

# Camp Māk-A-Dream Code of Conduct for Seasonal Staff and Volunteers

## General Behavior

- Discrimination on the basis of age, sex, ethnicity/race, socio-economic background, religion/faith, creed, gender identity, sexual orientation, or ability is prohibited.
- All forms of bullying, harassment, abuse, and neglect (including verbal, physical, and sexual) are prohibited.
- Possessing and/or consuming alcohol, tobacco, marijuana, or drugs in any form is not permitted on Camp property or surrounding areas.
- Staff and volunteers must:
  - Behave in a manner that prioritizes the safety and wellbeing of campers, as well as other staff and volunteers.
  - Take into consideration the rights and feelings of others and respond to them in an open, caring, and respectful manner.
  - Behave in a decent and ethical manner (in addition to complying with all applicable state and federal laws)
  - Not take unnecessary risks or encourage others to do so. Only engage in Camp activities that will not put your or someone else's physical or emotional health at risk.
  - Report to a Director any behavior you see as questionable or outside of the Code of Conduct.

## Communication

- Keep what you say positive and respectful.
- Do not use obscene, vulgar, or sexual language.
- Do not say mean, false, or threatening things to or about campers, volunteers, or staff.
- Encourage one another verbally with positive redirection and guidance with respect, patience, courtesy, tact, and maturity.

## Supervision

- Never leave minor campers unsupervised.
- Practice "line of sight" supervision, and, when possible "line of sound."
- Practice the Rule of 3's: Ensure that campers travel and go about their activities (go to the restroom, back to cabins, etc.) in groups of three or more (1 adult and 2 campers; 2 adults and 1 camper; or 3 campers together if no other adults are available).
- Staff or volunteers may not be alone with a single camper where they cannot be observed or monitored by others. One on one conversations between an adult and a camper must be conducted in clear view of other adults and/or campers.
  - If there is a medical or emergent situation that requires 1:1 care (i.e. assisting a camper in the bathroom), another adult will be present outside the door.
- A single staff member or volunteer may supervise a group of campers by themselves but will strive to have a second adult present whenever possible.

## Physical Interactions

- We give high fives, fist bumps, handshakes, big smiles, side hugs, and pats on the back.
- Pay attention to the verbal and non-verbal cues of each person and at no time force, belittle, or berate someone for opting out of any of these types of interactions.
- We do not pick up or place campers on backs (either camper on camper or camper on staff), sit on laps, or allow campers to crawl all over us.
- We do not touch campers in an area that would be covered by a swimsuit.
- Let campers do for themselves what they can (for example: put on their own harness, life jacket, helmet, etc.) and always ask before helping. We allow campers time to respond, respect the camper's right to say no, and stop if there are any signs they are uncomfortable.
- Staff and volunteers must not strike, shake, spank, or verbally abuse a camper as a means of discipline or for any other reason.

### **Privacy**

- Staff and volunteers may be exposed to information which is confidential and/or privileged and proprietary in nature. Such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.
- Appropriate attire is required. Staff and volunteers are expected to look clean, neat, and modest.
- Staff, volunteers, and campers must change in the bathrooms for privacy and not undress in front of others.
- When helping campers who might need additional assistance, especially in private activities (toileting, putting on bathing suits, showers, etc.), a second adult must be informed and outside the room to help monitor. In these circumstances, a Director must also be informed.
- Do not use smartphones, cameras, mirrors, drones, etc. in places or situations where privacy is expected.

### **Social Media and Communication After Camp**

- Staff and volunteers may not exchange contact information with campers under the age of 18 without the camper's parental consent. This includes but is not limited to phone numbers, social media sites, or addresses. Staff and volunteers may choose to fill out a consent form for Camp to share their contact information with campers if Camp also receives parental consent.
- Staff and volunteers are prohibited from posting photos of any campers on social media and/or the internet during or after Camp. Sharing a post/photo from the Camp Māk-A-Dream page is permitted because Camp has parental consent to post on our social media.
- Refrain from posting pictures of other staff or volunteers without consent to respect the privacy of others.

### **Sexual Misconduct**

- All staff and volunteers are expected to conform to the highest standards of sexual morality and conduct. Staff and volunteers shall not engage in any relationship or activity which constitutes sexual misconduct, including but not limited to the following:
  - Harassment and/or abuse through comments, actions, or conduct including unwelcome sexual advances, requests for sexual favors, physical contact of a sexual nature, and vulgar or demeaning language.
  - Sexual relations or activities with any person while serving as a staff or volunteer at Camp Māk-A-Dream.
  - Sexual relations or activities, which constitute sexual offenses as defined by Montana State Law.
- Due to the sensitive nature of sexual misconduct and out of concern for the safety and privacy interests of all involved, Camp Māk-A-Dream requires that when staff and volunteers become aware of or have reasonable cause to suspect that another staff, volunteer, or camper is engaging in sexual misconduct, the staff or volunteer must report the misconduct immediately, and with strict accordance with the following procedures. If uncertain whether or not a particular behavior constitutes misconduct, contact Camp leadership immediately.
  - The staff or volunteer must immediately provide an accurate and verbal report of all relevant details to the Camp leadership. If for any reason the staff or volunteer is concerned the matter might not be adequately reported, they may report directly to the Executive Director.
  - Until a course of action is developed, staff or volunteers with knowledge of the sexual misconduct must refrain from investigating the case, discussing the details of the case with any other staff, volunteers, campers, or contacting the person alleged to have engaged in sexual misconduct. Staff or volunteers may be asked to assist with reporting, when appropriate. Staff or volunteers will always be supported in any steps they may have to take in the course of reporting such misconduct.
  - Any communication with the press or report to governmental agencies must be coordinated in advance with Camp leadership and/or Executive Director.
- If you believe that you have been the victim of sexual misconduct, discuss the matter with your supervisor or manager; or if you believe your supervisor or manager to be the source or a participant in the sexual misconduct, report this to the Executive Director and/or the President of the Board of Directors. The Foundation will investigate and attempt to resolve your complaint as soon as possible. If for any reason you believe this has not occurred within a reasonable period of time, refer this problem to any other supervisor in the Foundation, up to and including the President of the Board of Directors.

### **Volunteer/ Employment Requirements**

- Falsifying application information is not permitted.
- Summer Staff must complete an application, interview, background check, reference checks, and six days of staff training.
- All volunteers must complete an application, screening call, background check, reference checks, and training upon arrival. The full volunteer process can be found in a separate appendix.

- All adults are mandated reporters and are required to report any suspicions of child abuse or neglect to a camp director. We also report to a Director any suspicious behavior.