



Staff Policies and Procedures

Revised Winter 2022

*Mission Statement*

Eastern Orthodox Youth Camp (EOYC) strives to recognize Christ within each of us and to enhance our relationship with God, The Church, and each other.

*Purpose*

EOYC seeks the well-being of everyone through Faith based religious education; Fellowship in an inter-Orthodox setting; and fun in a playful environment, both physically and socially. All EOYC staff and counselors will have completed training in a youth protection program to promote a safe environment.

*Staff/Camper Ratio*

EOYC will be a minimum of 1 staff member to every 8 campers.

*Staff Eligibility*

Orthodox Christian adults 18 and over may serve as EOYC staff. Any prospective staff member must submit an EOYC staff application and obtain a reference from his/her parish priest. Exceptions may be made for a Catechumen.

*Staff Background Checks*

Background checks will be conducted on all new staff members. Background checks will be conducted on returning staff on a 3-year cycle. Any staff member who has not served within the last 3 years, a background check will be done as part of the application process.

*Registration of Staff*

All EOYC staff must complete a registration and health form and must provide a copy of his/her insurance card. Each prospective staff member will agree to a background check.

*Staff Training*

All EOYC staff are required to complete the youth protection training prior to the beginning of camp. Additional staff training may be required prior to camp.

*Illness*

For the protection and health of all children and staff, EOYC cannot accept any staff member that is suffering from a contagious illness.

*Immunizations*

Anyone attending EOYC, either camper or staff must confirm that they are up to date on immunizations. A medical exemption can be granted if the individual provides a letter from a physician to the EOYC Board of Directors indicating why immunizations are contraindicated.

Required immunizations include: measles, mumps, rubella (MMR); diphtheria, pertussis (whooping cough); and polio. We strongly recommend a Tetanus booster and the COVID-19 vaccination.

*Zero Tolerance Policy*

Eastern Orthodox Youth Camp exercises a Zero Tolerance Policy in regards to the possession of illegal,

dangerous or potentially dangerous objects or substances. Such items may include, but are not limited to alcohol, tobacco, illegal drugs, weapons, and pornographic materials. The discovery of any such items may lead to the immediate dismissal of the individual along with any applicable legal action.

This Zero Tolerance Policy includes any form of pranking, practical jokes, or any other detrimental humor. We are blessed with the opportunity to have fun in many different ways at this camp! However, having fun at the expense of others is never acceptable.

This policy applies to both campers and staff.

#### *Staff Use of Electronic Media*

EOYC strives to be an “unplugged environment” and discourages the personal use of electronic devices during scheduled camp activities. Staff may use their electronic devices *discretely* for personal use or if required for the use of a scheduled event.

## Staff Protocol

#### *Youth Protection*

All EOYC staff are to employ the youth protection guidelines described in the youth protection training. The purpose of this training is to create a safe environment that protects campers from abuse. The Youth Protection Guidelines describe appropriate and inappropriate types of interaction with staff and campers. Additionally, appropriate forms of affection between staff and campers are also detailed.

#### *Camper Supervision*

At least two (2) staff must supervise activities at all times. No staff member should ever be alone with a camper or group of campers.

#### *Appropriate staff conduct with camper(s)*

**Staff will respond to campers with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socioeconomic status. Staff will portray a positive role model for campers by maintaining an attitude of respect, patience, and maturity.**

Staff are prohibited from attempting to form exclusive personal relationships with campers. Any contact outside the event setting should continue to be both appropriate and professional, and serve as a reflection of these policies. It is recommended that an electronic record be maintained of any private interactions between the staff member and the camper.

Staff are prohibited from having sexual contact with a camper.

Staff are prohibited from using the Internet or any online social networking site to inappropriately contact campers, during or after an event. Please refer to the Social Networking and Digital Communication Policies on page 6 of this manual for more information.

Staff are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on

or from the Internet. Appropriate discussions about your own abstinence can be held as long as another staff member is present. **These discussions should be consistent and reflect the teachings of the Orthodox Church.**

Staff are prohibited from sleeping in the same bed or sleeping bags with campers (other than a parent with his/her own child). It is acceptable to have staff and campers all sleep in one open space such as a church basement or lodge.

Staff are prohibited from dressing, undressing, bathing, or showering in the presence of campers when the camp environment/setting allows for privacy.

Staff are prohibited from using physical punishment in any way for behavior management of campers. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, demanding push-ups, making a camper stand for long periods of time, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or others. No mechanical restraint, such as rope or tape, is to be used.

Inappropriate language by either staff or campers will not be tolerated.

Participating in or allowing others to conduct any hazing activities during or related to an event will not be tolerated.

#### *Camper Supervision outside of the designated week of EOYC camp*

The EOYC Board of Directors must approve any EOYC event outside of camp (e.g., bowling with EOYC campers, a BBQ with EOYC campers, lock-in with older campers). EOYC requests a minimum of 5 days advanced notice of any event. Please submit an "EOYC Sanctioned Events Compliance Form" to the EOYC President or Executive Board member to document the event.

At least two (2) trained staff must supervise activities at all times. No staff member should ever be alone with a camper or group of campers.

#### *Facility/Resource Usage*

At any EOYC event, facility usage will be respected and utilized properly.

Staff may use radios to communicate during events. Conversations should be limited to purposeful, constructive communication that is necessary for the operations of the event.

#### *Chapel*

It is the responsibility of staff to ensure all campers and staff attends all religious services on time and conducts themselves in an appropriate and respectful manner.

#### *Cafeteria*

Respectful etiquette will be practiced and enforced at all meal times.

### *Visitors*

All visitors must check in with one of the Camp Directors. Any adult who has not completed the Youth Protection Training is considered a “visitor” at any EOYC event. It is important for staff to monitor any visitors.

Staff unable to stay for an entire event must check in and out with either the Camp Director or Event Director.

## Camp Awards

It is important to recognize and exemplify the efforts of our campers who do an exceptional job participating at camp. The EOYC award format is based on the discretion of the Cabin Leaders. As a team, these counselors will decide to distribute up to 3 awards for their group. One of these awards must be the “I am Third” award. From there, the Cabin Leaders have the freedom to award up to two of the other awards in order to recognize individuals who excelled in the related areas during camp.

Please make sure “The I am Third Award” is given out in each cabin.

### *Awards*

**“I am Third” Award** – This award is earned by the camper who best displays the “God first, others second, and self third” lifestyle throughout the week of camp. This award should be presented to a camper who enjoys helping others, is willing to let others in front of himself or herself, displays a dedication to putting God first, and basically puts the needs of others before the needs of himself or herself.

**“The Mighty in Spirit” Award** – An award presented to the camper in his or her age group who best displays a dedication to spirituality. This award is earned by a camper who participates well in religion, is not afraid to participate and offer opinion in RAP, contributes during chapel, etc.

**“Awesome Effort” Award** – An award presented to the child who never stops giving his or her all during EOYC. This camper is 100% into each activity, conversation, song and discussion the entire week. Everyone in every activity will be inspired to be more into EOYC because of this camper.

**“EOYC Leadership” Award** - An award presented to a camper that demonstrates a desire to help raise others up through his or her actions. An Orthodox leader sets a great example for others religiously, personally and socially. Other campers and counselors will know this leader not by words, but by actions.

## Understanding Social Networking and Digital Communication

For the purpose of this Social Networking and Digital Communication Policy, content is defined as photos, videos, messages, posts, or any other information shared through social networking sites. In addition, this policy applies to any and all forms of digital communication, including but not limited to

email, instant messages, texts, MMS, video chat, etc. One must also consider that any content posted online or in any form of digital communication, without its proper and original context, could be misconstrued.

For the protection of both staff and campers, staff are strongly discouraged from any form of digital communication with a minor, including being “friends” on a social networking site. In lieu of personal communication with a camper, EOYC has created a Facebook page. This allows for appropriate communication with campers in an open forum, rather than private communication.

#### *“Friending” and Connections*

Staff are prohibited from initially contacting or requesting “friends” under the age of 18.

If a camper requests a staff member’s “friendship” on a social networking site, or if the staff member is already “friends” with campers, staff members are strongly encouraged to set stringent “privacy settings” in order to maintain appropriate boundaries.

#### *Appropriate Content and Behavior*

Any interactions with a camper through digital communication should be appropriate and professional and serve as a reflection of these policies.

Staff must not use blogs, personal pages or websites to disparage the event, EOYC staff or campers.

#### Reporting Procedure

If staff were to receive any inappropriate digital communication or content from a camper, the staff member must immediately notify a member of the EOYC Executive Board or EOYC chaplain.

## Reporting Abuse

If a camper reveals abuse or inappropriate interactions of any kind with an adult, the staff member must immediately notify either the Camp Director, a member of the EOYC Executive Board, or EOYC chaplain.

Failure to report suspected abuse of children or youth is a crime. Reports may be made confidentially or anonymously. State laws provide immunity from civil liability for good faith reporting.

Mandatory reporting includes disclosure of, or perceived, physical, sexual or emotional abuse of minors and also any incidents that involve a minor abusing a minor. When in doubt, report.

Staff will report any inappropriate behaviors that are inconsistent with the guidelines for appropriate affection, or that may violate any provision of the youth protection guidelines.

Examples of inappropriate behaviors or policy violations might include seeking private time with campers, swearing, or making suggestive comments to campers.

After a report has been made, the staff member will follow up to ensure the report was made in compliance with EOYC policies and state laws.

The staff member is not expected to make any investigations of said abuse. Simply report any suspicions.

Any staff found to be in violation of any portion of this policy will be subject to immediate disciplinary action, and may include the staff member's immediate dismissal from EOYC.

## Camp Facility Specific Information

### Staff Phone Numbers:

The name of the Administrator on Duty will be posted on the main office door. Use the following contact phone numbers if assistance is needed:

Tall Oaks Office (day hours 8 am – 5 pm): 913-301-3004

Administrator on Duty (after dinner): 913-406-7107

Executive Director Cell: 913-406-7105

### Use of Tall Oaks Materials/Facilities

It is important to remember that we are guests at Tall Oaks for one week each summer and we need to respect their processes.

Any time it is desired to utilize equipment or materials that are the property of Tall Oaks Camp it is important that we go through the proper channels to request them. Please ask permission before using any TO equipment.

### Emergency Procedures - EOYC will follow Emergency procedures of Tall Oaks

#### **SEVERE WEATHER:**

The storm shelter is in the basement of the dining hall. Ramp door (near Koinoinia Cottage) is always unlocked. **Continual honking** of a car horn means **SEVERE STORM/HIGH WINDS/HAIL:** get into buildings and take shelter. **Continual siren** sounding from vehicle means **TORNADO WARNING:** get to the storm shelter immediately.

3 short beeps of siren sound from vehicle means **ALL CLEAR.**

**FIRE:** Conduct orderly exit of all campers from each building-re-group in front of dining hall. Call 911 and contact Tall Oaks Administration. If no cell phone available, there is a phone located in dining hall entryway, left towards stairwell, near AED. Remain in front of dining hall until a Tall Oaks' staff member gives further instructions. **Wildfire:** Re-group in front of dining hall or other areas away from where the wildfire is located and smoke is expected to blow. Call 911 and contact Tall Oaks Administration. Depending on severity-evacuations is possible.

**Power Outage:** All areas are equipped with emergency lighting for short-term lighting. Campers/staff with urgent needs will be considered first in a power outage situation. Remain calm and stay put until Tall Oaks Administration gives further instructions.



**In case of Emergency**

**Call 911 and Tall Oaks Administration**

\*Phone is located in dining hall entry way, left towards stairwell, next to AED

**ADDRESS: TALL OAKS CONFERENCE CENTER – 12778 189<sup>TH</sup> ST. LINWOOD, KS 66052**

**SHERIFF/FIRE/AMBULANCE: 911**

**TALL OAKS OFFICE: 913-301-3004**

**SHERIFF (ALTERNATE NUMBER): 913-724-1313**

**TALL OAKS ADMINISTRATOR ON DUTY: 913-406-7107**

**TALL OAKS EXECUTIVE DIRECTOR: 913-406-7105**

**DIRECTIONS: 1 MILE EAST OF LINWOOD TURN SOUTH AT THE INTERSECTION OF K-32 & COUNTY ROAD #26 (189<sup>TH</sup> STREET). TALL OAKS ENTRANCE IS ABOUT 200 YARDS ON LEFT.**

**HOSPITALS**

PROVIDENCE MEDICAL CENTER - 8929 PARALLEL PARKWAY – ER- 913-596-4180

LAWRENCE MEMORIAL HOSPITAL – 325 MAINE STREET – ER- 1-785-505-6162

**AED** Located in DINING HALL ENTRY WAY – LEFT TOWARDS STAIRWELL, PERMANENT UNIT, ALWAYS UNLOCKED, IN WHITE BOX.

\* THOSE OPERATING THE DEFIBRILLATOR ARE SUGGESTED TO BE CERTIFIED IN CPR AND AED