

Chapter 4

GenMin health and safety policies

GenMin programs and events involve activities with inherent risk. While no event can perfectly ensure the health and safety of participants, event staff are to use reasonable care to protect participants from harm. That care is to include close adherence to the following policies.

4.1 Screen staff members

Before an adult (including an elder/pastor) or teen begins to serve as a staff member in a GenMin sponsored program or event where the position of service involves on-going and direct contact with a young person under age 18, the staffer must be pre-screened in accordance with section 4.4.2.5 (3). In addition, all staffers working in a GenMin program or event that includes one or more overnight stays must acknowledge in writing (using the Camp staff acknowledgement form in **Appendix 7**) their understanding and agreement to follow the policies set forth in this chapter.

4.2 Parental permission

Because GenMin events often involve under-age (minor) children, it is essential that their involvement be pre-approved by a parent or other legal guardian. When an event involves one or more overnight stays, such pre-approval is to be confirmed and documented in writing by including in the event application or in a separate parental permission form, the explanatory text followed by a line for parental signature (see **Appendix 1**).

NOTE: Under NO circumstance is a minor participant or minor staff member to be admitted to an event involving an overnight stay without parental permission given in writing and then kept in the appropriate camper's or staffer's file.

4.3 Health care protocols

When a GenMin sponsored event (such as a camp, event, mission trip or Discovery Weekend) involves one or more overnight stays, the following health-care protocol requirements apply:

4.3.1 A qualified nurse or other appropriately licensed health care professional is to be part of the event staff. This individual is to be responsible for administering prescribed medications for any minor participants or minor staff members at the

event. The need for the administration of such medications is to be noted in the event application, which must include signed parental permission (see section 4.2).

4.3.2 The event health care professional is to understand and comply with applicable state and local regulations related to the administration and/or management of medications and minimizing the spread of infectious diseases. Such regulations would include pharmacy regulations, nurse practice legislation, regulations of physicians' regulatory bodies, and regulations for ancillary providers used by the event. In addition, regulations associated with the licensing of the particular event facility may influence procedures.

4.3.3 In addition to the above requirements, each Generations Ministries camp, mission trip or event is to have on file a written health-care policy statement setting forth protocols concerning how the event health care professional and others under their direction will:

- Administer medications
- Respond to medical emergencies
- Handle other related health-care issues including taking steps to minimize the spread of infectious diseases (including cleaning up any spillages of bodily fluids).

For a sample camp healthcare protocol from the American Camping Association, go to <http://www.acacamps.org/sites/default/files/images/accreditation/standards/03-HW/Sample-Health-Care-Policies-and-Procedures.doc>.

4.4 Prohibition of sexual harassment, sexual misconduct and improper discrimination

Special care must be taken so that GenMin participants or staff members are not subjected to sexual harassment, sexual misconduct and/or improper discrimination. These three forms of behavior will not be tolerated during any GenMin program or event (including travel to and from those programs or events when such travel is being supervised by a GenMin staff member).

These behaviors will not be tolerated between staff members, between staff members and participants, and between participants. This section defines these three types of prohibited behaviors and sets forth policies and procedures with regard to reporting and investigating such behaviors, and administering disciplinary action when warranted.

4.4.1 Sexual harassment

4.4.1.1 Definition

Sexual harassment can involve either a male or female harasser or either a male or a female victim. Moreover, the harasser and victim may be of the same or of the opposite gender. In all such circumstances, the common denominator is that the harasser's conduct is not welcomed by the recipient (victim) and/or creates a hostile environment which third parties should not be expected to endure.

Whenever unwelcome, the following conduct potentially constitutes sexual harassment (the list is illustrative only and not exhaustive):

- Physical contact of an inappropriate type
- Sexual flirtation, touching, advances or propositions
- Demeaning, insulting, intimidating or sexually suggestive comments about an individual's dress or body
- Demeaning, insulting, intimidating or sexually suggestive written, recorded, or electronically transmitted messages (including distribution of Internet pornography)

4.4.1.2 Reporting

It is the GenMin policy to inform participants that we do not permit any form of sexual harassment, whether specifically listed above or not, and that participants should report any such behavior according to the procedures outlined here. Anyone who believes that they see or are a victim of sexual harassment should report it to the program chaplain (if there is one, as in the case of a GenMin camp) or to the program director or other staff member. If any staff member receives a report of sexual harassment from a participant, the staff member must report it to the program chaplain or director.

4.4.1.3 Investigating

All reports of alleged sexual harassment will be investigated promptly with impartiality and sensitivity, and with as much confidentiality as possible under the circumstances. GCI prohibits any form of retaliation against a person who reports incidents of

sexual harassment. Immediately upon notification of any sexual harassment, the legal department is to be informed and consulted about how to proceed, including about the need, if any, to report the alleged conduct to authorities in accordance with applicable laws. In response to notification, the legal department in most cases will provide written instructions for conducting the investigation. In all such investigations, special care is to be taken to maintain as much confidentiality as possible; however, absolute confidentiality cannot be promised nor, as a practical matter, maintained in all cases due to the nature of the investigation process.

4.4.1.4 Disciplinary action

Any breaches to the policies noted in this section concerning sexual harassment are subject to appropriate disciplinary action as determined by appropriate officials of GCI.

4.4.2 Sexual misconduct

4.4.2.1 Definition

Sexual misconduct as defined within the context of a GenMin event or program is any type of sexual contact (including, but not limited to, all illegal sexual conduct) between non-married individuals (whether staff members or participants). Examples of sexual contact include prolonged hugging and/or kissing (sometimes referred to as 'petting' or 'necking') and other forms of intimate sexual contact including oral sex and sexual intercourse of any type.

4.4.2.2 Reporting

If an individual believes that they are the victim of sexual misconduct or otherwise are witness to an apparent act of sexual misconduct, they should report the misbehavior to the program chaplain, or if the program has no designated chaplain, to the program director. If the individual experiencing or witnessing the prohibited behavior is not comfortable reporting to the chaplain or director, the individual may report to any program staff member who then has a duty to immediately report to the chaplain or director on behalf of that individual.

4.4.2.3 Investigating

All reports of alleged sexual misconduct are to be investigated promptly with impartiality and as much confidentiality as possible under the circumstances. GenMin prohibits any form of retaliation against a person who reports sexual misconduct or otherwise provides information concerning alleged misconduct.

Immediately upon notification of any sexual misconduct, the legal department is to be informed and consulted about how to proceed, including about the need, if any, to report the alleged conduct to authorities in accordance with applicable laws. In response to notification, the legal department in most cases will provide written instructions for conducting the investigation. In all such investigations, special care is to be taken to maintain as much confidentiality as possible; however, absolute confidentiality cannot be promised nor, as a practical matter, maintained in all cases due to the nature of the investigation process.

4.4.2.4 Disciplinary action

Any breaches to the policies noted in this section concerning sexual misconduct are subject to appropriate disciplinary action as determined by appropriate officials of GCI.

4.4.2.5 Avoiding sexual misconduct

To avoid sexual misconduct, the following rules are to be adhered to in all GenMin programs and events.

1. Never alone. A staff member (who is not a parent or legal guardian of the minor being supervised) is NEVER to be alone (out of public view) with a minor (a person under 18) participant or staff member in the program. "Public view" means that the persons involved are never in a situation where they are not continuously being observed by other people. Being in an automobile without additional passengers is NOT considered as in "public view."

2. Supervising groups. Though not required by GCI policy, it is *recommended* that more than one adult be present to supervise groups of minors when that group will remain for more than a few minutes outside of public view. If only one adult is supervising a group of minors for more than a few minutes, it is recommended that measures be taken to keep the group in public view, or if that is not possible, to frequently monitor the group through random 'drop-in' checks by another adult. The goal in these recommendations is to minimize the risk of one adult supervisor having opportunity to abuse one or more minors in a group. The danger of this happening increases as the age of the minors in the group decreases. Great caution is in order.

3. Exclude sexual offenders from participation. It is GCI policy to exclude from GenMin programs and events (in leadership, staff or participant roles) any person (of any age) who has:

- Been convicted of the abuse of a minor (either physical or sexual abuse) or any other civil or criminal offense that would make the individual unsuitable to be in close proximity to minors. To enforce this exclusion at the leadership and staff level, all first-time staff applicants, for events that include overnight stays, are to be cleared through use of a national criminal background check.

Subsequent checks are required every three years for returning, previously cleared staff members. Once every year, all staff members are to be cleared by confirming that their names do not appear on the national registry of sexual offenders at www.fbi.gov/hq/cid/cac/registry.htm.

- Admitted prior sexual abuse of a minor (whether prosecuted or not).
- Received a diagnosis of pedophilia, exhibitionism or voyeurism as defined by the American Psychiatric Association (APA).

4.4.3 Improper discrimination

4.4.3.1 Definition

Improper discrimination involves words or actions that create a negative, improperly discriminatory environment or effect for the direct recipient of the discrimination and/or that create a negative, improperly discriminatory environment for onlookers. Examples of the words and actions that potentially constitute improper discrimination include (but are not limited to):

1. Racial or ethnic slurs
2. Inappropriate comments about people with a mental or physical disability
3. Offensive references to stereotypes

4.4.3.2 Reporting

It is GenMin's policy to inform participants that we do not permit any of the forbidden discriminatory behaviors listed above and that participants should report such behavior. Anyone who believes they see or are a victim of discrimination should report it to the program director or another staff member. If any staff member receives a report of such harassment or discrimination from a participant, the staff member must report it to the program director who will investigate the matter.

4.4.3.3 Investigating

All reports of alleged discrimination will be investigated promptly with impartiality and as much confidentiality as possible under the circumstances.

GCI prohibits any form of retaliation against a person who reports discrimination. Immediately upon notification of any improper discrimination, the legal department is to be informed and consulted about how to proceed. Whether or not the circumstances indicate that further investigation is required, special care is to be taken to maintain as much confidentiality as possible; however, absolute confidentiality cannot be promised nor, as a practical matter, maintained in all cases due to the nature of the investigation process.

4.4.3.4 Disciplinary action

Any breaches to the policies noted in this section concerning discrimination are subject to appropriate disciplinary action as determined by appropriate officials of GCI.

4.4.4 Reporting abuse of minors

Any report of alleged or observed abuse of a minor received by a staff member of a GenMin program or event is to be immediately reported to the program chaplain, or in the absence of a chaplain, to the program director. The chaplain or director will then consult with the legal department for further directions. Different states have different statutes concerning reporting of abuse and the legal department will advise the chaplain or director of required next steps. It is essential that all staff members be briefed concerning this policy.

4.5 Substance abuse

Using, transferring, distributing, manufacturing or possessing alcohol, unauthorized drugs, intoxicants, drug paraphernalia, and illegal or inappropriate use of controlled substances or prohibited drugs, or any combination thereof, is prohibited at any GenMin camp or event. Controlled substances are medications prescribed by medical doctors, including narcotics, stimulants, and sedative hypnotics. Prohibited drugs include all street drugs, including marijuana, cocaine, heroin and all other illegal drugs. Use or possession of prescription drugs consistent with a physician's directions is not considered a violation of this policy.

Any staff member or participant at a GenMin event failing to conform to these rules will be subject to disciplinary action at the sole discretion of the program director with the review of GCI. GCI reserves the right to search and inspect staff members and

participants on GenMin event premises, whether those premises are owned, leased and/or rented.

Attendance at such an event, as either a staff member or participant, constitutes consent to such searches and inspections, forgoing any expectations of privacy to the contrary.

4.6 Health of staff members

It is important that all staffers and participants be physically able to participate in the GenMin event. Though physical examinations before events are not required for staff members or for participants they are strongly recommended. Furthermore, it is required of all GenMin camp staffers that they fill out the health form that is a part of the staff application package. Note, however, that certain camps require health exams for staffers and/or participants in compliance with state statutes.

4.7 Firearms

Whenever firearms are present on site, they are to remain under the continuous, direct supervision of persons who are legally authorized to bear arms and are duly trained for the intended use of such firearms. This includes use of firearms in events (such as a rifle range), and the bearing of firearms by duly authorized security personnel. In the case of the latter use, firearms should be carried only by security personnel who are currently certified law enforcement officers.

4.8 Insurance

GCI has a group accident insurance policy (known at "gap insurance") that helps pay for medical expenses that arise from accidental injuries suffered by participants or staff members during GenMin events.

This coverage is secondary to family or personal insurance coverage and is subject to all of the terms and conditions of the policy. This coverage is also limited to accident-related medical expenses with no provision for expenses related to treating illnesses and there is no coverage for general damages (i.e. pain and suffering).

With respect to insurance coverage for camp staff members, all staff applications are to include a clause that reads as follows: "I understand that the church *does not* provide personal medical or health insurance, and that it is my responsibility to provide personal insurance."

4.9 Reporting accidents/ incidents

Whenever an accident or other incident occurs that results in injury to any camper, staff member or participant in a GenMin camp or mission trip, the nature of that event and the action taken is to be documented using the accident/incident reporting form in Appendix 14. That form is then to be kept in the camp's or mission organization's files for no less than seven years.

4.10 Prohibition re: 15-seat passenger vans

Churches often use 15-seat passenger vans to transport people to church activities. There have been warnings in the last few years that these vans are dangerous. Their high center of gravity and relatively short wheel base make them susceptible to roll over, even at low speeds. There have been many accidents, including tragic deaths and injuries, arising from groups taking trips in these vans. Some states now require anyone who drives a vehicle that holds more than 10 passengers to hold a commercial driver's license because of these safety concerns. Because of these concerns and requirements, GCI's liability insurance carrier recommends that their policyholders use small school buses or minivans for group transportation rather than 15-seat passenger vans. For all these reasons, GenMin camps and mission trips are NOT to rent or use 15-seat passenger vans for any camp/mission trip functions (and that includes not using 15-seat vans from which the back seat has been removed to make it a 12-seat van).

4.11 Staff training

A trained staff is essential for effective GenMin events. Staff training is a challenge due to limited time for staff training both before and during such events. Nonetheless, staff training is essential and all staffers are to participate in whatever training is provided unless excused by the program director. Staff training will often consist of a review of the policies set forth in this manual as well as a discussion of the tools and techniques that lead to successful events. For example, what happens if someone has a seizure or an allergic reaction, or suffers from hypothermia? Camp directors are responsible to develop these procedures together with the camp

nurse, facilities managers and other responsible and accountable persons. The plan should then be reviewed by local agencies, health care providers, etc.

4.12 Guests at events

Though guests benefit from visiting GenMin events, they can distract staff and participants. It is therefore the policy at GenMin events to limit guests. All guests must register upon arrival and staffers are to limit contact with guests to times when the staffer is not on active duty. Exceptions must be cleared beforehand with the program director.

4.13 Baptizing minors at GenMin events

At the GenMin program director's discretion, a baptism service may be provided at a multi-day event (such as a camp). If provided, the event chaplain is to see that all baptisms conform to the following requirements:

1. All those to be baptized at the event are to receive adequate pre-baptism counseling. The counselor will, as a minimum, present the meaning and purpose of baptism (entrance into Christ and into his body, the church), and will ascertain if those seeking baptism have turned meaningfully to Christ in repentance and faith, trusting in him as Savior and committing their life to him as Lord. This counseling is to include a clear presentation of the gospel including explaining that salvation is a gift of God's grace that is received through faith in Christ, not on the basis of personal merit (works) of any kind. The counseling is also to include a discussion concerning the importance of active participation in a local church, including the appropriateness and advantages of waiting to be baptized in the presence of that church. If the candidate is not already connected to a local church, they should be counseled concerning this issue and assisted to be connected when they return home.
2. If a minor (a person under age 18) is to be baptized at the event, the following procedure is to be followed in all cases:
 - Obtain pre-approval for the baptism from the candidate's parent or legal guardian. This pre-approval may be obtained verbally or in writing (including email). The person receiving a verbal approval must make a written summary of the conversation noting the date, time, names of the parties to the conversation, and content of the conversation. This summary is to be kept on file with other camp records.

- If the baptism candidate is under age 12, at least one parent or legal guardian **MUST** be present at the baptism ceremony whether or not the parent would give permission for the baptism in their absence. This requirement is to help avoid accusations of undue influence in the life of a pre-adolescent child.

3. In the case of all candidates (of any age), the chaplain is to contact the candidate's pastor (or other local church staff member) to discuss the following issues:

- The appropriateness of the baptism. Individuals are not to be baptized at the event if their pastor (or other church staff member) feels it would not be appropriate.
- Participation by the pastor or staff member in the baptism at the event (they should be made to feel welcome to attend and participate).

- The content of the pre-baptism counseling and a recommendation that this counseling continue back home in order to take the newly baptized person through a membership class, basic discipleship training, etc. The reason for this is to help facilitate the transition of the newly baptized person into fuller participation in the local church where they will attend.

- Suggest that there be a celebration in the home congregation of the person baptized following the event. The purpose of this celebration is to publicly announce/celebrate the baptism and to encourage acceptance of the newly baptized person into full membership within the local church. Such celebrations could include presenting the person before the congregation, a time of prayer for that person, a recounting by that person of their faith journey, etc.

4. A certificate of baptism is to be given by the chaplain to all who are baptized at the event.