

MID HUDSON VALLEY CAMP
VOLUNTEER MANUAL

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Dear Volunteers*,

Thank you so much for volunteering at the Mid-Hudson Valley Camp. Each summer, hundreds of campers come to the Marist Brothers Center at Esopus for a week of recreation and activities designed to meet their various physical, cognitive, social and emotional needs. We are proud to have you serve as one of the volunteers.

The fact that our camp is staffed solely by volunteers allows us to keep the cost of camp down for the families of our campers. Many of these families experience a number of hardships both financially and physically. This is alleviated by the fact that people like you give up their time and talents to serve those who are less fortunate than themselves.

This manual contains the policies and practices of the Mid-Hudson Valley Camp. You are expected to read and adhere to these policies and practices at all times while serving as a volunteer at the Mid-Hudson Valley camps, including on the buses to and from camp. If you have any questions after reading this manual, please contact your camp session director immediately. Due to the nature of working with special needs populations, in some instances questions will arise regarding certain practices and any changes to those practices will be verified by the Camp Session Director and require approval from a camper's parent or guardian. Volunteers will adhere to any such decisions.

Sincerely,

The Marist Brothers Center at Esopus Board of Directors

*For the purpose of this manual, volunteer refers to all who work at the Mid-Hudson Valley Camps, including, but not limited to staff, group leaders, counselors, kitchen crew, lifeguards, cooks, maintenance, etc.

Philosophy

The Marist Brothers Center at Esopus (MBCE/Mid-Hudson Valley Camp, Inc.) recognizes and affirms its responsibility for the Mission of the Roman Catholic Church. To further this Mission, the MBCE/Mid-Hudson Valley Camp, Inc. offers opportunities to meet the religious, spiritual, cultural and physical needs of youth. The purpose of the Mid-Hudson Valley Camp is to offer recreational services to campers regardless of disability, race, nationality, ethnic background, state or nation of residence, religion, sexual orientation, or gender.

- The Mid-Hudson Valley Camp is dedicated to serving diverse populations, while promoting the respect, equality, and equity of all in attendance.
- The Mid-Hudson Valley Camp is committed to serving the neediest of people, providing them with a safe environment of acceptance and respect.
- The Mid-Hudson Valley Camp caters to the needs of the campers, most of whom continue to return each year for a harmonious and fun week of friendship, laughter, and leisure.

- The Mid-Hudson Valley Camp offers the volunteers a week of fulfillment and opportunities to learn about humility and patience, thus unifying an atmosphere of respect, joy, and boundless love that has come to define the Mid-Hudson Valley Camp.

Volunteer Honor Code

1. I will dedicate myself solely to my camper(s) for the entire week of camp.
2. I will arrive on time for each activity of camp.
3. I will respect the staff and adhere to the policies and practices outlined in this manual.
4. I will dress in appropriate attire each day of camp.
5. I will refrain from using obscenities and inappropriate conversation during camp.
6. I will not discuss confidential medical and personal information regarding campers with those who are not privy to such information and use discretion when having private conversations in communal areas.
7. I will respect and maintain the dignity of all the campers and volunteers.
8. I will not leave the group setting or allow my camper to do so, when I am responsible for campers.
9. I will participate in all camp activities and encourage my camper(s) to do so, without forcing my camper to participate in activities that he/she does not wish to participate in.
10. I will act respectfully towards all campers, fellow camp volunteers, camp session directors, and executive director, regardless of race, nationality, ethnic background, religion, gender, sexual orientation, disability, or diet.
11. I will report any problems to the appropriate senior staff member immediately.
12. I will respect all the belongings of the campers, fellow volunteers and staff members.
13. I will respect the common areas of the property and house with regard to cleanliness and equipment.
14. I will refrain from the possession or use of alcohol or illegal drugs.
15. I will refrain from using tobacco products in the presence of campers and use it only in the designated area.
16. I will refrain from bringing and/or using any weapon while at camp.
17. I will respect all at camp by never engaging in the use of corporal punishment.

Volunteer Dos

Do bring a positive attitude.

Do bring personal toiletries.

DO consult the medical director if you are taking any prescription medication.

Do bring sheets and pillowcases or sleeping bag.

Do bring towels and bathing suits.

Do bring enough clothes for an ACTIVE week of camp.

- Shorts
- T-shirts
- Pants/ sweatshirts
- Pajamas
- Sneakers
- Flip flops/pool wear
- Your own prescription meds/sunscreen

Do make yourself open to new ideas and ways of dealing with different issues.

Do encourage your camper to participate.

Do participate in all camp activities with your camper.

Do realize that you are here for the campers and not yourself.

Do make sure you and your campers wear sunscreen and insect repellent when outside, with parent/guardian permission.

Do show up on time for everything!

Do make sure you clean up any area you are using.

Do check the bulletin board daily.

Do keep track of your camper's clothing items.

Do check the clothesline for your camper's towels/bathing suits.

Do be a role model for your camper.

Do be sure to keep yourself and camper hydrated by taking in plenty of water.

Do observe curfew set by camp session directors and get plenty of sleep at night.

Do have fun at Camp.

Volunteer Don'ts

Don't ever leave your camper alone.

Don't leave your camper's belongings around camp.

Don't ever accept a gratuity from a camper/parent.

Don't wear inappropriate things at camp.

- No bare midriffs/back
- No Low-cut shirts
- Shorts must be appropriate length
- Shirts must be worn at all times (unless at pool etc.)
- Bathing suits must provide appropriate coverage
- No clothing that advertises alcohol, drugs, tobacco products, sexual behavior, or includes cursing or obscene/inappropriate language

Don't use language that could be construed as demeaning or offensive.

Don't allow social activities to interfere with your volunteer duties. You are here for the campers.

Don't laugh at or encourage any camper's inappropriate behaviors.

Don't be afraid to ask for help or to ask questions.

Don't be afraid to report any behavior that makes you feel uncomfortable.

Don't disrespect campers or fellow volunteers.

Goals for Campers

- **Communication:** Campers will appropriately communicate their wants and needs to their peers and volunteers, using their primary form of communication (verbal language, sign language, gesture, facial expression, etc). Campers will have a greater sense of empowerment through their ability to communicate choices, opinions, and decisions.
 - Evidence of meeting communication goals: Campers will feel safe in communicating their wants and needs to those around them. Campers will practice making choices during daily activities.
 - Activities that develop communication: Expressing food preferences during meal times, singing songs and greeting others during morning meetings, choosing activities to participate in, making choices within activities, alerting volunteers to physical and emotional needs, and relating stories from their group's activities to other campers and volunteers.
 - Volunteer Expectations: Volunteers are expected to encourage campers to use an appropriate form of communication to express themselves and make choices during the activities listed above. Volunteers are expected to model appropriate forms of communication for all campers. If a volunteer feels that he/she cannot adequately communicate with a camper, he/she will notify the camp session director immediately.

- **Socialization:** Campers will use their primary form of communication to initiate and sustain social interactions with their peers and volunteers. Campers will respond positively to social interactions initiated by others during daily camp activities. Campers will emulate the social interactions modeled by their volunteers.
 - Evidence of meeting socialization goals: Campers will successfully participate with their peers in camp activities. Campers will develop friendships with their peers and volunteers.
 - Activities that develop socialization: Greetings in the dorm, awards at morning meetings, meal time chats, pool time, playroom, talent show, team activities in the gym, fields, and playgrounds, song and dance activities, nature walks, etc.
 - Volunteer Expectations: Volunteers will model appropriate social interactions both when interacting with campers and with each other. Volunteers will initiate and encourage social interactions among campers.

- **Recreation:** Campers will participate in a number of leisure activities that are appropriate to their developmental level, while also challenging them to engage in new experiences.
 - Evidence of meeting recreation goals: Campers participate in all activities. Campers report having fun during these activities.
 - Activities that develop recreation: Pool, gym, song and dance, paddle boats, biking, nature walks, arts and crafts, games, etc.
 - Volunteer Expectations: Volunteers will encourage campers to participate throughout the day, especially in activities that are novel to them.

- **Respect and Tolerance:** Campers will be accepting of one another's cultural, religious, racial, physical, and developmental differences. Campers will form friendships regardless of these differences.
 - Evidence of meeting respect and tolerance goals: Campers will participate in daily activities in heterogeneous groups.
 - Activities that develop respect and tolerance: "lessons" during morning meetings, whole camp activities, such as dances, carnivals, and camp fires, meal times.
 - Volunteer Expectations: Volunteers will model respect and tolerance through their relationships with one another and with campers. Volunteers will demonstrate acceptance of others, regardless of differences listed above. If an issue of intolerance arises, volunteers are expected to report the issue to session directors immediately.

- **Independence:** Specific to each camper's disability or developmental level, campers will participate in activities that afford them the opportunity to display higher levels of independence, with decreasing volunteer support.
 - Evidence of meeting Independence goals: Campers will demonstrate more willingness and greater ability to complete tasks independently.
 - Activities that develop independence: Dressing/Undressing, Eating meals, swimming, mobility, participation in sports and games, awards at morning meetings, talent show, camp fire, etc.
 - Volunteer Expectations: Volunteers are expected to support campers' needs while encouraging independence to the greatest extent possible. Volunteers are expected to provide extra time for campers to complete activities independently when appropriate.

Fire Safety Plan

The Fire alarm rings...

What are the responsibilities of volunteers?

- I.** To ensure the safety of the campers in their charge
- II.** To expedite their evacuation of the building through the nearest exit.
- III.** To escort them to the designated meeting area (Next to the garage)
- IV.** To always know the whereabouts of the other volunteers in their group

What are the responsibilities of the camp session directors?

If an obvious problem exists, to call 911

- V.** To notify the maintenance foreman of the alarm going off
- VI.** To take an accurate head count at the meeting area (next to the garage)
- VII.** To alert the Executive Director and the Fire Department if anyone is missing from the head count

What are the responsibilities of the Maintenance Foreman?

- VIII.** To respond to the fire panel and locate where the alarm was triggered
- IX.** To call 911 if necessary
- X.** To notify the rest of maintenance and the pool director of the alarm
- XI.** To meet the Fire Department and escort them to the site of the incident
- XII.** To notify the Executive Director of the issue

What are the responsibilities of the Maintenance Staff?

- XIII.** To receive the location of the alarm from the Foreman
- XIV.** To direct people away from the problem area and out their NEAREST exit
- XV.** To prevent re-entry to the building

What are the responsibilities of the Pool Director (If people are swimming or boating)?

- XVI.** To take an accurate attendance list of people at the pool (& pond)
- XVII.** To make sure the camp session directors are notified of the attendance
- XVIII.** To keep everyone at the pool until further notice

****The Fire (Drill) is over when all are accounted for****

Fire Prevention

- 1) All fires at camp are restricted to the fire pits under the supervision of maintenance personnel.
- 2) Smoking is restricted to the smoking area.
- 3) No candles or other open flames are permitted unless under direct supervision of a camp session director.

Safety Procedures at the Pool

Rules and Regulations to be followed:

1. No running in pool area
2. No diving
3. No pushing
4. No hanging on ropes
5. Before entering pool area, everyone must check-in with pool director.
6. Do not enter the water until pool director allows it.
7. All swimmers should use ladders or steps to enter and exit pool.
8. No jumping (except in deep end)
9. Deep end will only be open to those who have passed the deep end test.
10. Volunteers must accompany campers into the pool otherwise campers may not go into the pool.
11. Volunteers must supervise campers in the sprinkler park.
12. Make sure that all hearing aids, cochlear implants, and communication devices are not brought to the pool area.
13. 2 Quick Whistles: A lifeguard is trying to get someone's attention who is breaking one of the rules.
14. 3 Whistles: In complete silence, move to the side of the pool and find buddy.
 - Know how the buddy system works for each camp.
 - Each group must have a designated site by the pool edge, clearly separate from other groups.
11. Long Whistle: Emergency!
 - Move to the side of the pool and wait for instructions from lifeguards.
12. Do not bring whistles to the pool.
13. No food or drinks allowed in pool deck/area.

I. How to accomplish this:

- A. Strictly applying said rules
- B. Being a role model at all times to everyone; leading by example
- C. Cooperating with lifeguards to assist with the application of these rules

II. General Procedures during an Emergency where an ambulance is needed:

- a. Responsibilities fall solely on the WSI/Pool Director/Head Lifeguard
 - A. Making sure 911 is called
 - B. Notifying correct personal
 1. Medical staff
 2. Executive director
 3. Camp session directors
- b. A plan of action is executed specific to the type of emergency at the pool
 - A. Team work is essential
 - B. Practicing emergency rescues are essential

III. Pond Rules

- A. Paddle Boats

1. Lifeguard **MUST** be present.
 2. Lifejackets **MUST** be worn by **ALL** in the boat.
- B. Fishing
1. Lifeguard must be present.

IV Staff swimming/ boating

2. All staff swimming/boating must be done in the presence of a lifeguard with the permission of the WSI and the camp session director.

Medical Policies

Universal Precautions

- The use of latex gloves is mandatory for all sessions of the camp for all tasks regarding bodily fluids. Boxes of latex gloves are placed strategically about the camp for emergency use. Volunteers must alert the maintenance crew if bodily fluids have been spilled to ensure prompt cleaning. The use of Clorox and water for house cleaning is reinforced as well as the mandatory use for all house-cleaning tasks involving any bodily fluids.

Health Screening

- Each camper is screened the first day of camp. If volunteers observe any unusual findings, they will report them to the medical director. Notations are made of any unusual findings (marks, bruises, wounds, infections, etc.)
- Any medication, medical files, medical devices or other pertinent information found in a camper's luggage should be given to the camp session directors immediately.
- If a volunteer is experiencing any medical issues, he/she should report them to the medical director as soon as possible.
- After any time in a grassy or wooded area, volunteers should check themselves and their campers for ticks.

Medication

- The group leaders and volunteers are given a medication schedule for each camper on medication. It is the responsibility of the group leader and volunteers to have the camper at the infirmary for medication.
- Each camper has a medical file. Pertinent information will be provided and must be reviewed by the group leader and volunteers.

Emergency Medical Care Procedure

- When an accident occurs, the staff is instructed to keep one person with the injured camper and have another person get one of the medical staff and/or the Medical Director. All camp session directors, medical director, and EMTs will carry cell phones. Numbers will be listed throughout the property at strategic locations.
- The Medical Director or delegate activates 911 Emergency Services.
- Upon contacting the Medical Personnel, the staff member may contact 911.
 - If you do HAVE TO contact 911 yourself, the Camp address is 1455 Broadway (Route 9W), Esopus NY 12429
- After 911 is contacted, the Camp Director and Maintenance staff are alerted to meet the attending emergency vehicles and direct them to the appropriate location on the campgrounds.

Incident Reports

- When there is an unusual happening or injury to a camper, a report is submitted to the medical director and kept in the camper's file.

Dietary Issues

- Volunteers must be sure to be aware of all food allergies or other dietary issues/restrictions that their camper may have.
- You must be present at all meals with your camper to ensure these restrictions are followed.

Emergency Procedures

LOST CAMPER PLAN

- If, at any time a camper is discovered missing from his or her group, it is to be reported immediately to the session director and the Camp Director. Then additional staff/volunteers are called in to hasten the search of buildings, pool, and the immediate areas surrounding the building. Within fifteen minutes, if the camper is not found, the search is expanded to include the nearby wooded area, roads on the property and the riverfront area. Within an additional fifteen minutes, if the camper still has not been found, the camp director notifies the police and the parent, giving pertinent information concerning the camper that would aid in the search. Accordingly, the Medical Director supplies any important medical history or needs of the camper to the police.

LOST SWIMMER PLAN

- Since all of our swimming is done in our pool, it is not likely that a swimmer would be gone for too long. A visual scanning of the pool would indicate if it is empty or not. In the event that a swimmer is in some difficulty, the Water Safety Instructor or the next qualified lifeguard will take complete control of the situation. The pool area will be evacuated and the Esopus Rescue Squad will be called on a cell phone. If further treatment is warranted, the session director or medical director will provide a medical file, etc. to the rescue or hospital medical personnel. The session director makes a phone call to the parents or the legal guardian. (See Lost Camper Plan)

INTRUDER

- Whenever strangers are encountered on the property, they should be politely confronted and directed to the main office.
- If the Camp director deems the visitor dangerous and unwelcome, the visitor will be asked to leave immediately.
- If the visitor refuses, the State Police will be called by one of the camp administration from one of the various phones on the property.
- The caller will identify the camp by name and report to the Police that a trespasser is present on the property.
- All camp activities will cease and campers will remain in place with their groups until the police rectify the situation. Any campers in the immediate vicinity of the intruder will be moved to a location away from his/her presence until the police arrive.

Active Shooter:

- Run, assisting campers to move by the fastest means possible.

- Be aware of exits so you are able to quickly find the best escape route.
- If running is not an option, hide, hiding campers with you, out of the sight of the shooter.
- Block entry to your hiding spot, moving heavy furniture to block a door. Creating any resistance for a door to open is better than none to try to get the shooter to keep on moving.
- Silence any cell phones that are with you.
- Use text rather than calling to communicate with camp session directors.

Evacuation Plan:

In the event that evacuation is necessary, the Mulligan bus company will be called to evacuate everyone to the Esopus fire house. From the fire house, charter buses will be called to bring campers and volunteers back to where they had left from on Sunday.

Supervision of Campers

- Campers are NEVER to be left unsupervised.
- Group Leaders are responsible for maintaining the correct camper/volunteer ratios.
 - The group leader must know where volunteers and campers are at all times.
 - Volunteers should avoid being alone 1:1 with a camper in a private area.
 - If a camper under your supervision goes missing, you MUST tell your group leader or session director immediately.
 - If your group is in the gym, recreation hall, pool, etc. it is understood that you are to remain there supervising your group.
- Pool Supervision
 - Since the pool is a VERY active area, all volunteers are expected to be present at the pool with their group.
 - Volunteers should participate and supervise the activities that go on in the pool. This means actively participating IN the water when your camper is in the water.
 - If your camper needs to use the restroom, your group leader or the WSI/Lifeguards must be notified that you are leaving.
- Dorm Supervision
 - All volunteers MUST report to the dorm in the morning for camper rising.
 - No camper should ever be left unsupervised in the dorm.
 - It is extremely important for you to be on time to relieve anyone who may have had an overnight supervisory role in the dorm.
 - Volunteers must assist campers in preparing for the day and preparing for sleep in the evening to the extent necessary for each individual camper. Volunteers should check in with group leaders before leaving campers in the dorm for the night to ensure that no further assistance is required for the group.
 - Whenever campers are asleep, at least two volunteers will be assigned to sleep overnight in the dorm. These volunteers must remain awake to handle any issues that may arise during the course of the sleep period. Their responsibilities are listed below.

- **Overnight Responsibilities:**
 - Volunteers assigned to overnight duty are required to remain awake and in the dorms at all times. The focus of overnight duty is the supervision of campers. Safety is the priority.
 - Some of our campers will need assistance, either by being changed, or escorted to the bathroom. Some will just need the reassurance of a volunteer's presence in the dorm.
 - The first point of support if an issue arises are the senior volunteers who are assigned to the rooms inside each dorm. Volunteers should request their support for anything that happens during an overnight shift that requires extra support.
 - In the case of an emergency, the numbers of the directors and the medical staff are posted inside the dorm. Senior staff assigned to the rooms inside the dorms can also be sent as runners to acquire medical or director support.
 - A checklist of campers will be given to you. Names of the campers will be affixed to the beds/dressers to help with identification in the dark. At the beginning of your shift and frequently throughout night, walk around the dorm to ensure everyone is in his/her bed and no one is in need of assistance
 - In the morning, campers are not to leave until met by a counselor from their group. For the special camps, volunteers who worked the overnight shift must not leave until being checked out by a director and submitting the overnight log to a director.
 - You are expected to rejoin your group after lunch or rest period (depending on the camp). Volunteers may choose to have breakfast with the kitchen staff before going to sleep.

Behavior Management Policy

Mid-Hudson Valley Camp advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As staff members, we need to show the campers that we see the need for following the rules ourselves. Please do not contradict the established guidelines!

Corrective discipline must be a creative, caring effort on the part of the volunteer, and it must be seen as such by the camper. Always suggest positive alternatives to unacceptable behavior before it gets out of control.

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discuss the possible consequences of breaking any rule:
 - Quiet time
 - Restriction from activity
 - Restriction to adult supervision
 - Duties required to “right” a situation (For example, cleaning up materials thrown during a tantrum).

- Conference with director
 - Conference with parent/director
 - Removal from the camp
3. Enforce all rules at all times, without malice, and be consistent in application.
 4. Inform the camp director of all disciplinary measures.
 5. Never allow discipline to include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, physical exercise, restraint, washing out the mouth, or corporal punishment. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by minors or vulnerable adults.
 6. When problem behaviors are occurring frequently, camp session directors will conduct a periodic evaluation of the program/staff/camper groups to ensure that the camp environment is not contributing to behavior problems.

Policy for Maintaining Ethical Ministry with Minors (abbreviated)

See the full Maintaining Ethical Ministry Policy in Appendix B

Policy Statement

The Mid-Hudson Valley Camp will not tolerate any misconduct, abuse, or any inappropriate behavior toward any individual entrusted to the care of the Mid-Hudson Valley Camp. To assure that this standard is met, the Mid-Hudson Valley Camp, Inc. requires that all service personnel and outside organizations using the property be properly screened and trained about their responsibilities in this regard.

MBCE Screening

At the beginning of each summer camp session, all workers will have an in-service meeting. All volunteers and workers of the MBCE/Mid-Hudson Valley Camp, Inc. sign an expected Code of Conduct which outlines a statement of their responsibilities.

Screening of Camp Volunteers

Each year, there are over 500 volunteers who serve as group leaders, camp counselors and auxiliary staff as those terms are defined in the Mid-Hudson Valley Camp Safety plan. Many of them are present students or recent graduates from religiously oriented schools. Most (80%) have had experience at other camps and have come for a week or two each summer. The Camp Session Directors of each camp and the Personnel Director are responsible for the screening of group leaders, camp counselors and for choosing only those who appear qualified and trustworthy. The Personnel Director is responsible for screening auxiliary staff.

The Personnel Director sees to between 2 and 4 background checks depending on the session. Everyone who works at camp undergoes the New York State Sex Offender Registry Check. Everyone over 18 (or at 18 if they started working as a minor) undergoes a Criminal Background Check provided by First Advantage. The criminal check is valid for one year unless the staff member maintains their service uninterrupted. In which case, the original check stays valid until they end their service. If a counselor/staff member breaks the chain of one year, the criminal check is redone as if it were their first year of camp. For those camps where 20% or more are

developmentally disabled, two more checks are done. Those over 18 are submitted to the State Staff Exclusion List and, upon completion, to the State Central Registry.

Each year, the Camp Session Directors will review the list of applicants to their sessions and accept them for a new session based on their performance/recommendations. Auxiliary staff positions are similarly reviewed. All applicants who have previously worked at Mid-Hudson Valley Camp must have 3 recommendations, only one of which may be the previous year's evaluation. All new auxiliary staff and counselor applicants must have two recommendations and written permission from the Camp Session Director/Camp Recruiter to volunteer at camp.

Procedures

1. MBCE Employees, Volunteers and Staff

- a. Any employee, volunteer or staff member of the MBCE who has a reasonable suspicion that an individual has been abused, he or she should immediately report the situation to the Executive Director. The Executive Director will investigate the allegations through a panel(s) of professional consultants, and where there is evidence of abuse or misconduct, shall report the case to Child Protective Services or other appropriate agencies as required under the law.
- b. The Executive Director must take steps to protect the rights of all: the rights of the alleged victim to a full and fair investigation of all charges, and the right of the accused to a presumption of innocence until the matter is completely investigated. Until the evidence has been evaluated, the accused shall be removed from the premises.
- c. If the allegation is substantiated, the MBCE will assist the victim in obtaining counseling and other needed professional assistance. If the allegation is not substantiated, the MBCE will assist the accused person in dealing with the trauma, and as deemed appropriate, help the individual regain his or her good name. The MBCE will retain the appropriate professional assistance to help it fulfill all its responsibilities.

Section 1: Standards of Conduct for Ministry with Minors and Vulnerable Adults for MBCE/Mid-Hudson Valley Camp, Inc.

1. Prohibited Behaviors

- a. Using, possessing, or being under the influence of illegal drugs.

- b. Using, possessing, or being under the influence of alcohol while supervising or in the presence of minors or vulnerable adults.
- c. Providing or allowing minors to consume alcohol or illegal drugs.
- d. Swearing in the presence of minors and vulnerable adults.
- e. Speaking to minors or vulnerable adults in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- f. Discussing sexual activities with minors or vulnerable adults unless it is a specific job requirement and the staff member is trained to discuss these matters.
- g. Engaging in any sexually oriented conversations with minors or vulnerable adults unless the conversations are part of a legitimate lesson and discussion for teenagers regarding human sexuality issues. On such occasions, the lessons will convey to youth the Church's teachings on these topics. If youth have further questions not answered or addressed by their individual teachers they should be referred to their parents or guardians for clarification or counseling.
- h. Being nude in the presence of minors or vulnerable adults.
- i. Possessing and/or electronically sharing sexually oriented or morally inappropriate materials (magazines, cards, videos, films, texting, social media, clothing, etc.).
- j. Sleeping in the same beds, sleeping bags or small tents with minors or vulnerable adults.
- k. Engaging in sexual contact with minors or vulnerable adults. For the purposes of this policy, sexual contact is defined as vaginal intercourse, anal intercourse, oral intercourse or the touching of an erogenous zone of another (including but not limited to the thighs, genitals, buttocks, pubic region or chest) for the purpose of sexually arousing or gratifying either person.

2. Off-site events

- a. Staff Members are prohibited from transporting minors or vulnerable adults without written permission of their parent or guardian.
- b. Staff Members are prohibited from unnecessary and/or inappropriate physical contact with minors or vulnerable adults while in vehicles.
- c. Minors or vulnerable adults should be transported directly to their destination. No unplanned stops should be made.

- d. Staff Members are prohibited from having minors or vulnerable adults stay in their sleeping areas.
- e. Changing and showering facilities or arrangements for Staff Members must be separate from facilities or arrangements for minors or vulnerable adults.

3. Physical Contact

- a. Staff Members are prohibited from using physical discipline in any way for behavior management of minors or vulnerable adults. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by minors or vulnerable adults.
- b. Appropriate affection between Staff Members and minors constitutes a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples for Staff Members in ministry roles with minors and vulnerable adults:
 - Hugs.
 - Pats on the shoulder or back.
 - Hand-shakes.
 - “High-fives” and hand slapping.
 - Verbal praise.
 - Arms around shoulders.
 - Holding hands while walking with small children.
 - Sitting beside small children.
 - Kneeling or bending down for hugs with small children.
 - Holding hands during prayer.
 - Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).
- c. Some forms of physical affection have been used by adults to initiate inappropriate contact with minors or vulnerable adults. In order to maintain the safest possible environment for minors and vulnerable adults, the following are examples of affection that are **not** to be used by Staff Members in ministry roles with minors:
 - Inappropriate or lengthy embraces.
 - Kissing on the mouth.
 - Holding someone over four years old on the lap.
 - Touching buttocks, chests or genital areas.
 - Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
 - Sleeping in bed with a minor or vulnerable adult
 - Touching knees or legs of minors or vulnerable adults
 - Wrestling with minors or vulnerable adults

- Tickling minors or vulnerable adults
- Piggyback rides
- Any type of massage given by minor or vulnerable adults to adult.
- Any type of massage given by adult to minor or vulnerable adults.
- Any form of unwanted affection.
- Compliments that relate to physique or body development.

Due to the nature of working with individuals with special needs, in some instances questions will arise regarding the appropriateness of behaviors and will be verified by the Camp Session Director and require approval from the camper's parent/guardian. Counselors will adhere to those decisions.

4. Training for Staff Members who work with minors and vulnerable adults.

- a. Staff Members shall review these Policies and agree in writing to comply with this policy.
- b. Staff Members who work with minors or vulnerable adults must participate in training that addresses their role in protecting minors and vulnerable adults. This can be done at the institution where the Staff Member works as long as it meets the guidelines set forth in this policy.

5. Supervision of Programs that involve minors or vulnerable adults.

- a. Programs for minors or vulnerable adults must be supervised by at least two adults.
- b. The MBCE/Mid-Hudson Valley Camp, Inc. and its Board of Directors shall be aware of all programs for minors or vulnerable adults that are held on the property. A list of these programs shall be maintained in the central office and include activities, purpose, sponsors or coordinators of the programs, meeting times and locations. The MBCE/Mid-Hudson Valley Camp, Inc. and its Board of Directors shall examine these programs and consider whether there is adequate supervision.

Section 2: Reporting Procedures for Reporting Abuse of Minors or Vulnerable Adults

1. Any Staff Member shall report known or suspected current abuse of minors or vulnerable adults to civil authorities within 48 hours regardless of state mandatory reporting laws.
2. In addition to reporting to the civil authorities, Staff Members shall report any suspected or known abuse of minors or vulnerable adults that may have been perpetrated by Staff Members directly to The Executive Director of the MBCE/Mid-Hudson Valley Camp, Inc. Reports of suspected or known abuse may be made confidentially to any of the following:

- a. The Executive Director of the MBCE/Mid-Valley Camp, Inc.
 - b. The Personnel Director
 - c. The Camp Session Director
 - d. The Chair of the Members of the Corporation of the MBCE/Mid-Hudson Valley Camp, Inc.
3. An anonymous, specific and verifiable letter of concern may be sent to any of the above. Anonymous concerns will be investigated to the extent that is feasible based on known information.
 4. All new allegations of sexual abuse that may have been committed by a Staff Member shall be promptly reported to civil authorities in the jurisdiction in which the alleged incident occurred. Additionally, a parent or guardian of the alleged victim (when the victim is a minor or a vulnerable adult) will be contacted to inform them of the allegation.
 - a. Allegations of sexual abuse will be reported to civil authorities regardless of whether the person making the accusation is a minor or an adult at the time the allegation is received.
 - b. Allegations of sexual abuse will be reported to civil authorities regardless of whether the accused Staff Member is living or dead.
 - c. Allegations of sexual abuse will be reported to civil authorities regardless of whether the alleged victim's identity is known.
 - d. Allegations of sexual abuse will be reported to civil authorities regardless of whether the allegations are believed to be credible at the time they are received.
 5. If abuse of a minor or vulnerable adult is confirmed through investigation, civil authorities shall be re-contacted and a follow-up report will be submitted, if requested. If further investigation indicated the allegation is not credible, civil authorities will be contacted to provide the additional information.
 6. If the alleged victim is a minor or vulnerable adult at the time the allegation is received, his or her identity will be provided to civil authorities. If the alleged victim is an adult at the time the allegation is received and consents, his or her identity will be provided to the civil authorities. If the alleged victim is an adult at the time the allegation is received and does not consent to having his or her identity revealed, the alleged victim's identity will not be disclosed.
 7. Files of allegations will be created at the time the allegation is received and will contain information about how the allegation was handled.

8. The MBCE/Mid-Hudson Valley Camp, Inc. will cooperate fully with the investigation by civil authorities.

Internet Image Policy

This is important information regarding the availability of photographs, video, and related media with IMAGES OF CAMPERS on the web. This pertains to campers from all camps except Molloy Freshman Camp. Volunteers are not permitted to post photos or videos of campers from the Mid-Hudson Valley Camp in any type of online or social networks. These images are not permitted even if identifying information is not available. These images are also not permitted even if accounts are on a private setting.

We fully recognize that our volunteers share their images of campers with an attitude of joy and respect. However, it is impossible to monitor how internet users view and utilize such images. We do not have explicit permission from the campers and/or their families to make their photos available on the internet in this way. Please recognize, then, that YOU have a sincere and serious responsibility to protect their privacy.

We expect that volunteers will abide by this policy fully. If images of campers are found on the personal pages (e.g. Facebook account) of a volunteer, that volunteer will be notified and given 24 hours to remove the pictures. If the images remain posted, that volunteer will be refused acceptance to all camps permanently.

If you have any questions regarding the details of this policy, please do not hesitate to ask any of the camp session directors. We also respectfully request that you contact a camp session director if you see images of campers available on the web.

Photo policies:

- Photos and videos cannot be taken in the dorms by campers or volunteers.
- No photos or videos should be taken during any self-care routines (for example, changing clothes, bathroom, showers).
- Campers and volunteers should be appropriately dressed for all photos and videos.
- If a volunteer views an inappropriate photo or video that has been taken by a camper or other volunteer, the session director should be notified immediately.

A guideline for photo or video taking at camp is that all images should be something that could be shared with campers, camper families/guardians, and camp session directors.

Communications Policy

On Property

- All camp session directors, medical staff and maintenance have their phone numbers posted at strategic locations throughout the property. They can be contacted at any time using these numbers.
 - If ever you encounter a problem, always ASK FOR ASSISTANCE.

On a Trip

- Each trip has a designated ‘Trip Leader’ whose responsibility it is to contact the camp in the event of any emergency. The leader is also responsible for contacting any emergency services that may be required off-site.
 - Camp Phone Numbers
 - Main Office... 845-384-6620
 - Director’s Office... 845-384-6638
 - Medical Office... 845-384-6285

Communication with Parents/Guardians

- Volunteers should only communicate on the phone or in writing with a camper’s parents/guardians with approval from the camp session directors.

Communications with the Media

- All Staff are reminded that only the Executive Director may make statements to the Media. No one should ever speak to reporters without the permission of the Executive Director.

Equipment Usage

All Staff and Volunteers must be aware of the value of all pieces of equipment used at camp:

- Gym
 - All gym equipment must be used for its intended purposes.
 - All use of gym equipment must be done with the knowledge and permission of those in charge of the gym.
 - After all activities (including evening), the gym must be clear of any food/drink items that are left there. This is EVERYONE’S responsibility.
- Recreation Hall
 - Staff and volunteers are asked to respect all the equipment in the rec hall and should use each item for its intended purpose.

- Volunteers must clean up the recreation hall after night snack and/or activities.
- Arts & Crafts Room
 - Use of the Arts and Crafts room must be done under the supervision of the Arts and Crafts Personnel.
 - Any painting must be done on a covered table or covered floor.
 - Only water based paints may be used.
 - Clean up of the Arts and Crafts room is EVERYONE'S responsibility.
- Television Usage
 - Only People who know how to use the CAMP video system should attempt to do so.
 - Only videos/dvds that are PG rated or below may be shown at camp.
 - Camp televisions may not be moved without permission of the camp session director.
- Sound Equipment
 - Only people trained in the use of the sound equipment may use it.
- "House" Equipment
 - Beds, pillows, blankets, chairs, dressers, and benches should not be moved from their original placements.
- Pool Equipment
 - All pool toys must be used appropriately and put back after every session.
 - Emergency equipment is solely for that use.
 - Take care to bring all of your camper's belongings back from each pool trip.
 - Clean up of the pool area is EVERYONE'S responsibility.
- General Equipment
 - All power tools, regular tools, mowers, etc. are for use of the maintenance staff only.
- Handlift
 - No one should operate the wheelchair lift unless trained.
 - Keys are located beside each control box and must be inserted for the lift to work.
 - Wheelchairs must be locked in place after chair is on lift.
 - Volunteer should move to the 'receiving' end of the lift before moving the camper so as to insure they are present when the camper exits the lift.

Kitchen Policies

General

- Campers must remain outside the kitchen area at all times.
- The kitchen is generally off-limits during mealtimes. This is roughly 1 hour before and after each meal. (e.g. if lunch is at 12:00 PM, it's off limits 11:00 AM to 1:00 PM)
- Coffee/snacks are available in the dining room and should be gotten from and consumed there.
- If the kitchen is used after hours in any way: CLEAN utensils, WIPE tables, DISCARD trash. Do not use any kitchen equipment (i.e. oven).
- Any cooking activity (e.g. baking cookies etc...) must be done under the supervision of a cook and cleared ahead of time by the camp session director.

Refrigerator Use

- Volunteers are allowed to store perishables in the silver refrigerators in the front of the kitchen. These items are to be consumed outside of mealtimes unless the cooks and Session director have granted permission (such as for those with dietary restrictions).
- All perishable items will be discarded on Saturday Morning. Please remove/consume any items you wish to keep by then. Kindly refrain from leaving items 'for the next camp'. There's a very good chance that they will not use it.
- Volunteers are not permitted in the Camp refrigerators/freezers at anytime unless permitted by the cooks.
- The only place volunteers should access snacks are on the counter with the coffee in the dining room or on the silver counter on the left immediately upon entering the kitchen. No other food should be taken from the kitchen in the evenings.

Soda Machine

- The machine located in the scullery is for Volunteer use only. Campers must not be allowed to use it at any time.
- Soda and iced-tea should be consumed in the dining room. Cups are located next to the machine and should be discarded when done. Please DO NOT fill pitchers with soda or ice tea and bring them around the property. Pitchers are needed for meals and this increases the waste of soda.
- Soda should NOT be consumed in front of campers during mealtimes.

Meals

- The camp session directors set the schedule for meals.
- Staff members must be present for all meals with their campers.
- It is very important to be on time for all meals.
- The Staff should be an example to the campers by trying all of the food that is served, being neat and clean and putting utensils and trays back where they belong.
- Staff must be aware of the dietary restrictions and possible allergies of their campers.

- Staff must be aware that many campers may need assistance with eating and should therefore be ready to support them throughout the meal.

Personal Vehicles

- NO ONE MAY DRIVE TO CAMP WITHOUT PERMISSION FROM THE SESSION DIRECTOR. This includes those ‘getting a ride’ from someone else. The director needs to know how many busses to order and needs to have adequate supervision on those busses.
- For those who ARE PERMITTED to bring cars, all parking should be along the side of the boy’s dormitory. No parking in front of the wall please. Cars can get stuck in the mud.
- Camp Speed Limit: 15 MPH.
- If you are presently a junior or senior in high school, you are NOT to bring your car.
- Use of any personal vehicle for any reason during the week of camp must be approved by the session director.
- Campers may ONLY be transported in approved vehicles and never in a personal vehicle.

Golf Carts

- Restricted to camper transport only.
- Licensed drivers OVER 21 years of age may drive the carts, with permission from session directors.
- Cart passenger maximums should be adhered to at all times.
- Cart keys must be obtained from the camp session directors and should be returned immediately after use.
- Carts are restricted to paved surfaces only.

Bicycle Riding and Scooters

- All campers and volunteers must wear approved bicycle helmets while engaging in these activities.
- Campers may only engage in these activities under the direct supervision of a volunteer.
- Bicycles and scooters must be kept on the paved surfaces at all times.
- Volunteers should actively accompany their campers while engaging in these activities.

Laundry Policy

Washing machines in the dorm area are for camper laundry only. In case of emergency, the Session director will allow the Staff to use them for personal use. Staff members are asked to bring their own linens to camp.

Cell Phones

At special camps:

- Campers are strongly discouraged from bringing their cell phones to camp. However, if they do bring them, the expectation is that they are only to be used for emergency situations. If they need to call home, they can come to the directors' office and use their phones there, as we do not want campers on their cells during scheduled time.
- If a volunteer observes that a camper at a special camp has a cell phone, please alert a camp session director.

For all camps:

- Volunteers should never be using their cell phones for personal use while supervising campers.
- The session directors at each camp will provide further details regarding specific guidelines for cell phone use by volunteers and campers.
- Mid-Hudson Valley Camp cannot be held responsible for any loss or theft of phones or any other electronic equipment while at camp.

Tobacco Policy

ALL STAFF and VOLUNTEERS who do choose to use tobacco products are asked to confine this use to the area behind the gym and next to the Chapel. No other outdoor area may be used for this purpose.

- This policy includes cigars, cigarettes, pipes, e-cigarettes and all forms of chewing tobacco.
- Campers may never be present in this area.
- Those under the age of 18 may not smoke at any time.
- All tobacco products and lighters should be kept safely away from and out of the sight of campers at all times.

Wildlife Policies

Everyone must be aware that there are various forms of wildlife all around camp.

- Wildlife should not be disturbed in any way.

- All fish caught in the pond must be returned immediately.
- All doors should remain closed to prevent wildlife from entering the house.
- Any wildlife encountered in the house **MUST** be reported to the maintenance staff immediately. (This is especially true for bats/snakes/skunks)
- Personal pets must remain at home and not brought to camp.

Appendix A:
Sample Staff Evaluation

Counselor _____ Group Leader _____

1 = did not meet expectations	2 = met expectations	3 = exceeded expectations
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Punctuality and Time Spent with Group

	1	2	3	4	5
Arrived to the dorms on time	1	2	3	4	5
Stayed with the group throughout the entire activity	1	2	3	4	5
Supported campers through transitions					

Enthusiasm

	1	2	3	4	5
Participated in group activities	1	2	3	4	5
Encouraged campers to participate in group activities	1	2	3	4	5
Took initiative in engaging and interacting with campers					

Teamwork

	1	2	3	4	5
Worked well with other counselors	1	2	3	4	5
Took initiative to assist others when needed	1	2	3	4	5
Took direction from and communicated with group leaders	1	2	3	4	5

Reliability

	1	2	3	4	5
Responsive to the needs of all campers	1	2	3	4	5
Stayed with the group consistently	1	2	3	4	5
Was a team player	1	2	3	4	5

Rapport

	1	2	3	4	5
Built positive relationships with campers	1	2	3	4	5
Built positive relationships with staff	1	2	3	4	5

<p>Strengths:</p> 	<p>Areas for Improvement:</p>
------------------------------------------	------------------------------------------------------

- _____ I fully recommend this person to return to camp next summer.
- _____ I recommend this person to return to camp with reservations.
- _____ I do not recommend this person to return to camp.

Counselor's Signature: _____ Group Leaders' Signature: _____

Appendix B:**MBCE/Mid Hudson Valley Camp, Inc.****Policy for Maintaining Ethical Ministry with Minors and Vulnerable Adults*****Mission***

The Marist Brothers Center at Esopus (MBCE/Mid-Hudson Valley Camp, Inc.) recognizes and affirms its responsibility for the Mission of the Roman Catholic Church. To further this Mission, the MBCE/Mid-Hudson Valley Camp, Inc. offers opportunities to meet the religious, spiritual, cultural and physical needs of youth. The primary concern in carrying out this Mission is the welfare of the individuals entrusted to our care. In meeting this concern, we are assisted by our employees, many volunteers and the employees of outside organizations using our facilities. For the most part, all who use our facilities have done so according to the highest standards of responsibility. Unfortunately, in our work, we may observe children who have been victims of physical, emotional and/or sexual abuse. Likewise, there may be occasions when either our own employees or volunteers or the employees of outside organizations fail to meet the standard of care required in their positions or engage in intentional misconduct.

Because all who use its facilities participate in the Mission of the MBCE/Mid-Hudson Valley Camp, Inc., they are expected to conduct themselves in a manner that comports with that Mission. The following policy and procedures have been adopted by the MBCE Board of Directors to prevent injuries and to provide a course of action in the event of allegations of wrong doing.

Policy Statement

In keeping with this Mission, the Marist Brothers of USA operates a retreat house known as the MBCE/Mid-Hudson Valley Camp, Inc. to offer recreational and educational services to individuals regardless of race, nationality, ethnic background, state or nation of residence. While the MBCE/Mid-Hudson Valley Camp, Inc. directly operates some retreat programs and camps, other retreat programs as well as some camps are organized by outside groups. For all users, the MBCE/Mid-Hudson Valley Camp, Inc. provides use of the facilities, maintenance workers, food service and volunteers. For the Summer Camps, the MBCE assists in recruiting camp counselors, nurses, EMTs and lifeguards.

Because of the vulnerable nature of the participants (due to age, physical, intellectual or emotional condition) in various programs offered at its facilities, the MBCE/Mid-Hudson Valley Camp, Inc. requires the highest standards of conduct of all users of the facilities including its own employees, those of outside organizations, and of all volunteers who work in the programs. Therefore, the MBCE/Mid-Hudson Valley Camp, Inc. will not tolerate any misconduct, abuse, or any inappropriate behavior toward any individual entrusted to the care of the MBCE/Mid-Hudson Valley Camp, Inc. To assure that this standard is met, the MBCE/Mid-Hudson Valley Camp, Inc. requires that all service personnel and outside organizations using the property be properly screened and trained about their responsibilities in this regard.

MBCE Screening

All employees, volunteers and staff of the MBCE/Mid-Hudson Valley Camp, Inc. undergo criminal background checks at the time of hire. It is presumed that all organizations using the facility for short-term retreat sessions will have prepared their personnel and retreat directors beforehand. At the beginning of each summer camp session, all workers will have an in-service meeting. All volunteers and workers of the MBCE/Mid-Hudson Valley Camp, Inc. sign an expected Code of Conduct which outlines a statement of their responsibilities.

Screening of Camp Volunteers

Each year, there are over 500 volunteers who serve as group leaders, camp counselors and auxiliary staff as those terms are defined in the Mid-Hudson Valley Camp Safety plan. Many of them are present students or recent graduates from religiously oriented schools. Most (80%) have had experience at other camps and have come for a week or two each summer. The Camp Session Directors of each camp and the Personnel Director are responsible for the screening of group leaders, camp counselors and for choosing only those who appear qualified and trustworthy. The Personnel Director is responsible for screening auxiliary staff.

The Personnel Director sees to between 2 and 4 background checks depending on the session. Everyone who works at camp undergoes the New York State Sex Offender Registry Check. Everyone over 18 (or at 18 if they started working as a minor) undergoes a Criminal Background Check provided by First Advantage. The criminal check is valid for one year unless the staff member maintains their service uninterrupted. In this case, the original check stays valid until they end their service. If a counselor/staff member breaks the chain of one year, the criminal check is redone as if it were their first year of camp. For those camps where 20% or more are developmentally disabled, two more checks are done. Those over 18 are submitted to the State Staff Exclusion List and, upon completion, to the State Central Registry.

Each year, the Camp Session Directors will review the list of applicants to their sessions and accept them for a new session based on their performance/recommendations. Auxiliary staff positions are similarly reviewed. All applicants who have previously worked at Mid-Hudson Valley Camp must have 3 recommendations, only one of which may be the previous year's evaluation. All new auxiliary staff and counselor applicants must have two recommendations and written permission from the Camp Session Director/Camp Recruiter to volunteer at camp.

Procedures

2. MBCE Employees, Volunteers and Staff
 - a. Any employee, volunteer or staff member of the MBCE who has a reasonable suspicion that an individual has been abused, he or she should immediately report the situation to the Executive Director. The Executive Director will investigate the allegations through a panel(s) of professional consultants, and where there is evidence of abuse or misconduct, shall report the case to Child Protective Services or other appropriate agencies as required under the law.

- b. The Executive Director must take steps to protect the rights of all: the rights of the alleged victim to a full and fair investigation of all charges, and the right of the accused to a presumption of innocence until the matter is completely investigated. Until the evidence has been evaluated, the accused shall be removed from the premises.
 - c. If the allegation is substantiated, the MBCE will assist the victim in obtaining counseling and other needed professional assistance. If the allegation is not substantiated, the MBCE will assist the accused person in dealing with the trauma, and as deemed appropriate, help the individual regain his or her good name. The MBCE will retain the appropriate professional assistance to help it fulfill all its responsibilities.
3. Agents of Sponsoring Organizations
- a. In the event that an allegation is made about an agent of a sponsoring organization, the Executive Director of the MBCE must be informed. The person who has been accused must be removed from the premises immediately. The MBCE expects the sponsoring organization to conduct a full and appropriate investigation. The result of the investigation must be reported to the Executive Director.

The Undersigned, _____, as the authorized agent of _____, hereby states:

That, I have read the foregoing Policy and Procedures, and agree that as the user of the MBCE, we will comply with the policies and procedures above stated. We will carefully screen our volunteers and all workers, and will hold harmless and indemnify the MBCE for all claims due to _____ organizations failure to meet its responsibilities due to its agents' acts or failure to act.

[Sponsoring Organization]

BY:
Title:
Authorized Agent

Section 1: Standards of Conduct for Ministry with Minors and Vulnerable Adults for MBCE/Mid-Hudson Valley Camp, Inc.

1. Prohibited Behaviors

- l. Using, possessing, or being under the influence of illegal drugs.
- m. Using, possessing, or being under the influence of alcohol while supervising or in the presence of minors or vulnerable adults.
- n. Providing or allowing minors to consume alcohol or illegal drugs.
- o. Swearing in the presence of minors and vulnerable adults.
- p. Speaking to minors or vulnerable adults in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- q. Discussing sexual activities with minors or vulnerable adults unless it is a specific job requirement and the staff member is trained to discuss these matters.
- r. Engaging in any sexually oriented conversations with minors or vulnerable adults unless the conversations are part of a legitimate lesson and discussion for teenagers regarding human sexuality issues. On such occasions, the lessons will convey to youth the Church's teachings on these topics. If youth have further questions not answered or addressed by their individual teachers they should be referred to their parents or guardians for clarification or counseling.
- s. Being nude in the presence of minors or vulnerable adults.
- t. Possessing and/or electronically sharing sexually oriented or morally inappropriate materials (magazines, cards, videos, films, texting, social media, clothing, etc.).
- u. Sleeping in the same beds, sleeping bags or small tents with minors or vulnerable adults.
- v. Engaging in sexual contact with minors or vulnerable adults. For the purposes of this policy, sexual contact is defined as vaginal intercourse, anal intercourse, oral intercourse or the touching of an erogenous zone of another (including but not limited to the thighs, genitals, buttocks, pubic region or chest) for the purpose of sexually arousing or gratifying either person.

2. Off-site events

- f. Staff Members are prohibited from transporting minors or vulnerable adults without written permission of their parent or guardian.

- g. Staff Members are prohibited from unnecessary and/or inappropriate physical contact with minors or vulnerable adults while in vehicles.
- h. Minors or vulnerable adults should be transported directly to their destination. No unplanned stops should be made.
- i. Staff Members are prohibited from having minors or vulnerable adults stay in their sleeping areas.
- j. Changing and showering facilities or arrangements for Staff Members must be separate from facilities or arrangements for minors or vulnerable adults.

3. Physical Contact

- d. Staff Members are prohibited from using physical discipline in any way for behavior management of minors or vulnerable adults. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by minors or vulnerable adults.
- e. Appropriate affection between Staff Members and minors and vulnerable adults constitutes a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples for Staff Members in ministry roles with minors and vulnerable adults:
 - Hugs.
 - Pats on the shoulder or back.
 - Hand-shakes.
 - “High-fives” and hand slapping.
 - Verbal praise.
 - Arms around shoulders.
 - Holding hands while walking with small children.
 - Sitting beside small children.
 - Kneeling or bending down for hugs with small children.
 - Holding hands during prayer.
 - Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).
- f. Some forms of physical affection have been used by adults to initiate inappropriate contact with minors or vulnerable adults. In order to maintain the safest possible environment for minors and vulnerable adults, the following are examples of affection that are **not** to be used by Staff Members in ministry roles with minors:
 - Inappropriate or lengthy embraces.
 - Kissing on the mouth.

- Holding someone over four years old on the lap.
- Touching buttocks, chests or genital areas.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Sleeping in bed with a minor or vulnerable adult
- Touching knees or legs of minors or vulnerable adults
- Wrestling with minors or vulnerable adults
- Tickling minors or vulnerable adults
- Piggyback rides
- Any type of massage given by minor or vulnerable adult to adult.
- Any type of massage given by adult to minor or vulnerable adult.
- Any form of unwanted affection.
- Compliments that relate to physique or body development.

Due to the nature of working with individuals with special needs, in some instances questions will arise regarding the appropriateness of behaviors and will be verified by the Camp Session Director and require approval from the camper's parent/guardian. Counselors will adhere to those decisions.

4. Training for Staff Members who work with minors and vulnerable adults.

- c. Staff Members shall review these Policies and agree in writing to comply with this policy.
- d. Staff Members who work with minors or vulnerable adults must participate in training that addresses their role in protecting minors and vulnerable adults. This can be done at the institution where the Staff Member works as long as it meets the guidelines set forth in this policy.

5. Supervision of Programs that involve minors and vulnerable adults.

- c. Programs for minors and vulnerable adults must be supervised by at least two adults.
- d. The MBCE/Mid-Hudson Valley Camp, Inc. and its Board of Directors shall be aware of all programs for minors or vulnerable adults that are held on the property. A list of these programs shall be maintained in the central office and include activities, purpose, sponsors or coordinators of the programs, meeting times and locations. The MBCE/Mid-Hudson Valley Camp, Inc. and its Board of Directors shall examine these programs and consider whether there is adequate supervision.

Section 2: Reporting Procedures for Reporting Abuse of Minors or Vulnerable Adults

9. Any Staff Member shall report known or suspected current abuse of minors or vulnerable adults to civil authorities within 48 hours regardless of state mandatory reporting laws.
10. In addition to reporting to the civil authorities, Staff Members shall report any suspected or known abuse of minors or vulnerable adults that may have been perpetrated by Staff Members directly to The Executive Director of the MBCE/Mid-Hudson Valley Camp, Inc. Reports of suspected or known abuse may be made confidentially to any of the following:
 - e. The Executive Director of the MBCE/Mid-Valley Camp, Inc.
 - f. The Personnel Director
 - g. The Camp Session Director
 - h. The Chair of the Members of the Corporation of the MBCE/Mid-Hudson Valley Camp, Inc.
11. An anonymous, specific and verifiable letter of concern may be sent to any of the above. Anonymous concerns will be investigated to the extent that is feasible based on known information.
12. All new allegations of sexual abuse that may have been committed by a Staff Member shall be promptly reported to civil authorities in the jurisdiction in which the alleged incident occurred. Additionally, a parent or guardian of the alleged victim (when the victim is a minor or a vulnerable adult) will be contacted to inform them of the allegation.
 - e. Allegations of sexual abuse will be reported to civil authorities regardless of whether the person making the accusation is a minor or an adult at the time the allegation is received.
 - f. Allegations of sexual abuse will be reported to civil authorities regardless of whether the accused Staff Member is living or dead.
 - g. Allegations of sexual abuse will be reported to civil authorities regardless of whether the alleged victim's identity is known.
 - h. Allegations of sexual abuse will be reported to civil authorities regardless of whether the allegations are believed to be credible at the time they are received.
13. If abuse of a minor or vulnerable adult is confirmed through investigation, civil authorities shall be re-contacted and a follow-up report will be submitted, if requested. If further investigation indicated the allegation is not credible, civil authorities will be contacted to provide the additional information.
14. If the alleged victim is a minor or vulnerable adult at the time the allegation is received, his or her identity will be provided to civil authorities. If the alleged victim is an adult at the

time the allegation is received and consents, his or her identity will be provided to the civil authorities. If the alleged victim is an adult at the time the allegation is received and does not consent to having his or her identity revealed, the alleged victim's identity will not be disclosed.

15. Files of allegations will be created at the time the allegation is received and will contain information about how the allegation was handled.
16. The MBCE/Mid-Hudson Valley Camp, Inc. will cooperate fully with the investigation by civil authorities.

Section 3: Responding to Incidents and Allegations of Sexual Abuse by Employees of the MBCE/Mid-Hudson Valley Camp, Inc.

Allegations of sexual abuse may come from a variety of sources, including alleged victims or their family members, diocesan offices, a colleague in the workplace or from an alleged perpetrator.

Because each case is distinct, the following is a general outline of the response system for allegations of abuse but is not a procedure that is to be followed in the same way for each unique case. The process is to be modified according to the nature of the allegation, the needs of the alleged victim and the circumstances of the accused Staff Member. In every case, the MBCE/Mid-Hudson Valley Camp, Inc. commits itself to dealing pastorally with, and protecting the rights of, all those involved.

A. Initial Response

1. The Executive Director of the MBCE/Mid-Hudson Valley Camp, Inc. shall receive allegations of sexual abuse and coordinate assistance to anyone who brings an allegation of abuse by a Staff Member. He/She should also contact the Personnel Director and the Chair of the Members of the Corporation of the MBCE/Mid-Hudson Valley Camp, Inc.
2. When an allegation of abuse is first received, the Executive Director, together with the Personnel Director and Camp Session Directors, shall attempt to gather sufficient information to complete a preliminary report. The information would include the following:
 - a. Name of the alleged victim;
 - b. Age of alleged victim;
 - c. Address and phone number of alleged victim;

- d. Name of alleged perpetrator;
 - e. Approximate dates of alleged abuse;
 - f. Nature, type and location of alleged abuse;
 - g. Any additional relevant details.
3. Upon receipt of an allegation of sexual abuse of a minor, the Executive Director will promptly follow the reporting procedures and report the allegation to civil authorities (see Reporting Procedures under section 2).
 4. The MBCE/Mid-Hudson Valley Camp, Inc. and its agents will cooperate fully with any investigation by civil authorities.
 5. The Executive Director will offer to meet with the alleged victim if he or she so desires. The Executive Director will maintain a compassionate and pastoral manner regardless of the demeanor of the alleged victim, recognizing that the experience of abuse and difficulty of coming forward may bring out strong emotions during the disclosure process.
 6. An Assistance Coordinator may be assigned to assist with the immediate and ongoing needs of individuals who have experienced abuse and their families.
 7. If the accused is a Member of the Marist Brothers of the Schools, a Religious Institute in the Roman Catholic Church which founded the Mid-Hudson Valley Camp and the Marist Retreat House, the Member will be bound by the document of the American Province of the Marist Brothers of the Schools entitled "Policies for Maintaining Ethical Ministry with Minors." In that event, all procedures based on that document, both civil and canonical, will be followed.
8. Internal Investigation
1. During investigations by civil authorities or by the MBCE/Mid-Hudson Valley Camp, Inc., the Staff Member who is the subject of the investigation will be immediately removed from ministry responsibilities and duties.
 2. The Executive Director will designate an Investigator to independently gather information regarding the allegations. In the cases of verified or undisputed allegations, an investigation will be conducted to identify any other potential victims.
 3. Should a Staff Member be found guilty of sexual misconduct, the MBCE/Mid-Hudson Valley Camp, Inc. will provide for the pastoral care of the victim and the victim's family.
 4. Should an allegation be unsubstantiated, the MBCE/Mid-Hudson Valley Camp, Inc. will reinstate the accused Staff Member to ministry and will work toward the restitution of his/her good name.

5. The internal investigations will be documented. Documentation of any investigation will be stored in the office of MBCE/Mid-Hudson Valley Camp, Inc.
6. The Executive Director will usually assign an Investigator to review the allegations, question the parties involved, and act as the representative of the MBCE/Mid-Hudson Valley Camp, Inc.
 - a. The Investigator will advise any parties that he/she represents the MBCE/Mid-Hudson Valley Camp, Inc. and that conversations with the Investigator are not subject to any attorney/client privilege.
 - b. The Investigator will advise the parties that, although pastoral care is available, the Investigator will not be the one to provide that care.
 - c. The Investigator, who shall obtain statements from the parties and witnesses, will keep the Executive Director informed regarding the status of the investigation.

Section 4: Accusations Against an Agent of a Sponsoring Organization

1. In the event that an allegation is made about an agent of a sponsoring organization, the Executive Director of the MBCE/Mid-Hudson Valley Camp, Inc. must be informed. The person who has been accused must be removed from the premises immediately. The MBCE/Mid-Hudson Valley Camp, Inc. expects the sponsoring organization to conduct a full and appropriate investigation. The result of the investigation must be reported to the Executive Director of the MBCE/Mid-Hudson Valley Camp, Inc.