


# LAKE WAPOGASSET LUTHERAN BIBLE CAMP YOUTH PROTECTION GUIDELINES

Board Approval: Required

Date: JANUARY 30, 2020

Approved for Use:   
Signature

Effective Date: JANUARY 30, 2020

## 1. INTRODUCTION

LWLBC has adopted the following policy for the safety and well-being of its campers and staff. The policy applies to all LWLBC sites and LWLBC sponsored activities.

This policy primarily protects youth campers; however, the policy also serves to protect LWLBC staff.

All parents, caregivers, and Church staff should understand that LWLBC staff is to abide by these safeguards. Any staff member that knows of or suspects a violation of this policy, is expected to immediately report such conduct to the Executive Director of the camp.

## 2. DEFINITIONS

ACA - American Camping Association

LWLBC - Lake Wapogasset Lutheran Bible Camp Inc.

LWLBC Staff - Staff members of LWLBC, (maybe fulltime, part time, or seasonal)

OX - Ox Lake Site

WAPO - Lake Wapogasset Site

WCB - Wilderness Canoe Base

## 3. LWLBC STAFF REQUIREMENTS

All LWLBC staff will:

- Go through a criminal background check when initially hired.
- Be reviewed annually through the National Sex Offender Public Registry.
- Annually complete the Voluntary Disclosure Statement.
- Annually complete LWLBC Youth Protection training.
- Have criminal background re-checks performed at a minimum frequency of five years or when there has been an employment gap of three months or more.

**4. CAMPER SUPERVISION**

4.1. LWLBC meets or in most cases exceeds the minimum camper to staff ratio as recommended by the ACA. The following table is taken from the ACA guidelines\*:

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

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4.2. One-on-one contact between LWLBC Staff and campers is prohibited.

- In situations requiring a personal conference, the meeting is to be conducted with the knowledge and in view of other staff and/or youth.
- LWLBC staff communication with a camper by way of phone calls, text, or social media (Facebook, Snapchat, IM, etc.) must include another counselor or parent.

4.3. LWLBC separates people by gender for sleeping. Individuals not identifying within this gender binary system are consulted with ahead of time to determine their sleeping arrangements.

- Members of the same family may share a sleeping room or tent without regard to gender.
- Only staff of the same gender may enter the sleeping room (except in the case of an emergency) .

4.4. Policies unique to Wilderness Canoe Base.

- While on trail at WCB supervision shall consist of a minimum of one WCB staff member and one person who is over 21.
- All adults on the trail with underage campers shall go through a background check and sign a memorandum of understanding acknowledging their trip responsibilities while on trail.
- WCB requires that at least three people be assigned to a sleeping room on site. When there are only one or two campers of a gender, WCB staff are assigned to the sleeping room to make up the difference.
- WCB requires that at least three people be assigned to a tent if one of them is an adult. This is to prevent situations where there is only one adult and one minor sleeping in a tent at one time.

- WCB makes every effort to ensure that members of opposite genders are not sleeping in the same tent, however there are rare instances where this rule is not followed. Examples of these instances are an emergency where a tent has been destroyed or where it is deemed necessary to sleep in one tent to keep all people safe.

## **5. LWLBC STAFF RESPONSIBILITIES**

- LWLBC staff has the primary responsibility for the safety of all at LWLBC facilities and LWLBC sponsored activities, including adherence to Youth Protection and health and safety policies.
- LWLBC staff is responsible for monitoring behavior and intervening when necessary.

## **6. CAMPER RESPONSIBILITIES**

- Campers are expected to adhere to LWLBC's Youth Protection and health and safety policies. These policies are intended to create a safe and comfortable environment for all.
- If a camper feels unsafe or is concerned about something that has happened to them or to a friend they are encouraged to share these concerns with a LWLBC staff member or a member of their Church staff, even if this means reporting about an adult's behavior.

## **7. PRIVACY OF CAMPERS**

- LWLBC staff must respect the Camper's privacy, especially in situations such as changing clothes and taking showers at camp.
- Campers shall be encouraged to dress or change only in private areas.
- LWLBC staff shall closely monitor shower areas but may only enter, if needed, for youth protection or health and safety reasons.
- When it is necessary to enter areas while campers are showering, two LWLBC staff members must be present.
- LWLBC Staff and other adults must change or dress in private areas.

## 8. PROGRAM REQUIREMENTS

- All forms of discrimination, bullying and harassment including verbal, physical, and cyberbullying are prohibited.
- Having unauthorized weapons, illegal drugs, alcohol, and pornography at LWLBC is prohibited.
- The use of smartphones, cameras, mirrors, drones, etc., in places or situations where privacy is expected is prohibited.
- All aspects of the LWLBC program are open to observation by parents and Church staff.
- Appropriate attire is required for all activities.

## 9. REPORTING OF CHILD ABUSE

- LWLBC staff has responsibility to recognize, respond to, and report Youth Protection violations and abuse.
- Members of the LWLBC staff are mandated reporters of child abuse.
- For WAPO and OX related events, reports must be made to local law enforcement and child protective services in accordance with the laws of Wisconsin.
- For WCB related events, reports must be made to local law enforcement and child protective services in accordance with the laws of Minnesota.
- This reporting duty cannot be delegated to any other person.
- The LWLBC Employee Manual(s) contains detailed directions for making child abuse reports.
- **If someone is at immediate risk of harm, 911 will be called.**