

**CAMP CALVIN CHILD PROTECTION POLICY**  
(Policies and Procedures for Preventing Abusive Behavior and for Reporting Allegations)

**Introduction**

We believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life.

God's covenant calls for both mercy and justice, grace and accountability. To live in covenant relationship with God and with one another is to know the shalom of health and wholeness. A broken covenant brings the destructive consequences of sin. We are all sinners, but forgiveness and redemption are offered to all people through Christ. Where repentance and faith are at work, the healing power of God can transform attitudes and behavior.

We believe in justice for all persons. Because it is an abuse of power and trust, sexual misconduct is unjust. Scripture asserts that religious leadership involves a covenant relationship that presumes the trustworthy exercise of power on behalf of those in our care. A betrayal of trust is more than just a personal tragedy for the victim; it reflects a tragic breakdown in the character of the abuser that seriously threatens both those immediately affected and the overall ministry of Camp Calvin. We have responsibility for one another at Camp Calvin. The Camp Calvin Board understands that the well-being of those abused or those guilty of abuse is never served by overlooking an abuse of power and trust. Abusive behavior is wrong, and charges of misconduct must be dealt with swiftly, fairly and with compassion for both the accused and the accusers.

We assume the best of all persons. However, where abusive behavior or allegations of such misconduct occur, the following policy will guide the Camp Calvin Board and The Camp Director.

**I. Policy Statement**

Abusive behavior is a violation of the principles set forth in Scripture and is never permissible. Abusive behavior will not be tolerated at Camp Calvin. It is the policy of the Camp Calvin Board that all volunteers involved in Camp Calvin's ministry behave responsibly and maintain the integrity of this ministry at all times. Further, it is the policy of the Camp Calvin Board that charges of abusive behavior will be treated with the seriousness they deserve and will be dealt with swiftly and fairly for the benefit of all parties concerned.

**II. Definitions**

Every kind of abusive behavior is unacceptable at Camp Calvin. We recognize these forms of abusive behavior.

**A. Abusive Sexual Behavior**

1. Sexual harassment: any verbal statement of physical sexual advance that is known, or ought reasonably to be known, to be unwelcomed and offensive to another person and which has the effect of unreasonably interfering with a person's work performance by creating an intimidating, threatening, hostile environment at work, in committees or in other areas of serving God through the work of Camp Calvin. Sexual harassment includes such things as unwelcome sexual jokes, requests of sexual favors, unwelcome touching, or display of sexual images that insult, degrade, or exploit men or women.
2. Sexual misconduct or malfeasance: arises from broken trust resulting in sexual physical contact within a volunteer or professional relationship.
3. Child sexual abuse: any sexual contact or inappropriate verbal or physical sexual interaction between an adult and a child under 18 years of age.
4. Sexual abuse: rape or sexual contact by force, threat, or intimidation.

**B. Abusive Emotional Behavior**

1. Emotionally abusive behavior includes causing fear by intimidation, threatening physical harm to self or others, or threatening to destroy another's property. (summary of US Department of Justice definition)
2. Emotionally abusive behavior involves the systematic diminishment of another person through rejecting, degrading, terrorizing, or bullying them. As such it includes insults and put-downs. (summary of description from Health Canada)

**C. Abusive Physical Behavior** (definition taken from medterms.com)

1. Physical child abuse is physical injury inflicted upon the child with cruel and/or malicious intent.
2. Physical abuse can be the result of punching, beating, kicking, biting, burning, shaking, or otherwise harming a child physically.

**III. Compliance and Prevention**

Several procedures are in place to ensure compliance and encourage prevention.

All volunteers having contact with children under the age of 18 years of age as part of Camp Calvin's ministry are required to sign a written agreement indicating they have received a copy of the Child Protection Policy and will abide by its terms. The Camp Director will keep this acknowledgement on record.

Adult volunteers will fill out and sign State of Wisconsin Department of Health and Human Services form HFS-64, "Background Information Disclosure."

Anyone who will have contact with children under 18 years of age as part of their volunteer position will be subject to screening and reference checks prior to assuming his/her duties to determine whether there has been any reported abusive behavior. Applicants will be informed immediately of negative comments having to do with abusive behavior and will be given an opportunity to submit additional references or to give other evidence to correct or respond to harmful information obtained from a reference.

Volunteers in positions of trust with young persons will be trained and supervised.

As deemed necessary, the volunteer understands that a screening process may include, but is not limited to the following: a personal interview, a reference check, a criminal background check, and a check of the National Sex Offender Registry.

Camp Calvin Board members and volunteer staff will be informed of Camp Calvin's standards of conduct and procedures for reporting accusations of abusive behavior.

#### **IV. Reporting and Responding to Allegations of Inappropriate Sexual Behavior**

A complaint or allegation of any abusive behavior, as defined in Part II above, shall be made in writing to the Director of Camp Calvin. In the event the Director is unavailable or is the subject of the complaint, the complaint shall be given to the associate director of Camp Calvin. The person receiving the complaint immediately shall so inform the Camp Calvin Board President who will then inform the camp's insurance company legal counsel and then, if it is deemed appropriate by the Director and Board President, the appropriate authority at the Sheriff's Department or the Waukesha County Department of Health and Human Services. (Or, in the event that Camp Calvin is not held in Waukesha County, report shall be made to the Sheriff's Department and the Department of Health and Human Services of the County where Camp Calvin is held). The Camp Calvin Board President shall also inform the Board that he has taken these required steps.

#### **Responding to Allegations of Abuse**

1. All allegations need to be taken seriously. Investigate the allegations as may be necessary.
2. Situations must be handled forthrightly, without conflicts of interest, and with due respect for people's privacy and confidentiality.
3. Immediately contact the insurance carrier.
4. Give full cooperation to civil authorities under the guidance of your attorney.
5. Adequate care must be shown for the well-being of claimants
6. The claimant should not be held responsible in any way unless it is determined that the allegation is false.

### **Create A Response Plan**

1. Maintain adequate records of volunteers' applications, references, and screening forms.
2. Spokespersons shall be the Camp Director or the Camp Calvin Board President.
3. Know the state's reporting obligations regarding which behaviors should be reported, and which persons are mandated to report suspected abuse.
4. Use a reporting procedure.
5. Prepare a position statement for public use regarding abusive behavior. This statement should include your policies and established safeguards. This can be released if an allegation of abuse occurs
6. Do not engage in denial, minimization, or blame.
7. Use an attorney
8. Don't be accusatory in a public interview.
9. Work closely with your insurance company.

### **If an Allegation Occurs**

1. Document all your efforts at handling the incident
2. Report the incident immediately to your insurance company. Do not try to handle this without professional outside assistance.
3. Contact proper civil authorities following the guidance of your insurance company and attorney.
4. Notify the parents as soon as possible.
5. Do not confront the accused until the safety of the claimant is secured.
6. Do not prejudge the situation, but take the allegations seriously and reach out to the claimant and the claimant's family.
7. Treat the accused with dignity and support. If that person is a Camp Calvin Volunteer that person should be relieved temporarily of his or her duties until the investigation is finished.