



**4301 Highway 290 Hot Springs, AR 71913**

**501.262.2600**

**www.tanako.org**

### **Camp Tanako Personnel Policy/Safe Sanctuary Policy**

The Board of Trustees of Camp Tanako is committed to providing a safe and nurturing environment campers, staff, and guests of all ages, to taking reasonable precautions to reduce the risks of child or adult maltreatment for all who participate in our programs or events, and to reducing the risk of false allegations or suspicions of the same. These guidelines are intended to reflect Camp Tanako's commitment to having the experience of outdoor ministry be a holy one where all people can experience the love of God through relationships with others and time apart with God. Camp Tanako complies with the state of Arkansas Department of Human Services Childcare Licensure and is an accredited camp through the American Camp Association.

#### **1. Selection and Training of Staff and Volunteers**

All staff—long and short-term, seasonal and year-round, part and full-time—must complete the appropriate Camp Tanako staff application form:

All paid and volunteer staff must be at least 18 years old or older. There must be enough staff hired that are at least 20 years old to cover the needs of Sr. High Camp. In accordance with the ACA Accreditation Process Guide (APG) HR 8.3, all staff will be at least two years older than the minors with whom they are working. All volunteer staff for Sr. High Camp must be at least 21 years old. Persons who are under 18 years of age may be used in other positions, such as food service or maintenance. According to ACA APG, HR 8.2 at least 80 % of the staff will be 18 years of age or older.

According to HR 8.1 of ACA APG “‘staff’ includes those persons with the responsibility, authority, and training to provide direct supervision to camper groups. This may include counselors, general activity leaders or other staff who may provide supervision to campers without assistance. Junior counselors may be included in meeting the ratios in HR 8.1 only if they are considered staff, and have received training and supervision to verify their ability to handle camper groups independently. ‘Staff’ does not include campers in leadership training programs (often called CITs or LITs), other ‘counselor’ support personnel’, or staff who have exclusive administrative, office, food service, or maintenance duties.”

#### **Screening and Hiring**

Following are steps in the screening process for staff applicants of Camp Tanako that are to be completed:

##### **1. Verification of previous employment**

- At least one check of previous work (or volunteer) history completed for all staff.



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- For administrative staff, verification of previous employment directly related to position required.
- 2. Reference checks and Employment verification
  - At least two acceptable personal references received for all staff. References are checked by either personal visit or telephone.
  - Verification of past employment
- 3. Verification of degree/license/certification
  - Random spot check of educational information supplied by administrative, program director, and environmental education applicants.
  - Copies of license/certification required for health care personnel, tripping personnel, and waterfront personnel.
- 4. Criminal background checks (every 5 years on year-round)
  - Satisfactory background checks required for all new year-round staff and seasonal staff.
  - A signed Voluntary Disclosure Form required annually all staff.
  - Annual check with National Sex Offender Registry required for all employees.
  - All returning seasonal staff will have a criminal background check.
  - Check with the Arkansas Maltreatment and Child Abuse Registry. Persons listed on the Arkansas child or adult maltreatment, or who have criminal convictions of a violent, neglectful, abusive, or sexual nature will not be permitted to serve in a capacity involving direct contact with children/youth/ impaired adults. Year-round employees every 2 years.
- 5. Driving record checks
  - Driving record checks required for all persons driving any camp vehicles and/or transporting any campers, staff groups, or camp equipment.
- 6. Drug/alcohol tests
  - Camp staff personnel policies specify circumstances when drug or alcohol testing may be done.
- 7. Personal interview
  - Personal interviews are to be conducted with staff applicants.
- 8. Credit checks
  - Credit checks may be carried out for all year-round employees.

### **Training**

Each staff member or volunteer shall receive:

1. Review and/or training on information that is specific to his or her individual job requirements and responsibilities which will include clear expectations for acceptable job performance;
2. Review of Arkansas Minimum Licensing Standards for Child Care Centers in Arkansas.
3. Diversity training;



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4. Information that assists staff/volunteers in recognizing and responding to socially sensitive conversations and behaviors;
5. Camp purpose/focus/mission/intended outcomes and how these are implemented;
6. Developmental needs of campers we serve and adaptations for those with special needs;
7. Training in all areas of program activities and curriculum. (program manuals);
8. Age-appropriate behavior management and camper supervision techniques that can help to create a physically and emotionally safe environment;
9. Clear expectations for staff performance and conduct, including sexual harassment policies;
10. Recognition, prevention, indicators, and reporting of child abuse and Arkansas law pertaining to this area;
11. Information that pertains to creating a safe environment for campers;
12. Emergency procedures and the role of staff in implementation;
13. Review of Camp Tanako policies and procedures.
14. For those staff members hired after the initial training at the beginning of camp, there will be training provided that covers all the topics mentioned above.
15. During weekly staff meetings, there will be time for continuing education concerning the group that is being served that week covering their developmental needs and any special needs that have arisen. There will also be opportunities for continuing education on programmatic areas.

All staff/volunteers will sign a statement of acknowledgement that they have received training and agree to abide the policies and procedures of Camp Tanako, Inc.

### **CIT or Youth Volunteers**

In addition to the above, youth volunteers who work with children/youth/impaired adults:

1. Will remain under the direct supervision of adult staff and or volunteer;
2. Will have no independent supervisory responsibility of others;
3. Will not be left alone with children, youth or impaired adults;
4. Will not be alone with any other staff or volunteer at any time;
5. Will not enter staff housing at any time.

### **Camper Supervision/Ratios**

Camper Age	Number of Staff	Overnight Campers	Day-only Campers
5 yrs & younger	1	5	6
6 - 8 years	1	6	8
9 - 14 years	1	8	10
15 - 18 years	1	10	12



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1. Two unrelated adults will be present at all times with groups of campers; or if it is simply not feasible to do so, one adult will be present with the door open and an adult “floater” will monitor frequently.
2. When children or impaired adults need restroom assistance, staff and volunteers will not be alone with them in the restroom or stall with the door closed.
3. All persons will conduct themselves with appropriate modesty including dressing in appropriate locations and wearing suitable sleep attire and swimwear.
4. One-on-one discussions with children, youth, and impaired adults will take place where other adults are immediately available and in sight and hearing distance.
5. No child, youth or impaired adult will be left unsupervised at any time.
6. For the purposes of this policy and operation, “supervision” is defined as the knowledge of and account for the activity and whereabouts of each minor at the Facility and the proximity of adults to minors at all times to assure a timely intervention of adult/staff to safeguard a minor from harm. It is important to take into account the outdoor nature of Camp Tanako when assessing safety issues. Appropriate and adequate supervision means that an adult can respond in a timely manner if a minor is distressed or in a hazardous situation

#### **Internet/Electronic/Communications**

Camp Tanako is pleased to provide campers, families, and staff with access to summer camp memories throughout the year. Through this service, photos are available for download or printing. Staff may create an account with e-camp for access to the photos. Pictures are for personal use only. Photos containing minors may not be reposted or published in any media (including private web pages or social media sites). Camp Tanako requests permission from the parents/guardians regarding use of photos of minors and is limited in its use for promotional purposes only. Camp administration may post pictures or comments on the website or Camp Tanako Official Facebook Page, but these will not include any names so that the person may be identified. The publication of photos involving campers/ minors by staff members will result in termination of contract and may result in investigation by local and/or federal authorities. Staff are advised to familiarize themselves with laws including copyright laws, COPPA (Children’s online Privacy Protection Act), CIPA (Children’s Internet Protection Act) and other federal laws protecting children and their exploitation through the use of electronic and print media.

Any questions or concerns about these issues should be addressed to the camp director. Communication between summer staff and campers after camp has ended is not appropriate. Staff may not give out any personal contact information, including e-mail, telephone number or address physical or cyber). If staff is contacted by a camper after summer sessions have ended, they are advised not to respond. Staff are not to contact campers after the camp session has ended.



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### **Camper and Staff Safety Policies**

These policies are designed to ensure the safety of all children/ youth/ and impaired adults participating in outdoor ministry programs:

- 1. Group Location:** Make sure that you are always where you are supposed to be in a timely manner, unless otherwise approved by the volunteer dean or camp administration.
- 2. Head Count:** Keep a count of your campers at all times, such as: before and after activities, during transitions, and when using camp transportation.
- 3. In Sight:** You must strive to keep your campers in sight and provide effective supervision at all times.
- 4. Buddy System: The Buddy System is to be enforced at all times.** When campers leave the primary group to travel between locations i.e., to use the restroom, get a drink of water, return equipment. All campers must have permission from a staff member to leave the group. If a camper is seen by themselves, they are to returned to their group and the buddy system will be reviewed again.
- 5. NEVER BE ALONE WITH A CAMPER:** This not only protects the camper, but also the staff member from any erroneous accusations. Always keep your group together and whenever possible have a second staff member with you (preferably of the opposite gender.)
- 6. Open Doors:** All classroom and office doors will remain open while occupied, or have a window or other visibility from a hallway or other occupied room. Keep windows from adornment that may obstruct visibility.

### **Guest Rental Groups and Safe Sanctuary Policy**

Guest groups wishing to use/rent Camp Tanako's facilities are advised of Camp Tanako's policies regarding the health and safety of children/youth/ impaired adults (ACA APG OM 15.1 F). Those groups must agree in the rental agreement to abide by the camp's policies and/ or agree, in writing to have comparable policies for the protection of the attendees. These groups also agree to indemnify, release and hold harmless Camp Tanako, Inc., the Camp Tanako Board of Trustees, and staff from any damages resulting from any maltreatment and allegations of same that may occur in association with the outside group's use of Camp Tanako's facilities. All participants that are minors will have a participant agreement signed by their legal guardian.

### **Response to Suspected Maltreatment of Children/Youth/ Impaired Adults**

- 1.** Camp Tanako will not ignore or tolerate suspected child or adult maltreatment.
- 2.** Camp Tanako will not require anyone to obtain permission, nor will it prohibit anyone from making a maltreatment report.
- 3.** Camp Tanako, Inc. nor any of its employees will retaliate against anyone who makes a maltreatment report.



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4. Those persons who are mandated reporters must immediately report reasonably suspected maltreatment.
5. When child or adult maltreatment is reasonably suspected and a report is to be made:
  - Treat the allegation seriously and with respect for all persons involved;
  - Immediately make the report, documenting the time and date of the call and the name of the person taking the report to the appropriate hotline;
  - Arkansas Child Abuse Hotline – 1-800-482-5964
  - Arkansas Adult Abuse Hotline – 1-800-482-8049
6. If the report involves an allegation against staff or a volunteer, or is alleged to have occurred during any program camp or on Camp Tanako premises, immediately notify the Executive Director.
7. If the suspected maltreatment involves the Executive Director, the reporter may instead inform the chairperson of the Camp Tanako Board of Trustees, whose contact information may be obtained from the list of emergency contacts in the office.
8. Refrain from any attempt to notify or confront the accused or to conduct a personal investigation of the alleged maltreatment, recognizing the capability and authority of the civil authorities to do so.
9. Maintain the confidentiality of information. All reporters will cooperate fully with all ADHS, DCFS, OLTC and/or law enforcement investigations but will not share information with others except the executive director, board of trustees chairperson as may be appropriate. All inquiries should be directed to the spokesperson designated by the Board of Trustees of Camp Tanako, Inc.

**\*This policy will be reviewed and revised if necessary, at least annually by the executive Director and designated members of the board of Trustees as deemed necessary.**