John's Ambulance Emergency Level First Aid Activity Book as compiled in the Camp Elim Policy Manuel. Some information compiled from The Canadian Health Guide.

# **Privacy Policy**

The Youth Farm Bible Camp (YFBC) believes that your privacy is important for you as an individual and as an organization. We are committed to ensuring that your personal information is treated professionally. To safeguard the personal information entrusted YFBC and to comply with the Personal Information Protection and Electronic Documents Act ("PIPEDA") and any other applicable legislation, YFBC is committed to the following principles:

## **Accountability**

YFBC has designated the Executive Director to be the Personal Information Compliance Officer. Any inquiry, request or concern related to privacy matters should be made to YFBC at [info@yfbc.ca](mailto:info@yfbc.ca).

The YFBC Privacy Policy will be available on our website at [www.yfbc.ca](http://www.yfbc.ca) or a paper copy is available upon request from the national office.

YFBC, its directors, officers, employees and volunteers are required to comply with the principles and this policy and will be given restricted access to personal information solely to perform the services provided by YFBC. Other persons or organizations who act for, or on behalf of, YFBC are also required to comply with the principles and this policy and will be given restricted access to personal information solely to perform the services provided for YFBC.

## **Identifying Purposes**

YFBC primarily collects information on our summer campers and staff. Additionally, we collect personal information from organizations that rent our facilities for retreats. This information is collected for the following reasons:

- Safety of all campers and staff.
- Provide adequate care for campers.
- Distribute future information about our programs.
- Run an efficient camping ministry.

## **Consent**

YFBC strives to ensure that all information collected from our applications is with the knowledge and consent of the individual. An individual may alter or change their consent at any time or opt out of any program that they do not wish their information used for.

## **Limiting Collection**

The collection of personal information shall be limited to that which is necessary for the purposes identified by YFBC. Information shall primarily be collected through camper, staff and rental applications.

**Limiting Use, Disclosure, and Retention**

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes or as is lawful. Personal information shall not be disclosed to third parties without express consent of the individual.

**Accuracy**

Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used. It is important that you help us maintain up to date and accurate information in our database.

**Safeguards**

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information including limited access to information on a need to know basis, passwords on computers and locks on filing cabinets as necessary.

**Openness**

YFBC shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

**Individual Access**

YFBC will, upon request, inform an individual of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

**Challenging Compliance**

An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual accountable for YFBC's compliance.

# **Preparing and Administering Medication**

Medication Policy: Medication shall be dispensed by an assigned staff (camp nurse) trained at the beginning of the camping season under the direction of the Executive Director.

1. All campers need to provide a complete list of all medication that the camper is presently on when sending camper application form in.
2. Medication will be brought by campers. These will then be requested during the registration process.
3. All medication brought in pill bottles will then be transferred from their original containers to the Dosett medication containers. They shall be labeled with the following information.
  - A) Campers name
  - B) Breakfast, dinner, supper, evening, depending on which it is.
  - C) All medication for the week will be poured into the appropriate time period (breakfast, dinner, supper, evening) for each camper.
4. A medication record will be kept for each camper and the camp nurse will sign off the appropriate medication immediately after administering it.
5. The camp nurse shall make sure that the medication is given to the proper camper by two means.
  - A) check camper tag.
  - B) check with the counselor in charge of camper to see that it is given to the proper person.
6. Medication will not be left for campers to take later.
7. Should a camper refuse to take a particular medication it should be so marked and the director informed. Also an incident report form filled out. If the same camper refuses the same medication twice, the person in charge of medication shall request that the camp director call the Agency from which they came to see if that is a regular occurrence and what they do about the situation.
8. Medication errors will be reported to the camp director who will call the Agency from which they came to see if any further medical attention is required and an incident report form filled out. Record the medication error and all steps taken thereafter.
9. Adverse reactions will be reported to the camper's physician.
10. Prescriptions that must be filled while camper is at the Youth Farm Bible Camp will be done at the local Pharmacy.
11. The camper will be billed by the camp and this bill will be given to the Agency in charge of the camper at the end of camp along with an explanation of why the medication was needed, the type of medication and dosage.
12. All Medications, whether they are campers or staff meds, are to be locked in the Director's Office. Counseling staff should never be responsible for campers medications.

## Emergency Procedures

### *What to do if someone is injured:*

**Minor** - Attend victim (Seek out medical attention from the designated staff member)

- Notify Director & Fill out Injury Report Form

**Major** - Attend victim

- Phone- Ambulance: 911  
Hospital: 232-4811
- Notify Director & Fill out Injury Report Form

**Fire:** - Clear all campers from area and proceed to road behind Quonset.

Count all cabin members

### *There are Injury Report Forms at the back of this Manual.*

These forms are very important to fill out. Remember them even for something as minor as a child falling out of bed, bee sting, bruise, scrape, rash. It is very important for the camp to have these records.

## Mosquito Precautions

Mosquitos are apart of every Saskatchewan summer. A little planning will help us be protected outside. Mosquitos are most active around sunrise and sunset. They like tall, wet grass or wooded areas, and long walks on the beach. It's always a good idea to cover exposed skin, especially after dark (campfire). Repellant containing no more than 30% DEET should be used. We are advised to reapply every 3-4 hours or every two hours if perspiring heavily. When a camper or ourselves are bit by a mosquito there are two ways to treat it. Apply ice or a cold cloth to the bite area and use calamine lotion to help stop the itching. It is always important to keep all campers protected. If campers need assistance applying repellant, it is our job to help them. West Nile Virus is an important issue and should not be taken lightly.

## **Incident Reporting Policy**

It is very important to record and report all injuries. The incident report should be completed as soon as possible after the incident occurs. Remember the forms even for something as minor as a child falling out of bed, bee sting, bruise, scrape, rash. It is very important for the camp to have these records. All injuries/accidents are to be entered on this form by the attending staff member and turned into the director. Please complete entire form regardless of how minor you think the injury is. These forms are attached in this manual but can also be obtained from the director.

We have these forms in place for the sake of the camp and camper. This process ensures that we have knowledge and record of all incidences. They are vital for our liability and in the case of an insurance claim.

When using these forms, be as descriptive as possible. You will need to describe the situation and occurrences during the moment of injury. It is also important to make comments and observations on extent of the injury and the condition of the camper. Follow-up on their condition is also very valuable. If you notice any side effects or changes in their condition, it is encouraged to note those as well.

# Incident Report

The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible.

Individual's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Nature of Incident/Injury \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

All Leaders Present

\_\_\_\_\_

What happened? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why did it happen? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What action was taken? \_\_\_\_\_

\_\_\_\_\_

Contacted Parent's? \_\_\_\_\_ Parent's response? \_\_\_\_\_

\_\_\_\_\_

Other Comments \_\_\_\_\_

\_\_\_\_\_

Leader's Name \_\_\_\_\_ Signature \_\_\_\_\_

Witness' Name \_\_\_\_\_ Signature \_\_\_\_\_

# **Health Awareness and Information**

## **Attention Deficit Hyperactivity Disorder**

Attention Deficit Hyperactivity Disorder (ADHD) is the most common behavior diagnosed by child psychiatrists. Attention Deficit Disorder (ADD) is similar to ADHD, but does not incorporate the Hyperactivity element as severely.

ADD/ADHD people are characterized by the fact that they cannot seem to set goals, plan ahead, or organize their behavior. Therefore their actions are excessive and haphazard. It is also difficult for those affected by ADD/ADHD to sit still and concentrate. Make sure that you NEVER give an ADD/ADHD person more than one task to do at a time – they will have a lot of difficulty remember either of the tasks if you do this!

The ADHD person has trouble following instructions and finishing tasks, has poor social adjustments and may disrupt games, fight, refuse fair play, and throw temper tantrums. Many ADHD children however are situational. The disorder may not manifest itself at home, yet does at school and vice versa. NEVER assume that all people with ADD/ADHD are troublemakers and that they are going to be annoying! Also, never put them down because of their hyperactivity, strewed attention span etc. – they have feelings too. It is good to be aware of their condition, but it is wrong to judge! Though many ADHD children have learning disabilities, they are NOT less intelligent.

### Treatment of ADHD

Amphetamines are stimulants-drugs that “speed up” people. ADHD children react differently, however. Paradoxically, they slow down. Therefore, some doctors prescribe amphetamines for ADHD children, usually in the form of Dexedrine or Ritalin. There will be children and staff coming to camp this summer who are on these drugs. Let it be understood that these drugs do not cure the disorder, they only affect the behavior. NEVER play doctor and take the child off their medication – this could be extremely hazardous to their health. Therefore, the effects and side-effects of the drug need to be understood in order to understand why campers who use this drug act the way they do.

### Side Effects of Dexedrine and Ritalin

- \*increase in attention span
- \*reduction of motor activity(sometimes to the point of lethargy)
- \*some experience insomnia, weight loss, and high blood pressure

\*Note: Some ADD/ADHD children are quite sensitive about their disorder, therefore do not talk to them about their medication if others are present!

## Diabetes

Diabetes is a chronic disease whereby the body cannot produce enough insulin or is unable to use the insulin that is produced. In either case, the cells cannot breakdown glucose for needed energy. As a result the amount of glucose in the blood is high

Insulin is a hormone produced in the body that is necessary for regulating the use of glucose in the body. Insulin plays an important role in moving the glucose from the blood into the muscle cells and other tissues. Once a person has eaten a meal, the body breaks down the nutrients into glucose which will be used in the body for energy. The body senses this process and releases the insulin to assist in movement of the glucose into the cells. The glucose molecules are unable to pass through the cell walls without insulin.

Diabetes occurs when there is an alteration in the process of nutrient breakdown.

Medications:

Insulin is taken in different forms to regulate the blood sugar levels according to each individual needs. Some will be taken through pills, others with needle injections. Some individuals are even able to control their sugar levels by simply watching their diet.

What You Need to be Aware of:

- \*ensure diabetic medications are taken as usual
- \*may need to monitor blood sugar levels
- \*ensure camper has plenty of fluids
- \*may need snacks throughout the day

Signs of a Diabetic Attack:

- \*tremors
- \*confusion
- \*sweating
- \*headache
- \*uncooperative behavior
- \*double or blurred vision

Treatment:

If any of the above signs are evident in a diabetic you need to treat them by giving the individual sugar in the form of a pop, life savers or candies of that sort, or even a couple spoons full of sugar. If the individual loses consciousness an ambulance needs to be called!!!

## **Down Syndrome**

Down Syndrome is a condition that results from a genetic disorder. The individual is born with an extra twenty-first chromosome in each of his cells. This abnormality in the chromosome results in alterations in both physical and mental development.

Some Characteristics:

With Down Syndrome, the degree of intelligence varies tremendously between individuals. The child will learn and develop slower than other children and will find it difficult to learn more advanced skills. Skills requiring quick judgement, intricate coordination, and detailed analysis will also be more difficult. Although they have difficulty learning, they are able to learn, and what they do learn they retain.

## **Fetal Alcohol Syndrome**

It is the most common disorder resulting in mental disabilities. It is a preventable condition that is caused by alcohol use during pregnancy. The amount of damage that occurs varies for each individual.

Some Characteristics

- \*Heart defects
- \*misaligned and malformed teeth
- \*hearing impairments
- \*smaller head, low set ears, small eyes, upturned nose
- \*speech and language disorders
- \*hyperactivity
- \*attention span deficit, easily distracted, learning disorders

## **Autism**

### What Is Autism?

Autism is a developmental disability resulting from a neurological disorder that affects the normal functioning of the brain. It is characterized by the abnormal development of communication skills, social skills, and reasoning. Symptoms, which vary widely in severity, include impairment in social interaction, fixation on inanimate objects, inability to communicate normally, and resistance to changes in daily routine. Characteristic traits include lack of eye contact, repetition of words or phrases, unmotivated tantrums, inability to express needs verbally, and insensitivity to pain. Behaviors may change over time. Autistic children often have other disorders of brain function; about two thirds are mentally challenged; over one quarter develop seizures. The cause of autism remains unclear.

### How To Treat Someone with Autism.

The most appropriate way to treat someone with Autism is to treat them the same way you would treat any other camper. Have patience with these campers and do what you can to meet their specific needs. Although they have trouble with communication and social interaction, we still need to show them value and God's love.

## Epilepsy

Epilepsy, also called seizure disorder, a chronic brain disorder that briefly interrupts the normal electrical activity of the brain to cause seizures. May be the result from a head injury, stroke, brain tumor, lead poisoning, genetic conditions, or severe infections including meningitis or encephalitis. In 70% of the cases, no cause for epilepsy is identified. About 1% of the world population-or over 2 million people are diagnosed with epilepsy.

Seizures: May take on 2 different forms:

- 1) Petit Mal seizure may appear as though the individual is in a trance and moves randomly with no control over body movements. The individual=s activity does not cease during the seizure but activity is totally unrelated to individual=s surroundings. Another form of a Petit Mal seizure might be characterized by a sudden, momentary loss or impairment of consciousness. Overt symptoms are often as slight as an upward staring of the eyes, a staggering gait, or a twitching of the facial muscles. The person often returns to activity without realizing that the seizure has occurred.
- 2) Grand Mal is where the whole brain is involved. This type of seizure is often signaled by an involuntary scream , caused by a contraction of the muscles that control breathing. As loss of consciousness sets in, the entire body is gripped by a jerking muscular contraction. The face reddens, breathing stops, and the back arches. Subsequently, alternate contractions and relaxations of the muscles throw the body into sometimes violent agitation such that the person may be subject to serious injury. After the convulsions subside, the person is exhausted and may sleep heavily. Confusion, nausea, and sore muscles are often experienced upon awakening and the individual may have no memory of the seizure.

First Aide for Grand Mal Seizures

- 1) Protect the individual by clearing the area of any sharp or hard objects
  - 2) Provide soft cushioning of the head such as a pillow or folded jacket
- \*\*\*\*The individual having the seizure should not be restrained and the mouth should not be forced open-it is a myth that a person having a seizure can swallow their tongue.
- 3) If it is known that the person having the seizure is an epileptic an ambulance should be called if: the seizure lasts for 5 minutes or longer, if another seizure follows the first closely after, or if the person cannot be wakened after the jerking motions subside.

If any camper should experience a seizure and it is not known that they have any such condition an ambulance should be called immediately!!

## **Children's Camps – Sample Schedule**

### **Sunday**

3:30 Staff Meeting  
5:00 Registration  
6:00 Supper  
7:00 Time with Cabin  
-name cabin, explain rules and point system.  
7:45 Wide games  
8:45 Snack  
9:00 Camp fire  
10:00 Cabin Devotions  
10:30 Lights out

### **Monday**

7:30 Staff Meeting  
8:40 Morning Activities  
9:00 Breakfast  
10:00 Chapel  
11:00 Skill Periods  
12:00 Lunch  
1:00 FOB  
1:30 Memory Time (with Pastor)  
2:00 Skill Periods  
3:30 Pizza Making (Cabin Groups)  
4:00 Water Games  
4:45 Slip and Slide  
6:00 Supper  
7:00 Counselor Hunt  
7:45 Cabin Egg Drop  
8:45 Snack  
9:00 Campfire  
10:00 Cabin Devotions  
10:30 Lights Out

### **Tuesday**

7:30 Staff Meeting  
8:40 Morning Activities  
9:00 Breakfast  
10:00 Chapel  
11:00 Skill Periods  
12:00 Lunch  
1:00 FOB  
1:30 Memory Time  
2:00 Skill Periods  
3:30 Candy Time  
4:00 Get ready for swimming  
4:30 Swimming  
6:00 Supper  
6:30 Wide Games  
7:30 Dress-up your Counselors  
8:30 Snack (Fashion Show)  
9:00 Campfire  
10:00 Cabin Devotions  
10:30 Lights Out

### **Wednesday**

7:30 Staff Meeting  
8:40 Morning Activities  
9:00 Breakfast  
10:00 Chapel  
11:00 Skill Periods  
12:00 Lunch  
1:00 FOB  
1:30 Memory Time (with Pastor)  
2:00 Beach Party  
3:00 Hayride/Candy Time  
4:30 Skill Periods  
5:45 Wiener Roast  
7:00 Carnival/Dunk Tank  
8:45 Snack  
9:00 Campfire  
10:00 Cabin Devotions  
10:30 Lights Out

### **Thursday**

7:30 Staff Meeting  
8:40 Morning Activities  
9:00 Breakfast  
10:00 Chapel  
11:00 Skill Periods  
12:00 Lunch  
1:00 FOB  
1:30 Memory Time  
2:00 Skill Periods  
3:30 Candy Time  
4:00 Get ready for swimming  
4:30 Swimming  
6:00 Supper  
7:00 Battle of the Bands  
8:30 Night Snack  
9:00 Campfire  
10:00 Cabin Devotions  
10:30 Lights Out

### **Friday**

8:00 Staff Meeting  
8:30 Rise and Shine  
9:00 Breakfast  
10:00 Clean up  
10:30 Visit Nursing Home  
11:00 Chapel  
12:30 Lunch  
1:30 Closing Program  
2:30 Staff Meeting and Clean Up

# **ASN Schedule**

## **Monday**

3:30 Staff Meeting  
5:00 Registration  
6:00 Supper  
7:00 Games  
8:00 Campfire  
9:00 Snack  
9:30 Cabin Devotions  
10:30 Lights out

## **Tuesday**

7:30 Staff Meeting  
8:00 Rise and Shine  
8:30 Breakfast  
9:30 Chapel  
10:30 Skills  
12:00 Lunch  
1:00 FOB  
2:00 Hay Ride / Bingo  
3:30 POP Time  
4:00 Get ready for swimming  
4:10 get on the bus  
4:30 Swimming  
6:00 Supper  
7:00 Art Gallery  
8:00 Campfire  
9:00 Snack  
9:30 Cabin Devotions  
10:30 Lights out

## **Wednesday**

7:30 Staff Meeting  
8:00 Rise and Shine  
8:30 Breakfast  
9:30 Chapel  
10:30 Skills  
12:00 Lunch  
1:00 FOB  
2:15 Carnival  
3:45 POP Time  
4:00 Skills  
5:30 Supper  
7:00 Movie  
9:00 Snack

9:30 Cabin Devotions  
10:30 Lights out

## **Thursday**

7:30 Staff Meeting  
8:00 Rise and Shine  
8:30 Breakfast  
9:30 Chapel  
10:30 Skills  
12:00 Lunch  
1:00 FOB  
2:15 Ball Game / Kick Ball  
3:30 POP Time/Prepare for talent show  
4:00 Get ready for swimming  
4:10 Get on bus  
4:30 Swimming  
6:00 Banquet  
7:00 Hoe Down / Talent Show  
9:00 Snack  
9:30 Cabin Devotions  
10:30 Lights out

## **Friday**

8:30 Rise and Shine  
9:00 Breakfast  
10:00 Clean up  
10:30 Visit Nursing Home  
11:30 Chapel  
12:30 Lunch  
1:30 Pick up  
2:00 Staff Meeting and Clean Up