

**CHILD AND YOUTH  
ABUSE PREVENTION POLICY  
FOR UNIDIVERSITY YOUTH CAMP**

**Adopted 05/01/2019**

# **CHILD AND YOUTH ABUSE PREVENTION POLICY FOR UNIDIVERSITY YOUTH CAMP**

## **Introduction**

To help protect children, **Unidiversity Youth Camp** has adopted the following Child and Youth Abuse Prevention Program. It is important that all **Unidiversity Youth Camp** contracted paid staff, Planning Team Members, Leadership Team, and volunteers understand and implement these guidelines to help prevent sexual abuse against campers. The following includes the Purpose and Definitions for these guidelines, the outlines of Protection and Prevention, and an Acknowledgement to be signed by those people working with campers.

## **Purpose**

These procedures are designed to provide training and awareness to non campers and reduce the risk of camper sexual abuse or bullying in order to:

1. Provide a safe and secure environment for campers, volunteers, visitors, contracted paid staff, Planning Team Members, and Leadership Team.
2. Assist **Unidiversity Youth Camp** in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of campers.
3. Satisfy the concerns of parents and Leadership Team with a screening process for contracted paid staff and volunteers.
4. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of sexual abuse made against Planning Team Members, Leadership Team, contracted paid staff, and volunteers.
6. Provide appropriate training to all volunteers and Planning Team Members and Leadership Team.

## **Definitions**

The following terms used herein and are defined as follows:

1. *Leadership Team*: Any person who oversees the leadership of the Administration, Theme Coordination, and Program Teams.
2. *Camper*: Any person who is a student and participates in Unidiversity Youth Camp.

3. *Volunteer*: Means any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of campers or a person who directly oversees and/or exerts control or oversight over campers. This includes, but is not limited to all group leaders and their chaperones.
4. *Contracted Paid Staff*: Means any paid person who has been hired by Unidiversity Youth Camp for specific services during 1-week of camp. These persons are lodged separately and are non-group leaders with limited and supervised access to youth.
5. *Planning Team*: Means any person who contributes to advance planning of Unidiversity Youth Camp and serve in a leadership role. This person may or may not be a group leader.
6. *Sexual Abuse*: The use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of camper or adult, or incest with a camper or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
7. *Camper Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

# Protection and Prevention

## Volunteer and Employee Screening Procedures

The following screening procedures are to be used by individual church/groups who participate in Unidiversity Youth camp and are not contracted paid staff of Unidiversity Youth Camp. All information collected should be maintained in confidence.

1. Unidiversity Youth Camp is made up of Leadership Team, Planning Team, and volunteers from many different churches/groups. Each church/group is responsible for background checks and following their particular church/group's Bylaws and Protection Policies. Any church/group attending camp must provide Unidiversity Youth Camp with proof of background check and are required to fulfill Unidiversity Youth Camp Child and Youth Abuse Prevention training.
2. Unidiversity Youth Camp also has Contracted Paid Staff. These persons have gone through a background check and the Unidiversity Youth Camp Child and Youth Abuse Prevention training initiated by the Unidiversity Youth Camp Leadership Team.
3. Contact all listed references and employers for contracted paid staff. Inquire about any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
4. *Criminal Background Check*: **Unidiversity Youth Camp** will conduct a criminal background check on all contracted paid staff who are entrusted with the care and supervision of campers or a person who directly oversees and/or exerts control or oversight over campers. All criminal background checks will be updated every year. All churches/groups are required to submit proof of background check screening for all persons who are not a camper.
5. *Six-Month Rule*: All volunteers will be required to have been a member of their individual church/group for six months, to have completed Unidiversity Youth Camp Child and Youth Abuse Prevention training, and have reviewed and signed the Child and Youth Abuse Prevention Program policy.

## Confidentiality

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence by each individual church/group, unless they are contracted paid staff, or otherwise required by law. All information discovered or obtained through the above referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived by each individual church/group.

## **Supervision Procedures**

Unless an extenuating situation exists, **Unidiversity Youth Camp**:

1. Will have one non camper to every eight campers male and female through the duration of camp. Supervision will increase in proportion to the risk of the activity.
2. Leadership Team will monitor facilities during activities involving campers.
3. Will require that all church/group volunteers know where campers are at all times. All campers who participate in Unidiversity Youth Camp must check out with their group leader before leaving camp early in accordance to their individual church/group protection policy.
4. Encourage participating churches/groups to obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking campers on trips and should provide information regarding the trip.
5. Will use two contracted paid staff, Planning Team Members, or volunteers when transporting campers in vehicles.
6. Will encourage campers to use a "buddy system" throughout the entirety of the **Unidiversity Youth Camp**.
7. Will screen all contacted paid staff. Planning Team Members and volunteers will be screened by individual church/group and will submit proof of screening and training in advance of camp.

## **Behavioral Guidelines for Unidiversity Youth Camp Volunteers/Contracted Paid Staff/ Leadership Team/Planning Team Members.**

All volunteers, contracted paid staff, Planning Team members, and Leadership Team will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, **Unidiversity Youth Camp** events that are co-educational will have both male and female volunteers.
3. Whenever possible, at least two unrelated contracted paid staff, Planning Team members, Leadership Team, or volunteers (2nd adults) will be in the room when campers are present. Doors will be left fully open if one non camper needs to leave the room temporarily and during arrival to the class or event before both non campers are present. Speaking to a camper or campers one-on-one should be done in public settings where non campers are in sight of other people.
4. Avoid all inappropriate touching with campers. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer, Planning Team member, Leadership Team, or contracted paid staff. In the event a camper initiates physical contact and/or inappropriate touching, it is appropriate to inform the camper that such touching is inappropriate.
5. Never engage in physical discipline of a camper. Volunteers, contracted paid staff, Planning Team members, and Leadership Team shall not abuse campers in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
6. If you recognize an inappropriate relationship developing between a camper and non camper maintain clear professional boundaries and refer the camper to another individual with supervisory authority.
7. If one on one pastoral care is necessary, avoid meeting in isolated environments.
8. Anyone who observes abuse of a camper will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and Administrative Team Leaders of **Unidiversity Youth Camp** for handling.

## **Disqualification**

No volunteers, contracted paid staff, Planning Team members, and Leadership Team may be entrusted with the care and supervision of campers or may directly oversee and/or exert control or oversight over campers who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug related offenses, or family violence.
3. A prior criminal history of an offense against minors.

## **Sexual Offender at Unidiversity Youth Camp**

**Unidiversity Youth Camp** will not allow any volunteers, contracted paid staff, Planning Team members, and Leadership Team known to be a sexual offender to remain or attend camp.

### **Response to Sexual Abuse**

**Unidiversity Youth Camp** will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. The Administrative Team Leaders and the representative of the victim's individual church/group may use the assistance of legal counsel or other consultants if requested. If the Administrative Team Leaders or the Group Leader of the victim is the individual accused of sexual abuse, then the Leadership Team will conduct the investigation. The investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws of the state where the camp is located.
2. Report the matter to **Unidiversity Youth Camp's** insurance carrier.
3. Cooperate with authorities and the insurance carrier.
4. **Unidiversity Youth Camp and the Group Leader of the accused** may suspend participation in camp (with pay for contracted paid staff) the alleged offender while a confidential investigation is being conducted.
5. An official of **Unidiversity Youth Camp and representative of victim's individual church/group** (using legal counsel or other consultants if needed) will then meet with the governing body of **Unidiversity Youth Camp** and present a report on their investigation, which will include findings and recommendations of actions. If a representative of the victim's individual church/group is not available, the investigation can and will continue.
6. An official of **Unidiversity Youth Camp and representative of victim's individual church/group if available** will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
7. An official of **Unidiversity Youth Camp and a representative of the victim's individual church/group** if available will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.



8. During the investigation, an official of **Unidiversity Youth Camp and representative of victim's individual church/group if available** shall maintain contact with the alleged victim and his/her parents or legal guardian, and inform them of the actions taken and assist them in their process of healing.
9. An official of **Unidiversity Youth Camp and representative of victim's individual church/group if available** (including the use of legal counsel or other consultants if needed) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts. The investigation will not be unnecessarily delayed based on the availability of legal counsel or other consultants.
10. Communicate with the Unidiversity Youth Camp Board and those affected by the ministry of the alleged perpetrator.
11. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of Unidiversity Youth Camp Board.
12. Unidiversity Youth Camp reserves the discretion to seek guidance as necessary to investigate any allegation of sexual abuse including seeking advice of legal counsel. Depending on applicable law and the results of the investigation, Unidiversity Youth Camp may be required to report suspected sexual abuse to the proper authorities.

## **Child and Youth Abuse Prevention Program Acknowledgment**

These guidelines have been designed to guide and assist you when working with campers. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. **Unidiversity Youth Camp** reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

The terms defined herein are defined for the purposes of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with **Unidiversity Youth Camp** or any related or associated entity and instead are to be used with this document.

I have received a copy of the **Unidiversity Youth Camp's** Child and Youth Abuse Prevention Policy. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of **Unidiversity Youth Camp**.

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Print Name

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Signature

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Date