



LAKE WAPOGASSET

LUTHERAN BIBLE CAMP, INC.

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Program Goals and Objectives

IT IS WAPO'S GOAL TO PROVIDE EACH CAMPER AND STAFF WITH THE OPPORTUNITY TO:

- Experience the love of Jesus in a personal way
- Have a TON of fun through loads of games and the entire environment
- Participate in activities that will promote personal education in Scripture
- Participate in activities that will foster an understanding and appreciation of God's creation to include an environmental awareness and stewardship of God's creation
- Participate in activities that will encourage and inspire reflection and sharing of personal faith
- Participate in activities that will provide an experience of Christian living and community including respect for and appreciation of other ages, cultural backgrounds and personal beliefs
- Assume responsibility for daily living tasks within a Christian community including cleanliness, usage of equipment and fostering of caring and friendship for others
- Have some ownership in their experience while at camp through choice of activities and events
- Have a joyous, fun-filled experience
- Express personal faith and personality in a safe environment

EMPOWERMENT OF STAFF TO ACHIEVE CAMP GOALS AND OBJECTIVES

- Staff will be required to participate in two weeks of program oriented training prior to working with campers
- Bible study materials will be provided for small group studies
- Staff manual will provide opportunity for help in risk management issues and camper behavioral issues
- Regular staff meetings for the purpose of continuing education will be conducted during the Resident Camping season
- Spiritual support in prayer

EXPECTATIONS AND OUTCOMES

We are called into this mission by God and it is He who will ultimately hold the outcome. It is for us to pray for strength to hold true to our calling as a servant to the Lutheran Church and to passionately proclaim the love of Jesus Christ equally to all who come to us. Expectations and evaluations are developed through regular church visits, staff meetings and deliberate conversations with Church Staff and their youth that are done by our Executive Director and Site Program Directors. Following are a few outcomes that you may observe in campers.

- More comfortable leading prayer
- Participate more in discussion during Bible Studies
- Willingness to share camp experiences with others
- Reversal of initial desire not to be at camp
- Desire to continue reading in the Bible

Preparing for Your Child's Week at Camp

Giving your child to the care of other people is perhaps the greatest act of trust you as a parent can give. We aim to do everything we can to earn and keep that trust and we know we cannot do this without your help. We want to partner with you to ensure your child or children will have the safest, most fun and faith filled experience possible while at camp. Following are a few suggestions as you prepare yourself and your child for this fun filled adventure!

1. Talk about camp before they go. Ask questions together and discuss what camp might be like and what they might expect. Check out our website together – www.campwapo.org and explore program descriptions and what to bring lists and sample schedules. Talk about some of the fun activities they can look forward to experiencing at camp.

2. If your child has any health, food allergies or any other special needs or concerns, please be sure to include that information or extra documentation with the camp registration and health forms. We also encourage parents to call camp at least a week in advance, to discuss further action plans and ways we can provide adequate care for your child, if needed.

3. Camp is a unique spot for kids to thrive in a fun and caring environment, which encourages independence and self-esteem. We encourage parents to mail or email their kids with positive, encouraging words during the week. We are grateful for the advancements of technology. However, we have a no cell phone policy at camp. Cell phones can be lost, stolen, or used inappropriately with photos or calls to outsiders, which could potentially put campers at risk. Regular use of cell phones and texting also tends to slow the formation of community and takes away from the learning and growth of being in an outdoor setting. For these reasons, we ask you to please leave cell phones at home. Camp reserves the right to hold inappropriate, personal items of campers. Return of the item will, if appropriate, be made at the end of the camper's stay. Parental contact and authorization may be necessary for this return. Any collection and storage of these inappropriate personal items are not the responsibility of camp. Individuals assume sole responsibility for all personal items.

Going away to camp is a wonderful growth experience for both campers and parents. Please let us know how we at camp can help YOUR child have the best week possible. And the best tip yet... PRAY for your child while they are away at camp... and everyday! We can't wait to welcome you to camp!

Bible Camp Traditions

- In order to provide a healthy environment, bullying and other harassing behaviors will not be allowed.
- Please respect and do not harm any property, nature or person. Leave all animals alone.
- Help keep camp clean by using properly marked containers for garbage and recyclables.
- Safety is our main concern, and all waterfront rules must be obeyed. Waterfront activities are done only when the waterfront staff are on duty.
- There is a Low and High Ropes Challenge Course at Ox Lake. These elements require authorized camp staff to be on duty when in use.
- For your safety, always wear shoes / sandals, except on the beach (WCB requires closed-toe shoes. NO sandals at WCB, please)
- Do not sit on porch railings, stairwells, or tables.
- Attendees may not enter other cabins or tents.
- A camp staff member must accompany all campers whenever outside of camp property.
- We are God's creation and believe it is important to take care of our bodies. We offer an alcohol free, smoke free and substance abuse free environment.
- Camp is weapon free. Attendees must not bring any kind of weapon or explosive device, including fire-crackers.
- Camp reserves the right to hold inappropriate personal items of attendees. Return of the item will, if appropriate, be made at the end of the attendee's stay; parental contact and authorization may be necessary for this return.
- Attendees may make a phone call upon approval and accompaniment of counselor or camp staff.
- Every attendee is expected to follow the entire camp schedule, unless excused by the Director, or as stated on the health form. If you are injured, or do not feel well, report at once to your counselor.
- Attendees may be transported in vehicles designed for passengers only. Only camp vehicles will be used to transport attendees, unless designated by the Director.
- Only personnel approved and trained may operate any type of power tool.
- Early release of attendees who are minors will be possible by verbal and written permission of the attendee's custodial parent or guardian. If this is a concern, please contact the camp office.
- Attendees must be paid in full 2 weeks prior to arrival.
- Breaking any of these rules gives the Camp Director the right to send the attendee home without a refund.

Health Care Policies

- A completed health form must be submitted to camp 2 weeks prior to arrival at camp.
- All medications must be turned into the Camp Health staff during registration.
- Prescription medications MUST be in the original pharmacy labeled container, or the original manufacturer's container, and MUST include attendee's name.
- Any doctor's office samples MUST be accompanied by a signed physician's prescription.
- Our Health Care Center provides most basic over the counter medications. Please do not send these to camp.
- If your attendee takes a daily over the counter (OTC) medication (Zyrtec, Melatonin, etc.), please send medication in original packaging with dosing instructions.
- Provide only enough of each medication to last the entire time the attendee will be at camp.

Non-Discrimination Policy

Lake Wapogasset Lutheran Bible Camp, Inc. is committed to principles that enable equal opportunity for participation in Christian education, spiritual, professional, psychological, social, and personal development. We welcome all people and do not tolerate behavior that discriminates based upon race, religion, color, creed, gender, sexual orientation, disability, national origin, age, or ancestry. Such conduct is demeaning, destructive and directly at odds with the Camp goal of fostering equity, mutual understanding and cooperation.

Clothing Policy

In striving to create a positive environment for all members of our camp community, staff and campers should bring clothes that are appropriate to a Bible camp setting. Staff and campers should avoid bringing clothes that exhibit offensive, inappropriate, or discriminatory messages or images. Clothing (including swimwear) must allow staff and campers a full range of motion—sitting, bending, reaching, running, rescuing etc - without requiring perpetual readjustment. The individual should feel comfortable, and clothing should not pose a distraction to the wearer during camp activities.

Homesickness Policy

Twelve million kids go away to camp each summer! For most, summer camp is an opportunity to be independent, learn self reliance and experience adventure. For a few others, missing home, pets, and friends is a natural tendency. While homesickness is usually mild and temporary, it's not fun for your child - or for you. Here are a few tips you may find helpful.

Discuss ahead of time what to do if your child starts feeling homesick. Write down your ideas and pack it in their bag. Some ideas might be: talk to a friend, counselor or church staff, do something fun or new, go buy a treat from the canteen, think about something good that happened that day, write a postcard home, remind them about how proud of themselves they'll feel after a successful week away.

Don't promise an early pickup. This puts your child's focus on getting home – and it sends the message that the experience won't be a success. Please give our staff the opportunity to work through, to the best of our ability, our time tested procedures.

Talk about camp before they go. Ask questions together and discuss what camp might be like and what they might expect. Check out our website together – campwapo.org and explore program descriptions and what to bring lists and sample schedules. Talk about some of the fun activities they can look forward to experiencing while at camp.

If a camper begins to feel homesick, camp staff follows these steps:

The camper's counselor informs the Program Director of the camper's homesickness. The counselor also encourages the camper to become actively involved in activities and to have fun.

If the camper really wants to call home, the counselor consults with the Program Director. The Program Director consults with church staff, if present and enlists their help in problem solving. If necessary, the Program Director calls the parents to inform them of their camper's homesickness. At this point, the parents are consulted as to how they would like their child's homesickness to be handled.

The Program Director, counselor and church staff will follow the parent's instructions. Several options may be offered; the camper might try to become more actively involved and stay at camp; the camper might call and speak with his/her parents; or the parents might pick up the camper from camp.

We do our best to include everyone in our camp community. We want campers to feel as comfortable as possible especially when it may be the first time away from their family. Yet, for some campers it's still not easy to be away from home. We feel it is best for the parents and church staff to collectively decide whether it's appropriate for the camper to be encouraged to stay at camp or go home and try another year. When a camper is extremely homesick, it's not only difficult for the camper, but also for the camper's counselor and the community of the cabin. We hope that together we can find the best solution for everyone involved.

Bullying Policy

Lake Wapogasset Lutheran Bible Camp Inc. seeks to provide a safe, fun and faith filled experience for all youth that come to camp. Therefore, bullying is not tolerated within the four sites of Wapo, Ox Lake, Luther Dell, and Wilderness Canoe Base. The following bullying policy, along with other strategies and procedures, will be trained to our camp staff for their preparation in working with kids.

Definition:

Bullying is the repeated use of physical act or gesture, verbal, written or electronic expression with the intent to hurt an individual or group that:

- Causes physical harm to the victim or the victim's property
- Causes the victim to have reasonable fear for himself or his property
- Causes psychological or emotional distress to the victim
- Causes substantial interference to someone's camp experience with any combination of the above, while impeding physical, emotional, and spiritual well-being.

Course of Action for Bully, Victim and Bystanders:

When a bullying incident occurs at Wapo, Ox Lake, Luther Dell, or Wilderness Canoe Base, the first step of consequence or course of action will depend on the severity of the incident and will be determined by the appropriate camp staff and church staff (if available). Lake Wapogasset Lutheran Bible Camp's bullying course of action is as followed but not limited to:

General Consequences and Course of Action for the **Bully**:

1. The individual(s) will be taken aside immediately with the appropriate camp staff to effectively communicate the unacceptable behavior and to discuss the consequences of continued behavior with the individual.
 - i. Bullies need to know that their actions must stop immediately and that it will not be tolerated any longer.
 - ii. Bullying hurts all those involved, even themselves.
 - iii. Bullying may cause you to lose friends.
 - iiii. Bullying isn't a way to treat others with respect which every child deserves.
 - v. Ask an adult you trust if you feel angry or upset or don't know how to stop your actions.
2. The individual(s) will meet with camp director or church staff immediately to discuss parental involvement, change of cabin assignment, loss of privileges or other appropriate courses of action.
3. Parents will be immediately contacted about their son or daughter's behavior.
4. Camper will be sent home because of conduct detrimental to others and themselves.

Bullying Policy Continued

General Course of Action for the **Victim**:

1. The individual(s) will be taken aside immediately with the appropriate camp staff to effectively listen and offer support. The victims must know that adults care for them outside the initial intervention.

The individual(s) will meet with the appropriate camp staff to help the victim develop strategies for addressing the problem, should it reoccur in the future.

Victims need to know they are not responsible for the bully's behavior and it isn't their fault.

Victims need to know they should not respond to bullies by giving in, getting upset or fighting back, which will most likely just encourage more bullying. Staying calm but assertive is a great way to combat bullying.

Walking away or no response can be a good tactic. It gives less attention to the bully that they are seeking.

Victims always need to be encouraged to seek help from a trusted adult.

Parents will be immediately contacted about the experience their son or daughter has endured. Parents will have a chance to talk with their child to offer any support or advice to their child. Camp will fully respect and support parental wishes for their child during the process.

General communication and course of action with **Bystanders**:

The individual(s) will meet with the appropriate camp staff to who will listen and offer support for what they experienced. For possible reoccurring or future incidents, bystanders need to know the following:

Bystanders need to know their involvement makes a huge difference. They should not just sit and watch.

Stand up for the person being bullied if you are in a safe environment. Use phrases such as "stop teasing", "quit fighting", "that's not funny", ect.

Don't join in. Don't laugh or participate in any teasing or harassing that was going on. This will only encourage the situation and make it worse. Also, encourage other bystanders to not join in as well; this will only help the victim.

Get help from an adult. Reporting bullying isn't a bad thing.

After a bullying incident offer sympathy for the victim and encourage the victim to talk to an adult or even offer to go with.

Overall, be a good friend. Offer to include the victim in activities, etc

Bullying Prevention and Management

Immediate procedures when bullying is suspected: If you as a staff member of Lake Wapogasset Lutheran Bible camp have witnessed or heard of an incident that involves bullying, the following practices and techniques will help you provide a safe environment for campers, other staff and yourself. Please remember your team leaders and program staff are great resources to consult if you have any concerns or questions in regards to identifying bullying or the best course of action for each case.

Immediate intervention – When nothing is done, bullying becomes acceptable to all those

experiencing it. If you as a counselor ignore an incident you saw or heard, the problem may only get worse and your kids will not believe they can trust you. Your kids need to believe that you understand them, care for them and that you can help. If you don't intervene immediately, why would other kids stand up?

Even if you are not sure actions you have experienced fall under bullying behavior, immediate intervention is still important. Even if it isn't bullying, aggressive behaviors in your cabin need to be stopped. As counselors, you may not be able to prevent everything, but you can respond fast to stop any other affects bullying may have throughout the week.

Do not expect or ask children to work things out for themselves. Bullying is different from a normal argument or conflict. Bullying involves a power imbalance that requires your intervention immediately.

Physical Separation or Time out – If you as a counselor experience bullying in the act,

immediately separate those involved. Stand between or near the victim and the bully, separating them, so as to stop any continued bullying, intimidation or physical harm. This may also be a time for young children to be removed from the environment they are in. If you are in the cabin, take a time out on a picnic table outside. If the incident happens during chapel, take the individual(s) outside to walk around.

Verbal description and response – After immediate intervention, make sure that you explain the

unacceptable behavior you observed and that the seriousness of the situation is conveyed to all those involved. Response needs to be firm and appropriate for the situation, but at all times the counselor must remain calm. The counselor must make sure the bully(s) know the behavior must stop immediately.

Do not respond aggressively. Using aggressive behavior as a counselor sends the wrong message to those involved. Aggressive behavior may also prompt a bully or bystander to increase his or her bullying behavior or even become aggressive towards you.

Avoid lecturing the bully in front of his or her peers. For most situations it is best to take the individual aside and solve the issue, but by giving the bully attention in front of his or her peers, you may be giving the bully what he or she wants. The goal is to end the behavior, not to humiliate anyone.

Helpful Communication Pieces for the Bully:

- Bullies need to know that their actions must stop immediately and that it will not be tolerated any longer.

- Bullying hurts all those involved, even themselves.
- Bullying may cause you to lose friends.
- Bullying isn't a way to treat others with respect which every child deserves.
- Ask an adult you trust if you feel angry or upset or don't know how to stop your actions.

Helpful Communication Pieces for the Victim:

- Victims need to know they are not responsible for the bully's behavior and it isn't their fault.
- Victims need to know they should not respond to bullies by giving in, getting upset or fighting back, which will most likely just encourage more bullying. Staying calm but assertive is a great way to combat bullying.
- Walking away or no response can be a good tactic. It gives less attention to the bully that they are seeking.
- Victims always need to be encouraged to seek out help from a trusted adult.

Helpful Communication Pieces for the Bystander:

- Bystanders need to know their involvement makes a huge difference. They should not just sit and watch.
- Stand up for the person being bullied if you are in a safe environment. Use phrases such as "stop teasing", "quit fighting", "that's not funny", ect.
- Don't join in. Don't laugh or participate in any teasing or harassing that was going on. This will only encourage the situation and make it worse. Also, encourage other bystanders to not join in as well, this will only help the victim.
- Get help from an adult. Reporting bullying isn't a bad thing.
- After a bullying incident offer sympathy for the victim and encourage the victim to talk to an adult or even offer to go with.
- Overall, be a good friend. Offer to include the victim in activities, etc.

Get help if needed – Especially if the bully is using physical force or it involves a group of

individuals that are hard to manage, if necessary, send a bystander to get another staff for support. This may not only be for the victim's safety but for your own.

Consider the consequences – After any incident that needs consequences, first take a

breath and obtain any other information you may need to discern the situation. After you have obtained all information you may need (while getting your supervisor and possible church staff in the know of the situation), decide what the general course of action for the bully and the victim will be.

Complement and praise – Give praise and appreciate to those who were helpful in the process. If

there were kids in your cabin that helped inform you of bullying or if they were specifically helpful to the victim, make sure you positively reinforce their behavior.

Stay present – Your presence can be the only thing that prevents a bully from continuing

behavior. Especially when an incident occurs, remain in the area until you are absolutely sure the behavior has stopped.

Report the incident - Report the incident to a supervisor and any other staff with whom the

children work closely. At this point a detailed record of the incident will be made (who is involved, where the incident occurred, how frequently it happened and strategies used to diffuse the problem. Report any suspected bullying to your team leader and program director.

Follow up with all involved – You will need to rely on your connection and relationships that

you have built with those involved to get them to talk openly and productively about the incident and its effects and consequences for both sides.

Child Protection and Mandatory Reporting Policy

All camp staff of LWLBC are legally required to report any suspicions of abuse or neglect of minors.

Understanding Abuse and Neglect

Below are definitions of abuse and neglect, to help identify what is or isn't child maltreatment. The following definitions have been taken from the MN Department of Human Services.

Important to remember is that a perpetrator can be anyone, including parents/guardians, family, other adults, strangers, and even others peers/minors or the victim themselves by self-infliction.

Physical Abuse: Physical abuse is any physical injury or threat of harm or substantial injury, inflicted by a caregiver upon a child other than by accidental means. The impact of physical abuse can range from minor bruises to severe internal injuries and death. Physical abuse does not include reasonable and moderate physical discipline of a child that does not result in an injury.

Mental Abuse: Mental injury is harm to the child's psychological capacity or emotional stability evidenced by an observable and substantial impairment of the child's functioning.

Sexual Abuse: Sexual abuse is the subjection of a child to a criminal sexual act or threatened act by a person responsible for the child's care or by a person who has a significant relationship to the child or is in a position of authority.

Neglect: Neglect is the most common form of maltreatment. Neglect is usually involves the failure of the child's caregiver to:

Supply the child with necessary food, clothing, shelter, medical or mental health care, or appropriate supervision

- Protect the child from conditions or actions that endanger the child

Take steps to ensure that a child is educated according to the law.

Exposing a child to certain drugs during pregnancy and causing emotional harm to a child may also be considered neglect.

Suicide Risk and Threats

The threat of self-harm is as important to pay attention to, report and respond to as harm committed by someone else. If a child makes a serious threat of self-harm, or suggest they are contemplating hurting themselves it is important to take that seriously. Not all comments and threats will actually lead to action, and not all children who make threats have an actual plan. Any comments are a sign of asking for help, and it is important in our few days with campers for them to know they are cared for, safe and supported.

If a child makes a serious threat, follow-up with them immediately. If you are not the best person to have that conversation, then involve supervisors immediately. Asking the child if they have ever seriously considered suicide, or has a plan is an important place to start. That tells the child most importantly that they are cared for, and also is a good way to gauge how at-risk they are. If the child exhibits symptoms such as: refuses to talk, is defensive or aggressive, continues to be violent or dangerous, or has violent/dangerous plans then the family and mental health professional must be involved for evaluation. Contacting local police or emergency services may be necessary to secure the immediate safety for the child. Careful supervision of this child is essential throughout the time they are in the care of LWLBC.

Signs of Abuse and Role of LWLBC in Observations

Though LWLBC cares for campers for a very limited time, there is still a responsibility for the overall well-being of children. All campers bring with them a unique set of needs; emotional, physical and behavioral. It is important to understand that children with similar behavioral issues, do not necessarily have similar histories, or needs. All children are different, and it's important to treat each case with care.

It is difficult to recognize clear signs or symptoms of abuse, and impossible to determine connection between behaviors and causes, unless you are a mental health professional. It's important to understand that LWLBC does not ask their staff to take on the role of assessing campers diagnoses, or core behavioral issues. However, it is the responsibility of camp staff to pay attention to campers, and if there is mounting evidence of possible maltreatment, or concerns of a campers well-being, to report those to the Site Director. Once a report is made to a Site Director, then appropriate other adults, family, or authorities will be involved and a process put in place to investigate.

Some possible signs and symptoms of abuse:

- Depression or Anxiety
- Aggression, hostility, anger, mood swings
- Hyperactivity
- Withdrawal from activities, and interactions
- Delayed emotional development
- Low self-esteem, confidence
- Attention seeking
- Reluctance to leave camp
- Attempts at hurting themselves, suicide
- Unexplained injuries, especially those not matching explanation
- Headaches or stomach aches with no apparent medical cause, that won't go away
- Major injuries that have not been attended to prior to arrival at camp
- Sexual Abuse: sexual behavior and knowledge unusual or inappropriate for age
- Blood in child's underwear
- Abusive behavior to other children
- Poor hygiene, lack of appropriate clothing, personal items needed for camp
- Stress about next meal, eating a lot at one sitting, or hiding food for later

Suspected Child Abuse: Responding and Reporting

If a Child Reaches Out to You...

Take it Seriously & Listen – Give the situation all of your attention. This may be the first time a child is speaking about this to anyone, and you will need to have a clear report of what they tell you. Write details down, and ask appropriate clarifying questions, to make sure you are hearing and understanding what they tell you. Do not ask leading questions, such as suggesting specific perpetrators, if they have not provided that information. Ask open-ended questions, allowing the child to share what they are comfortable with. Remember, you are simply making note of what they tell you, it is not the job of the reporter to conduct a full interview, and you are not trained to do so.

Support - Take everything you hear seriously, and make it clear that you understand. Be clear that they have done nothing wrong; by telling someone, or to cause the abuse.

Get Help - Never tell the child you will not tell someone. Be conscious of their privacy, but involve leadership staff immediately. If you are concerned for their immediate safety, engage the necessary support, such as

emergency services right away. If the immediate safety is not a concern, continue to be supportive of the camper, but do not dwell on the conversation, or the abuse. Re-engage them in camp activities.

Communicate - Report to Site Director or highest level on site immediately. If you have not already done so, you will complete an incident/accident report. The Site Director will be responsible for involving other adults as appropriate: church staff, families etc. The Site Director will make the contact with local authorities, which will either be Child Protective Services, or local Police Department.

Report - The Site Director will initiate report with local authorities, but the initial reporter may need to provide direct verbal, or written report of what they heard or observed. Local authorities will pass along information to appropriate county CPS. Once authorities are involved, they will determine whether it is necessary to conduct an investigation, interview the child, involve the family etc. At that point, LWLBC is taken out of the picture, unless needed further in an investigation process.

Remember, Reporting is Mandatory: Never error on the side of *not* reporting. Write down all information that a camper tells you, or you observe, that could be related to an issue of abuse or maltreatment. Report concerns to your Site Director immediately. Legally, you are bound to report anything you see, and can be penalized for not reporting. Additionally, you are provided immunity under the law from liability arising from the reporting of possible abuse, as long as your report is made in good faith.

Local Child Protection Services Contact Info

Camp Wapo and Ox Lake: Polk County, WI

Polk County Human Services Department: 715-485-8400, Monday through Friday, 8:30 a.m. to 4:30 p.m. Request to speak to the CPS Access Worker. After business hours and on weekends, please contact the Polk County Sheriff's Department 715-485-8300.

Wilderness Canoe Base: Cook County, MN

Child Protection Services: (218) 387-3620, Fax (218) 387-3020
Law Enforcement Center (218) 387-3030

Staff Protection from Allegations of Abuse

It is the responsibility of staff to ensure that healthy relationships exist with campers, and that there are appropriate limits of interactions.

Here are a few guidelines:

- Have other staff members present when supervising showers or circumstances when children are dressing.

- Never have a one-on-one with a camper without being in the line of site of another staff member, or adult.

- Respect the privacy of the child.

- Protect your own privacy, campers have a natural curiosity about you and your life. You should use common sense in discussing sensitive subjects and do not divulge details of your private life.

- The child has the right to reject displays of affection if they feel uncomfortable with them. Not every child comes from a background where affection is openly displayed.

Should you be accused of any type of child abuse, you will be suspended (with pay for paid staff) while a confidential investigation is conducted.

Incident/Accident Reports

When do you fill these out?

You may need to deal with a camper who suffers from a physical accident, an emotional incident, behavioral concern, an abusive situation, and even thoughts of suicide. There may be near miss situations, intruders, improper items brought to camp and many possibilities of other emergency situations. All of these constitute an INCIDENT OR AN ACCIDENT and must be reported to the proper authorities. If you have any questions, ask your supervisor, and report anything you think might warrant a report, to make sure everything is covered.

Health Care / First Aid Care, Policies and Procedures

Ox Lake, WAPO, Wilderness Canoe Base

All of our sites provide Health Care staff and other staff trained in first aid procedures. The level and focus of this training varies by site in providing the necessary level to support specific programs; Wilderness Canoe Base receives Wilderness First Aid training which has a focus on the emergency response necessary where you may need to make do with what you have and when professional care is some time away, our two camps in Wisconsin (Ox Lake & WAPO) must by state law have a minimum of American Red Cross – Emergency Response or equal certification.

Health Care or First Aid however you want to refer to this program support does many things in many places to help manage risks at camp. This process begins with the initial screening of incoming staff and campers making sure that all medications are collected, that information on the Health History form is current, review of health concerns and that the incoming general health of camper or staff is good. Their normal work routine begins immediately as they must record and prepare the evening medication for distribution quickly after registration. It seems like visits to First Aid begin quickly on the campers first day at camp so First Aid staff must be prepared for these visits; making decisions as their training allows and as Doctor approved Standing Orders dictate offering proper fixes for cuts, scrapes, aches and pains, itches, home sickness, and numerous others including some serious situations. Many times this requires consultation with parent or the local hospital Health Care providers in the camps' area. Many additional staff receives some level of First Aid certification as required in their position so that activities can be covered as needed. The camp Health Care department receives an annual visit from state Health inspector within the state they are located and every three years from the ACA.

What risks can be reasonably anticipated with Health Care / First Aid?

Medication dispensed improperly,
No First Aid coverage during camp activities,
Lack of necessary training,
Poor or incorrect diagnostic decisions

What have we done to manage these risks?

Medication dispensed improperly,

- Administration of Over the Counter Medications is covered by Standing Orders developed by local Doctor and reviewed annually by the same Doctor
 - Prescription medications are collected from Campers and Staff and kept under lock in the First Aid facility of each camp and administered by First Aid staff only
 - Prescription medications must come to camp in the original container with Dr. name, name of medication and administration instructions
 - Medications must be listed on the Camper or staff Health History form with parent/guardian signature
- Policies and procedures for proper collection and administration of medications is covered in thorough training prior to campers arriving

No First Aid coverage during camp activities,

- All camp activities, especially those involving an elevated level of risk are always supported by a staff person (s) with First Aid certification. This coverage ranges from American Red Cross Basic First Aid and CPR to higher level of American Red Cross Emergency Response or at Wilderness Canoe Base, Wilderness First Aid. In the event of an emergency each site is supported by local professional First Responders and Ambulance & Fire/ Rescue services

Lack of necessary training,

- First Aid staff, special program staff and many general staff has varying levels of First Aid or Emergency Response certification provided by professional trainers.

Site specific training for the camp First Aid staff is provided during the two weeks of staff training prior to each summer season. This camp provided training goes into areas not covered by the American Red Cross certifications; record keeping, medication collection, management and distribution, diagnostic options, calls to parents and, generally what the responsibilities of camp First Aid are.

Poor or incorrect diagnostic decisions

- The camp First Aid staff is expected to perform diagnostic decisions only to the level their training permits, in situations where this is not enough; each site has communication options with local hospital or other emergency agencies to be used when diagnostic advice is necessary for dealing with the needs of a specific camper or staff person.
- Parent or Guardian will also be involved when the diagnostic decision warrants

Parent Communication

First Aid staff is always encouraged to error on the side of caution and make the call to the parent or hospital for aid in making a decision for a specific situation.

If a camper has just a quick bout of something routine or a bug we know is going around, or if it is a scrape, bump, bruise, or twist that just needs some cleaning, ice, a Band-Aid and/or rest, we will not normally phone you.

We will phone you, in advance, if your child sees a physician for any reason. Sometimes especially if the problem is complex, the physician may wish to talk directly with you.

We will also phone you if a minor condition lingers for several days, if there is an acute episode of a chronic condition (e.g. severe allergy, asthma attack, diabetic crisis), involves a fever, or is an injury or sickness beyond the ordinary day-to-day first aid visit.

Social Media Policy & Communications Policy

Purpose: To provide a set of guidelines for staff members with regard to their online activity and interaction with campers that protects both staff and campers.

Policy Statement: In general, LWLBC, Inc. views social networking sites (e.g., Facebook, Twitter, Snapchat, Instagram, Tumblr, YouTube, etc.), personal web sites, and web blogs positively and respects the right of staff members to use them as a medium of self-expression. (Note: For the purposes of this policy, the term “staff members” will include all volunteers, summer staff, and permanent employees.) All camp staff members can be viewed (correctly or incorrectly) as representatives of LWLBC, which can add significance to your public reflections on the organization (whether or not that is your intent). Because of this, our camp requires that staff members observe the following guidelines when referring to the camp (its programs or activities, its campers, and/or other employees) in any/all online platforms.

Photographs & Videos—LWLBC staff members are prohibited from posting any photos/videos of campers online using their personal account. LWLBC asks for written permission from each camper’s guardians to use camper photos/videos in written and online materials. Legal action can be taken against those who violate this policy. Any photos/videos taken by a staff member may be given to the camp office to be posted on camp's website, Facebook, Instagram, etc. It will be up to the discretion of the camp office to decide whether or not to post the photos/videos.

Use of Personal Social Media Sites—LWLBC staff members must recognize that they are role models for campers at all times, and should limit their public profile to information, comments, photos, etc. that are appropriate should a camper or parent view them. LWLBC staff members must agree to be respectful of LWLBC (its employees, volunteers, campers, and its policies) in all social media postings, blogs and other mediums of online communications. (Note: Although some sites may offer privacy settings, staff members should be aware that the Internet is a public domain. Staff members are expected to be aware of these guidelines regardless of their privacy settings.)

Camp Logos—LWLBC staff members are prohibited from using camp logos on personal pages or sites without written permission.

Communication during Camp Emergencies—In case of an emergency at camp, we have procedures in place to communicate with parents, churches, media, or any other outside groups. It is LWLBC policy that the Executive Director or Assistant Director handle all media communications and there are other designated staff to communicate with parents and/or churches in times of an emergency. LWLBC requires all other staff members to refrain from posting happenings of an emergency on their own social media profiles or sites.

Camper – Staff Communications

LWLBC understands that interacting with campers after a camp session may be extremely positive, as it helps to keep the nourishing or spiritually uplifting experiences campers have at camp alive and helps maintain their connection to camp. However, as with any such communication, LWLBC cannot guarantee the kind of supervision, oversight, or program structure that will be present in such a situation outside of camp. For the protection of both the staff member and camper, staff members must abide by the following guidelines on appropriate interaction with LWLBC participants after a camp session is over.

Communication with Campers via Social Media: Unless the camper is from the staff member's home church, and relationships have already been established, we ask that staff members do not communicate with campers in any online platform (including Twitter, Facebook, Instagram, etc.) until the camper is 18 years of age. **If the camper is under 18 years of age, it is camp policy that staff members do not communicate with campers via social media, unless arrangements have been made and approved by the camper's parents/guardians, church staff, and the site director.**

Communication with Campers: Camp staff members are not allowed to give out personal information to campers. This includes phone number, email, personal mailing address, etc. If a camper wishes to stay in touch with a staff member after their camp session, LWLBC recommends the use of letters between the camper and camp's mailing address *only*. This type of communication between campers and staff is encouraged insofar as it is a positive, healthy relationship for all parties. In these instances, we remind staff members of their duty as a mandatory reporter. If any sensitive content is revealed to a staff member during these interactions, we encourage staff members to seek help and support from the camper's parents/guardians, church staff and/or camp. **It is camp policy that staff members do not have ongoing continual communication with campers, unless arrangements have been made and approved by the camper's parents/guardians, church staff, and the site director.**

LWLBC strongly advises staff members to not personally interact with campers outside of camp without the awareness and approval of the camper's parents/guardians. LWLBC encourages any such gatherings to be done in public, and ideally in a group of at least two adults, and multiple students.