



Youth Farm Bible Camp Policy Manual

Updated June 2021

**All staff must be familiar with the policies in this package.
This manual is posted on www.yfbc.ca Staff Page.**

Table of Contents

YFBC Mission Statement Flow Chart	3
YFBC History	4
Summary of our Salvation	6
YFBC Organizational Flow Chart	8
Job Description for Senior Counselors	9
Sharing Christ with Campers	10
Faith Decision Making in Children	10
Camp Culture - Staff & Volunteers	12
Camper Discipline/Staff Involvement Policy	13
Rules for Campers	13
Sample Schedule	14
Harassment Policy	15
Anti-Bullying Policy	23
Child Abuse Policy	23
Preventing Abuse & Neglect	25
Infection Control Policy	27
Medical/Incident Reporting Policy	29
Camper Care Policy	29
Homesickness Policy	31
Lost & Found Policy	31
First Aid Procedures	31
Emergency Procedures	35
Preparing & Administering Medication	36
Health Awareness Information	
<i>Attention Deficit Hyperactivity Disorder</i>	37
<i>Diabetes</i>	37
<i>Down Syndrome</i>	38
<i>Fetal Alcohol Syndrome</i>	38
<i>Autism</i>	39
<i>Epilepsy</i>	39
YFBC Privacy Policy	41

YFBC Mission Statement Flow Chart



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 sung 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 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: ministry to 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.

Summary of our Salvation

1. God is a perfect, loving, holy and eternal God. The Bible tells us: *“He (God) is the Rock. His work is perfect. Everything He does is just and fair.”* (Deuteronomy 32:4).

2. God created human beings in his image to have a relationship with him and to be his representatives here on earth. The Bible says, *“When God created human beings, he made them to be like himself. He created them male and female, and he blessed them and called them “human.””* (Genesis 5:1b-2).

3. Beginning in the Garden of Eden, Human beings have sinned when they turn away from God. Through sin demonic powers and death have been let loose in human lives and in all creation.

People are Lost: *“All have sinned and fall short of the glory of God”* (Romans 3:23). All people are guilty of sin and fail to live up to the standard of holiness that God has for us.

People are Separated: *“The wages of sin is death”* (Romans 6:23). For breaking our covenant with God through sin every human being deserves death. This death begins in this life and lasts for eternity in hell.

4. Through the life, death, and resurrection of Jesus Christ, God offers salvation from sin and a new way of life to all people.

He Died in Our Place: *“God demonstrates His own love toward us, in that while we were yet sinners, Christ died for us”* (Romans 5:8).

He Rose from the Dead: *“Christ died for our sins...He was buried...He was raised on the third day according to the Scriptures...He appeared to Peter, then to the twelve. After that He appeared to more than five hundred...”* (1 Corinthians 15:3-6).

He is the Only Way to God: *“Jesus said to him, ‘I am the way, and the truth, and the life; no one comes to the Father, but through Me’”* (John 14:6).

It is not enough just to know these four truths...

5. When we hear this good news the Holy Spirit moves us to accept the gift of salvation. God brings us into right relationship without coercion. Then we can know God personally and experience His love.

We must Receive Christ: *“As many as received Him, to them He gave the right to become children of God, even to those who believe in His name”* (John 1:12).

We Receive Christ through Faith: *“By grace you have been saved through faith; and that not of yourselves, it is a gift of God; not as a result of works that no one should boast”* (Ephesians 2:8,9).

When we Receive Christ, we Experience a New Birth: *“Jesus answered him, “Truly, truly, I say to you, unless one is born again he cannot see the kingdom of God.””* (John 3:3, see in context in John 3:1-8).

We Receive Christ by Personal Invitation to be a part of Christ’s body, The Church: *“All of you together are Christ’s body, and each of you is a part of it.”* (1 Corinthians 12:27).

Receiving Christ involves turning to God from self (repentance) and trusting Christ to come into our lives to forgive us of our sins and to make us what He wants us to be. Just to agree intellectually that Jesus Christ is the Son of God and that He died on the cross for our sins is not enough. Nor is it enough to have an emotional experience. We receive Jesus Christ by faith, as an act of our will.

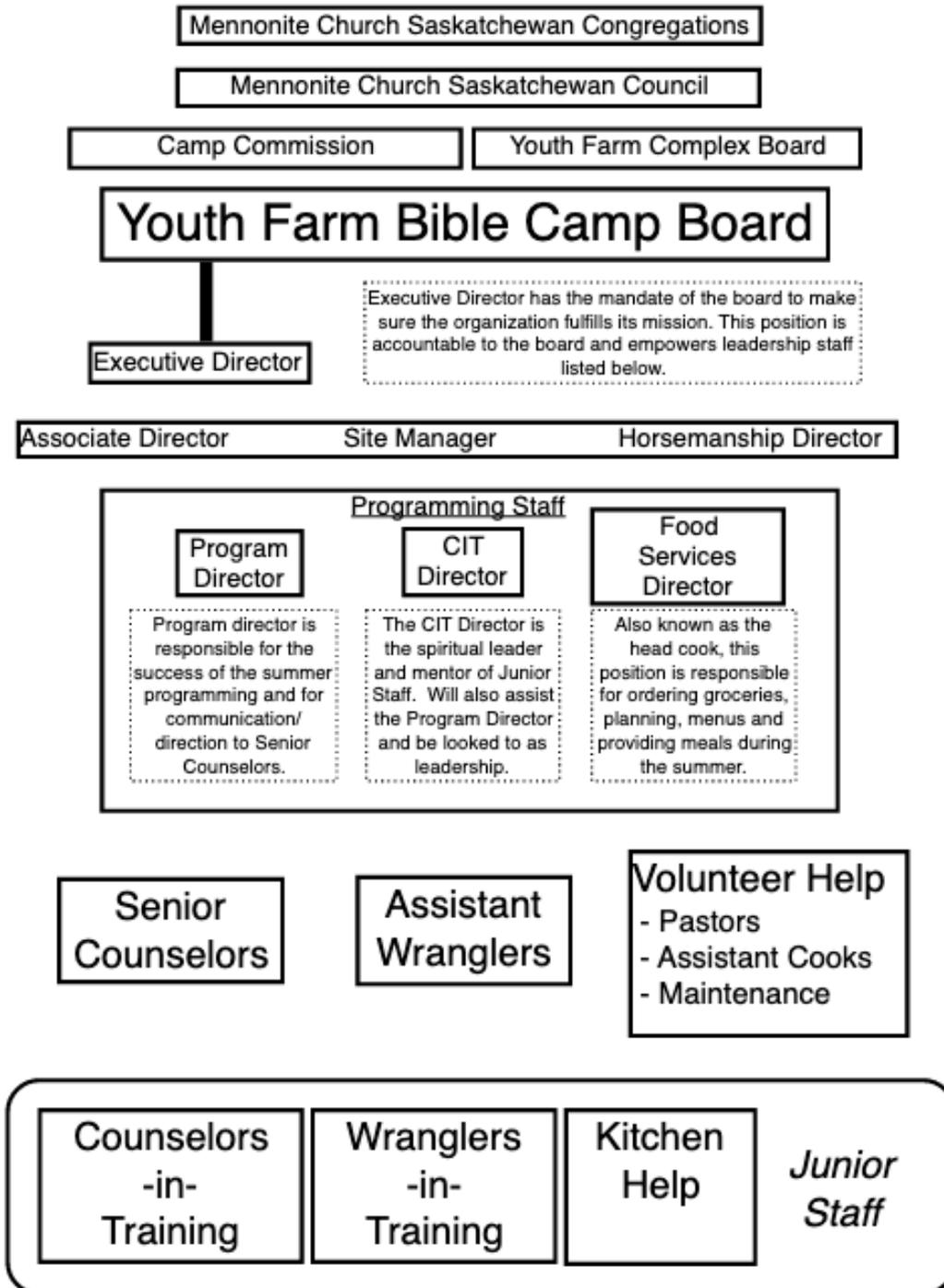
6. Jesus is coming back and when he returns those who received him will rise to eternal life with God, and those who rejected him to hell and separation from God.

“Do not be amazed at this, for a time is coming when all who are in their graves will hear his voice and come out—those who have done what is good will rise to live, and those who have done what is evil will rise to be condemned.” (John 5:28-29).

(The Above is a compilation of material from powertochange.com and the Mennonite Confession of Faith)

YFBC Organizational Flow Chart

Youth Farm Bible Camp Flow Chart



Job Description for Senior Counselors

1-9 week position

Responsible to Executive Director

- Continue to develop a personal relationship with our God through prayer and Bible reading. Find people from your home church to pray for you during your camp ministry.
- Be welcoming and friendly to campers and their parents/guardians/care workers and introduce them to camp and their cabins
- Pray for, befriend, and play with campers at all times during the camp week. Campers are your first priority.
- Seek to develop a personal relationship with your campers in order that you might be able to meet their physical, emotional, and spiritual needs.
- Encourage campers to keep the cabin clean. There will be daily inspections.
- Lead devotions with your cabin every evening (or supervise while junior staff leads).
- Support & encourage other counselors and staff.
- Interact with staff 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.
- Provide leadership and encouragement for junior staff in your cabin. Pray with them and encourage growth in their faith.
- Lead, or help to lead, a skill activity.
- Attend morning meetings.
- Participate in all camp activities.
- Always dress modestly.
- Read and follow YFBC policy manual.
- Participate in camp wide clean up at the end of each week.

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”
1 Corinthians 10:31

Job Descriptions for the following positions can be found at
www.yfbc.com/joinourteam and www.yfbc.com/juniorstaff:

- Head Cook
- Program Director
- Junior Staff Director
- Counselor-in-Training
- Wrangler-in-Training
- Kitchen Help

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 daily prayer 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.

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 the universal group of 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 faithfulness to scripture and 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 understands 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.

Camp Culture - Staff & Volunteers

Relationships

No girls in boys cabins. No boys 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. In your relationships with campers, do not let campers from the opposite sex sit on your knee and do not be alone with a camper of any sex out of eyesight of another staff member.

Dress Code

Your physical grooming makes a statement to campers, parents, and other staff members and volunteers. All staff members are to present a professional example in clean, neat dress and appearance as well as personal hygiene. (Examples: Showering and shaving regularly; brushing teeth daily; etc.) While serving at camp we ask you to follow the guidelines below when it comes to how you dress:

- no clothing with logos containing references to violence, sex, drugs, tobacco, or anything else deemed inappropriate for campers by the Camp Directors
- nothing excessively tight, short, or baggy
- no clothing which does not cover the person's underwear
- girls - shirts need to cover you up, not showing your midriff, and have thicker straps, and one-piece swimsuits are preferred, or a shirt to cover a bikini
- boys - shirts must be worn except for swimming or water games...and please, NO SPEEDOS!!!!

Staff Commitment to Campers

Counselors/CIT's are to be with their campers at all times except during time off!! THIS INCLUDES AFTER THE CAMPERS ARE IN BED. Don't ever leave campers alone. Make sure that campers are included in all activities during the day. Parents and caregivers of the campers assume that they are being cared for at all times of the day. All this applies to children and ASN.

Garbage

All garbage should be put in the garbage bin in front of the Quonset. Garbage should be in garbage bags – not in shopping bags or loose. After putting garbage into the bin, make sure that the lid 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 social media pages or anywhere on the Internet where they are publicly available.**

Ambassadors

Remember that you are an ambassador for the camp whenever:

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

Above all, you are always an ambassador for Christ!

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, then feel free to use your discernment. However, in any circumstance, whether large or small, all situations must be reported to the Executive Director for awareness 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 to discipline. Use proper discretion when handling situations. If the situation is too great for you to handle or have under control, Executive/Support Staff are available to help and assist you.

Rules for Campers

Off Limits

1. Kitchen
2. Staff houses
3. Steel Quonset
4. Nursing Home grounds and buildings
5. Farm machinery
7. Horse corral, tack room or cabin (unless supervised by Wranglers)
8. No boys in girls cabins, no girls in boys cabins

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 all 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

Sample Schedule

Typical ASN Camp Day

7:30 Staff Meeting
8:30 Breakfast
9:30 Chapel
10:30 Skills (Horseback Riding, Archery, Pedal Karts, Crafts, Lego, Petting Zoo, Bounce Pillow, and more)
12:00 Lunch
1:00 FOB (Rest time)
2:00 Skills (same as morning) or other fun activity
3:30 Snack Time
4:00 Swimming or other fun activity
6:00 Supper
7:00 Activity (Hayride, Carnival, Live Band, Hoe Down, Talent Show, etc.)
8:00 Campfire
9:00 Snack
9:30 Cabin Devotions

Typical Children's Camp Day

7:30 Staff Meeting
8:30 Morning Activities
9:00 Breakfast
10:00 Chapel
11:00 Skills (Horseback Riding, Climbing Wall, Archery, Pedal Karts, Crafts, Campfire skills, Low Ropes Course, Petting Zoo, Sports, Canoeing, and more)
12:00 Lunch
1:00 FOB (Rest time)
1:30 Memory Time (Bible Verses)
2:00 Skills (same as morning)
3:30 Swimming or other fun activities
6:00 Supper
7:00 Activity (Hayride, Carnival, Wide Games, Beach Party, etc.)
8:30 Snack
9:00 Campfire
10:00 Cabin Devotions

Harassment Policy

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 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.

“Abuse is limited to an act or an omission by a person who has the ‘care, custody, control or charge of a child’. The focus is on situations involving a parent, guardian, teacher, babysitter, day care worker, coach, group leader or anyone in a position of trust with the child.”

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

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-quo¹ 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

¹ **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. Staff and volunteers should seek to develop relationships with campers 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 staff and volunteers from pursuing or participating in a relationship beyond friendship with a camper, as the staff and volunteers are in a position of leadership and authority over the camper.
3. If a staff or volunteer suspects that a camper is seeking a relationship beyond friendship, they are responsible to limit contact with that camper. If the camper is pursuing a relationship or displaying sexual affection to the staff or volunteer, the staff or volunteer should report the incident to the Executive Director.
4. Staff and volunteers should support each other and intervene if one of them acts inappropriately with a child or another staff or volunteer.
5. It is expected that campers attending overnight events/retreats/camps will not leave the event while it is going on. Exceptions must be specifically added to the registration form.
6. Campers, staff, 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. Campers, staff, and volunteers of the opposite sex are not permitted to sleep in a mixed group except in family situations.

8. Campers, staff, and volunteers of the same sex are not allowed to sleep in the same bed except in family situations.
9. Dating or other relationships between staff and volunteers should not be shown to the campers.
10. Do not ask leading questions to uncover situations of harassment from campers. Allow them to tell you what they feel comfortable with.

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 a 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.

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 emails, 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.

Child Abuse Policy

Reason for Policy:

Counselors and other staff members in a camp setting are given a lot of trust by campers. Because of this, there is a good chance that campers will declare to a counselor that they have been abused. Should this occur, the camp needs a policy in place so that these types of situations can be effectively dealt with. In the event of sexual abuse disclosure, it is very important to have this policy as a reference.

Policy:

If a camper confides to a staff member that they have been abused/neglected by an adult, that person, in consultation with the Executive Director, should call Social Services immediately. **The phone number is 1-800-274-8297.** Social Services wants this to be done as soon as possible. They will assess the situation before proceeding further. By reporting, we transfer the situation to a professional organization that is capable of dealing with an issue that YFBC cannot.

The reporting staff member needs to fill out the Child Abuse Reporting Form (ask for one in the office).

If there is confusion as to whether or not the situation is that of abuse, Social Services can be contacted for advice. This can be done anonymously. If someone suspects that there is child abuse or that the child has been neglected, the Executive Director should still be informed. We are legally bound to report a situation in which one believes that a child is or might be in need of protection to an agency or to the parent/guardian of the child.

The following is taken from the Child Abuse and Neglect by The National Clearinghouse of Family Violence:

Reporting is not difficult or time consuming. If necessary, a report can be made anonymously. In all cases, the person reporting is protected from any kind of legal action, provided the report is not made and motivated by malice.

When a Camper Discloses

1. Listen to the camper calmly! It is important to be calm, because the child may interpret your anger/horror as being directed at her or him.
2. Believe! Assume the camper is telling the truth.
3. Assure the camper that what happened is not their fault and that they are not to blame. Reassure them that they did the right thing in coming to you, and you are not angry with them.
4. Do not probe, encourage detailed description, or introduce more precise language. Allow the camper to talk if they want to.
5. Assess the camper's immediate needs. Are they in danger? Will they be when they return home? Are there medical needs?
6. Explain that you cannot keep this information a secret; that it must be shared with the appropriate authorities. We have a responsibility to contact the proper authorities. Explain to the child who will be told and, if possible, give them an idea of what to expect.
7. If the child reports that they were abused by a family member, do not contact the child's parents. This may place the child in more danger. If the child was molested by someone outside of the child's family, call the parents immediately.
8. Obtain support for yourself. You will have your own responses to what has been shared with you.
9. Know your limits. Do not attempt to counsel beyond your skill level. There is a difference between providing support and providing counseling.

Adapted from Protocol For Dealing With Allegations of Abuse by Fort Garry Mennonite Fellowship - Winnipeg, MB.

Preventing Abuse & Neglect

Because we care for a desire to protect campers, YFBC requires all staff members to submit a job application, attend a face to face interview, and provide at least two references who will be contacted by YFBC Executive Staff. All staff members, including year round staff, will need to provide a criminal record check every three (3) years. All staff members are required to review information and camp policies in abuse prevention and proper interaction/care for campers. All staff members must be committed to reporting any inappropriate behaviour to the Executive Director (i.e. policy violations, neglectful supervision, poor role modelling, and physical, emotional, sexual abuse).

At YFBC, we are committed to serving at camp with integrity, respect, responsibility, inclusiveness, and caring.

Camper Protection

- YFBC has a zero tolerance for abuse. It is the responsibility of every staff member and volunteer to act in the best interest of campers at all times.
- Campers must be supervised during camp hours of operation.
- Treat all campers fairly and with respect and dignity.
- Ask a camper for permission before touching them; only touch them on the hands, arms, shoulders or head and only do so where others can see you; physical contact should be for the benefit of the camper, never based upon the emotional needs of a staff member or volunteer.
- Never be alone with a camper behind closed doors; work with junior staff as much as possible. Have private conversations where you can be seen by others.
- During staff meetings or junior staff meetings, staff must be prepared to have Executive/Support Staff make informal check-ins at any time. Executive/Support Staff must be committed to checking in often to provide supervision, encouragement, and assistance.
- Any two campers together in an unseen or less easily viewed area should be redirected to another area.
- Use positive discipline that includes setting fair rules, listening, problem-solving, encouraging and being a good example. DO NOT use harmful methods such as hitting, name-calling, yelling, put-downs or rejection.
- No verbal abuse, including no profanity, no racial jokes/put-downs, nor comparing a camper's body with another camper or staff/volunteer.
- No ear or body piercing or temporary tattooing of any kind on a camper (e.g. Sharpies, pens, henna).

**Remember what we do in moderation, campers will do in excess. If you communicate that it is OK to move an inch, they will go a mile.*

Inappropriate Physical Touch Prevention

- Hugging, pats on the back and other forms of appropriate physical affection between staff and campers are important for campers' development. These actions are generally suitable in camp settings.

- Physical contact should be for the benefit of the camper, never based upon the emotional needs of a staff member.
- Physical contact and affection should be given only in observable places or when in the presence of other campers or staff members; it is much less likely that touch will be inappropriate or interpreted as such when in open observation.
- Staff members are responsible for protecting campers under their supervision from inappropriate or unwanted touch by other adults and campers.
- Inappropriate touching and displays of affection are forbidden (see list of A Few Nevers below).
- Inappropriate behaviour or suspected abuse by any staff member, volunteer, or camper must be reported immediately to Executive/Support Staff.

Sexual Abuse Prevention

- Staff members are prohibited from engaging in any sexually oriented conversations with campers and are not permitted to discuss any inappropriate or explicit information about their own personal relationships/experiences (also including stories related to drinking or drug use).
- Staff members and volunteers are prohibited from possessing any sexually oriented materials or images at YFBC or in the presence of campers.
- Staff members and volunteers should be fully clothed in the presence of campers in their care. Be discrete when changing into swimwear and underwear, using shower stalls when possible (see dress code under Camp Culture for appropriate camp attire).
- No mooning, de-pantsing, or wedgies to ANYONE.
- DO NOT behave sexually in any way with campers (or staff), including jokes, language, names, touching, pornography, and exploitation.
- Full frontal hugs should not be initiated by staff. Side hugs are preferred.
- Staff are expected to respect the personal privacy of campers in the bathrooms and the cabin.

A Few Nevers

- Never touch kids in anger or disgust
- Never touch kids in any sexually connotative manner
- Staff members should never (day or night) be on or in a child's bed
- Never touch a child's private parts (e.g. to remove ticks or for any other reason)
- Never tickle a child; this can be misconstrued as sexual contact
- Never ignore a camper's request not to be touched
- Never express or require physical affection or touching in any form from a child who shows or expresses discomfort with physical touch

Bullying/Harassment Abuse Prevention

- Verbal, physical or emotional bullying will not be tolerated.
- Maintain a presence in the cabin area at all times when campers are present. Be the last to fall asleep (bullying often happens in the dark).
- Educate staff and junior staff about bullying and bullying prevention during orientation.

- Be vigilantly observant regarding the way campers relate to one another.
- Establish expectations about appropriate and respectful behaviour for each other; making sure campers understand the importance of respecting each other's privacy and belongings.
- Be prepared to offer campers guidance about handling teasing and bullying and what the difference is.

High Risk Areas

These are areas where campers are not directly supervised and cause a greater risk of camper to camper bullying and abuse. Be diligent to monitor these high risk areas:

- all bathrooms
- night activities
- water activities
- changing areas

Infection Control Policy

Hand Washing

- A 10-15 second hand-wash with soap and running water is the most effective method of preventing the spread of infectious 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.
- Hand washing should be done before and after direct care; after removing gloves; and after handling body substances, contaminated equipment, articles and surfaces, linen, garbage and dishes.
- When hand washing facilities are inaccessible, use a waterless alcohol or chlorhexidine-based sanitizing 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 with non-intact skin on hands (cuts, scrapes).

Medical Equipment & 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 & Supplies

- Equipment such as bath stools 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.

Rooms/Furniture

- Clean as usual with regular household cleaners, 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.

Communicable Diseases

- YFBC will follow the regulations as issued by Saskatchewan Health Authority as they issue them in response to disease events (e.g. epidemics, outbreaks); regulations may include:
 - initial screening questions and/or temperature checks to rule out disease in campers and staff as they arrive on the yard
 - masking, isolating, and limiting gathering sizes to reduce risk of disease transfer
- Staff must report any suspect symptoms about their campers and themselves that may arise throughout the camp program time
- The Executive Director will make the call as to when someone is suspected of carrying a dangerous communicable disease; this threshold will change depending on current events and guidelines from Saskatchewan Health Authority
- A camper or staff that is suspected to have a dangerous communicable disease will be isolated from others to prevent spreading of disease
 - Staff that are required to interact with and care for suspected campers will be required to wear proper PPE
 - Parents/guardians/caregivers of suspected campers will be contacted to have them picked up and brought home as soon as possible
 - Staff will be relieved of all responsibilities and must return home as soon as possible

Medical/Incident Reporting Policy

It is very important to record and report all medication given, injuries, and near misses. The Medical Report Form 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, or rash. It is very important for the camp to have these records. All medication given, accidents, and near misses are to be entered on this form by the attending staff member. Please complete the entire form regardless of how minor you think the injury is. These forms are on the wall in the First Aid room.

If the accident is major, please fill out the Incident Report Form. This form allows more detail to be given. These are also found on the wall in the First Aid room. Executive and Support Staff will be checking the Medical Report Forms, and if an entry is found that needs more detail, the attending staff will be asked to fill out the Incident Report Form.

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 incidents. 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 the 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.

Camper Care Policy

Hygiene

Counselors are responsible to make sure campers follow usual habits of cleanliness. Younger campers are still used 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. Make sure campers are taking showers at least twice a week (this goes for all campers, but pay attention to ASN campers). You will also have to remind campers to wash their hands before meals and after using the washroom - their parents do so.

Water

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 stay hydrated.

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. Make sure that campers are properly dressed for the weather. Also, with ASN, some will wear too much clothing; encourage them to dress appropriately.

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.

Sleep

Make sure that campers are going to bed and not talking all night long. A good night's rest can work wonders on a camper's disposition.

Mosquitoes

Mosquitos are a part 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). Repellent 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 or use calamine lotion to help stop the itching. It is always important to keep all campers protected. If campers need assistance applying repellent, it is our job to help them. West Nile Virus is an important issue and should not be taken lightly.

General

ASN campers have many needs that have to be met. They are in our care and we are responsible 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?

If you notice that a camper is not feeling well, ask them what is wrong and do what is necessary.

There are first aid supplies in a cabinet in the dining hall. If you are present when a camper gets injured, you must first attend to the camper, then find the first-aid attendants. Afterwards, you must fill out a medical/incident report form.

Homesickness Policy

Homesickness does become a factor at camp. Many times homesickness 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 favourites. 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 homesick, don't take it lightly. Talk to them one on one and ask them open ended questions to see what the real problem is. Example, "Tell me why you feel homesick." 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. Whatever you do, do not let them use a phone to call home. Before any camper uses a phone the Executive Director must be informed. If you get stuck and the problem persists, feel free to talk to the Executive Director about it for help. In the event that a camper gets picked up early during the week (because of homesickness or physical sickness or any other reason), there is a form that needs to be filled out by the parents.

Lost & Found Policy

The Lost and Found is always overflowing 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 children have forgotten anything. During staff clean up when all the campers are gone, the box will be stored away so that parents can call and inquire about lost items from that week, and a new Lost and Found box will be ready for the upcoming week.

First Aid Procedures

First Aid are 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, at rest, covered, and on soft ground, if possible
- check for consciousness, breathing, pulse, and bleeding
- look for injuries – ask the casualty where it hurts and how much
- 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 injury should be placed in the recovery position:
 - Recovery Position - lie casualty on his/her side, place top forearm under neck for support, bend top knee slightly and move a bit forward from the rest of the body (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 and 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 breathe again, place 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, securing 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 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, so 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 and pale skin
- heat stroke symptoms: headaches (may lead to unconsciousness quickly), hot and dry skin, full and bounding pulse, breathing noisy and rapid
- cool the casualty: 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 cannot be stopped - don't restrain the person's 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 is 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 Manual. Some information compiled from The Canadian Health Guide.

Emergency Procedures

These are written in brief, please see Emergency Information and Emergency Response Plan, posted at building exits, for detailed information and instructions.

Minor Injury

- Attend victim (Seek out medical attention from staff with first aid training)
- Notify Executive Director & fill out Medical Report Form

Major Injury

- Attend victim
- Phone--Ambulance: 911
- Notify Executive Director & fill out Medical Report Form

Fire

Get yourself and all those under your care safely to playground beside corn maze

Severe Weather

Get yourself and all those under your care safely to Quonset or Chapel basement, whichever is closest

Tornado

Get yourself and all those under your care safely to Chapel basement

Missing Child/Child Abduction

Report to Executive Director and await instructions

Lockdown (Terror/Weapon)

Get yourself and all those under your care safely inside your cabin and locked in, or find a hiding place closest to you

Preparing & 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 medication that the camper is taking on the camp application form.
2. Medication must be brought with 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) Camper's name
 - B) Breakfast, lunch, supper, or evening, depending on which it is
4. Each camper's medication for the week will be poured into the appropriate time period (breakfast, lunch, supper, or evening).
5. A medication record will be kept for each camper and the camp nurse will sign off the appropriate medication immediately after administering it.
6. 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
7. Medication will not be left for campers to take later.
8. 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.
9. 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.
10. Adverse reactions will be reported to the camper's physician.
11. Prescriptions that must be filled while camper is at the Youth Farm Bible Camp will be done at the local Pharmacy. 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 for campers or staff, are to be locked in the First Aid room. Counseling staff should never be responsible for campers' medications.

Health Awareness Information

Attention Deficit Hyperactivity Disorder (ADHD)

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 remembering 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 or 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 behaviour. 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 break down 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 soda drink, small candies, or even a couple spoonfuls 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/her 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

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 and 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, is 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.

Symptoms

- uncontrolled movement of the body
- disorientation or confusion
- sudden fear
- loss of consciousness
- hearing impairment
- sudden sweating or flushing
- nausea

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 Aid for Grand Mal Seizures

- Protect the individual by clearing the area of any sharp or hard objects
- 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.
- If it is known that the person having the seizure is an epileptic an ambulance should only 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!!

YFBC 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.

The YFBC Privacy Policy will be available on our website at www.yfbc.com/privacypolicy or a paper copy is available upon request.

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 to be 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.