



**Leaders Manual, Staff Agreement
& Code of Behaviour for**



**Teapot Valley Christian Camp
Kids Camps**

April 2018 Edition

Teapot Valley Christian Camp – Leaders Manual updated April 2018

Welcome to the Christian Camping New Zealand (CCNZ) Leaders Manual, where you will find all the basics you will need to know about how to be a leader at our camps. The role of a leader at a Kids Camp is vitally important to the success of camp and it is a huge responsibility. A CCNZ leader requires particular skills, attitudes and knowledge.

We understand that every camp is a little bit different, so there will be some specifics that you will need to know about for your camp. You will find a place for those notes at the back of this manual. You will also learn heaps more by just getting into it and working alongside some of our experienced leaders.

What we aim to achieve in CCNZ Kids Camps

Introduce campers to Jesus Christ.

Help campers to understand the life Christ can offer.

Show campers what Jesus with skin on looks like, and what it is to be loved unconditionally.

Demonstrate what being a Christian is.

Provide a positive experience for all around you.

Help campers to grow physically, socially and spiritually.

Prepare campers to go home with a new attitude and outlook.

Help campers and leaders to realise God created them uniquely and He has a purpose for them.

Help campers learn how to use their talents for Him.

Encourage leaders and campers to grow in their faith.

Roles and Responsibilities

Leader in Training (LIT)

The aim of an LIT is to support leaders and camp staff, while having exposure to lots of areas of camp.

LIT's should have a cabin/team of campers to relate with when they are not busy doing other duties. They are not responsible for dealing with behaviour nor should they be left in sole responsibility of campers.

Note: As an LIT not all of this manual will seem relevant, although in time it will become important and helpful for you to understand the bigger picture.

Junior Leader (JL)

The aim of the JL is to get hands on experience working with campers, learning from senior more experienced leaders, while also better understanding their relationship with God. They will continue to learn how to be a more competent leader as they begin to step up in some areas.

Senior Leader (SL)

The aim of the SL is to support staff by taking senior roles and responsibility, while actively looking to train and input into the younger leaders. They are to help train up the JL by working alongside them, encouraging them and leading by example.

Not everything you need to know will be in this manual. Whether it during meals, duties, cabin studies or at nighttime you will need to think outside of the box, be creative, caring, fun but firm and consistent with your campers.

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Keep in mind that the campers really look up to you, it is really important that you be the best example you can be keeping your language, manners and conversation at a high standard.

Health and Safety

There are certain areas that are out of bounds to both leaders and campers. It is very important that you abide by these rules to keep both yourself and your campers safe. Remember that you are leading by example.

If you come across anything that you think might be a safety hazard, it is your duty to mention it a staff member. As a leader, your positive role modeling of how to use equipment and play games safely will avoid senseless incidents. Please remember this in all you do.

Sexual Harassment

Sexual Harassment is defined as any form of physical advance towards someone else that is unwelcome. It is something that cannot be tolerated at all, whether it is joking or innuendos, physical contact, implied or overt threats, or demanding sexual favours. If you are concerned about anything, please let the leader of the camp know immediately.

Safe Touch

This is an important area that all leaders need to understand in relation to dealing with their campers. In making physical contact with children, leaders and adults should be guided by the principle that they will do so solely in order to meet the child's physical or emotional needs. Touching should not be initiated to gratify adult needs. Children should not be asked to take care of adult needs, physical or otherwise. If a child initiates physical contact in the seeking of affection, reassurance or comfort it is appropriate to respond in a manner suitable for that child's developmental stage and needs. It is not appropriate to force any form of unwanted affection or touching on a child.

Appropriate Touch:

Side hugs – shoulder-to-shoulder, pats on the back or high-fives, verbal praise, touching hands, shoulders and arms, holding hands (with younger campers in escorting situations).

Things to be careful about:

Arms around shoulders, wrestling or tickling, applying sunscreen to campers, holding hands, sitting on knees, compliments that relate to physique or body development.

Inappropriate Touch:

Full Frontal hugs, kissing, touching knees or legs, shoulder rides. A good rule to keep is, if the swimming togs cover it, you shouldn't!

Watch yourself during physical games, as the campers are younger and smaller than you. Size can be intimidating even without any physical contact. Respect others space at all times. It is also important to give equal attention to all campers in your care.

Please remember that safe touching is not only between leader/camper, but leader/leader as well. You are a role model and your attitudes and behaviour set the tone for camp, the good and the bad!

Relationships

We do not encourage campers to have relationships during camp. Leaders are not permitted to pursue a romantic relationship with anyone while at camp. Open displays of affection between unmarried leaders or adults are not permitted during camp. You are not under any circumstances to encourage advances from a camper.

Child Protection

It is really important to abide by the 'Rule of 3', which says that an authority figure that is not a child will never be alone with a child, but will either have another non-child present or another child present to maintain the rule of three. For example, one leader with two children or two leaders with one child are both acceptable ratios. During camp you must adhere to this at all times.

While campers are on camp, we are responsible for the care and protection of them 24/7. As a leader it is your responsibility to know where your campers are and who is supervising them at all times. This will include regular checks and head counts. If you lose a camper, while keeping the rest of your campers in one place, make sure to let the Camp Coordinator know ASAP so the right procedures can be followed.

Staff will act on all allegations of abuse and all situations that raise concern about the safety of a child by doing the following:

All accusations must be taken seriously; this is why we have policies around safety with campers and the importance of following them.

- If a camper tells you anything about their home or camp life that puts them or someone else in danger, (e.g. abuse, eating disorders, suicidal tendencies) it is your responsibility to pass it on to the Camp Coordinator/Manager.
- Assume the person is telling the truth. Do not have them tell the story several times, especially to different people. The person should be protected and made to feel safe.
- Once you have passed the problem on, continue to support the child, but it is no longer your problem to talk about it, to them or anyone else.
- If abuse is suspected or a child discloses abuse, staff will record incidents, observations or what the child says.
- No staff member should act alone but will advise the supervisor, programme co-ordinator and/or Manager of suspicions. However, staff have the right to report suspected abuse directly to Child Youth and Family or the Police if they feel the child's immediate safety is threatened. (Section 15 CYP&F Act)
- The Programme Co-Ordinator in conjunction with the Manager will take responsibility to seek advice from Child, Youth and Family or the Police and ascertain what steps should be taken.
- The wellbeing and safety of the child will be the primary concern when any decision or action is taken regarding suspected abuse. Staff and Management do not need parents/caregivers permission to report suspected abuse to the Police or Child Youth and Family.

Emergency Procedures

Fire

If you discover a fire:

- Remove yourself and your campers from the area immediately and raise the alarm. Do not attempt to put the fire out yourself.
- If it has not already been done, activate the nearest fire alarm.
- Move your campers quickly and calmly out of the building using the closest emergency exit.

If you hear the fire alarm, you need to:

- As soon as possible move to the emergency assembly point.
- Do not short cut through buildings.
- Double check that all of your campers and co-leaders are with you.
- If someone is missing, do not under any circumstances go looking for them, tell the nearest camp staff member.
- Remain supervising your campers until you are given further instructions.

First Aid/Illness

When a camper needs first aid, please take them to see the Camp Mum/Nurse/First Aider. They will have access to the first aid box/room and will help with whatever you need.

If you have taken a child for first aid who is **not** from your cabin, you **must** let their leader/s know as soon as possible so that they can take over for you and you can return to your own campers.

Sickness and injury require attention. If there is a serious accident, send someone else to find the Camp Mum/Nurse/First Aider immediately and stay with the child to monitor the situation.

All accidents need to be reported and recorded at camp.

If the child needs medical attention, it is camp staff responsibility to decide this and notify parents.

Medications

All medicines should be handed in to the designated person responsible for administering medication on arrival. Parent/Caregivers will have signed a permission form for medication to be given to their child. They will record when and how it is used throughout the week, following instructions provided by the parent/caregivers.

If you notice that a camper in your cabin is using medication that they have not turned in, you must let someone in the senior leadership team know. It could be very dangerous to give medication to campers without the correct authorisation.

The only exception to this is asthma inhalers or drugs that are required for fast acting life threatening reactions to allergies etc. If this is the case, make sure you, as a leader, are aware how it works.

Homesickness

Homesickness isn't uncommon, especially in first time campers. Please be sensitive to this and remind campers that you want them to be here.

You can pray with them, encourage them to join in with activities and pair

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them up with another camper that they get on with.

Have a chat with the camper about why they are feeling homesick, as there can be an underlying problem that can be easily resolved.

Don't underestimate the power of distraction, homesickness is often worse in the slower parts of the day. Talk to them about what they are looking forward to and what they have already enjoyed.

Don't promise a camper they can go home or call home, as it isn't always an option.

If you need support with a homesick camper, don't be afraid to ask someone in the senior leadership team.

Bed Wetting

It isn't uncommon to have to deal with bed-wetting at camp. Sometimes you will be told beforehand, but not always.

- Treat the camper with respect, confidentiality and never talk about it in front of other campers.
- Make sure they sleep on the bottom bunk.
- Check with your camp if a waterproof sheet is needed.
- Check the beds thoroughly every morning.
- Check out with your camp the procedure for what needs to happen if bedding does need changing.
- Pray with the campers about it if they want.

Phone Calls

Children are not encouraged to contact their parents during camp.

Parents/caregivers are not encouraged to contact their child at camp unless it is necessary, phone messages can be passed on if this is needed.

Campers should only ring home with a staff member supervising.

If campers need to ring home, refer them to someone in the senior leadership team.

Duties

Throughout the week you will be responsible for helping your cabin do certain duties. Know where to find out when and how you need to do these.

Remember your role is to lead by example, while getting everyone involved and making it an enjoyable part of camp. You do need to make sure the job is done properly and safely.

Visitors at Camp

All visitors (includes parents/friends/relatives) who visit campers while at camp must sign in with the office. Any visitors who have been signed in properly will be given a 'Visitor' badge to wear, so any unusual people you see without one should be directed to a senior staff member immediately.

A visitor should not have unsupervised interaction with children.

No campers can leave camp, even with a parent, without the Camp Coordinator/Manager being advised and involved in the process.

Behaviour/Discipline Procedures

At the beginning of each camp, staff/leaders and children will formulate a set of rules for the programme and what is expected and discuss the

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consequences of not upholding these rules.

Behaviour management occurs through positive leadership, encouragement, resourcefulness and sensitivity to each child's needs. The role of the leader is to show positive leadership, lots of encouragement and using preventative/proactive measures to manage child behaviour.

Programmes are designed to ensure that children experience an environment where they are safe, secure, respected and their dignity is protected.

If you are struggling with behaviour in a camper, or a situation comes up that you are unsure how to deal with, it is important to let the Senior Leadership Team know. This is for your support and protection.

We do not accept bullying, or constant teasing or verbal abuse of other campers or leaders. Please be listening and on the lookout and get support to deal with it if needed.

When a child makes poor choices or fails to abide by programme rules staff will:

- Remind the child in an assertive but not aggressive manner what is expected and the consequences of their poor choice.
- If the behaviour continues after 2 warnings, the consequences will be enforced.

The only appropriate consequences for a leader to give camper are:

- Being last in line for a meal, canteen or activity.
- 'Time out' for 5-10 minutes in view of a staff member or senior leader at all times.
- Sent to the Camp Coordinator/Manager to explain their actions.

If a child continually behaves in a manner that endangers themselves or other children, the Camp Coordinator will notify their parents and let you know what will happen from there.

At all times, the staff/leaders will maintain a fair, friendly and firm approach to the children's behaviour.

Children will only be physically restrained as a last resort, if the immediate safety of themselves or others is at risk and verbal communications have failed.

Consequences for children must NEVER include:

- Physical harm, fear or humiliation.
- Withholding food and drink
- Verbal or emotional abuse.
- Being treated in a way that is degrading, humiliating or causes fear and/or anxiety
- If 'time out' is enforced, it must be in a safe, well-lit and ventilated place, in view of a staff member or senior leader.

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Personal Safety

Whenever possible, leaders will use separate showers and toilets at camp. Leaders will never go into the shower or toilet with a camper.

Campers and leaders are to get fully changed in the shower room before coming out into a common area, don't be alone in a cabin while campers are getting changed.

If a camper requires assistance to shower or use the toilet there will be approval from parents/caregivers first.

Leaders in a cabin will always be of the same gender as campers. No leader is to ever be in a cabin of campers of the opposite sex.

If a senior staff person needs to go into a cabin of the opposite gender another leader will always accompany them.

No staff person or leader of the opposite gender is to go into the bathrooms/toilets for any reason while a camper is in there unless it is a matter of life or death.

If leaders are sleeping in cabins there will always be at least 2 leaders.

If the campers are sleeping in a cabin without leaders:

Campers will be advised of how to get assistance during the night at the start of camp and reminded each night before bedtime settling by the coordinator.

As a leader, make sure you know where to seek help in the night if you need it.

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Know your Camp

As every camp is different it is important to know a few specifics about your camp.

- Boundaries - Where you can or can't go.

- Fire – What to do and where to go.

- Duties – Know what is expected of you and how to do them.

- First Aid – Where do I find a Camp Mum/Parent/First Aider, day and night?

- Other notes...

Code of Behaviour

Teapot Valley Christian Camp expects all leaders, LiT's and other holiday programme staff to be supportive, non-abusive and to present themselves as a positive role model. Regardless of the situation and the child's culture and nature staff must avoid inappropriate physical contact.

1/ In making physical contact with children, adults should be guided by the principle that they will do so solely in order to meet the child's physical or emotional needs. Touching should not be initiated to gratify adult needs. Children should not be asked to take care of adult needs, physical or otherwise.

2/ If a child initiates physical contact in the seeking of affection, reassurance or comfort it is appropriate to respond in a manner suitable for that child's developmental stage and needs. It is not appropriate to force any form of unwanted affection or touching on a child.

3/ Staff will act on all allegations of abuse and all situations that raise concern about the safety of a child by reporting this to the Camp Coordinator and by following the guidelines as set out on page 4 of this manual.

4/ The physical contact of children during changing and cleansing must be for the purpose of that task only and not be more than is necessary for that job. Children should be encouraged to take care of themselves to the limits of their ability.

5/ Staff should avoid being alone with a child.

6/ Staff must be aware of where all children are at all times.

7/ Supervisors should ensure volunteers and visitors are never alone with a child or group of children.

8/ The whole camp is a non-smoking site.

9/ Clothing should facilitate job performance (i.e. Be safe, appropriate for participating in activities and appropriate for role modeling to children).

10/ Personal visits, phone calls and texting should only occur in emergencies.

11/ Staff must realise their individual emotional and physical limitations. When such limits are strained know when to request support and/or relief.

12/ Confidentiality must be maintained at all times.

13/ Staff medication must be labeled and stored with camp mum where it is out of the reach of the children.

14/ Children should not be present when staff members are using the toilet and bathroom facilities for personal needs.

15/ 'Adult' topics of conversation should not be held in front of the children, or anywhere during camp.

16/ Staff should maintain a professional relationship with families with respect to confidentiality, objectivity and conflict of interest.

Failure to comply with this Code of Behaviour will result in disciplinary action as outlined in the Staff Agreement.

I agree to abide by this Code of Behaviour at Teapot Valley Christian Camp

Name: _____

Signature: _____

Date: _____

Reasons for Dismissal of a Leader

If leaders fail to follow the camp rules it will be up to the discretion of the Camp Coordinator whether they will remain at camp. Any of the following behaviours will result in immediate dismissal.

- Swearing at campers or staff.
- Hitting or any physical abuse to any camper, other leader or staff.
- Endangering the health or wellbeing of any camper or staff.
- Disloyalty or disrespect to the camp staff, or failing to follow any reasonable request of the Camp Coordinator.
- Smoking or being in possession of any illegal drug or alcohol.
- Refusing to change out of clothes deemed inappropriate by the Camp Coordinator.
- Being in the room of any camper or staff of the opposite sex.
- For making romantic advances towards any camper.
- Sneaking out of your cabin at nighttime.

STAFF AGREEMENT

I have read, understood and agree to the rules and regulations set out in this Leaders Manual and Code of Behaviour for Teapot Valley Christian Camp.

Name: _____

Signature: _____

Date: _____

Witnessed by: _____

Signature: _____

Date: _____

