

HERITAGE CAMPS FOR ADOPTIVE FAMILIES

SAFETY FIRST POLICY

Established May 2017

Heritage Camps for Adoptive Families (hereinafter “HCAF”) is dedicated to providing a safe environment for our campers, parents, counselors, presenters, and community volunteers. This Safety-First Policy is designed to address the safety of everyone involved with HCAF, with special emphasis on the protection of children, youth, and other vulnerable populations.

Duty to Self-Report

Knowledge and transparency are the best protections against harm. Accordingly, all individuals interested in working or volunteering at HCAF have an absolute duty to report to the Executive Director, an HCAF staff member, HCAF Board of Directors member, and/or an individual Camp Director all incidents, past and present, involving child abuse, elderly abuse, drug abuse, criminal convictions and criminal charges. If the subject position requires driving, the interested individual must also self-report all alcohol or drug related traffic violations. This obligation is continuing in nature. Failure to self-report will result in the individual’s ineligibility to work or volunteer at HCAF. Further, all counselors working directly with HCAF campers will be required to pass a background check every two years.

Who May – And May Not – Work with Children, Youth and Vulnerable Populations

1. Individuals who have been convicted, charged or accused of offenses against children or the elderly, including child pornography, **may not** work with children, or youth.
2. Individuals who have been convicted or charged with crimes of violence **may not** work with children, youth or vulnerable populations.
3. Individuals who have been convicted or charged with alcohol or drug-related driving offenses within the past ten years **may not** drive children, youth or vulnerable populations.
4. Survivors of childhood abuse need the love and acceptance of this HCAF family. However, such survivors should discuss their desire to work with children, youth or vulnerable populations with the Executive Director, HCAF Board of Directors member, and/or Camp Director before engaging in any volunteer service. The conferring member of HCAF leadership team may disqualify the individual from working with children, youth or vulnerable populations if he or she sees fit.
6. All staff and volunteers interested in working with children or youth must ordinarily be at least five years older than the children or youth they will be supervising. This requirement may be waived at the discretion of the HCAF leadership team for a good cause.
7. When working with children or youth, all volunteers under the age of 18 **must** be supervised by an adult who is present with the underage volunteer.

Who May – And May Not – Work with Money

1. Any paid staff member or volunteer who has been convicted or charged with theft or other financial crime **may not** work with money except with the advance written permission of the Executive Director and the Board Treasurer.
2. No person under the age of 21 may handle cash without a paid staff member or volunteer over the age of 21 being present.

Volunteer Training

HCAF will endeavor to provide training for all volunteers and paid staff who work with children, youth, or other vulnerable populations regarding this policy and any other policy or procedures relevant to their work before they begin work. Training will be coordinated by the Camp Directors and Coordinators with oversight by the Executive Director and/or HCAF staff member.

General Staffing Procedures

1. HCAF will endeavor to staff all children's groups with at least three counselors at all times.
2. HCAF will endeavor to follow state childcare standards regarding the proper ratio of children to adults in all classrooms.
3. The interior of all classrooms and offices must remain visible from the outside at all times. This means that the door must be open when at all possible.
4. If a child needs to be accompanied to the restroom by a volunteer or paid staff member, the restroom door must remain open. If an infant/toddler needs a diaper change, at least two volunteers or paid staff members must be present in the room where the change is occurring.

Events Involving Children, Youth and Adults

Special care will be taken when children or youth participate in activities with adults. The staff and volunteers supervising these activities will work to comply with these policies and ensure that children or youth are not unsupervised and not alone with an individual adult.

Procedures and Priorities for an Incident that has Occurred

1. All federal, state and local laws and regulations regarding the reporting of possible child abuse will be complied with and paid staff and volunteers will cooperate fully with law enforcement.
2. When a paid staff worker or a volunteer suspects that abuse, theft, or other criminal violation is taking place or has taken place, he or she will first secure the safety of the child, youth or vulnerable person and then immediately report the incident to the

- Executive Director, and/or member of the camp leadership team, and fully cooperate with any subsequent investigation.
3. The Executive Director, or member of the camp leadership team will notify law enforcement and the parents/guardians of the affected individual if they confirm or suspect that an incident has indeed occurred.
 4. This policy also applies to any abuse or criminal violations that take place off-site and to which the HCAF staff, camp leadership, or Executive Director become aware.
 5. The Executive Director will be responsible for all news and media inquiries, notifying the insurance agency, and conferring with HCAF's legal counsel and will involve the HCAF Board of Directors and staff as needed.
 6. All involved paid staff and volunteers will complete an Incident Report which includes the following:
 - a. the name of the individual observing or receiving the disclosure of the abuse or theft, including the time, date and place of the observation or disclosure,
 - b. the alleged victims name, age and date of birth,
 - c. any statement made by the alleged victim,
 - d. the names of any other individuals perpetrating or witnessing the incident
 - d. a description of the incident observed or received by the paid staff member or volunteer,
 - e. whether the reporting individual contacted law enforcement or reported the incident to the Executive Director or member of the leadership team and the date, time and recipient of the report.
 - f. the Executive Director will certify that the incident was reported to law enforcement including date, time and law enforcement agency to whom the incident was reported. If the incident was not reported, the failure to report must be explained and signed by two of the following: HCAF staff, member of the leadership team directors, and Executive Director.

The Incident Report will remain confidential and kept in a locked filing cabinet or secure digital file for a period of ten years. The Incident Report may be disclosed to law enforcement, HCAF's legal counsel, HCAF's insurance company, the victim or the victim parent/legal guardian.
 8. All established incidents will be discreetly reported by the Executive Director to the HCAF Board of Directors.