Don Bosco Boys Camp

*Staff Handbook*

2022



***“To make the young delight in God”***

St. John Bosco

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MISSION OF THE DON BOSCO BOYS CAMP

The Don Bosco Boys Camp *(DBBC)* provides a safe, fun, faith-filled environment for boys to play and exercise, to form healthy friendships and develop character, to pray and grow in friendship with Christ.

CAMP PHILOSOPHY

The guiding principle of the camp is, in the words of our patron saint, “to make the young delight in God.” This Catholic day-camp embraces the example and spirit of its patron, St. John Bosco, briefly described here:

He won the confidence of boys just by being with them. They knew he was truly interested in them, because he showed them affection. He spent time with them, played with them, asked them about their lives, and listened to what they had to say. For example, in the evening when Don Bosco finally took his supper, boys would crowd around him. Between bites of food he would talk and joke with them, and they basked in the warmth of his fatherly presence until he sent them off to bed. *Bert Ghezzi*

The leaders of the Camp maintain safety and order through the “preventive method of discipline,” briefly explained here: Therefore, the camp staff strive to cultivate a bond of friendship with the campers, to clearly inform the campers what is expected of them, and to “give advice and correction” to the campers “in a kindly way.”

All activities are informed by the Roman Catholic philosophy of ministry which shall encompass recreation for young people in accordance with standard procedures of health and safety. All employed personnel and volunteers of the camp should be ready to put the health and safety of the campers in the forefront at all times and hold to the lifestyles (moral and ethical) that are consistent with the Roman Catholic Church.

Policies of camp are to be initiated by the Director in accordance with the philosophy of the camp. THE DON BOSCO BOYS CAMP *is sponsored by Christ the King Parish in Concord, New Hampshire, under the direction of Mark Gillis. The DBBC is annually licensed and inspected by the State of New Hampshire Health Department.*

ADMISSION TO THE DON BOSCO BOYS CAMP IS OPEN TO ANY PERSON REGARDLESS OF SEX, RACE, CREED, COLOR, RELIGION, DISABILITY, OR NATIONAL ORIGIN.

***ETHICS: CODE OF ETHICS FOR CAMP COUNSELORS & STAFF***

The counselor/staff person should be aware of the following recommended ethical practices:

* I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and staff.
* I shall conduct myself in an exemplary manner recognizing that I am an adult role model for my campers. By my behavior, I will always try to demonstrate high moral values. I see that my conduct when I am away from the camp premises also reflects on the camp.
* I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and all staff including directors.
* I accept the challenge of helping my campers increase their awareness of and responsibility to others and to the world of nature, helping them gain in self-confidence and self-concept, and of teaching them new skills.
* I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and other staff.
* I shall be accepting of the diverse racial, national, religious, and cultural backgrounds of my campers and not seek to impose my own particular views (It is recognized and accepted that a camp operated whether by or in behalf of an established church or bona fide religious purpose may include religious teachings as part of its program).

DBBC GOALS

1. To have campers grow in friendship with Jesus and the desire to live as His disciple..
2. To learn to live in harmony with others within the Christian camp community.
3. To give the opportunity to experience a variety of activities and to develop the basic skills needed to enjoy them to suit each individual’s specific needs.
4. To experience the responsibilities which are required as a member of a group.
5. To experience the opportunity of performing in front of others.
6. To give the opportunity to participate in the improvement of camp projects that would contribute to safety and comfort of other people.
7. To experience the beauty of God’s natural environment which surrounds our camp through communication with nature.

***PERSONNEL POLICIES AND PROCEDURES***

**Preamble**

The provisions which follow are summaries of the personnel and office policies of Don Bosco Boys’ Camp subsequently referred to as Employer, and are current as of the date of publication. These policies apply to all salaried and hourly staff working at Don Bosco, subsequently referred to as Employees. Further details and interpretations of these policies will be made periodically by the Employer or upon request of any Employee.

Employer reserves the right to add, delete, or modify any of these policies either on an individual or organization-wide basis. Such additions, deletions, or modifications, will be effective when approved by Employer. This manual is not intended to and does not create contractual obligations for Employer.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Parish is committed to a policy of equal employment opportunity for all qualified candidates. Employment decisions are based upon job-related qualifications without discrimination because of race, color, gender, age, marital status, veteran status, physical or mental disability, pregnancy, or national origin. This policy applies to all terms and conditions of employment.

The Parish may give preference to practicing members of the Roman Catholic Church for certain positions. Practicing members of the Roman Catholic Church are expected to be registered and active members of a parish. Likewise, practicing Roman Catholics agree to adhere to and uphold the teachings of the Roman Catholic Church in what they say and what they do.

It is also the policy of the Parish to prohibit harassment of one employee by another employee on the basis of any the classifications listed above. While it is not easy to identify precisely what conduct constitutes prohibited harassment, prohibited conduct certainly includes slurs, epithets, derogatory comments, unwelcome jokes, teasing, sexual advances, or other similar verbal or physical conduct. Any employee who harasses another employee on any of those bases may be subject to discipline, up to and including discharge.

Any employee who believes s/he has been the victim of such harassment or discrimination should follow the Reporting Procedure for sexual and other unlawful harassment detailed below.

**SEXUAL HARASSMENT**

It is the goal of the Parish and the Diocese of Manchester to promote a workplace that is free of sexual misconduct. In this regard, the Bishop of Manchester has established a Diocesan Policy on Sexual Misconduct. All employees are required as a condition of employment to participate in training regarding this Policy. Kindly refer to this Policy for specific requirements for instances of sexual misconduct.

Sexual harassment of employees is a form of sexual misconduct and is unlawful. Sexual harassment will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, physical and nonphysical conduct of a sexual nature when:

* Submission to such conduct is made explicitly or implicitly a term or condition of employment;
* Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding a favorable employment opportunity, evaluation, or assistance; or
* Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance at work or creates an intimidating, hostile or offensive work environment.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually orientated statements and unwelcome emphasis on sexual identity. Sexual harassment may be indirect and even unintentional. Employees are prohibited from bringing into the workplace or otherwise displaying any materials or pictures that are sexually suggestive or offensive in nature.

Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Employees who think they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but are not required to do so. An individual who believes s/he has been subjected to sexual harassment should report the incident in accordance with the following Reporting Procedure. The matter will be promptly investigated and where it is determined that such inappropriate conduct has occurred, action will be taken to eliminate and correct the conduct. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

**REPORTING PROCEDURE FOR SEXUAL AND OTHER UNLAWFUL HARASSMENT**

1. Any employee who believes s/he is a victim of sexual or other unlawful harassment should report the act immediately to the Pastor. If an employee prefers not to discuss the matter with the Pastor, s/he may report the incident directly to the Bishop’s Delegate for Sexual Misconduct (“the Delegate”).
2. Pastors and Supervisors who become aware of harassing conduct and/or a complaint of harassment must report the conduct and/or complaint to the Delegate.
3. The Delegate will investigate every reported incident immediately. Any employee, parish administrator or pastor who has been found to have sexually or unlawfully harassed another employee may be subject to appropriate disciplinary action, up to and including immediate discharge. The complainant may be informed of the outcome of the investigation(s).
4. The Delegate will conduct all investigations in a discreet manner and disclosure will be limited to those who need to know in order to investigate the complaint. The Delegate recognizes that every investigation requires a determination based on all the facts of the matter. The Parish and The Diocese of Manchester recognize the serious impact a false accusation could have and trusts that all employees will act responsibly.

An employee, including the complaining employee, who participates in good faith in any investigation under this policy, has the assurance that no reprisals will be taken as a result of a complaint of sexual or unlawful harassment. It is the policy of the Parish and the Diocese of Manchester to encourage reporting of complaints to help protect others from being subjected to similar inappropriate conduct or behavior. If an employee believes that retaliation has occurred following a complaint of sexual harassment, s/he should report the retaliation in accordance with the Reporting Procedure for sexual harassment.

**EMPLOYMENT POLICIES AND PRACTICES:**

EMPLOYMENT PROCEDURES

The employment procedure will be as follows:

1. All applicants for employment are to apply via Christ the King Parish.
2. Submission of a complete application form written by the applicant (minimum age 17)
3. An interview
4. Verification of references

Employees will be selected on the basis of their qualifications to meet the established specifications for the position. Final determination with respect to eligibility for employment will be at the discretion of the Department Head and appropriate Diocesan Secretary.

YOUR JOB

Employees are expected to perform their duties to the best of their ability. We want each employee to find satisfaction from his work. Every employee and every position in DBBC is important.

**Position:** CAMP COUNSELOR

**Qualifications:**

* 16 years of age or older.
* Desire and ability to live with and supervise children.
* Working knowledge of and ability to teach and supervise at least one activity.
* Ability to accept supervision and guidance.
* Good character, integrity, flexibility.
* Willingness to accept and follow philosophy and rules of camp.

**Responsible to:**

* Director and/or Assistant Director.
* Head Counselor as designated by the Director.

**General Responsibilities:**

* To be responsible for the health, safety, and welfare of campers in your charge.
* To supervise, be responsible for, and provide guidance to campers assigned to your care.

**Specific Responsibilities:**

Your job as a counselor will include, but is not limited to the following responsibilities.

1. To maintain a positive Christian attitude at all times.
2. Make camp a true learning, growing, fun, safe, Christian experience for all concerned.
3. To provide proper supervision and coverage of your cabin at all times/ NEVER leave your Tribe without supervision/ even for a day off. In case of inadequate supervision, notify the Head Counselor.
4. Treat all campers fairly, and divide your time equally.
5. Get to know your campers: their likes, dislikes, strengths, weaknesses, limitations, fears, etc.
6. Be approachable/available. Listen to your camper. Be a friend.
7. To maintain and discipline, without embarrassing or belittling.
8. Remain with your cabin at all times that you are directed to be.
9. Be aware of homesick issues and how to deal with them.
10. Respect confidentiality between campers and staff unless you feel a detrimental or dangerous situation could or has arisen. If so, it is your responsibility to bring to the attention of the Director.
11. Be aware of Tribe’s problems/personality conflicts and how to resolve. If a problem is beyond your ability to handle, it is your responsibility to bring to the attention of your division head.
12. To be aware of each campe’rs activities and their involvement/or lack of involvement.
13. To work with activities director and to properly supervise campers at all times during activities. You are to encourage camper participation, and be a participant yourself at activities.
14. To take cabin count at all your activities and events.
15. To work with, and co-operate with program director on all program activities and special events.
16. Maintain a clean/comfortable/safe environment at all times.
17. Encourage respect and cleanliness throughout the camp by setting a good example for your campers and co-workers.
18. Teach campers to be responsible for their own belongings, and respectful of others belongings.
19. Make sure campers have a good personal hygiene.

PERFORMANCE REVIEWS

An employee’s performance will periodically be reviewed by his/her Supervisor.

The employee will have the opportunity to have a personal interview with his/her immediate Supervisor regarding these reviews. These reviews will then become part of one’s personnel record.

COMMUNICATIONS

Good communications are vital for efficient and effective operation. Employees will be expected to accept the responsibility for obtaining all information relating to their work, for all memoranda posted on bulletin boards, and for all other communications affecting their relationship with the camp.

ABSENCES

RECOGNIZED ABSENCE

Employees will be expected to notify their Supervisor of an impending absence as far in advance as possible. Reasons for recognized absences:

1. Requested personal days (upon resident directors approval)
2. Death in the employee’s family (maximum 3 days)
3. Jury Duty and military service

PROLONGED ABSENCE

If an employee’s absence is continuous for three consecutive work days, the employee must report to the Director before resuming work.

It is the responsibility of the Director to see that this policy is complied with before allowing the employee to do any work in the department after absence of more than three days. Permission to return to work after an illness of more than five work days must be obtained from the employee’s personal physician.

If an employee fails to contact the Director for three consecutive work days, this will be considered a voluntary resignation and constitutes sufficient grounds for immediate removal from the payroll. Reporting of absence to any employee other than the Director will not be accepted as complying with this requirement.

A history of repeated absences or tardiness, though excused for legitimate reasons, will be grounds for serious consideration as to your continued employment.

TARDINESS

Lateness, or tardiness, if frequent will be sufficient cause for dismissal. Be sure to check with your Supervisor if you report late for work. Common courtesy requires a word of explanation.

WARNINGS

Both verbal and written warnings are given by the Department Head in conjuntion with the Director. After two verbal and one written warning, employment will be terminated. In cases where the actions or inaction of an Employee are considered serious by the Employer, employment may be terminated immediately without resort to progressive discipline.

PROMOTIONS

Whenever a supervisory promotional opportunity occurs, the Employer will fill, whenever feasible, that position by promoting from within. If an Employee and an outside candidate have equal qualifications for a particular position, the qualified Employees apply for the same position, the Employer will use seniority as one of the factors in its decision.

Other factors which will be considered are:

1. General ability
2. Performance
3. Efficiency
4. Attendance
5. Educational Preparation
6. Responsibility
7. Overall past job performance

CHANGE OF PERSONNEL RECORDS

If the employee changes his/her address, telephone number, marry or have additions to his/her family, the Payroll Department must be notified. It may affect his/her withholding tax or any number of items. In any case, we must have his/her correct address and telephone number in case of an emergency.

YOUR PERSONNEL RECORD

Employees shall have a reasonable opportunity to inspect their personnel files and upon request, to obtain a copy of all or any part of the file. If an Employee disagrees with any information in the personnel file, and Employer refuses to remove or correct such information, the Employee may submit a written statement explaining the disagreement together with evidence supporting the Employee’s version. Such statement shall be maintained as part of the Employee’s personnel file and shall be included in any disclosure of the contested information made to a third party.

CONFIDENTIALTY

Each Employee is to respect the confidentiality of all information received during the course of employment at Don Bosco Boys Camp.

GRIEVANCE PROCEDURES

It is the intent of the Employer that all Employees receive fair and equitable treatment. Therefore, the following grievance procedure must be utilized whenever a problem arises:

All Employee problems are covered by this section. Such problems include, but are not limited to, termination, discrimination, or harassment (based on an individual’s sex, race, or national origin). Difficulties with work rules or procedures, as well as personality conflicts, are also subject to the following procedures:

Every effort should be made to resolve grievances at the lowest management level. An Employee grievance initially should be discussed by the Employee and the Immediate Supervisor. If the grievance is not satisfactorily resolved, the employee may then appeal said grievance through the successive level of administration, as established by the grievance procedure:

**STEP #1:** An Employee with a grievance may verbally present it to the Head Counselor Director. The grievance will be investigated, and if a satisfactory solution is not reached, the Employee may present the grievance to the Assistant Director.

**STEP #2:** The Assistant Director along with the Head Counselor will make whatever investigation is necessary and present a written decision to the aggrieved Employee, with copies to the Director. The decision of the Director shall be final.

RETIREMENT POLICY

The Employer does not have a mandatory retirement age for employees.

TERMINATION OF EMPLOYMENT

Since employment at Don Bosco Boys Camp is based on mutual consent, either the Employee or the Employer has the right to terminate employment

It is important for the Employee’s record that termination be brought about properly. It is also important for the Employer, that adequate knowledge of an employee’s desire to terminate be obtained. There are several types of termination procedures:

These are as follows:

RESIGNATION

At least two weeks written notice to the immediate Supervisor is required. Department Heads and Professional Staff are required to give at least three weeks written notice.

DISMISSAL

This term refers to the immediate termination for serious reasons imposed by the authority of the Department Head or Camp Director. Any such terminations are reviewed by the Department Head and reported to the Camp Director. There are many conditions that can subject an employee to dismissal. The following list is illustrative of the grounds for termination but is not exhaustive:

1. Failure to carry out reasonable directions of immediate supervisor or Department Head.
2. Serious misconduct such as:
	1. Neglect or abuse of campers, visitors, or fellow employees
	2. Abuse, neglect or destruction of property
	3. Intoxication or use of intoxicating beverages on the job.
	4. Theft, fighting, profanity, creating a disturbance.
	5. Use of or being under the influence of drugs
	6. Indecent or immoral conduct of any nature
	7. Conviction of a felony while an Employee of the Camp where the nature of the crime indicates unfitness for employment.
	8. Falsification of employment
	9. Excessive or unexcused absence
	10. Discriminatory actions of any kind contrary to Equal Opportunity Employment practices
	11. Insubordination or refusal to carry out order
	12. Any other act of practice not in accord with accepted Catholic standards of moral or ethical conduct
3. Change or elimination of Program(s) or Position.

EXIT INTERVIEW

Employees are requested to have an exit interview with the Camp Director upon termination of employment. At this time, employment records will be completed.

AIDS POLICY

**A. HIRING:** Persons seeking to be employed by the Diocese shall not be discriminated against on the basis of an HIV positive test, ARC or AIDS, unless as in the case of any illness, the nature and extent of the illness precludes the satisfactory performance of such employment or impairs any of the operations of the employing agency.

**B. CONTINUED EMPLOYMENT:** No person will be required to disclose the presence of the AIDS virus and such disclosure, if made by an employee with AIDS infection will not affect that person’s status as an employee of the Diocese. As long as the person is able to perform the job assignments satisfactorily, no change will be made, and every reasonable precaution will be taken to keep the information confidential. Such an employee will be offered whatever counseling and support that may be requested and is appropriate.

**C. TERMINATION OF EMPLOYMENT:** An employee who is HIV positive or has ARC or AIDS will be entitled to the same benefits as every other employee of the Don Bosco Boys Camp who contracts a serious disease, heart disorder, cancer, etc. If the disease makes it impossible to work, the employee will be entitled to sick leave in accordance with the number of accrued and medical benefits as outlined in the health benefits program. If at some point a judgment is made that the employee is no longer able to perform the job and must terminate, he or she will be entitled to benefits from long-term disability insurance (within the limits prescribed by the provider) and/or the retirement fund of the Employer, if qualified.

**D. EMPLOYEE EDUCATION:** The Employer provides information about AIDS to all employees upon request.

ALCOHOL AND CONTROLLED SUBSTANCES

The law in the State of New Hampshire for purchasing and consuming alcoholic beverages is 21 years of age. Immediate dismissal from the camp staff may result for any minor staff member who does not abide by this law. Employees 21 years of age and older must comply with the New Hampshire State laws governing alcoholic beverages. Alcohol consumption is forbidden during working hours by anyone.

The position of the Diocesan Camps on drugs is that it will “uphold" and “enforce” both the Federal and State Laws pertaining to drugs and drug abuse. Any staff member or camper suspected of using, selling, and/or being involved in drugs in or out of camp, will be immediately dismissed from employment at the Don Bosco Boys Camp.

The State of New Hampshire has declared the blood alcohol count (BAC) of .08 as legally drunk.

SMOKING POLICY

The law in the State of New for purchase and use of tobacco products is 18 years of age.

No smoking shall be allowed in open areas, or anywhere in Camp except the designated smoking area outside the counselor’s canteen and not until the time where all the campers are in there cabins for the evening (10pm).

As smoking has been determined to be hazardous to one’s health and can be a source of discomfort to non-smokers, any employees who do smoke are encouraged to take part in smoking-cessation clinics.

DRESS CODE

All employees are requested to adhere to the Dress Code for their department. Supervisors will determine acceptable dress code.

Examples of inappropriate dress includes any clothing bearing any indication of, drugs, alcohol, swears, sexually suggestive or any things that conflict with the moral and religious believes of this camp

PIERCINGS

All counselors are asked to take out all piercings.

POSSESSIONS BROUGHT TO CAMP

* Possessions brought to camp by campers and staff are the sole responsibility of the camper or staff member. The camp can assume no liability in care of loss.
* All valuables that is: passports, monies, jewelry, etc should be turned into the office for safekeeping. For your protection DO NOT keep such items in your cabin, room or car.
* Campers and staff members are encouraged to bring musical instruments to camp and to arrange with the Resident Director for safe storage
* Pets may not be brought to camp without the consent of the Resident Director.
* Bicycles may be brought to camp by staff members (not campers), and must be kept locked in a secure area. Bicycles CANNOT be accessible to campers.
* Rollerblades, Rollerskates, Skateboards, Cell phones and Beepers are not permitted in camp during camp hours.
* Staff members may bring CARS to camp. (see Vehicle section) When authorized to use private vehicle for camp business, the owner will be reimbursed for gas mileage. Campers may be taken in private vehicles ONLY with the expressed permission of the Resident Director and ONLY with a driver 21 years of age or older. The only exception will be in the case of an emergency when the nurse may authorize the use private vehicle for emergency transportation. All vehicles in camp must be registered in the camp office and proof of insurance must be on file.

WEAPONS

Weapons will not be tolerated in camp.

MEDICATIONS

All medications are to be given to the nurse in the infirmary upon your arrival. No medications are to be stored in cabins. All medications will be taken under the supervision of the Camp Nurses.

ACTIVITY RULES AN PROCEDURES

It is imperative that all staff be aware of and follow all rules and regulations that are set down for each individual activity.

All active areas will have rules and regulations posted in a place that is prominently visible to all.

It is the responsibility of each and every staff member to read, understand, follow, and enforce the rules and regulations in regard to each individual activity. When in doubt or when you have any questions regarding such rules or procedures, you are to bring them to the attention of the person who is head of the activity.

SET A GOOD EXAMPLE for campers and others by adhering to all posted rules, and by following the directions and leadership of those in charge.

EFFECTIVE AND ACCEPTABLE METHODS OF DISCIPLINE

1. It is important to foresee and anticipate problems and to deal with them before a conflict arises.
2. Always remember that positive action and recognition is more effective than negative action and criticism. In other words: Accentuate the positive – Eliminate the negative.
3. Praise rather than criticize – Encourage rather than nag.
4. Avoid arbitrary and unobtainable rules.
5. Treat each camper in a fair and equal manner. Showing favoritism to any one or any number of campers is unacceptable. Whether deliberate or unintentional, it will create a very hostile, unhappy, and unfair environment. Showing favoritism will undermine your authority, pose questions about your integrity, and tends to over-inflate some egos, while proving detrimental to the self-esteem of others.
6. Be consistent but not inflexible.
7. Do not use ridicule or sarcasm.
8. NEVER threaten a child in any way.
9. THE USE OF PHYSICAL DISCIPLINE IN ANY WAY IS TOTALLY FORBIDDEN!! The only exception to this rule is if the child is in danger of physically hurting themselves or someone else. In such instance physical restraint MIGHT have to be used.
10. Be compassionate and understanding, avoid humiliating or embarrassing a child.
11. Listen to all sides of an issue or incident before coming to a conclusion.
12. Be sure you are calm and in full control before making a final decision, and before issuing disciplinary measures.
13. Explain your position, and the reason for action being taken.
14. Please remember you are to discipline, not punish. The following definitions explain the differences:

DISCIPLINE: To instruct, educate, train

PUNISHMENT: To humiliate, threaten, abuse

SUPERVISION OF CAMPERS – HR14

In addition to what follows on this page, please consult the HOW TO BE A GOOD COUNSELOR packet.

1. Be where you are supposed to be when you are supposed to be there.
2. There will always be 2 or more counselors to each and every activity.
3. All camp cabins are to have counselors sleeping in them by midnight of every night. Only under a medical emergency should a counselor leave his cabin after signing in. If the counselor has to leave the cabin for an emergency, he must notify his division head so that coverage can be made for that cabin. The counselors will remain in the cabin until Reveille sounds.
4. Counselors are responsible to make sure that their campers shower, brush their teeth and change their clothes daily.
5. For cabin coverage during the hours of 9-12 at night, please look more closely at the Night Patrol duty elsewhere in the handbook.
6. Land Patrol is done twice daily. During the hours of 11-12 in the morning and 2-3 in the afternoon, there will be two counselors on duty in each division making sure it is safe for those who choose to be there. They are to watch where campers are going and what they are doing.
7. At the beginning of each activity, the Land Director will assign staff members to flush out each division; meaning that they will make sure that any campers that are left in the division are on their way to their activity. At each activity, counselors are required to take attendance.

**WAGE AND SALARY POLICY**

PAY PERIODS AND PAY DAY

Pay will be calculated weekly and checks will be cut on the following Tuesday. Payroll advances are not authorized.

PAYROLL DEDUCTIONS

Payroll deductions are made for Federal Withholding, Tax, FICA (Social Security), and any other deductions that may be required by law.

All employees are required to prepare Federal Withholding Certificates (. New Certificates of Withholding should be filed within ten days, if there is a change in the number of exemptions.

If one has any questions regarding any deduction, the employee may consult the Payroll Department.

CELL PHONES and ELECTRONIC DEVICES

Counselors should not let their cell phones or electronic devices take their attention away from the campers; therefore, cell phones and electronic devices are not to be used during Camp except when on break or with the permission of the Director/Assistant Director.

VISITORS

Visitors are asked not to compromise staff members from doing their work, to visit at times when the staff member is free.

INTRUDERS

All counselors are trained to greet strangers in camp by asking, “Can I help you?” If the counselor feels that the person should not be in camp, that counselor will notify a head staff member immediately. Upon arrival at camp, campers are informed of these policies during camper orientation.

AUTOMOBILES

The employer cannot accept any responsibility for damage or pilferage to cars.

All personal vehicles should be locked when not in use.

EMERGENCY PROCEDURES

ALL CAMP ASSEMBLY

1. Blow whistle loudly
2. Campers assemble in Tribes as for morning line-up
3. Counselors take attendance using sign-in/out sheet

FIRE:

1. In the PAC or the Church, follow the Fire Exit procedures

LOST CAMPER:

1. Counselor perform initial search of area.
2. Question known friends
3. Check if belongings are still there.
4. Once it is determined that camper has left, counselor immediately reports to Director.
	1. All camp assembly will sound.
	2. If not found within reasonable time:
		1. Notify parents
		2. Notify Concord Police.
	3. Search should continue.

**EMERGENCY PROCEDURES**

RISKS

1. Risks from cut feet, etc., if shoes are not worn due to rocks on the ground and natural conditions.

REMEDY: Shoes are to be worn at all times.

* 1. REMEMBER:
	2. Be quiet and efficient
	3. Don’t throw equipment around
	4. Get campers away from the fire area first, their lives are the most important thing to be concerned with.
	5. Do as told, listen carefully for instructions.
	6. Don’t panic, that is the quickest way to upset campers and staff.
	7. Walk, don’t run – follow procedure as in fire drill.

EMERGENCY

In the event of a potential natural disaster or any situation that is deemed potentially dangerous by the Resident Director or his Assistant Director, the following emergency procedure is to be followed:

As in any emergency situation it is imperative that everyone remain calm, in control, and follow all instructions given by those who have been deemed in charge.

Anyone in camp on a day off or a night off must report to duty immediately and remain on duty until dismissed.

If deemed necessary and/or if time allows, everyone in camp will be instructed to assemble as quickly and quietly as possible. All counselors must be with, remain with, and take control of their respective cabins and a roll call will be taken.

All Staff, under the direction of the Director and/or his Assistant, will be in charge, and will be instructed to make emergency contacts when and if deemed necessary.

The entire camp will line-up in the main field when the situation is appropriate. For example: lost camper, fire

When the situation is severe as in the case of a tornado, downed power lines, etc…the campers and staff should remain in an enclosed building and they will be picked up using the camp van.

**HEALTH GUIDELINES**

1. ALL MEDICATIONS ARE TO BE LEFT IN THE MEDICINE KIT.
2. NO BARE FEET!! Shoes/sneakers are to be worn AT ALL TIMES by staff and campers, this includes to and from the waterfront.
3. Monitor all campers in regard to sun exposure. Do not allow campers to be overexposed to the sun, especially on hot and/or hazy days. SUN BATHING IS NOT ALLOWED FOR ANYONE. SUNBLOCK MUST BE APPLIED.
4. All camp staff will be instructed in “Universal Precautions” and first aid and will follow these guidelines when in contact with any body fluids.
5. Health and Wellness items are available at the infirmary should they be needed by staff or campers.

HEALTH RULES

1. The health and safety of the campers is the primary concern of every staff member. Good health and safety is essential for the overall enjoyment of the camp program. Counselors have the first line of responsibility for management of good health and safety. PLEASE BE RESPONSIBLE.

EMERGENCY PROCEDURE:

1. One person assumes responsibility and gives directions until a nurse is at the scene.
2. REMAIN CALM!! DO NOT MOVE VICTIM!! Send someone to get the nurse immediately, and to relay what has happened.
3. Person in charge is to stay with the victim. Assign another person or persons to remove all others from the scene.

UNIVERSAL PRECAUTIONS

Use appropriate barrier precautions routinely to keep from exposing your skin or mucous membrane, to patients’ blood and body fluids.

1. Wear gloves when touching blood and body fluids, mucous membrane, or broken skin.
2. Wear gloves when touching items soiled with blood or related body fluids.
3. Do not reuse latex gloves or items soiled by blood or related body fluids.
4. Wash any skin surface immediately and thoroughly if they are contaminated by blood or body fluids.
5. Wash hands after removing your gloves.
6. Take precautions to prevent injuries caused by needles or sharp instruments during procedures.
7. Wear protective eyeglasses if splattering may occur.
8. If you have open lesions or weeping dermatitis, do not five direct care until condition has cleared.
9. You need not wear gloves when feeding person or wiping saliva from skin.
10. Wear gloves when changing diapers, urine bags and vomit.
11. Be cautious, but not paranoid.

Steps For Cleaning and Decontamination of Body Fluids

1. Wear protective gloves.
2. Use disposable towels to clean hard surface areas\*\*.
3. Dispose cleaning towel into plastic lined receptacle.
4. Apply sanitary absorbent agent\*\*.
5. Clean and disinfect mops/cleaning apparatus in germicidal\*\*.
6. Dispose of gloves in lined receptacle.
7. Wash hands with warm water and soap.

Care or Disposal of Contaminated Material

1. Wear gloves.
2. Non-disposable items must be washed out and placed in plastic bags\*\*\*.
3. Place disposable items in plastic lines waste receptacle, and dispose in a proper timely manner.
4. Remove gloves and dispose in waste receptacle.
5. Wash hands with warm water and soap.
6. Reline waste container with clean plastic bag.

\*\*Germicidal detergent

1. Bleach (1 part bleach and 10 parts water)
2. Ethyl or isopropyl alcohol.
3. Phenolic germicidal detergent in a 1% aqueous solution.
4. Sodium hypochlorite and 100 ppm chlorine.
5. Quaternary ammonium detergent and 2% aqueous solution
6. Lodor germicidal detergent and 500ppm iodine.

\*\*\*Soak bloody clothes in cold water. Use ½ bleach to wash cycle or ½ noncholorine bleach to items.

NOTE: Disposable items must be double-bagged and placed in a trash receptacle.

GUIDELINES FOR HANDLING AND CLEANING OF BODY FLUIDS

Staff are encouraged to care for their own and campers minor injuries under proper supervision.

Human Bites: Wear latex gloves when blood is present. Immediately wash area with soap and warm water. Remove gloves and discard in lined receptacle. Wash hands with soap and warm water.

Nasal Discharge and Saliva: Wipe with disposable towel/tissue. Discard towel/tissues in lined receptacle. Wash hand with warm water and soap.

Nose Bleeds: Have victim apply pressure to nose. Dispose of any bloody items in lined receptacle. Have victim wash hands with warm water and soap. Call maintenance for proper removal.

Scrapes: Wear latex gloves to clean broken skin and in the handling of bloody items. Wash area with warm water and soap. Remove gloves and discard in lined receptacle. Wash hands with warm water and soap. Call maintenance for proper trash removal.

Cuts: Have victim apply pressure if possible and seek assistance.

 Dispose of bloody items in lined receptacle. Wash hands

With warm water and soap. Call maintenance for proper trash removal.

Vomit, Urine, and Feces: Wear latex gloves. Use disposable towels for heavy spills.

Discard materials in lined receptacle and/or flushable items in toilet. Disinfect surfaces involved\*. Disinfect mops and cleaning apparatus\*. Place contaminated clothes in plastic bag. Discard gloves in lined receptacle. Wash hands with warm water and soap. Call maintenance for proper disposal of waste.

\*See instructions for cleaning and decontamination.

ADULT RESCUE BREATHING

Choking can result in unconsciousness and cardiopulmonary arrest. It is often caused by food or other foreign body lodged in the throat (airway). Indeed, choking caused by foreign body airway obstruction accounts for about 3,000 deaths each year. The recognition and proper management of choking is of key importance to safety in homes, restaurants, and other public places.

Other conditions that may cause unconsciousness and/or airway obstruction but are managed differently include stroke, epilepsy, swelling due to infection, head injury, intoxication, overdose, coma of any cause, and heart arrest.

Prevention is NO accident.

1. Cut food into small pieces
2. Chew food slowly and thoroughly, especially if wearing dentures
3. Avoid laughing and talking during chewing and swallowing.
4. Avoid excessive intake of alcohol before and during meals.
5. Do not run with anything in mouth.

CONSCIOUS VICTIM

1. Ask, “Are you choking?”
2. If the victim can speak, cough or breathe, DO NOT INTERFERE.
3. If the victim CANNOT speak, cough, or breathe, five subdiaphragmatic abdominal thrusts (The Heimlich maneuver) until the foreign body is expelled or the victim becomes unconscious. (Or in case of extreme obesity or late pregnancy, give chest thrusts).
4. Be persistent.
5. Continue uninterrupted until the obstruction is relieved or advanced life support is available. In either case, the victim should be examined by a physician as soon as possible.

IF VICTIM BECOMES UNCONSCIOUS

1. Position victim on back, arms by side.
2. Call out “Help!”, or if others respond, activate the EMS system.
3. Perform finger sweep to try and remove the foreign body.
4. Open airway (head-tilt/chin-lift), and attempt rescue breathing.
5. If unsuccessful, five 6-10 subdiaphragmatic abdominal thrusts (The Heimlich Maneuver.)
6. Repeat sequence: Perform finger sweep, open the airway, attempt rescue breathing, perform abdominal thrusts – until successful.
7. After obstruction is removed, begin the ABC’s or CPR if necessary.
8. BE PERSISTENT. Continue uninterrupted until obstruction is relieved or advanced life support is available. When successful, have the victim examined by a physician as soon as possible.

TRANSGENDER POLICY

The Don Bosco Boys Camp does not have a transgender policy.