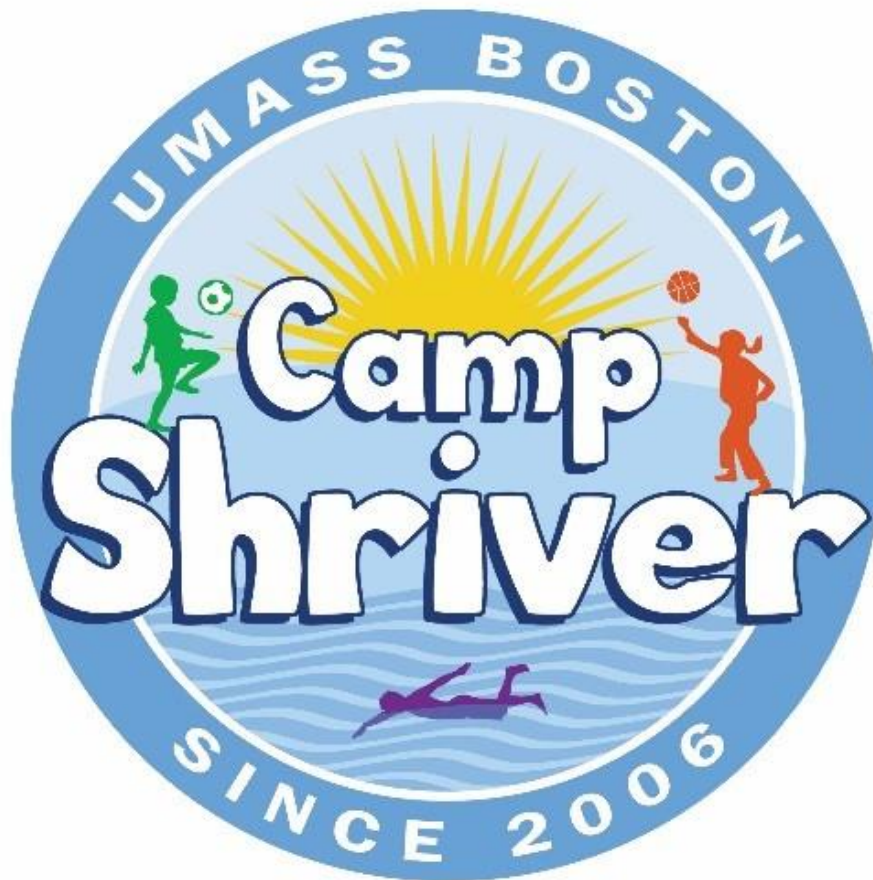


Updated
June 2024

Camp Shriver and Saturday Camp

Code of Conduct, Policies and Procedures

(Center for Social Development and Education's Community Programs Policies and Procedures)



Camper Code of Conduct and Policies

Camp Shriver and Saturday Camp are committed to providing a safe and welcoming environment for all campers. Campers are expected to act appropriately at all times, from pick-up until drop-off. We expect campers to act maturely, behave responsibly, and respect the rights and dignity of all others. Failure to comply may result in dismissal from camp and affect camper admission the following summer.

4 Golden Rules

1. Show up (Give 100%)
2. Build yourself a team (Make friends)
3. Fill their tank (Make others feel good)
4. Play to the whistle (Be a good sport)

Consequences

1. Clear Verbal Warnings
2. Sit out of activity
3. Removal from group
4. Referral to support staff
5. Suspension
6. Termination

Attendance: If your child is going to be absent due to illness or other reason please contact the camp immediately.

Policies: Toys, video games, iPods/MP3 players, CD/DVD players and electronic games are not recommended for camp as the Camp Shriver staff cannot be responsible for lost, damaged or stolen items. Cell phones ARE NOT ALLOWED to be used during camp hours unless in an emergency where immediate communication is necessary and with permission from the camp counselor/director. Cell phones need to be turned off and stored in personal backpacks. Cell phones being used beyond emergency situations may be confiscated and held by a staff member until the end of the camp day.

Buses: Specific to Camp Shriver, buses provide campers' transportation to UMass Boston from local area elementary schools. Times and locations of bus stops will be sent to families in June.

*Transportation is not available for Saturday Camp

Child Safety: Daily, parents and authorized pickups should be prepared to provide a photo ID upon request. For the safety and security of your child, until he/she is signed out by a parent/guardian or an authorized pick-up, he/she will remain with the Camp Shriver program. This includes possible encounters with family and friends during field trips.

Late Pick-up Policy: Camp ends at 2:00 pm. Please notify the camp director if you anticipate being late picking up your child from the facility. This will ensure the comfort of your child. Staff will remain with campers until they are picked up by a parent/guardian/authorized individual. You risk dismissal of your child from the program if you are late picking up your child three times.

Staff policies and procedures

1. Documentation

DOCUMENT EVERYTHING. - If it is not written down, it did not happen.

Basic rules for documentation are: **who, what, where, and when.** Always include as many facts as possible.

- **Who** was involved? If more than one camper is involved interview each camper separately.
- **What** was happening prior to the incident? What were the circumstances that led up to the incident?
- **Where** did the incident take place? (e.g., inside the facility, outside/field, activity area, pool, bus.)
- **When** did the incident happen? Listing the exact/approximate date and time.
- **Outcome:** How was it resolved (consequences, social redirection)? Parent notification? Steps to prevent it from happening again?

Documentation Forms

Behavioral Incident Reporting Plan

- Documentation of any minor offenses such as but not limited to, wandering away from the group, being disruptive, and not following directions.

Parent Letter/Communication form and log

- This letter is to advise parents/guardians of negative behaviors, or incidents which occurred during camp. Be specific; describe the incident, consequences of the camper's actions.

Injury Report

- This form needs to be completed whenever there is an injury of any type (e.g., scrape, cuts, bug bites, or suspected allergic reactions)

Pick up Authorization

- This form ensures the safety of campers. Require parents/guardians to be signed their child in/out each day.

2. Bathroom Protocols:

The following protocols for managing bathroom activities are important policies to protect both our campers and our staff.

- Male staff may not assist female campers with bathroom activities / female staff may not assist male campers with bathroom activities.
- Staff may not change or otherwise be in any state of undress in front of campers.
- Staff may not shower with campers.
- No child, regardless of age, should ever enter a multi-stall bathroom alone.
- Always send children to the restroom/locker room in pairs, and when possible, with staff.
- Staff should conduct or supervise private activities in pairs (putting on bathing suits, taking showers, etc.) When this is not feasible, staff should be positioned so they are visible to others.
- Staff must monitor bathrooms to prevent campers from being in the bathroom alone for extended periods of time, particularly during activity periods between activities when campers are changing, etc.
- No recording devices in bathrooms (staff or camper)

3. Incident/Injury Reporting

- Staff must immediately report any unethical or illegal behavior to the Director.
- Be certain to report any incidents of consequence with camp administration in a timely manner and prior to the close of the camp day.
- Any confidential information you have regarding campers **MUST** remain confidential. This includes any medical information.

Staff Code of Conduct

Camp Shriver and Saturday Camp are dedicated to providing a safe, wholesome, healthy, fun-filled environment for our campers where they can grow and thrive. We rely on our staff to provide such an atmosphere; we are diligent in our hiring practices, staff training and communication policies to ensure that staff understands the responsibilities they have with regard to modeling appropriate behavior to our campers.

As an employee of Camp Shriver or Saturday Camp, staff represents the camp when at camp and when in the community. Always act appropriately.

Camp Shriver and Saturday Camp Staff expectations

1. Internet and communications:

We recognize that our staff have private lives outside the boundaries of camp, and we expect that our staff conduct their private lives with integrity and decorum. The romantic life of our employees and the manner in which employees spend their leisure time should remain private. We have no interest in 'policing' the private lives of our staff, and yet, with the advent of increased technology and public access to the Internet, the line between one's private life and public life can become blurred.

Our Internet policy is consistent with our values. We need for all our employees to read our policy carefully prior to accepting a position at Camp Shriver or Saturday Camp. It is our expectation that our entire staff will adhere to our policy. Failure to do so may result in immediate termination of employment.

- Never discuss personal aspects of any campers on blogs, social networking sites or with any individuals who do not need to know personal camper information. Staff needs to be mindful and respectful of our camp community and never disclose or discuss confidential or proprietary information.
- Never use the internet as a vehicle for gossip, to spread rumors or speak in a derogatory manner about Camp Shriver/Saturday Camp, campers or staff members.
- Never post pictures or videos that would be considered unprofessional or would in any way compromise your ability to be viewed as a positive role model for children.
- Never accept campers as 'friends' on internet sites. You should not be engaged in any on line relationship with any campers. Any out of camp relationship between staff and campers needs to be initiated by and supervised by the parents of campers.
- **Staff must never post, tag, or publish a picture of a camper on the internet or send pictures via cell phone, e-mail or instant message.**

2. Attendance, absences, and sick days

It presents a hardship to other staff members when someone is absent from camp.

- Camp Shriver and Saturday Camp are respectively **20 and 15 days** of programming and we expect each staff member to be present for each of those days.
- Staff who drive to camp must **no later than 8:20 AM**. No staff member may leave camp during the camp day unless it is sanctioned by a director.
- Camp is a rain or shine event unless determined by the director of the program.
- Unless on an approved break, staff must be with their group at all times and be aware of the location of all the campers they watch over.
- The only excused absence is if the staff member is ill or if there is a dire family emergency. If ill or presented with a family emergency, the staff member must contact the Camp Director immediately.

Please note, staff is not paid for any time not at work.

3. Cell Phone use

- Staff are not permitted to use cell phones at any time during the camp or on the bus unless it is for a camp purpose.
 - Special circumstances may apply.

4. Dress and Attire

It is important to remember that our campers are impressionable and look to you as a role model. In addition, we are in a public facility where faculty and staff are always present. Funders and parents also attend certain events throughout the program. With these considerations in mind, we have established some limited guidelines for dress and grooming.

- Staff is expected to dress appropriately and comfortably in a way that will allow you to participate in the various activities at Camp.
- Staff must wear the provided Camp Shriver/Saturday Camp T-Shirt on premises and while with campers.
- Closed toe sneakers or sports-type footwear should always be worn, unless when at the pool, where flip flops/sandals/water shoes are permitted.
- Appropriate swimwear should be worn by counselors while in the pool.

Female

One-piece swim suit
Two-piece swim suit w/ shirt or tank top over the top

Male

Swim trunks/ board shorts

- It is suggested that jewelry be kept to a minimum. To ensure safety, large dangle or hoop earrings are not suggested and watches should be waterproof.
- Staff clothing should be tasteful and not explicitly sexual or have explicit language.

5. Staff Responsibilities

- Staff training & orientation - All staff are required to attend their appropriate staff trainings. Staff should plan to be on time for staff trainings and stay for their duration.
- All Staff should complete a CORI/SORI check upon being hired for employment.
- Staff must have a medical health form on record with University Health Services.
- Staff is responsible for the care and use of all camp program equipment at University and Partner Facilities.
- Staff must assist in keeping a safe and clean Camp Shriver and Saturday Camp space. If you see something that requires cleaning services, please alert the Director or Assistant Director.
- Bus monitors are paid to ride the bus and should be focusing their attention on the campers for the entire bus ride. Other staff are welcome to ride the bus.
- The ONLY appropriate time to pick up or carry a camper is in the event of an emergency.
- All notes from parents must be given to the Director, Assistant Director or Inclusion Coordinator. Only official notes from the listed above may be sent home with the camper.
- Any direct contact with parents regarding camper issues needs to be brought to the attention of the Director, Assistant Director or Inclusion Coordinator.

Teamwork

- At Camp Shriver and Saturday Camp, we work as a team. Staff may be asked to fill in for another staff member at any time during the camp season.

6. What not to bring to camp

Staff are responsible for any personal possessions that are brought to camp that is lost, damaged, or stolen. Please do not bring to camp:

- Any substantial amount of money
- Electronics (handheld gaming devices, iPods, etc).
 - Though you might have a cell phone at camp, we expect that you do not use it for personal use while you are on duty with campers.
- Expensive clothing, jewelry, or accessories.

- Camp Shriver and Saturday Camp does not allow personal sports equipment, animals other than service animals or weapons to be brought to camp.

7. Termination of employment

The contract shall continue only as long as the employee complies with its terms. If said employee and employer agree that for their own best interest, or for the interest of the camp the employment shall be terminated, the employee shall be paid to the end of the time worked. In case of early departure or dismissal from camp, or should the camp period be shortened, the employee's salary shall be prorated. Any physical abusive behavior towards a camper will result in immediate termination.

Reasons of termination include but are not limited to:

- Smoking, drinking, the possession or use of any illegal substance is cause for immediate dismissal.
- Possession of any item that can be used as a weapon is not allowed and may be cause of immediate dismissal.
- Any physical force used against a child is grounds for immediate dismissal.
- Sexual harassment is strictly prohibited and is grounds for immediate dismissal.
- Staff is not allowed to have visitors at camp unless previously approved by the Camp Director
- The camp is not responsible for any damage, theft, or incidents related to your car if you drive to camp.
- The camp is not responsible for any personal items you bring to camp and in fact suggests you do not bring anything valuable to camp.
- The employment agreement may be terminated at any time, without cause, at the discretion of the director.
- Camp Shriver and Saturday Camp provides equal opportunity to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or veteran status.

8. Medical Emergency Procedures

In the event of a Medical Emergency

- Counselors and coaches will determine if the child needs to come to them or if they can get to the nurse's office safely.
- IF they can go safely, they will be escorted.
 - Injury will be documented by the camp nurse.
- IF not, the nurse and upper staff will be notified, and will report to the location of the emergency.
 - Nurse will determine next step.
 - Parent notification.
 - Pick up of child.
 - Ambulance Needed
 - Campus Safety notified.
 - 911 Called.
 - Upper staff member will accompany child until parent arrives.

9. Bullying

Camp Shriver and Saturday Camp are a bullying-free program. We invite youth to attend our program here with the understanding and responsibility of keeping them safe. As a program staff member, it is your responsibility to recognize bullying as it occurs and to take the appropriate actions.

Children attending our programs are susceptible to the same number of potential bullying situations as they would be in school. New program participants, youth who perform poorly, and youth who struggle to make friends or appear different from others are particularly vulnerable to becoming victims of bullying.

What Is Bullying?

It's difficult to stop bullying if you don't know what to look for. Many behaviors that seem harmless, such as teasing or excluding, can escalate into bullying. Look out for these behaviors and help the youth in your program look out for these behaviors, too, so that everyone can prevent bullying before it happens.

Bullying is a form of emotional or physical abuse that has three defining characteristics:

1. Deliberate — a bully's intention is to hurt someone
2. Repeated — a bully often targets the same victim again and again
3. Power imbalanced — a bully chooses victims he or she perceives as vulnerable

Look Out for the Warning Signs

To be able to stop bullying, it's also important to look out for warning signs that program youth might show. These include:

- Unexplained damage or loss of clothing and other items
- Evidence of physical abuse (bruises and scratches)
- Loss of friends; changes in friends; lack of friends
- Reluctance to participate in activities
- Unusually sad, moody, anxious, lonely, or depressed
- Problems with eating or sleeping
- Headaches, stomachaches, other physical complaints
- Thoughts of suicide or revenge

Look Out for Vulnerable Youth and Potential Bullying Situation

If you know who is most at risk for bullying, you can look out for the most vulnerable. If you know situations or locations where bullying may occur, you can develop action plans for prevention. For example, adding supervision during free time or in bathrooms, assigning sports teams and dining tables, and keeping swimming abilities more confidential may prevent bullying from happening in the first place. Understanding youth (and counselors) with special needs (their requirements, abilities, and limitations), and helping youth understand, too, helps increase sensitivity and prevent bullying. To prevent older children from picking on younger children or experienced program participants from taking advantage of new participants, ask older or more experienced participants to help younger or new participants.

When YOU see or hear bullying . . .

- **Intervene immediately.** When you do nothing, you send the message that bullying is acceptable. If you ignore or minimize the problem, victims will not believe that adults understand or care, or that they can help. If *you* don't intervene, children won't either.
- **Intervene even if you're not sure it's bullying.** Observing children's actions, words, body language, and facial expressions will help you determine if bullying is occurring. Even if it's not aggressive, behaviors need to be stopped.

- **Stand between or near the victim and the bully, separating them if necessary, so as to stop the bullying behaviors.** For young children, consider removing them from the situation to a “time-out” area or room.
- **Respond firmly but appropriately.** Remain calm but convey the seriousness of the situation. Announce that the bullying must stop. Describe the behavior you observed and why it is unacceptable.
- **Get help if needed.** If the bully is using physical force, or there is more than one bully, you may need to find another adult to help keep children safe and protect yourself.
- **Do not respond aggressively.** Using aggressive behavior sends the wrong message that this is a good way to solve problems. It may also prompt a bully or a bystander to increase his or her bullying behavior or become aggressive toward you.
- **Avoid lecturing the bully in front of his or her peers.** Your goal is to end the behavior, not humiliate or shame the bully. Rather than serving as a deterrent, lecturing, and scolding often provide the bully with attention that he or she finds rewarding.
- **Don’t ask children to “work things out” for themselves.** Bullying is different from an argument or conflict; it involves a power imbalance that requires adult intervention.
- **Give praise and show appreciation to helpful bystanders.** Children who try to help the victim or stop the bully are key to bullying prevention.
- **Stick around.** Remain in the area until you are sure the behavior has stopped.
- **Report.** All incidents of bullying are to be reported to the Program Director by the end of the day. Failure to do so may result in disciplinary action being taken against you and the bully.

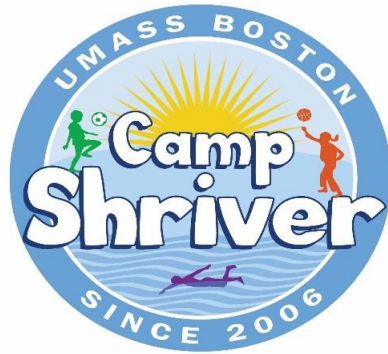
10. Sexual Harassment Policy and Procedures

Sexual harassment is sex discrimination and, therefore, a violation of federal and state law. It is the policy of the University of Massachusetts that no member of the University community may sexually harass another. For purposes of this policy and consistent with federal regulations, sexual harassment is defined as follows:

Unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working or academic environment. It is the policy of the University to protect the rights of all persons within the University community by providing fair and impartial investigations of all complaints brought to the attention of appropriate officials. Any member of the University community found to have violated this sexual harassment policy will be subject to disciplinary action, up to and including termination.

11. Visitors

Program staff and youth participants are not allowed to have visitors during a normal program day. If a parent or guardian needs to speak with a child in the program, the program staff member is required to send the parent/guardian to the Program Director who will request and view an appropriate picture ID prior to taking any further action.



By my signature, I acknowledge that I have read, understand, and agree to the Camp Shriver and Saturday Camp Code of Conduct, Policies and Procedures for staff participation in all programming.

Staff Signature

Date

Staff Printed Name

