**Kids Camp Policies**

**Table of Contents**

1. Points of Accountability
2. Staff Culture Values
3. Statement of Faith
4. GUEST
5. Staff Ratio
6. Behavior Management
7. Child Behavior Coaching
8. Team Member Policies
9. On-Boarding Requirements
10. Check-in and Check-out
11. Two-At-All-Times & Private Group Spaces Policies
12. First Aid & Incident Reports
13. Emergency Procedures
14. Staff & Leader Appearance
15. Staff & Leader Communication
16. Unattended Children Guidelines
17. Scholarship Award Procedures
18. Photography & Recording Guidelines
19. Standard Operating Procedures: Potential Abuse/Neglect
20. Hours and Reimbursement for CedarCreek Staff

**POINTS OF ACCOUNTABILITY**

1. **Staff members should not be alone** with an unrelated member of the opposite sex if either party is married.
This includes at **CEDARCREEK**CHURCH Campuses and in-home visits.
2. **Staff members should not go out alone** with an unrelated member of the opposite sex if either party is married.
This includes riding in vehicles, lunches, and/or private meetings in public places.
3. **Staff members should not have intimate physical contact** with an unrelated co-worker or attendee of the opposite sex if either party is married.
This includes any inappropriate displays of affection that could be questionable.
4. **Staff members should use extreme caution** when answering emails or text messages, communicating via social media, or responding to cards or letters from the opposite sex.
Staff members should strive to involve another co-worker in the response.
5. **Staff members should not counsel the opposite sex alone** at the office and should not counsel the opposite sex more than once without that person’s mate being present.
Refer them to a professional and/or a co-worker of the same sex.
6. **Staff members should not discuss detailed sexual problems** with the opposite sex.
Refer them to a professional and/or a co-worker of the same sex.
7. **Staff members should not discuss their marriage problems** with the opposite sex.
Refer them to a professional and/or a co-worker of the same sex.
8. **Staff members should seek out and establish** healthy systematic guardrails and accountability relationships.
This includes accountability software and regular meetings with staff liaisons.
9. **Staff members should seek to protect other co-workers** and make their co-workers their protective ally.
Accountability is everyone’s responsibility.
10. **Staff members should pray for the integrity** of other staff members.

(Adopted from Saddleback Church & LifeChurch.tv)
Revised 02/2015

**STAFF CULTURE VALUES**

If you’ve been around our organization for any period of time, odds are you’ve heard the phrase “You Matter.” It’s not something we just say or put on a t-shirt because it’s catchy. The truth is, this mantra is a passion and it provides a filter for everything we do. People that thrive at CedarCreek live out the phrase “You Matter” by engaging in the following values:

**We are MISSION DRIVEN.**

CedarCreek exists to introduce people to Jesus and the life-changing adventure with him. We believe that the purpose of the church is to introduce people to Jesus and help everyone take their next step on their faith journey with him. We believe that every time we take a step toward knowing God, finding freedom, discovering our purpose, and making a difference, we impact people around us. As we help the people God has put around us take their next steps, we are convinced that God will use that to completely transform our community.

When we read about the history of the church, we are inspired to take new risks in helping people find their way back to God. This is why we are willing to do anything short of sin to accomplish this mission. The Bible clearly states that we should flee from personal sin. However, Jesus was often accused of getting “too close to sin” in his mission to reach people—we want to do the same.

1. Am I excited about the way we “do church” (anything short of sin to reach people)?
2. Am I using “G.U.E.S.T. eyes” in my interactions with others?
3. Who are the unchurched people I am intentionally investing in and inviting?
4. Who am I committed to helping take their next step spiritually?

Bible Passages: Matthew 22:36-40, 28:19-20; 1 John 4:7-10

**Everything we do is about this mission. That’s why it is at the top. However, we believe it is also important to clarify and commit to the kinds of behaviors we think will help us accomplish the mission.**

**We are BETTER TOGETHER.**

We believe an organization is at its best when the team says, “Look what we accomplished together.” The team matters more than individual performers. This does not mean we must reach consensus or that every opinion must be heard. In order to do this, we must be open-handed and willing to learn, moving toward trust and collaborating together. We must listen to each other and share our perspective honestly. We acknowledge that at times this value might slow things down and make it more complicated than working alone. We believe, in the long run, we will accomplish more as we learn how to be better together.

1. Am I committed to being an Ideal Team Player (Humble, Hungry, Smart)?
2. Am I believing the best of those with whom I work?
3. Am I collaborating and thinking critically with others?
4. Am I communicating in a way that brings clarity to teammates?
5. Am I caring for the people with whom I work?

Bible Passages: Matthew 20:25-28; Hebrews 10:24-25: Proverbs 15:22; Ephesians 4:15-16

**We TAKE GROWTH PERSONALLY.**

We believe our growth is our personal responsibility, not something you wait for someone to spoon-feed you. In order to do this, we must embrace the principle that many times our growth exponentially increases when we help someone else grow. When the team is full of people who are deliberately trying to move themselves and others to the next level personally, professionally, and spiritually, we will be unstoppable. This means we take growth personally for ourselves and our organization. When you get better personally and when we get better organizationally, everyone around us wins.

1. What am I doing to take my next step personally, professionally, and spiritually?
2. Who is providing me with regular feedback? How am I receiving feedback?
3. Who am I helping take their next step?
4. Am I taking the growth of our organization personally? How can I make it better?

Bible Passages: Proverbs 18:15; 1 Timothy 4:15; 1 Corinthians 9:27

**We CELEBRATE PROGRESS.**

We believe that focusing on progress without celebration leads to burnout. We also know that too much celebration without progress means we are not moving anywhere. In order to celebrate and move forward, we want to celebrate progress. This is a commitment to building momentum rather than excitement. Excitement is something we experience at the start of something new. Momentum grow as we repeatedly execute a uniquely better plan together. Therefore, momentum progresses to the rhythm of these two beats: make progress, celebrate, make progress, celebrate.

1. Did I help our team/mission move forward today?
2. Did I follow through on my commitments/responsibilities?
3. Did I value progress over perfection?
4. Did I take time to celebrate progress today?

Bible Passages: 1 Corinthians 3:5-7, 15:58; Philippians 3:12-14

**Commitment**

We believe that Jesus is building his church. He has entrusted to us the stewardship of the church. So, in some ways the future of our church depends on our commitment to living these out together. We must also encourage those around us to do the same. Why? Because when God dreamed about reaching people in our region, CedarCreek was a part of that dream. That is why You Matter. These are some of the fundamentals that are going to guide us as we work to transform our community with Jesus.

**STATEMENT OF FAITH**

**WHAT WE BELIEVE**

**The Bible**The sole basis of our beliefs is the Bible, comprised of the 66 books of the Old and New Testaments. We believe that Scripture in its entirety originated with God and that it was given through the instrumentality of chosen people. Scripture speaks with the authority of God and reflects the backgrounds, styles, and vocabularies of human authors. We hold that the Scriptures are infallible and inerrant in the original manuscripts. They are the unique, full, and final authority on all matters of faith and practice, and there are no other writings similarly inspired by God. (2 Timothy 3:16)

**God**
We believe that there is one true, holy God, eternally existing in three persons—Father, Son, and Holy Spirit—each of whom possesses equally all the attributes of deity and the characteristics of personality. In the beginning, God created the world and all things therein out of nothing, thus manifesting the glory of his power, wisdom, and goodness. By his providence, he is operating throughout history to fulfill his redemptive purposes.
(Genesis 1:1, Isaiah 7:14 and Luke 1:34-35)

**Jesus Christ**Jesus Christ is the eternal second person of the Trinity. We believe in his deity and in his miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of all by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in him alone. He rose from the dead in the same body, though glorified, in which he lived and died. He ascended into heaven and sat down at the right hand of the Father, where he, the only mediator between God and man, continually makes intercession for his own. He shall come again to earth, personally and visibly, to consummate history and the eternal plan of God. (John 1:1-5)

**The Holy Spirit**
As believers submit to the Holy Spirit, the third person of the Trinity, they are enabled to live a life of holiness and obedience. The Holy Spirit was sent into the world by the Father and the Son to apply to mankind the saving work of Christ. He enlightens the minds of sinners, awakens in them recognition of their need of a Savior, and regenerates them. At the point of salvation, he permanently indwells every believer to become the source of assurance, comfort, strength, and wisdom. He uniquely endows each believer with spiritual gifts for the building up of the church. The Holy Spirit guides believers in understanding and applying the Scriptures. His power and control are appropriated by faith, making it possible for the believer to lead a life of Christ-like character and to bear fruit to the glory of the Father.

(John 16:5-15)

**Salvation**The central purpose of God’s revelation in Scripture is to call all people into fellowship with him. Originally created to have fellowship with God, man defied God, choosing to go his independent way. Thus alienated from God, mankind suffered the corruption of his nature, rendering him unable to please God. The fall took place at the beginning of human history, and all individuals since have suffered these consequences and are in need of the saving grace of God.

The Salvation of mankind is, then, wholly a work of God’s free grace, not the result, in whole or in part, of human works or goodness, and must be personally appropriated by repentance and faith. Salvation is available to all, but it must be received to become a child of God (John 1:12). When God has begun a saving work in the heart of any person, he gives assurance in his Word that he will continue performing it until the day of its full consummation. (John 3:16, Romans 10:9)

**Human Destiny**Death seals the eternal destiny of each person. For all mankind, there will be a resurrection of the body into the spiritual world and a judgment that will determine the fate of each individual. Unbelievers will be separated from God into condemnation. God’s judgment will reveal his justice in consigning them to perpetuate in eternal retribution for their own rejection of God. Believers will be received into eternal communion with God and will be rewarded for works done in this life. (Romans 6:23)

**The Church**The result of being united with Jesus Christ is that all believers become positional members of his body, the church. There is one true universal church, comprised of all those who acknowledge Jesus Christ as Savior and Lord. The Scriptures command believers to gather together to devote themselves to worship, prayer, and the teaching of the Word of God. The Scriptures also command believers to devote themselves to the observance of baptism and Communion as the sacramental ordinances established by Jesus Christ. We believe that baptism by immersion, in the name of the Father, Son, and Holy Spirit, is commanded by God. It is subsequent to conversion and is not a saving ordinance but an obedient outward expression of an inward work of the Spirit of God. (Matthew 3:13-17)

We believe that Communion is a symbol of the broken body and shed blood of our Lord Jesus Christ. It represents the death, burial, and resurrection of our Lord, and a looking forward to the second coming of Christ to receive his own (1 Corinthians 11:23-24). The Scriptures also command believers to devote themselves to fellowship, to service to the body through the development and use of talents and gifts, and to reach out to the world. Every member of Christ’s body should share their Christian witness with others. (Acts 2:42)

**Faith and Practice**Scripture is the final authority in all matters of faith and practice. This church recognizes that it cannot bind the conscience of individual members in areas where Scripture is silent. Rather, each believer is to be led in those areas by the Lord, to whom he or she alone is ultimately responsible.

**G.U.E.S.T**

**God’s Heart**We want every guest to know that they matter to God and they matter to us.

**Upbeat**

We create a fun and positive environment to make an amazing first impression and for the team to serve.

**Excellence**

We pay attention to details because it shows our guests we care.

**Seize Wow Opportunities**

We are always for ways to make every guest’s experience something they can’t wait to share with others.

**Take the Next Steps**

We want every interaction to point guests to their next step on the spiritual journey.

Know God

Find Freedom

Discover Purpose

Make a Difference

**STAFF RATIO**

**MINIMUM STAFF RATIO - RC5104.033**

A child camp shall have at least two responsible adults available on the premises at all times when seven or more children are in the camp. The camp shall organize the children in small groups, shall provide staff to give continuity of care and supervision to the children on a day-by-day basis, and shall ensure that no child is left alone or unsupervised.

Camp Group Leader Children

Kids Camp 1 10

Summary:

The Group Leader to child ratio can never be less than one Group Leader for every ten children, or camp-wide, one adult DreamTeam member for every 14 children. This ratio includes all staff and DreamTeam members except for the Ministry Director, Operations Director, and Service Program Director.

**BEHAVIOR MANAGEMENT**

**BEHAVIOR MANAGEMENT R400.1115**

The need for corrective action regarding a student is often the result of low expectations on the part of the Group Leader. Set your expectation high and you will be amazed at the results. Do not, however, expect to be a miracle worker; you will have challenges.

Many times, the need for corrective action can be averted if you are alert. If you observe a student in a potentially improper situation, redirect their attention and activity. For example, a boy who constantly fights and antagonizes others while his team is at bat can be directed to help with equipment, scoring, etc., during those times.

Please note that it is the role of a Safety Team member to intervene if imminent harm is foreseen.

On the whole, corrective action is a matter of creative effort on the part of the leader. Each student and situation is unique. We do, however, observe specific guidelines:

1. Avoid creating situations which cause temptations. For example: letting wrong behavior slip by as if unnoticed, ignoring rules yourself, leaving your students unwatched during cabin times, or keeping your valuables in the open.
2. Effective corrective action explains what the child has done wrong and offers alternative choices.
3. No child is to be physically punished or verbally abused. This includes washing out mouths, excessive restraint, abusive physical exercise, or isolation.
4. Never deprive a child of meals or any portion of a meal.
5. Be firm. Make directions clear and insist they be followed. Keep yourself under control at all times.
6. Make sure you make an honest effort to get to the bottom of an argument or fight. Talk to both parties and let each one present his side separately. It usually turns out both were wrong.
7. If a student becomes too much for you to handle, be sure to get help. Do not allow yourself to become angry. Contact the Ministry Director or Operations Director for assistance if necessary. In all cases report unacceptable behavior to the Ministry Director.

Note: Any team member not following the above guidelines will be subject to immediate dismissal.

**Child Behavior Coaching**

Safe boundaries are essential to ensure kids have fun at Kids Camp. When children aren’t making the best choices, here’s a process for coaching them:

1. Identify the Issue and Try a Solution
* Ask yourself what’s triggering the behavior.
* Keep them busy by being your helper.
* Separate the kids that tempt each other.
1. Enlist Your Team Lead or Door Holder to Help
* Remove the child from your group, get down to their level, and make eye contact.
* Explain the good choice you want them to make.
* Ask them to repeat it back to you.
1. Follow Up
	* Recognize great behavior. What’s rewarded is repeated.
	* Don’t expect perfection.
	* If the behavior persists, parents may need to be called.
2. Connect with Parents
	* Let parents know you want their child to have a great experience.
	* Ask for ways to help their child be more successful.
	* Share behavior wins in front of their child to celebrate them.

If a child’s behavior puts another child or volunteer in danger, or if the problem is more severe or persistent, contact a Door Holder. Family Care Plans are available if a long-term plan would serve the child best.

**TEAM MEMBER POLICIES**

**Discrimination**

* No one shall be denied any of the benefits of the camp program on the grounds of race, color, religion, or national origin.

**Medical Care**

* We have a volunteer medical team equipped to assist with First Aid and other medical incidents.
* Local hospitals are available for further treatment.

**Schedule**

* Children and DreamTeam are expected to be prompt and honor the daily schedule unless excused by the Ministry Director or Operations Director.

**Cell Phones**

* Team members are asked to keep cell phones out of sight, unless otherwise specified, during camp.
* Children are not to use mobile phones, or other technology, at any time unless permission is received from the Ministry Director or Operations Director.

**On-Site: Participants and Visitors**

* No children or team member are permitted to leave the grounds without permission from the Ministry Director.
* Visitors are discouraged during the camp week. Any visitors must be approved by the Operations Director, Ministry Director, or Service Program Director. Visitors must check in and out during their stay.

**Conduct**

* Team members are expected to conduct themselves honorably; representing themselves and the church well.
* The use of tobacco, loose language, or any non-Christian conduct will not be tolerated.
* No fraternization of any kind is allowed by staff to students. Violation will result in dismissal.

**CHILD CHECKIN & CHECKOUT PLAN**

The Check-In and Check-Out procedures are essential to making sure our children are safe at camp. We ask the same adult leader to oversee both check-in and check-out. They are the group leader; responsible for the clipboard and any emergency situations that may arise.

 Each parent will receive:

* One name tag per child with an alpha-numeric code
* Two parent pickup receipts with an alpha-numeric code per child
* One note tag per child

**Check-In**

* Connect with the family, especially if it’s their first time! Look at both the parent and child tags to ensure the alpha-numeric codes match.
* Stick the note tag to the check in sheet.
* Ask the parent if there is any additional information that would help us care for their child well and write that on their note tag. If we need to add an allergy, medical or care note to a child’s Rock account, please notify a Staff Member.
* Label all items staying with the child and note allergies appropriately.
* The parent will keep their parent pick up receipt to pick up their child after the service.

**Check-Out**

* Look at both the parent and child tags to ensure the alpha-numeric codes match.
	+ If the parent arrives to pick up a child without their tag, notify a Door Holder who will assist with a Child Release Form.
	+ If the parent arrives to pick up a child and their codes do not match, notify a Door Holder who will help with next steps.
* Pass out the Parent Cue and any other handouts.
* Cross the child’s name off on the clipboard confirming the child has left our care.

**Premature Release**

When a child is seriously ill, injured, or a constant behavioral problem, he/she may be prematurely released from a CedarCreek event. All decisions related to the premature release of students will be made by the Ministry Director along with the Medical Coordinator (in medical instances). If it is decided a child should be released from camp for any of the aforementioned reasons, the Ministry Director or Medical Coordinator will contact the person(s) listed on the camp registration form and make arrangements for the child to be picked up from camp.

In the event that none of the persons listed on the camp registration form can be contacted, the child will remain at camp until arrangements have been made for his/her proper release.

In all of the above scenarios, ensure a divorced parent (who does not have custody of the child) is not given an opportunity to visit or take their child off the grounds. Children can only be released to people who have written authorization from the child’s parent (with legal custody) or guardian(s). The authorized person must sign the back of the registration form at the time of release.

**2-AT-ALL-TIMES**

Whenever there are children present, there must always be 2 adults. No adult should ever be alone or isolated with a child. This includes restroom breaks.

If you have questions, please connect with a Kids Staff Member.

**FIRST AID AND INCIDENT REPORTS**

Anytime a child is injured with any sort of mark, big or small, the parent should be notified right away. The parent should also be notified if an incident occurred and no mark was left because bruises may appear after the fact. The Ministry Director or Medical Coordinator should fill out an incident report for all of these situations. The child’s parent should be called immediately and the Ministry Director should have the conversation with the parent.

If one child maliciously hurts another child, the following steps should be taken:

1. The Ministry Director should immediately be called to help assess the situation.
2. Attend to the injured child. Call the parent immediately and radio the Safety or Medical Team if medical assistance is needed. When talking to the family, do not identify the child who caused the injury. If possible, keep the child who caused the injury out of the area completely.
3. The Ministry Director or Medical Team member should complete an incident report documenting the situation, even if the injured child recovers quickly and/or does not have a mark.
4. If the child who caused the injury seems likely to do it again, he/she may be removed from camp for the day, or the week. This decision should be made after the Ministry Director assesses the situation and answers: Was the injury violent and aggressive or is it a coachable opportunity?

* 1. If the action that caused the injury is not coachable, the child who caused the injury needs to be removed from the area immediately. The parent will need to be notified and the child may not return. Be sure to communicate to the family with care and compassion. Offer helpful suggestions if they seem open to it.
	2. If the action that caused the injury is coachable, the child may remain at camp. The Group Leaders should be extra vigilant to prevent future injuries.
	3. If the child is a repeat offender, the Ministry Director should discuss options for serving that child best in the future.

**EMERGENCY PROCEDURES**

1. Turn radios to Safety channel.
2. Kids Staff will distribute an Emergency Bag to each room.
3. Read and understand the evacuation route posted by the door. A Staff Member will direct you if an alternate route is needed.
4. Count the number of children in your room and compare that with your check-in sheet. **Keep your check-in sheet with you!**
5. Prepare for evacuation – Grab coats if possible.
	1. Babies-Toddlers – Place as many children as you safely can in strollers and evacuation cribs. Carry other children with the assistance of other Staff and Volunteers.
	2. Preschool–Have children line up at the door holding on to the jump ropes provided in your Emergency Bag.
	3. Elementary – Have children line up at the door.
6. A Kids Staff member will designate a leader to begin evacuations and lead everyone outside. The Kids Director will remain inside, along with a Security Team Member, to sweep the rooms and make sure everyone has made it out safely.
7. As you exit, one volunteer should lead their group of children out the door, and another volunteer should be the last one to exit the room, making sure no children are hiding or left behind.
8. Do not allow parents to take their child from your care during the evacuation process. Remind parents that they can walk with you, but you cannot release a child until you have arrived at your designated location and you have been given the okay to dismiss from a Kids Staff Member.
9. Walk carefully to your designated meeting spot. When you have safely arrived, count all children and ensure your count matches your check-in sheet. Wait for further instructions from a Kids Staff Member.
10. **Stay with your group at all times. Do not leave your group to pick up your own children or for any other reason.**
11. Hold up your room sign, found in your Emergency Bag, to help parents locate their children. Follow all Kids Staff instructions when the check-out process begins.

**SEVERE WEATHER POCEDURE**

1. Turn radios to Safety channel.
2. Kids Staff will distribute an Emergency Bag to each room.
3. Read and understand the severe weather map for your room posted by the door. A Kids Staff Member will communicate any changes.
4. Count the number of children in your room and compare that with your check-in sheet. **Keep your check-in sheet with you.**
5. If you need to exit your room, one volunteer should lead the group of children out the door, and another volunteer should be the last one to exit the room, making sure that no children are hiding or left behind. Calmly escort the children to the proper area and wait for further instructions.
6. Do not allow parents to take their child from your care during the evacuation process. Remind parents that they can walk with you, but you cannot release a child until you have arrived at your designated location and you have been given the okay to dismiss from a Kids Staff Member.
7. **Stay with your group at all times. Do not leave your group to pick up your own children or for any other reason.**
8. Follow all Kids Staff instructions when the check-out process begins.

**STAFF AND LEADER APPEARANCE**

All staff and DreamTeam should model a clean and family-friendly appearance. All clothing should be modest and appropriate. Please remember, we may spend time outdoors and in athletic and water environments. If there is a concern, a staff member will address the situation in a private conversation.

**STAFF AND LEADER COMMUNICATION**

We ask that all Staff and Leaders use wisdom and discretion when communicating with DreamTeam members of the opposite gender, especially those who are minors. When possible, text or message those of the opposite gender in groups. Email is more professional. Utilize public communication tools like Slack and Teamwork. The overall recommendation is not to engage in ongoing, regular communication with someone of the opposite gender.

**UNATTENDED CHILDREN GUIDELINES**

A child 11 years of age or younger should be with their parent/guardian (or a sibling/friend 14 years of age or older) or checked into the appropriate program.

Parents/guardians (or a sibling/friend 14 years of age or older) should not leave the premise without their child.

If a child 11 years of age or younger arrives without a parent/guardian (or a sibling/friend 14 years of age or older), they will be checked into camp. The Ministry Director is responsible for leading the following process regarding an unattended child:

1. Gather information from the unattended child and try to contact the parent/guardian immediately.
2. Notify the Safety Coordinator of the situation.
3. The unattended child can only be checked out of camp by the Ministry Director, their parent/guardian, or their parent/guardian’s designee.
4. The unattended child is not permitted to leave the premises by themselves. If the parent/guardian, or their designee, does not pick up the unattended child, the situation will be handed over to the police.
5. An incident report will be completed and a Family Care Note added.

\*Unique situations may be handled at the discretion of the Ministry Director and the Senior Director of Kids. All situations must be documented.

**SCHOLARSHIP AWARD PROCEDURES**

Family Ministries awards scholarships based on financial needs of families within the ministry in order to assist kids and students in attending camps/retreats.

Scholarship Award Procedure:

1. Receive Scholarship request.
	1. A scholarship CANNOT be awarded without a scholarship request.
2. Respond to parent with the amount you can award them (see below email)
	1. You do NOT have to award exactly what they ask for
	2. Contact them via email or phone
	3. Note the resulting award within their benevolence request within Rock
		1. Follow the Student/Kid Financial Assistance Instructions to navigate the form
3. Place the family on a payment plan (if applicable)
	1. Note within their benevolence request within Rock
4. Mark the Benevolence Result Type as Student/Kid Financial Assistance Awarded
	1. Project Manager of Ministries will receive this and file accordingly
5. Follow-Up with family regularly if they are on a payment plan

Important Items to consider when awarding scholarships:

* Typically, parents can pay more than they actually put down if they understand the “Why”.
	+ Example- If current price is $290 and a parent currently says they can only pay $150, explain the why and perhaps respond that you can only scholarship them $100, so they’re responsible for $190 ($100 of that due by Dec. 31st).
* If it’s early in the school year, attempt to put them on a payment plan.
* Check their attendance in Rock before awarding scholarship so you know how involved the student/family is.
* The amount in the campus scholarship fund (see the finance doc) is the Campus Director of Students/Kids to allocate.
* The campus scholarship amount goes toward ALL ministry specific camps. The larger the scholarships you give, the less of them you’ll be able to award.
* ALWAYS respond with care and in a way that leaves the parent knowing that they matter to us and we are extremely excited that their student/kid wants to attend Camp/Retreat!

Example response to a parent requesting financial aid:

*Hi \_(Parents first name)\_\_\_\_\_\_\_\_\_,

We would love to have \_\_(Student/Kid Name)\_\_\_\_\_\_ join us at (Camp Here) this summer! We are attempting to get as many students/kids signed up as possible so that includes us spreading out the scholarships to allow as many students/kids to attend as possible.

Due to the wide amount of students/kids needing scholarships we won’t be able to scholarship \_($)\_\_\_\_ to \_\_(Students/Kids Name)\_\_\_\_\_\_. The most I can Scholarship \_\_\_\_(Students/Kids Name)\_\_\_\_\_\_\_\_\_\_\_\_ currently is \_\_($)\_\_\_\_. That would leave you a balance of \_($)\_\_\_\_\_\_ to be paid by \_\_\_\_(Dec. 31st or March 31st\_)\_\_\_\_\_.

If that scholarship will work just let me know and I’ll lock it in.

Thank you!*

*Signature Line*

**Photography & Recording Guidelines**

Including photos, videos, and testimonials online (on our website, blog, and social media sites) of guests and events at CedarCreek Church is a privilege for us, and we intend to respect and honor it. Therefore, the following guidelines will be considered by staff/volunteers when capturing photos or videos in an official CedarCreek capacity:

* Photos/videos of people in public spaces and/or at public events will generally be acceptable with no restrictions. Photos/videos of people in secure ministry areas (including, but not limited to CedarVille and student rooms and hallways) is forbidden without expressed written permission from CedarCreek Church Senior Executive Team.
* Only staff and volunteers with expressed permission given by CedarCreek Church Senior Executive Team will be allowed to photograph/video in an official capacity for CedarCreek Church. Permission will be given on an event-by-event basis.
* On weekends when there will be taping in CedarVille and/or Fusion areas, a sign will be posted at the check-in kiosks and outside of rooms. Any parent who does not wish to have their child photographed can let a Campus Staff member know.
* CedarCreek Church staff and volunteers are encouraged to send any photos taken to Social Media Leaders of the designated ministry area for posting on official channels. Staff and volunteers are then encouraged to share/retweet content from an official ministry account, rather than posting photos directly to personal accounts.
* CedarCreek Church staff and volunteers will not knowingly post anything that would be embarrassing, objectionable, or hurtful to anyone in the photo/video.
* CedarCreek Church staff and volunteers will not identify minor children by name (including the posting of check-in name tags) in the photos/videos we post online without consent from the child’s parent/guardian. Adults may be identified only if prior permission is given.
* If copyright for a photo/video is held by someone other than CedarCreek Church, we will receive permission to post it and gladly provide credit if desired.
* Any photo/video can be removed upon request. If any guest identified a photo/video that they would like removed containing their name/likeness, or the name/likeness of their child, they can contact communications@CedarCreek.tv.
* If a photo or video is played before, during, or after a weekend service on the screens in the auditorium, it may be considered acceptable for public viewing and therefore may be posted on CedarCreek Church websites and/or social media outlet.

Unless otherwise indicated, photographs and videos on CedarCreek Church websites, blogsites, social media accounts (Facebook, Twitter, Instagram) are the property of CedarCreek Church ad may not be used for any purpose (including but not limited to: downloading, printing, distributing, or linking) without permission from CedarCreek Church.

**STANDARD OPERATING PROCEDURES:
 POTENTIAL ABUSE/NEGLECT**

To be completed by a staff member of CedarCreek Church with the cooperation of the person reporting the incident.

**Vision**

To ensure the appropriate conversations and documentation occur when a report must be made on behalf of CedarCreek Church to the authorities regarding the potential abuse and/or neglect of a minor or a mentally handicapped guest under the age of 21.

We only need to suspect that abuse or neglect is occurring; physical proof or other forms of validation are not required. It is the responsibility of the children’s service agency to determine if abuse or neglect is in fact occurring.

All mandated reporters have the legal obligation to report any suspicion of abuse or neglect. A list of state mandated reports can be found below.

This standard was developed with Campus Staff in mind; however, all CedarCreek Church Staff are asked to follow this process.

**Win**

The potential harm of a minor or mentally handicapped guest under the age of 21 is reported to the appropriate authorities who can help and our organization has documented the details of the situation.

**Standards**

If abuse or neglect is suspected, talk with your Direct Report immediately. If your Direct Report is not a Campus Pastor, please also communicate immediately with your respective Campus Pastor or, if not available, the Senior Director of Family Ministries.

* Whenever abuse or neglect is suspected, a report must be made to local law enforcement and/or the State Public Children’s Service Agencies within 24 hours.
* If the guest seems to be in immediate danger, a staff member will notify local law enforcement immediately in addition to the leadership staff above.

Once the report is made, a staff member will complete the Suspected Abuse/Neglect Form and submit it to HR. | **See suggestions below.**

* The form will route to your Direct Report, Campus Pastor, Ministry Director,
HR Director, and respective Executive Director to notify all parties of the situation

The Campus Pastor will work with the staff member involved to create a Care Note including details of the situation and confirming a report was made.

If the church’s involvement in a report or investigation is questioned by a family member, the staff member should listen and refer them back to the person’s original point of contact (the agency that contacted them) in a professional and honest manner. Please use compassion and discretion:

* “Who did you say contacted you again? I’m sorry that I don’t have any additional information for you, but I’m sure the (caseworker/agency they mentioned) will be able to give you all the information you are looking for.
* The church should not reveal any information pertinent to the report made to local law enforcement and/or the State Public Children’s Service Agencies.
* The church should avoid prying into family matters and should never betray a minor’s confidence to the parents. (Ex. "Your child said...")
* Any communication a staff member receives from a local agency regarding a report or investigation should be given to HR immediately.”

If the parent is the suspected perpetrator, defer to local authorities as to if and when the parents are notified. In all other situations, we recommend that the parents/guardians are notified about the suspected abuse or neglect.

**Systems/Resources**

* Suspected Abuse/Neglect Reporting Form
* Database

Below are links to helpful information about how to recognize potential abuse or neglect:

* **Physical Abuse**: http://ship.oh.networkofcare.org/ph/library/article.aspx?hwid=tm4936#tm4936-sec
* **Sexual Abuse** http://ship.oh.networkofcare.org/ph/library/article.aspx?hwid=tm5007#tm5007-sec
* **Emotional Abuse** http://ship.oh.networkofcare.org/ph/library/article.aspx?hwid=tm5075#tm5075-sec
* **Neglect** http://ship.oh.networkofcare.org/ph/library/article.aspx?hwid=tm5032#tm5032-sec

**Suggestions**

Helpful reminders:

* If you’re not sure if abuse or neglect may be occurring, that’s a sign that you should report. We don’t want to be in a situation where we suspected, but didn’t help.
* Our report can help authorities have a more complete picture of a family situation; contributing to past or future reports.
* If a family is healthy, they will eventually be grateful for the attention. If a family is unhealthy, we may not be in a position to meet their primary needs or this could provide a catalyst for a healthy next step.

It is helpful to gather information about the family and the situation before making a report. Use the Abuse/Neglect Reporting Form to document the conversation. Consider the following:

* You may request to be an anonymous reporter. You can share your identity for the purpose of follow up with the investigation but we recommend asking that your name not be shared beyond that.
* The name, age, gender and address of the guest you suspect is being abused or neglected.
* The name and address of the parent/guardian/caretaker.
* The name of the person you suspect is abusing or neglecting the guest and the address if available.
* The reason you suspect the guest is being abused and/or neglected; a description of the injury, neglect or threatened harm to the guest.
* Any immediate risk to the guest or caseworker going out to ensure the guest’s safety such as whether or not there are dogs and/or weapons in the home, if any residents have criminal histories and if anyone has any mental health concerns.
* The current location of the guest or where the minor might be during the week. (Ex. daycare or school)
* Any other information which may be helpful to the investigation.

 **Mandated Reporter**

A mandated reporter is someone required by law to report if they suspect or know that child abuse and/or neglect is occurring. If the mandated reporter fails to report it is considered a misdemeanor. Ohio’s mandated reporters include:

* Attorneys
* Audiologists
* Child care workers
* Children Services personnel
* **Clergy: A leader designated by any church acting in an official capacity, other than a volunteer (CedarCreek Church Staff)**
* Coroners
* Day care personnel
* Dentists
* Nurses
* Physicians including hospital interns and residents
* Podiatrists
* Psychiatrists
* School authorities, employees and teachers
* Social Workers
* Speech Pathologists
* Animal Control Officers/Agents

**References and Language for the Standard provided by**

Ohio Job and Family Services: https://jfs.ohio.gov/ocf/reportchildabuseandneglect.stm
Ohio Revised Code: 2151.421
Ohio Revised Code: 2151.99

**HOURS AND REIMBURSEMENT
FOR CEDARCREEK STAFF**

**Kids Camp Hours**

How do I handle logging staff hours for Kids Camp?

* All staff members are allowed to log hours for attending or volunteering at events.
* If you’re an hourly employee, make sure you are managing your hours accordingly to avoid logging extra hours.
* Please speak with and get approval from your direct report on how these events may affect your hours and job responsibilities.