

**Lake Geneva Foundation**  
**SUMMER**  
**Staff Handbook**



# **WELCOME TO LAKE GENEVA MINISTRIES!**

We are a place set a part for life changing experiences in Christ.

We are excited to have you as part of Lake Geneva Ministries. We believe that you are an essential part of this ministry and look forward to what God will do in and through our efforts this season.

Your role in sharing the mission here at camp is important and valuable. This handbook is a guide to give you the information, tools, and support to accomplish your part of the mission. Please take time to read and comprehend this manual. We depend on your partnership to fulfill what God has called us to and want you to be aware of how to do it. If you have any questions or need clarification about what you encounter in this handbook, please let us know. Much of this material will be covered in detail during your orientation. We're glad you are a part of the team!

**We look forward to serving alongside you!**

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# LGF MISSION, VISION, AND CORE VALUES

## Mission

“WE ARE A PLACE SET APART FOR LIFE-CHANGING EXPERIENCES IN CHRIST”

## Statement of Faith

We believe:

- Bible is the inspired and infallible, authoritative Word of God. It speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the final source of all that we believe.
- There is one God, eternally existent in three persons: Father, Son and Holy Spirit
- The deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His ascension to the right hand of the Father, and in His personal return in power and glory
- For the salvation of lost and sinful people, regeneration by the Holy Spirit is essential.
- In the present ministry of the Holy Spirit by who indwells Christian to live a godly life
- In the resurrection: that some are saved unto resurrection of life and some are lost unto resurrection of damnation
- In the spiritual unity of believers in our Lord Jesus Christ

## Our Vision

To be a place that is excellent in Program Innovation, Customer Intimacy, Church Partnerships, and Safe, Healthy and Comfortable facilities.

## Our Values

Team — Winning Together

Excellence — Doing Our Very Best

Safety — Spiritual, Emotional, and Physical

Connection — To God and One Another

Adventure — Work Hard, Play Hard, Explore and Discover

### **High Performance Team (HPT) Protocols**

- Candid and Authentic Communication
- Depersonalize Input
- No Triangulation
- Speak for Yourself
- Respect confidentiality
- Bring a solution with your issue
- Confront issues within 48 Hours

# STATEMENT ON FAITH AND CONDUCT

## **Our Biblical Standards**

Our biblical calling for godly character and behavior includes the following: Wholehearted obedience to Jesus and careful stewardship in all dimensions of life: time, possessions, God-given capacities, opportunities (Deut. 6:5-6; 1 Cor. 10:31; Col. 1:18; 3:17) Loving God with our whole selves and loving our neighbor as ourselves. Christ's love should motivate decisions, actions, and relationships (Matt. 20:28, 22:37-40; Rom. 13:8-10; 1 John 4:7-12) Pursuing holiness in every aspect of thought and behavior (2 Cor. 7:1, 10:5; 1 Thess. 4:7; Heb. 12:14; 1 Pet. 1:15-16) Exercising our Christian freedom responsibly and humbly submitting ourselves to one another with loving regard for the needs of others requires biblically guided choices in behavior, entertainment, and relationship. (Gal. 5:13-14; 1 Pet. 2:16-17; 1 Pet. 5:5; Eph. 5:21) Treating our own bodies, and others, as the temple of the Holy Spirit (1 Cor. 6:17-20) Participating in the worship and activities of the local church, which forms the basic biblically mandated context for Christian living (Acts 2:42-47; Heb. 10:25; 1 Tim. 3:14-15)

## **Marriage, Gender, and Sexuality**

We believe that every person needs compassion, love, kindness, respect, and dignity. Hateful and harassing attitudes or behaviors are not acceptable. (Mark 12:28-31; Luke 6:31.) We believe that God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Gen 1:26-27.) We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy only between a man and a woman who are married. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Gen 2:18-25; 1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that Scripture condemns any form of sexual immorality. Adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography is sinful and offensive to God. (Matt 15:18-20; Matt. 5:27-28; Rom. 1:21-27; 1 Cor 6:9-10; Gen. 2:24; Eph. 5:31.) In order to preserve the integrity of the organization as a community of Christ, and to provide a biblical role model to the organization's guests, staff and volunteers, and the community, it is imperative that all persons employed by the organization in any capacity agree to and abide by this statement. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11.)

## **The Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of invaluable worth, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

# STAFF EXPECTATIONS

Each staff member has been selected to carry out a specific job based on their skills, experiences, desire to serve the Lord, and commitment to maintain a professional work ethic. All employment at the Lake Geneva Foundation (LGF) is at-will and the administration or the employee may terminate the employment at any time, for any or no reason. We depend on you to carry out your role to help the efficiency and effectiveness of this ministry. If circumstances arise in which you are unable to complete your job you are responsible for informing us as soon as possible.

**As a Lake Geneva Ministries staff member, you are expected to:**

**1. Be an ACTIVE part of the body [Ephesians 4:16]**

*"From Him the WHOLE BODY, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work."*

*This is a ministry, not a job; we are here to serve the Lord.*

*Setting aside some personal desires for the sake of the community.*

*It also may require living under tighter guidelines than you normally do, in order to maintain an environment that is healthy and appropriate for a group of people with a broad range of backgrounds, expectations and cultures.*

*Look for ways that you can serve others, by putting aside your own rights and privileges just like Jesus did.*

**2. Be responsible.**

Be on time.

Be proactive: *there is always work to be done. If your work is done, help someone else.*

Be enthusiastic and participate in all camp activities.

*If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To him be the glory and the power forever and ever. Amen." 1 Peter 4:11*

**3. I affirm to keep the peace.**

No gossip, no favoritism, no belittling others.

*Ephesians 4:2-3: "Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity in the Spirit through bond of peace."*

**4. I affirm to carry out the values of camp.**

Boldly present the Gospel of Jesus Christ to young people.

Create a safe and fun environment for the campers and guests.

**5. I affirm to work well, play well, rest well.**

While there are supervisors and leadership staff that are placed in authority to help camp function properly, we expect each staff member to be responsible for their own actions. Be mature in how you use your time. Camp is busy, exciting, and nonstop; in all your serving make sure you take care of yourself as well.

**6. I affirm to be a role model.**

In any role you are an example to the campers and other staff members. You have a great influence on the campers' experience so represent Christ in EVERYTHING you do.

*1 Timothy 4:12 "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith, and in purity."*



# EMPLOYMENT POLICIES

## *Equal Employment Opportunities*

We welcome staff members of either gender and of any color, racial or ethnic background. We will not discriminate based on national origin, age, disability, or veteran status. We hire only those with a vital faith in Jesus Christ who have made a personal commitment to walking with him and giving him control of their lives.

## *Employee Reviews*

Staff members will be given informal performance reviews, potentially including a mid-year review. This provides valuable feedback on their performance as well as an opportunity to reflect on their experience so far and give input for suggestions or improvements.

## *Employee Discipline*

The following steps **will** be used to improve undesired behavior and prevent recurrence. However, we may use other methods to ensure that camp rules and policies will be enforced consistently and in the best interest of the camp.

**Step 1: Verbal warning.** The supervisor will discuss with the employee the problem which has occurred and the possibility of corrective action if the problem continues.

**Step 2: Written warning.** The supervisor will review the situation with the employee and explain what was done wrong and how it could have been avoided. The employee will be told that further corrective action will be taken if another violation occurs.

**Step 3: Suspension.** The employee will be suspended for up to five working days without pay. When immediate action is necessary, or when all the facts are not available, the supervisor may have the employee leave the camp until a final decision is reached. If the employee is found not guilty, they will be paid for the time lost during the suspension.

**Step 4: Discharge.** The employee may be discharged for violations. Generally, this will be preceded by verbal or written warnings or suspension. We are an at-will employer and employees may be terminated at the discretion of camp management for any reason or no reason.

## ***Termination***

All employees at LGM are “At Will” and either LGM or the employee may terminate employment at any time, for any reason, or for no reason. Employment is the option of either party and therefore employment for a specified term is neither granted nor promised.

## *Lifestyle*

The quality and heart of the ministry at LGM depends on the quality and heart of the staff. Remember that you represent LGM, and more importantly Jesus Christ, whether you are on or off property. Therefore, staff members are expected to:

- ☐ Model a positive Christian lifestyle in all conduct and relationships.
- ☐ Modesty in dress.
- ☐ Use language that glorifies God.
- ☐ Maintain respectful relationships.
- ☐ Abstain from alcohol, tobacco, vaping, and illegal drugs.

## *Appearance—Clothing, Swimsuits, Hair, and Piercings*

We seek to represent Christ to a diverse group of campers and be above reproach as we serve. We also want to create a safe place where people are comfortable and not tempted or distracted. Clothing should be modest.

- ☐ Shorts must be fingertip length and shirts are to be always worn (unless at the waterfront for guys).
- ☐ Swimsuits must be one-piece or tankinis for girls.
- ☐ Avoid extreme hairstyles and colors.
- ☐ All earrings and nose rings worn must be discreet. Any other ring or piercing is not allowed.
- ☐ Tattoos or piercings cannot be added during the duration of time here on Summer staff.

## *Guest Groups*

When guest groups are present, we want their experience to be the priority. They have first dibs on space, food, and activities. Quiet hours are from 10 pm-7 am, but also be aware of yourself as you walk around camp.

## *Gratuities*

If someone offers you a tip, politely decline and inform them that camp policy does not allow you to accept it. Let them know that we can give their donation to our Camper Scholarship Fund. Any tips left should be given to camp leadership.

## ***Staff Relationships***

To encourage healthy relationships, camp guidelines are as follows:

- ☐ One female and one male should never be together where they cannot be seen by others. Always practice the 'rule of three'.
- ☐ Existing relationships during the year need to be intentionally inclusive of staff and guests.
- ☐ A new dating relationship with a staff member/pathway student during the year is not allowed.
- ☐ At no time will staff date campers. Dismissal follows first offense.

## ***Sexual Harassment***

The following must take place to ensure the safety of campers and staff, and to protect the LGM staff and ministry from accusations regarding inappropriate sexual behavior:

- ☐ **Camper to Staff:** Any one-on-one interaction between staff and a camper must be in a public place maintaining Eye Shot Theory. If a staff meeting with a camper must be accompanied by another person.
- ☐ **Camper to Guest:** Staff should look for any inappropriate expressive behavior between campers, including inappropriate touch, suggestive comments, humor, or harassment. Supervisors should be notified immediately if any problems arise.
- ☐ **Staff to Staff:** Our goal is to have a harassment-free environment. We will not tolerate sexually suggestive words, actions, or humor. All such occurrences should be immediately reported to camp leadership. If you feel you have become a victim of sexual harassment, talk with the camp leadership.

## ***Use of Camp Computers, Electronic Mail, and Internet Access***

LGM's computer system, e-mail and internet access are the property of LGM, and all communications are subject to monitoring without notice. LGM reserves the right to access and disclose all messages sent over its electronic mail system for any or no purpose. Employees do not possess any privacy rights in messages sent or received on the electronic mail system.

LGM's information systems are to be used for LGM business only, not for non-job-related solicitations, commercial ventures, religious or political causes, or promoting outside organizations. LGM strictly prohibits any display or transmission that may be disruptive or offensive to others, such as: sexually explicit images, messages, cartoons, communications that contain ethnic slurs, racial epithets, or anything construed as harassment or disparagement of others based on race, national origin, gender, age, disability, or political beliefs. Violation of this policy will result in disciplinary action, up to and including termination. For privacy reasons, employees cannot attempt to gain access to another employee's e-mail messages without permission.

\*Please note that the computers in the office may or may not be available for personal use. Please check with the Office Manager before using and note that time will be limited to 15 minutes per person. Printing personal documents will be 10 cents a page.

#### *Entertainment/Wi-Fi*

To avoid detracting from the LGM mission, atmosphere, personal media devices are to be used discretely. The use of music in work areas must be approved by your supervisor. Music played in common space needs to be Christ honoring. Movies viewed in common space amongst staff will not exceed a PG-13 rating, unless approved by a Program Head.

*“‘Everything is permissible’—but not everything is beneficial. ‘Everything is permissible’—but not everything is constructive. Nobody should seek his own good, but the good of others.” 1  
Corinthians 10: 23, 24*

We ask that you not share the wifi password with guests or groups unless directed by a full-time staff member. There may be times that will change. We will try to notify you before that happens.

#### *Phones*

Cell phones are a tool for your job, other uses should not be used during work hours. Work-related phone calls should be limited and discreet.

#### *Photos*

Camp may use pictures of staff for marketing purposes, etc.

#### *Residences & Room Checks*

On a bi-weekly basis a room and common space check will be completed.

- ☐ Summer staff will not add or remove furniture, lights, or appliances without supervisor approval.
- ☐ Summer staff will be responsible for any room damage.
- ☐ Any refrigerated food must be kept fresh or thrown away.
- ☐ At no time will staff members enter the residences of the opposite gender. Dismissal follows first offense.
- ☐ Cleaning lists are laminated in housing for reuse.

**Girl RA will check girls. Guy RA will check guys.**

#### *Laundry*

Laundry facilities are provided for the students to use. To be respectful to others: use equipment efficiently and timely, bring your own laundry detergent, and leave no items behind. Items left out will be discarded. Leave the room cleaner than when you found it.

### *Rest/Curfew*

Curfew is 11:00 p.m. for all staff unless approved by a **Program Head** or **RA**. Quiet hours are from 10:00 pm - 7:00 am.

### *Visits*

Friends and relatives must register at the office or if after hours check in with the Program Director/Pathway Coordinator.

- ☐ Visitors should not interfere with staff work duties.
- ☐ Visitors wishing to eat meals at camp may purchase them at the Main Office
- ☐ \$4.50 for breakfast, \$5.50 for lunch, \$7.00 for dinner
- ☐ Lodging for visitors is generally not available. Check with Program Staff for availability.

### *Intruders*

For the safety of campers, staff, and camp property, staff members are trained to watch for unknown people on campus (those unfamiliar or not wearing a name tag).

- ☐ If you see someone you do not recognize, approach, and ask if you can help them. Escort them to check in at the office if they have not already done so (all visitors to camp must check in). If no one is in the office, have them check in with the Program Director and Program Leadership. **Any suspicions should be immediately reported to the Executive Director.**
- ☐ Under no circumstances should you release campers to unauthorized individuals. If a camper for whom you are responsible must leave camp for any reason, you will be notified by the office or the Program Director.

### *Requested Time Off & Sick Days*

Any days requested off must be given to a Program Head and your Supervisor/Manager at least 2 weeks in advance with specifications of dates and times. Before any plans are finalized you must wait for a response.

We know that everyone gets sick, it's inevitable. However, there is a difference between sick and unable to work. This is a great time to learn to decipher between the two. If you identify that you are unable to work or believe yourself to be contagious call your supervisor ASAP and notify them so they can take appropriate steps

# **SPECIFIC CAMP AREAS**

## ***Dining Room Guidelines***

Staffers are always expected to maintain a professional and guest-friendly appearance and conduct.

Staff will use the following procedures to give our guests an excellent meal experience:

- ☐ Staff must arrive on time for meals.
- ☐ Staff will sit at designated tables.

## ***Canteen/Camp Store***

Staff will be in the serving area only when okayed by the manager.

## ***Waterfront Policies***

1. No one is permitted in the water when the area is closed and without a lifeguard.
2. Camp families can swim at their own risk.
3. Diving is not permitted at any time on the lake.
4. Boat rides and tubing may be available to staff after campers have left the waterfront. A lifeguard is required, any participant under the age of 18 MUST wear a life jacket on the boat.
5. ALL participants must wear a life jacket for any water activity: tubing, skiing, etc., and any activity on the lagoon.

## ***Outdoor/Recreation***

The zip line, giant swing, crate stacking, paintball, archery, archery tag, and climbing wall may be used only under the direct supervision of trained recreation staff and are off limits at all other times.

# CHILD ABUSE POLICY

**LGM is a mandatory reporter.** — State law requires any person who suspects that a child has been physically or sexually abused or neglected to report promptly to the Wisconsin Department of Health and Human Services, Child Protective Services, and/or Linn Township Police Department or the camper's home county.

To protect campers, guests, staff, and camper families, any reports will be completed **ONLY** by the Executive Director, Operations Director, Program Director, Assistant Program Director or Health Director. They are responsible for any questioning of campers or staff as needed. Any staff who has reported a possible abuse scenario must keep this information completely confidential and not "investigate" the case.

**Child Abuse and Neglect Definitions** — State laws define child abuse and neglect, which provides the basis for persons to report suspected child maltreatment and guide county agencies in their response. The terms "child maltreatment" and "child abuse and/or neglect" can be used interchangeably. State laws and policies concerning child maltreatment pertain to children 17 years of age or less, unless otherwise specified. Child maltreatment is generally divided into four basic types: neglect, physical abuse, sexual abuse, and emotional abuse.

**Neglect** — defined in the statutes as "failure, refusal or inability on the part of a parent, guardian, legal custodian or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child." [Ref. s. 48.981(1)(d), Stats.]

**Neglect** is typically defined in two ways. The first is emotional neglect. This is when the child is suffering severe negative emotional effects to a parent's failure to provide opportunities for normal experience that produce feelings of being loved, wanted, secure, and worthy.

**Physical Neglect** is when a parent fails to provide basic needs or a safe and sanitary living environment for the child. Examples include, but are not limited to:

- Not providing adequate food or clothing,
- Not following medical recommendations,
- Lack of supervision that places a child at risk

**Physical abuse** — defined as "physical injury inflicted on a child by other than accidental means." [Ref. s. 48.02(1)(a), Stats.] "Physical injury includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm, as defined in s. 939.22(14)." [Ref. s. 48.02(14g), Stats.]

**Physical abuse** - an unexplainable, non-accidental injury to the child

**Sexual abuse** — any sexually oriented act, practice, contact, or interaction in which the child has been used for sexual stimulation of an adult. Sexual abuse includes but is not limited to the following:

- ☐ sexual intercourse or contact with a child 15 years of age or less
- ☐ sexual intercourse or contact with a 16- or 17-year-old without consent
- ☐ inducement of a child to engage in sexually explicit conduct in order to videotape or photograph a child for purposes of distributing or selling them
- ☐ permission of the person responsible for a child's welfare for the child to engage in sexually explicit conduct for the purpose of videotaping, photographing, etc.
- ☐ causing a child to view or listen to sexual activity
- ☐ exposing genitals to a child
- ☐ permitting or encouraging a child to engage in prostitution

**Emotional abuse** — defined as “emotional damage for which the child's parent, guardian or legal custodian has neglected, refused, or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to ameliorate the symptoms.” [Ref. s. 48.02(1) (gm), Stats.].

Emotional Abuse also includes the continual scapegoating or rejection of a child by parents which results in disturbed behavior

The definitions of neglect and emotional abuse involve failure on the part of the parents or other persons responsible for a child to provide necessary care for a child. The definitions of physical abuse and sexual abuse include harm to a child by any person. Therefore, physical, or sexual abuse include assaults by a parent, strangers, persons unrelated to a child's family, or peers.



## Prevention

Territory	
<u>Appropriate</u>	<u>Not Appropriate</u>
a. public one-on-one interactions	a. private one-on-one interactions
b. group or public environments	b. being out of Eye Shot alone with a camper
	c. sitting or lying on a bed with a camper

Screening of full time and staff will be via application, interview, and references. Background checks will be performed on all staff, and all volunteer staff that work with children.

Any applicant who received a negative reference regarding character or ability to perform needed duties, will be denied the position.

### **Staff training includes:**

Child Abuse presentation, Ethics training, camp policies of: Eye Shot Theory, Code of Conduct, 360 Supervision, and Reporting Guidelines. All staff are also required to sign their contract, stating that they will uphold these policies.

# CODE OF CONDUCT

Our actions and intentions must always be pure, above reproach and honoring to Christ concerning physical contact with campers and staff. The following are protocol for camper to camper, staff to camper and staff to staff interactions. If you see any violations of the policy:

- ☐ **Step in and stop the action immediately.**
- ☐ **Seek out the appropriate leadership to let them know of the situation.**
- ☐ **Fill out an incident report with camp leadership.**

## **TOUCH APPROPRIATE**

- handshakes and high-fives
- girls walking hand-in-hand
- short hugs (ie – greeting)
- arm around the shoulders
  
- piggybacks with young campers

## **TALK APPROPRIATE**

- verbal praise for achievement/behavior
- verbal encouragement
  
- scripturally based teaching (non-sexual)

## **NOT APPROPRIATE**

- private back rub or massages, etc...
- touching of private parts (no exceptions!)
- touching a child in anger or frustration
- frontal hugs with the opposite sex (staff to staff okay if appropriate)
- sexual embraces or kisses
- lap sitting
- intimate wrestling or tickling

## **NOT APPROPRIATE**

- compliments/questions relating to physique or body development
- sexual jokes or conversation, homosexual innuendos, or bathroom humor
- verbal harassment or abuse
  
- individual secrets or intimate gifts

## **Shower Protocol**

It is against policy to display sexual body parts intentionally (even as a joke). Staff or campers shall never sit or walk around the cabin or cabin area without a towel or clothing over private areas. Wear towels going to and from the shower. No exceptions!

**NOTE:** Any infraction of the above policy will be immediate grounds for dismissal with no chance of re-hire. A violation of one of these policies could result in legal consequences.

***For the safety of our campers, you, and the camp, keep each other accountable in love.***

# EYE SHOT THEORY

All one-on-one interaction must be done in a public place with others visible. Maintain eye shot at all times (must be seen, but not necessarily heard). A third person's presence is suggested in these settings.

## 360 Degree Supervision

360-Degree Supervision provide a tool for monitoring and supervision with to help prevent abusive behavior before it occurs.

### Step 1: Primary/Secondary Supervision

- ☐ **Primary Supervision:** *ANYONE* with direct supervision or control of any individual or group. (i.e. leaders of cabins, programs/activities, etc.)
- ☐ **Secondary Supervision:** *ANY staff or volunteer* on property who are not in direct supervision or control of any individual or group.

**Step 2: 3 Reads** — *At ALL times and circumstances you will need to make 3 visual "reads" on interaction to enforce our Code of Conduct*

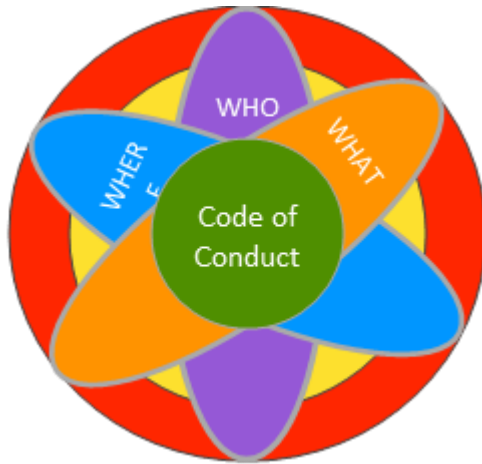
**Who are they?** — What is their current role in our organization?

- ☐ Is it a leader or youth?
- ☐ Is it two youth?
- ☐ Is it a visitor on property...?

**Where are they?** — Where are they located when you see them?

- ☐ Walking into the woods?
- ☐ Going into a restroom unattended?
- ☐ In a building or room not in use...?

**What are they doing?** — What activities are they engaged in when you see them?



- ☐ Playing one-on-one in the gym?
- ☐ Taking a shower in the same shower stall?
- ☐ Sitting and talking at the gazebo...?

### Step 3: Assess: Compliance with Code of Conduct

**STOP**

Non-compliance

**CAUTION**

Questionable compliance

**GO**

Full Compliance



# REPORTING GUIDELINES

## **What to do if an accusation of child abuse is made at camp:**

1. Any accusation of child abuse should be directed to the Executive Director or Program Director. Staff are prohibited from discussing any accusations or incidents of child abuse with other staff.
2. The Health Services Coordinator and Executive Director will research and follow up any accusations.
3. In certain situations, after discussion with the agency, the child's parents may be contacted.
4. The camp attorney and the Board Chair will be notified when a report of child abuse at camp is made.
5. Any and all communications with the media or other outside parties will be made by the Executive Director only. Further,
  - Staff are prohibited from discussing any accusations or incidents with the media, campers, parents, or other staff members.
  - Media are prohibited from all areas of camp. Media personnel should be directed to the administrative office. Media personnel are prohibited from discussing the incident with staff or campers.
  - In-depth questioning of the individual will be done only by professionals as decided by the Executive Director.

# HEALTH INFORMATION FOR STAFF

There are qualified Health Services Staff on grounds whenever program camps are present. To increase our level of safety awareness, summer staff at the Lake Geneva Youth Camp (LGYC)/Lake Geneva Ministries (LGM) and Conference Point (CP) will be trained in CPR and in how to respond in emergency situations and first aid use.

1. Everyone must always wear shoes except for specific program activities
2. Maintain healthy eating habits by eating balanced meals and not overusing the canteen.
3. Hydrate! Make sure that you are drinking enough water each day.
4. Symptoms to watch for. If seen, report to the Health Director (nurse):
  - ☐ Any sign of illness or contagious disease, fever, headache, sore throat, rash, drainage from nose, eyes, or ears, inflamed eyelids.
  - ☐ Unsafe conditions which might contribute to camper or staff accidents
5. All medication must be turned into the Health Director (nurse), except inhalers, med kits or EpiPens. If you notice medication of any kind in the campers' or staffers' belongings, bring the medication to the Health Director (nurse) with their name on it.
6. First Aid Kits are located in activity areas. At LGYC they are located in: Bayview, Woodlands, Waterfront, Canteen, and Nurse Station. At CP they are located in: Office, Waterfront, Maintenance Shop, and the Dining Hall.
7. Infirmary hours are before and after meals and sleeping, except for emergencies. Small cuts or scrapes can be treated in activity areas.
8. In First Aid treatment, follow the training you received. If it is above your level of training, contact the Health Director (nurse) or program staff.

# EMERGENCY COMMUNICATIONS

## Who to Contact

In potentially life-threatening situations, first contact the Health Director (nurse) via camp radio or by cell phone. If you believe the victim's life is in danger, call an ambulance, and then contact the Health Director (nurse). In case of fire, call the fire department. In the event of threatening intruders, tell your supervisor or call the police. The Executive Director should be contacted in **any** life-threatening emergency. If the Executive Director is not in the camp office, call him on his cell phone at 262-325-4216.

## Contacting Parents

Parents will be contacted whenever a camper is seriously injured or involved in other kinds of crises. These contacts will be made by the Executive Director or Program Director. The Health Director (nurse) may sometimes contact parents but must have approval from the Program Director or Assistant Program Director. Our policy is to keep parents informed as much as possible.

## Press Statements

In response to any emergency, a press statement will only be made by the Executive Director, Operations Director, Program Director, or Camp Legal Counsel. As a staff member, please direct all media questions to the Executive Director.

# **BLOOD BORNE PATHOGEN POLICY**

In the performance of one's duties at LGF, there is the risk of contact with certain bodily fluids from campers or other staff members. With contact comes the risk of contamination by blood borne pathogens, including, but not limited to, Hepatitis B virus and HIV. If you have to deal with an incident that involves blood or bodily fluid exposure, take every precaution not to come in contact with bodily fluid. Examples of these are: cuts or wounds that cause bleeding, vomiting, soiling of clothing or bed linens.

The following precautions should be used if exposure to blood or bodily fluid occurs:

1. Staff should use appropriate barrier precautions to prevent skin or mucous membrane exposure when in contact with bodily fluid is anticipated.
2. Gloves should be worn for touching bodily fluids, mucous-membranes, or non-intact skin: for handling soiled items or surfaces with blood or bodily fluids. Gloves should be changed after contact with each person.
3. Hands and skin should be washed immediately and thoroughly if contaminated or after removing gloves. Contact the Health Director (nurse).
4. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate bodily fluids.
5. Mouthpieces and resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
6. Thoroughly wash any clothing, surfaces, or other items soiled with blood or other bodily fluid. Place items in a bag and notify housekeeping about the type of soiling and to have them washed.

It may be deemed necessary to have the Hepatitis B vaccine series if you have not already had it. This will be done at the camp's expense if you choose to have the vaccine. Everything will be handled with the utmost confidentiality.



# EMERGENCY PLANS

## **LGYC Program Camp Fire Plan**

1. Program or office staff will ring a siren to signal for an emergency. Staff will usher campers to the basketball court between the Camp Chapel and Woodlands. If the fire is near the basketball court, the campers will go toward the gym.
2. Campers will line up as cabins.
3. A program staff member, assisted by each cabin leader, will account for all campers.
4. Campers and staff will remain out of the affected area.

## **CP Fire Plan**

1. Guest services or office staff will ring a siren to signal for an emergency. Staff will usher campers to the basketball and tennis courts.
2. Campers and staff will remain out of the affected area.

## **Lost Camper Plan for LGYC**

If a camper is missing, the cabin leader will take steps to locate the camper. Other campers may know where they are, or where they were last seen. The cabin or other probable locations will be checked. If the camper is not located within a few minutes, the co-cabin leader will notify leadership. All available staff will be enlisted to begin a search for the missing camper (being sure to maintain supervision of other campers). If the camper is not found, the siren will sound, and all campers and staff will go the basketball court and wait for further instructions from leadership staff.

1. When an emergency occurs, the siren will run on and off for a period of 2 minutes.
2. All campers and staff will report to the basketball court.
3. Campers will line up as cabins.
4. A program staff member, assisted by each cabin leader, will account for all campers.

## **LGYC Severe Weather Plan**

1. In the event of severe or threatening weather, the Camp Leadership will monitor local weather forecasts for updates. If warnings are issued the Program Director will direct the office to sound the siren.
2. Upon hearing the siren, all cabin leaders and campers will go to the cabins. All other staff should report to the Lower Lodge or Gym.
3. Cabin leaders will account for their campers. If campers are missing, other staff will search for them and take them to their assigned cabin.
4. In the case of a typical thunderstorm, cabin leaders will keep their campers inside the cabins until the storm has passed.

5. Stay away from the windows and gather in the washroom area and the cabin leader's room. For a tornado warning, lie flat on the floor under the bottom bunk.
6. Stay under cover until an all-clear announcement is made over the PA system.
7. Waterfront staff should head to the gravel road for weather updates. Go to the boat house if you have no other spot.

### **CP Severe Weather Plan**

1. In the event of severe or threatening weather, the Camp Leadership will monitor local weather forecasts for updates. If warnings are issued, the Guest Services Manager will direct the office to sound the siren.
2. All campers will go to the nearest severe weather shelter: Villa basement, Dining Hall basement, housekeeping room, Magill restrooms, Snack Shop back room and bathroom, Delap lower hallway and restrooms, Soderquist Lodge basement, and Ross lower hallway.
3. Group leaders will account for their guests and notify the Guest Services Manager (or Program Director for a programmed camp) if any are missing.
4. Stay away from the windows and gather in the restroom area. For a tornado warning, lie flat on the floor under a bed.
5. Stay under cover until the all-clear announcement is made over the PA system.

### **LGM Intruder Emergency Plan**

1. If an intruder is on grounds, notify camp leadership immediately.
2. All campers and staff will report to the designated areas off property where cabin leaders will account for all campers and leadership staff will account for all staff.
3. If you must stay in your current location: remain calm, stay quiet, barricade door, move to an unseen area, and have an action plan if an intruder comes in
4. If the intruder is on the way to where you are going, move away from the intruder
5. Stay away from the intruder until given the all-clear by camp leadership.
6. Never huddle in groups, always be spread out and think of an action plan (your next move).

### **Staff Responsibility**

Procedures for staff members will vary depending on the nature of the emergency. For severe weather, program staff members will be assigned to check buildings for any remaining campers, while cabin leaders usher their campers to the cabins. The safety of our guests is the highest value; therefore, staff will be recruited to assist in emergencies.

**Use of personal vehicles** — When a personal vehicle is to be used for Programmed Camps, a form must be on file in the office signed by the vehicle's owner, giving LGF permission for the use of the vehicle. Giving permission for use of the vehicle implies that the owner believes the vehicle is in suitable condition for transporting campers. LGF vehicles are to be driven only by licensed drivers with permission of the **Facilities Director**, Program Director, or Executive Director. Campers will be transported only by licensed drivers from the Program Team or Staff Supervisors. No one under the age of 21 will be allowed to transport campers. Drivers must be approved, and their credentials must be on file in the office.

### **Incident/Accident Reports**

Whenever an incident or accident occurs involving a camper or a staff member, a report must be completed. Normally, the Health Director (nurse) or the Program Director will see that this is done. Statements by any witnesses or personnel involved will be required. You must take the initiative to report any accidents and near misses to your supervisor, the Health Director, or the program staff.

- An incident report: To be used for reporting of incidents between campers (fights, theft, ruining belongings, etc.), incidents between staff and campers (camper striking staff, verbal abuse, etc.), or any unusual event or incident in which a child may have been harmed.
- An accident report: When a guest is injured or needs medical attention. Please fill it out as completely as possible the same day as the accident.

# VEHICLE POLICY

## Lake Geneva Foundation Policy for Vehicles and Use

These rules will ensure the safety of our guests and staff when vehicles are in use.

### General

- ☐ Vehicle curfew: No driving on the grounds between 11:00PM and 6:30AM.
- ☐ All vehicles will not exceed a slow walking speed throughout the grounds, 5 miles/hour max.
- ☐ Golf carts will access paths when available rather than cutting across the grass. Golf carts and other vehicles will always give the right of way to pedestrians. The golf cart policy will be given to and signed by volunteer staff, program teams, and cabin leaders.
- ☐ Vehicles are only to be used for work purposes

### LGYC

- ☐ **Park** in designated areas only—Camp Chapel and Gym parking lot
- ☐ Long term parking for weekly volunteers will be provided by the Camp Chapel, the Gym parking lot, or if necessary, across the street at the Lake Geneva Bible Chapel. The spaces behind the Willows should be left for our office staff. Do not park on the street behind Willows. Large vans should park on the street side of the Camp Chapel parking lot
- ☐ Do not drive on the grass for access while unloading luggage. We will help carry luggage or provide carts. Maintenance staff may access buildings providing they will not damage the ground
- ☐ Staff parking will be available either in the back of the gym parking lot or across the street at the Bible Chapel. Parking at the **Brown House** or at the Bunkhouse will not be available
- ☐ The service road through the woods to the lagoon from **Ross' Run** is for use by maintenance and authorized staff only. There will be **no driving to the waterfront** and no parking on the grass on either side of the road, except in emergencies
- ☐ Parking by Bayview or the Maples is designated for full-time staff and handicapped vehicles only

### CP

- ☐ Staff parking will park in the maintenance parking lot while groups are on site. Staff may park along the road when groups are not on site.

## RECEIPT OF STAFF HANDBOOK

I have received a copy of the Lake Geneva Foundation Staff Handbook and I understand that I am responsible for reading and understanding its contents. In consideration of my employment at Lake Geneva Foundation, I agree to abide by the policies and procedures contained therein. I understand that neither this guide nor any other communication by a management representative is intended to, in any way, create a contract of employment.

I understand that the Lake Geneva Foundation operates under a policy of "employment at will," which enables LGF or the employee to terminate the employment relationship for any or no reason.

This encompasses the entire understanding between LGF and the employee and cannot be orally modified. Any modifications may only be in writing. If I have questions regarding the content or interpretation of this handbook, I will bring them to the attention of my direct supervisor.

Printed Name: \_\_\_\_\_

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Vehicle Make/Model (if applicable)

License Plate

\_\_\_\_\_

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