



Allendale Staff/Volunteer/Camper Code of Conduct

We will **ALWAYS** be above reproach when interacting with minors within our organization. Our actions and intentions must always be pure and honoring to Christ. The subject of physical contact is so fragile with kids and should be taken with the utmost concern and seriousness by every staff and faculty member. The following are guidelines for appropriate/inappropriate conduct with minors towards minors and adults toward minors or other adults:

TOUCH

Appropriate

- a. Handshakes and high-fives
- b. Younger girls/boys walking hand-and-hand
- c. Short, congratulatory or greeting hugs
- d. Arm around the shoulders
- e. Piggybacks with young Campers
- f. Pats on head/shoulders/back

Not Appropriate

- a. Private back rubs, arm tickles, massages, etc.
- b. Touching of private parts (no exceptions!)
- c. Touching a child in anger, disgust, or frustration
- d. Frontal hugs with opposite sex
- e. Sexual embraces, kissing
- f. Lap sitting
- g. Physical punishment as a form of discipline
- h. Intimate wrestling or tickling

Territory

Appropriate

- a. Public one-on-one interaction
- b. Group or public environments
- c. Private conversation in "eye shot" of other individuals with the knowledge of others

Not Appropriate

- a. Sitting or lying on a bed with a minor
- b. Private one-on-one interactions
- c. Sharing a shower stall or toilet stall
- d. Walking around the cabin undressed
- e. After dark interactions outside of lighted areas
- f. Pranks that involved the damage of personal property
- g. Pictures or videos taken in dormitories and restroom areas are forbidden.

TALK

Appropriate

- a. Verbal praise for achievement or behavior
- b. Verbal encouragement
- c. Scripturally based teaching
- d. Conversational topics (likes, dislikes, struggles, issues they are facing)
- e. Items of a sexual nature should be gender based, age appropriate in a group setting.

Not Appropriate

- a. Compliments or questions relating to physique or body development
- b. Sexual jokes, homosexual innuendoes, or bathroom humor
- c. Swearing or vulgar language
- d. Individual secrets or special gifts
- e. Sexual coaching or conversation
- f. Any conversation that encourages sinful behavior (i.e. drug use, pornography, homosexuality, under-age drinking, adultery, sex before marriage, lying, stealing)
- g. Harassment, *bullying, ridicule, excessive teasing

***Bullying** is when someone *repeatedly* and *on purpose* says or does mean or hurtful things to another person. Inappropriate behavior that leads to dismissal may or may not constitute bullying.

Reporting of Inappropriate Behavior:

Faculty Observed: Take immediate action to correct the behavior if it involves a camper.

Notify Program Director if behavior is not corrected.

If it involves a staff member or faculty member notify the Program Director or Executive Director immediately.

Camper Observed: Report immediately to an adult if inappropriate behavior is by a camper.

If inappropriate behavior is by an adult, tell another adult other than those in your cabin.

Use a "**Safe box**" to report behavior, especially if behavior continues after sharing it with an adult who has knowledge of the situation.

Safe Boxes are located at the Hillside Dining Hall and the Cedar Lodge. Safe boxes will be checked daily by designated individuals who have limited contact with children. Comments needing further investigation will be reported to the Executive Director.

Consequences: Any infraction of the above policy will be immediate grounds for dismissal whether you are a paid staff member, volunteer faculty member or a camper. A violation of one of these policies could not only be misunderstood by campers/staff, but result in legal consequences.

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