



# CODE OF CONDUCT

To be used with all Lutherhaven Ministries: Staff, Volunteers, Adult Chaperones, Junior Staff, Teen Volunteers, and Day Camp Volunteers

*For the safety and protection of our program participants, volunteers, and staff.*

No policy or procedure will replace the review and vigilance of trusted adults and leaders at the point of program implementation.

All forms of bullying and harassment including verbal, physical, and cyber-bullying are prohibited.

Note: Exceptions to the following come to play when parents are attending programs with their own children, as in Lutherhaven Ministries Family Camp programs.

## Lutherhaven Ministries

Lutherhaven and Shoshone Mountain Retreat



### DURING ANY LUTHERHAVEN MINISTRIES PROGRAM:

- **Clear boundaries** for adult & camper interactions **provide a safe and positive camp experience** for everyone.
- Staff or volunteers may **never be alone with a single child** where they cannot be observed by others. **One on one conversations** between an adult and a child must be **conducted in clear view of other adults and/or youth.**



### AT CAMP WE DO...

- **Encourage campers verbally** with positive redirection and guidance with respect, patience, courtesy, tact and maturity
- Give **high fives** and **fist bumps**
- Share **handshakes** and **big smiles**
- Give **side hugs** and **pats on the back**
- **Pay attention to the verbal and non-verbal cues** of each camper and **at no time force, belittle or begrudge** a camper for opting out of any of these types of interactions



### AT CAMP WE DON'T...

- Pick up or place campers on backs (either camper on camper or camper on staff).
- Sit on laps or allow campers to crawl all over us.
- Touch campers in an area that would be covered by a swimsuit.
- Abuse children or use physical punishment of any kind, including physical, verbal, sexual or emotional abuse or neglect. **Abuse is not tolerated and is cause for dismissal.**
- Contact or have private interactions through social media, computer or handheld devices with children in our programs.
- Use smartphones, cameras, mirrors, drones, etc. in places or situations where privacy is expected.
- Transport anyone in the back of any pickup truck. We use utmost care and safety when transporting campers in a Gator. We only transport children or staff in Lutherhaven Ministries approved vehicles or while at Day Camp, at the approval of the Day Camp Coordinator.



### AT CAMP WE REMEMBER...

- Inappropriate public displays of affection are prohibited.
- Sexual activity is prohibited.
- Appropriate attire is required.



## WE...

- **Never leave campers unsupervised.**  
“Line of sight” supervision is used, and, at times “line of sound.”
- Practice the **Rule of 3’s**: Ensure that campers travel and go about their activities (go to the restroom, back to cabins, etc.) in **groups of three or more** (1 adult and 2 campers; 2 adults and 1 child; or 3 campers together).  
Campers are encouraged to pick their own buddies.
- Use **positive techniques** of guidance, redirection, respect and encouragement.
- Ensure camper bathroom use is monitored for appropriate group behavior.



## AT LUTHERHAVEN CAMPS OUR STAFF, VOLUNTEERS AND ADULTS...

- Help with harnesses, lifejackets, and more! **Always ask campers before helping**, “Is it okay if I help you tighten this buckle?”, etc. Allow campers time to respond “No.” We respect the camper’s right to say no, and stop if there are any signs they are uncomfortable.
- Assist campers in full view of other campers and/or staff.
- Let **campers do for themselves what they can**.  
For example: put on their own harness, lifejacket, helmet, etc.
- When **assisting campers with physical and developmental disabilities** (Champ Campers), or others who might need additional assistance, especially in private activities (toileting, putting on bathing suits, showers, etc.), **two adults will assist in the situation**. When this is not feasible, staff should be positioned so the process is visible to others. In these circumstances a Director shall be informed of the situation.



## AT CAMP WE...

- Look out for one another. If we see questionable behavior, we **remind each other of the Code of Conduct**: “Hey, just a reminder that we don’t... at camp.” And then we let our supervisors know.
- We **report to a director any behavior we see as questionable** or outside the Code of Conduct.
- All are **mandated reporters** and are required to report any suspicions of child abuse or neglect to a camp director. **We also report to a director any suspicious behavior.**