



VOLUNTEER TRAINING 2025

WHY CAMP

- Why are we here: LSCA is a fruitful ministry, where the lives of campers and adults can be and will be changed by the gospel message of Jesus Christ. Camp works because...
 - People like you choose to serve here
 - Campers are expecting to encounter Christ.
 - An upside down schedule and new activities do create some vulnerability and openness to learn. This comes with much responsibility: Our goal is to share the love of Christ and invite campers to follow Him.
 - **WARNING:** We do not want to “coerce” or “guilt” campers. Manipulation can be a very fine line sometimes. Let us all be aware and beware of that line. We are not here just to see how many campers we can baptize. We do want to make sure the campers are not vulnerable just because of lack of sleep, etc.
 - Baptism is so very important, but not all the fruit of this ministry can be measured in decisions. In fact, much of the fruit is not measurable at all, such as: steps closer to decisions, good examples set, friends made, the feeling of safety, laughter, first prayers, sense of community, confidence built, the softening of a hardened heart... There are also quiet decisions that we may never hear about. We celebrate all these things and many more.
 - Camp works because the time is focused and intentional, and the campers are less distracted
 - Camp works because of the prayers of many people
- And in everything we do, the campers must know that they are loved... loved by Christ and by you and your faculty and the staff. It was once said that “it doesn't matter what you teach them if you don't love them... and they will know if you love them.” Everything... lessons, recreation, worship, crafts, etc. are opportunities to love the campers into a lifelong journey with Christ.

CHECK IN DAY FOR RESIDENTIAL CAMPS

- Assigned / Staggered check in times:
 - Assigned by bunk room / team – campers’ parents/guardians will get this information ahead of time
 - Check in times for TB, C56, JH, N, HS: starts at 3pm
 - Check in time for FC: starts at 9am
 - Check in Time for Camp Care A Lot: starts at noon
 - Check in for Discovery Camps: Starts at 8am
 - Check in Day Camp, X Adv. Day Camp: starts at 830am
 - Check in for Adv. 5-6 and 7-8: Starts at 4pm
 - Check in for Wilderness Camp: Starts at 2pm
 - Check in for Hello camp: 9am and 1pm
- Parents / Guardians do not get out of cars for residential camps except FC.
 - We will send very detailed instructions prior to drop off. There will be staff/ red carpet crew (RCC) directing
 - Meds dropped near bell for residential camps
 - Campers dropped off between dorms for residential camps: faculty / staff / deans/ red carpet crew greeting families/ campers. RCC / staff helping campers take stuff to rooms.
 - Parents drive back out
 - No parking in general drive area: **Faculty/deans can park on north end of play ground.** Staff and RCC will park at Lakeview Lodge. HS Campers will also park at north end of play ground.
- Once the faculty of a room has all of their campers.

- Faculty cover guidelines and boundaries (A script for camp's 5 boundaries talk will be provided)
- The deans schedule begins
- (the dean may also schedule this time for swim tests)

CHECK OUT DAY

- Traditional Residential Camps will end the last day at 4pm, Camp Care A Lot at noon
- A short closing program of 20-30 minutes is allowed at 4pm. (introduction of camp missionary, explanation of the session for the parents, etc.) There will not be camper of the week.
- Baptisms will be after the check out has occurred at the end of the program if applicable.
- Deans, please stay until each camper has left the property as usual.

BEHAVIORS / DISCIPLINE / HARD CONVERSATIONS

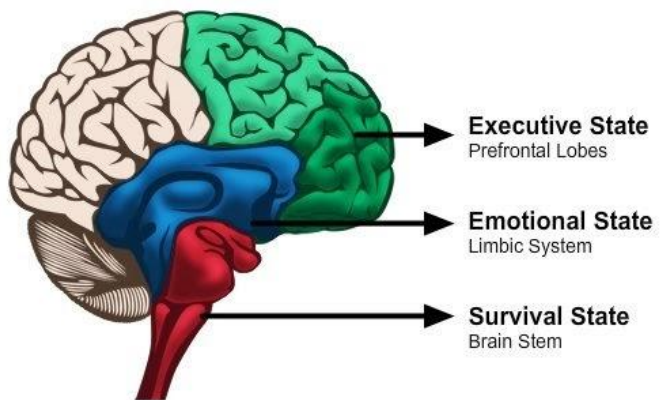
- Expectations of faculty to remain neutral on controversial topics that are not “essentials” of our faith:
 - There is much division even within the Church. Let's not let those issues become a focus at camp. The campers also may have very strong convictions or defend the convictions of their parents. Instead of letting conversations get heated or argumentative, bring everything back to the scriptures, to the gospel, to Christ. We can agree on the essentials. Let's stick to that. If you are asked your opinion, use that as a segue to change the subject and bring it back to the scripture. Your opinion on these “non-essential” issues does not necessarily help or matter, and remember you are acting as a representative of LSCA. If you wonder where LSCA stands, please see our statement of faith below. By serving, this is what you agree to uphold:
 - **God** is one Being in three Persons—God the Father, God the Son, and God the Holy Spirit. He is the Source of all creation (Gen. 1:1, John 1:1-2), which He sustains (Col. 1:17) and is in the process of redeeming (Rom. 8:19-22). God the Father loves us and desires that we have fellowship with Him as His children (1 John 1:3).
 - **Jesus** is the incarnation of God the Son. He is the Word become flesh (John 1:14), and He now holds all authority in heaven and on earth (Matt. 28:18). He is Savior and Lord. He made human salvation possible through His life, death on the cross, and resurrection. He ascended into heaven where He is now our high Priest and Advocate. He is Head of the Church.
 - **The Holy Spirit** works actively in the world, seeking to glorify Jesus. The Holy Spirit convicts people of sin, righteousness, and judgment to come (John 16:5-11). The Holy Spirit indwells believers individually and completely in the Church. The Holy Spirit develops within the Christian a pure heart which results in Christ-like character expressed in private and public conduct and action.
 - **The Bible**, the Old and New Testament scriptures, is the uniquely inspired, infallible, and inerrant Word of God (2Tim. 3:14-17; 2 Peter 1:16-21). The Bible is the rule of faith and practice for Christians. We affirm that Scripture is the authoritative revelation from God by which we know God's Will and Christ's Authority. We seek to assert what the Scriptures clearly assert and allow freedom in other cases. We seek to understand Divine Intent, through authorial intent, and we seek to apply its teaching to the contemporary church and culture.
 - **The Church** is the Body of Christ on earth, the community of believers throughout the world. Upon surrender to Christ, a person is added to the Church. In addition, the priesthood of all believers means each Christian is called to be a serving minister (1 Peter 2:9-10). The Church's mission is the Great Commission (Matt. 28:18-20).
 - **Human beings** were created by God to walk in fellowship with Him. However, all (except Jesus) have sinned and fall short of the Glory of God (Rom. 3:23) and must rely on God's Grace and Forgiveness. Every human from the moment of life (conception) is in the Image of God (Imago Dei), a person to be nurtured, protected, and developed. Each person was made intentionally by God, male or female, in His Image, without mistake,

for the purpose of serving Him. (Genesis 1:27, Psalm 139:13-14 and Ephesians 2:10). In addition, we believe that marriage between one man and one woman is a sacred relationship that paints a picture of God's love for His Bride, the Church (Ephesians 5:31-32).

- **Salvation** is by God alone through Jesus Christ alone. One accepts Christ as Savior through a conversion process that includes faith, repentance, confession, and baptism (Acts 2:38, 8:12, 10:47-48, Rom. 10:9)
- **The Lord's Supper** is the celebration of the New Covenant, in which the Christian community remembers Christ and celebrates the covenantal relationship they have with Him and with each other. Congregations in this fellowship typically celebrate the Lord's Supper at least weekly (1 Cor. 11:17-34, Acts 20:7).
- **The Final Coming** of Jesus is a time when Christ will personally come again as Savior and Judge of the world. At that time, there will be the bodily resurrection of the dead—believers to eternal life with God and unbelievers to eternal judgment. Sin will be no more and believers will live in fellowship with God forever (1 Thess. 4:13-18, Rev. 20:11-15).

LSCA strives to create policies and procedures in programs and operations that will continually reflect these Biblical truths as stated in our Statement of Faith and other truth as supported by scripture. Furthermore, LSCA adheres to a conservative interpretation of the Bible and all the cultural implications therein.

- As a volunteer for LSCA, you agree to uphold this statement of faith.
- How to handle hard questions and topics that might come up
 - Ask questions together
 - Go to scripture – make Jesus and the Gospel central
 - Do not let controversial statements end a discussion, always bring it back to scripture
 - Talk about how to connect them with their youth pastor or a local church to keep asking questions like these ones
- How to varying states of mind:
 - Brain's States: Campers will come to us in different places. We cannot expect a camper in the "survival" state to start learning. We must help them move through the states. Also, we cannot teach a camper if we are not in the higher state.
 - Executive State -- What can I learn?
 - Emotional State -- Am I loved?
 - Survival State -- Am I safe?
 - Be very self-aware about where you are
 - To move through the states:
 - 3 deep breaths to regulate
 - Cross your body: pretzel
 - Finger tricks: pointer / pinky or L/I
- Responding to campers without being defensive
 - Assertive voice versus passive or aggressive voice.
 - Ex. "Turn your voice off" instead of "will you please stop talking?" or "STOP TALKING!"
 - Tell them what you want them to do, not what you want them to stop doing.
 - Composure, remember what state of mind you are in, try to move to the Executive State



- Camp disciplinary plan
 - Camp's rules and regulations are established primarily for the safety of the camper. A lack of rules or poor enforcement can lead to varying degrees of chaos and can inhibit our attempts to lead a spiritually meaningful week.
 - Occasionally we will encounter a disruptive camper. This can often be remedied by directing their participation in camper activities or just discussing the negative consequences of their actions with them. If, after discussions, a camper continues to be disruptive, the dean can seek to pursue other discipline (lost privilege or "time out") —ultimately dismissal from the session. If necessary, the Dean should consult with the Camp Manager to formulate a solution. Corporal punishment is not to be used under any circumstance (IL law prohibits this in school age children), nor should punishment be harmful, embarrassing, humiliating or degrading in any way. **Do not ever yell at the disruptive camper.** Remain calm. Be loving. Remind them of their responsibilities to follow camp guidelines, etc. Call parents as necessary.
 - The following serve as a guideline for appropriate disciplinary action, but each situation must be evaluated in order to determine the extenuating circumstances and the best course of action:

Fighting:

Stop the fight. Remove the offenders to a private location. Try and resolve the issue. Try and get apologies and forgiveness. Calls will be made to the parents / guardians of the campers depending on the severity of the dispute. Report the incident to camp management, also record in dean's log.

Foul or racist Language:

Immediately discuss the inappropriateness of the language in private with the offender. Explain why it is not ok. Assure future cooperation. Explain the hurtful nature of words. Record in Deans Log

Bullying:

Separate the offender. Discuss the actions with the camper. Be alert to a low self-esteem. Insure future cooperation. Report the incident to camp management, record in dean's log. Call parents of all campers involved.

Disruptive Behavior:

If it cannot be controlled by subtle action or private consultation (within visual of others), then directing them back into the group setting may be appropriate. If cooperation cannot be gained, then an appropriate punishment should be given. (such as a missed activity or call to parents). Report the incident to camp management and record in dean's log.

Smoking, Vaping, Marijuana, Alcohol, Sexual Misconduct, Illegal Drugs:

Report to camp management and record in dean's log. This may be grounds for immediate dismissal.

Stealing:

Report to camp management and record in dean's log. This may be grounds for immediate dismissal.

Record in Deans Log. If Stealing Occurs:

1. Give the offender an opportunity to return article or item anonymously and without any punishment or identification.
2. If the item is not returned, and the offender is still not identified, you may need to seek the group's cooperation in finding the missing article. The attempt should first be made to protect the identity of the offender to avoid them being ostracized by the rest of the group.
3. If you have evidence identifying the offender, try to deal with them privately, first giving them a chance to make restitution, and then make a plan to avoid a repetition of the incident.
5. If the problem persists with a known individual, camper's parents need to be informed. Camper will most likely be dismissed.

Possession of Weapons (or dangerous items):

Confiscate item(s) if it is safe to do so. A call will be made to the parent/guardian of the camper. Report to camp management and record in dean's log. This is grounds for immediate dismissal. If it is not safe to confiscate the item, follow the active shooter protocol from the Child Protection System section of the manual. Call police. Notify camp management.

- In general, 1. the camper is given a verbal explanation of why words or action is inappropriate and they are directed to apologize to "victim" then rejoin the group. 2. The camper is again verbally reprimanded in private about negative words or actions and directed to apologize and rejoin the group. A consequence is offered (5 minutes not allowed in pool or something like this). Parents are notified with the camper present for the call. 3. Camper is dismissed from camp (At discretion of dean and management, depending on severity of offense).

The camper rules as given to them during registration:

1. Campers are not allowed on the lake or any other "off limits" area of the camp without adult supervision.
2. No one active in camp activities will be allowed to leave the grounds with permission from the parent of the camper and the dean's knowledge
3. The use of tobacco, alcohol, vape projects, marijuana, or any controlled substance is forbidden on the camp grounds.
4. Campers are not allowed to have weapons, electronic devices, internet enabled devices or cell phones.
5. Sickness or injury must be reported to first aid, no matter how minor.
6. No snacks shall be taken into the dorm rooms or hallways (Water is ok)
7. Campers and faculty shall not ride on any camp equipment, vehicles, mowers, etc.
8. Shirts and shoes are to be worn at all times while on the camp grounds, except at the pool
9. No one shall leave the dorms at night except for emergencies.
10. Writing on or defacing camp property will not be allowed. Campers or parents will be held financially responsible for any vandalism.

CELL PHONE POLICY

Campers are not allowed to have cell phones, IPADs, tablets, smart watches, or any other internet enabled device. This is for the protection of every child here. Please understand it is not our intent to prevent parents from communicating with their camper. If parents need to reach campers quickly, they can call the office at 217.529.2625. The office phone is forwarded to camp management at night for emergency purposes.

DRESS CODE FOR LSCA



Dress Casual— Jeans and t-shirts are great! Even for the evening sessions



Shorts are great too! Shorts should not be too tight or too short. This is for girls and boys!

In general, we want the campers to wear modest clothes that are comfortable for them to be active in. This includes swimwear. Logos or writing on clothing should be consistent with LSCA's Christian values. Any fashion (clothing or accessory) that distracts from the spiritual atmosphere will not be permitted. Here are a few things to avoid:

Do not wear (boys and girls):

- Spaghetti strap or arms cut out really low tank tops or tummy showing shirts.
- Tight shirts, sweaters, pants or shorts
- Girls— short skirts or low cut tops
- Boys—speedo style/bikini swimsuits
- Girls—bikini / revealing 2 piece swimsuits. Tummy should be covered
- Swimwear that is revealing or see through

We do not want to ever “shame” a camper for wearing something we consider inappropriate. Most campers just wear what their parents have purchased for them. Clothing should be modest, but correction must be gracious and private. Campers should feel comfortable being active in what they are wearing. Both male and female campers should learn that staring at another camper's body is never appropriate, no matter what is being worn.

CHILD PROTECTION PLAN

- Our Goal: to protect the campers. We need everyone to help.
- Pointing out Misconceptions
 - Background check will find them: Only 90% of predators do not have a criminal background
 - “Stranger Danger”: 90% of kids know their abuser
 - “I’d be able to spot an abuser”: This is only encountered in ministries. **THERE IS NO VISUAL PROFILE**
 - False allegations are common: Actually, false accusations are rare, less than 5% are false, and this includes the children who reported an accurate circumstance but the wrong person. **In fact, the number one reason that a child does not tell anyone is for fear that they will not be believed.**
- Predators
 - Male 85-90% of time
 - Only 3-5% are prosecuted and convicted
 - Usually married
 - Seemingly helpful, trustworthy, and responsible
 - Put themselves in places to have access to children
 - Strangers account for only 10% of abuse
 - On average, an abuser will molest 117 minors prior to criminal prosecution (150 boys or 52 girls)
 - Average male predator begins abusing at 13-14 years old
- Grooming / Predatory Behavior
 - Predators groom kids and gatekeepers
 1. Gain access and build trust
 2. Select child: often on “edge of herd”, often from hard home, maybe already interested in drugs, alcohol, porn or sex
 3. Introduce nudity and sexual touch: looking for boundaries / barriers, sexual discussion or joking, “accidental” nudity, creating culture where nudity is acceptable and cool
 4. Keep the victim silent: secrecy, shame and embarrassment (kids often do not know that their bodies have physiological responses to touch, so they think they did something wrong).
 - Common Grooming Behaviors: Gift giving, repeated time ALONE, kid magnet activities, touchy with children, breaking rules and justifying/rationalizing the breaking of rules, playful but inappropriate touch
 - **Some grooming behaviors of predators can look a lot like the thoughtless behaviors of someone with decent intentions. We do not have room to be super gracious with these kinds of errors. We will ask you to leave if**

you do things that look like grooming: (i.e. being alone with a child, having a child on your lap, making coarse jokes, etc.)

- Identifying abuse
 - The Federal Child Abuse Prevention and Treatment Act provides this definition: “Child abuse and neglect means the physical or mental injury, sexual abuse or exploration, neglect treatment or mal-treatment of a child under the age of eighteen”.
 - Childcare providers who have an ongoing contact with children, usually because of trust and friendships, are more likely to hear about or see abuse from children.
 - Punishable sexual abuse includes fondling, descriptive sexual talk, peeping, exhibiting and allowing a minor to witness adult sexual activity.
 - If you suspect a camper has been physically abused or sexually abused, report your concern immediately to the Dean or camp management.. Do not, **under any circumstance, discuss the situation with another staff or faculty person.**
 - Do not conduct investigations on your own, but be concerned if a camper should:
 - Report physical or sexual abuse
 - Show unusual knowledge or interest in sexual activity
 - Display bruises
 - Complain about pain or unusual discharge when using the toilet
 - Cower from adult members of one or either gender
 - It is our responsibility to report child abuse
 - It is not our responsibility to prove if allegations are true.
 - Our responsibility is to report them and let professionals handle the situation
 - Our responsibility is to present certain facts and suspicions to the authorities.

Any reports or suspicions should be reported to the Dean, or to the Camp Director so the proper authorities can be contacted and reports can be made.

We can be held criminally liable if we fail to report suspicions or knowledge of child abuse, but we are protected if we make a call to the authorities / DCFS in good faith.

- **Appropriate behaviors and interactions for volunteers**

Different people are comfortable with different levels of physical contact—this is also true of the campers. Protect yourself from any misinterpreted actions by limiting your physical contact with individuals at camp. This is not to say that you should not show compassion or be “cold” towards the campers/guests in anyway. Just remember that sometimes a brief hand on the shoulder is enough. A camper initiating a hug with you is much different than you initiating one with them. Please also remember...

*Even hugging can be interpreted as sexual abuse. **A HUG** is a single act of 4-5 seconds or less. **HUGGING** is embracing or having one arm around a camper for more than 4-5 seconds. We encourage you to “hug” campers, but “hugging” is discouraged. In practical terms, this means to avoid extended physical contact. Campers sitting on the laps of staff and faculty is not allowed.*

As adults at camp also keep in mind what is appropriate touch between adults. Please remember that you are representing LSCA and most importantly Christ. Please allow your actions to reflect this. We will ALWAYS be above reproach when interacting with children both in and out of our programs. 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 and dean.

The following are guidelines for appropriate/inappropriate conduct with children... this is not extensive or final. There are many other actions that are appropriate, and many others that are not:

TOUCH

Appropriate

1. Handshakes and high fives
2. Girls walking hand and hand
3. Short, congratulatory or greeting hugs
4. Arm around shoulders
5. Piggy backs with young campers

Inappropriate

1. Private back rubs, arm tickles, massages, etc.
2. Touch private parts (NO EXCEPTIONS)
3. Touching a child in anger, disgust or frustration
4. Frontal hugs with opposite sex
5. Sexual embraces
6. Kissing
7. Intimate wrestling or tickling

TALK

Appropriate

1. Verbal praise for achievement and behavior
2. Verbal Encouragement
3. Scripturally based teaching (non-sexual)

Inappropriate

1. Compliments or questions relating to physique or body development
2. Sexual jokes, homosexual innuendoes or bathroom humor
3. Swearing or vulgar language
4. Verbal harassment or abuse
5. Individual secrets or special gifts
6. Sexual coaching or conversation

TERRITORY

Appropriate

1. Public one-on-one interactions
2. Group or public environments

Inappropriate

1. Visiting a child's home when the parents are away
2. Private one-on-one interactions

- **Staff and Faculty Code of Conduct (BY SERVING YOU DO AGREE TO THIS):**
 - Never be alone with a camper
 - Do not give campers gifts
 - Do not show favoritism to a particular camper
 - Under no circumstances should a leader be nude or change clothes in the presence of children
 - One-on-One counseling or private conversations should be done in a public setting where people can see you and within hearing of at least one other person
 - Hold other staff and faculty accountable
- **Year Round Contact with Minor's Policies / Guidelines**

Relationships are the heartbeat of what we do at LSCA. It is our desire that staff and volunteers would invest in the relationships that are forged in the ministry. We seek to do this in a manner that allows our youth to experience the love of Christ in a healthy and safe way. In general, we advise against any communication with campers after camp, unless you already have that type of relationship with the camper AND their family. Here are the policies that will allow you to have healthy communication with a child:

GENERAL RECOMMENDATIONS:

1. LSCA's recommendation is that you DO NOT communicate with campers after a session unless that kind of relationship existed prior to camp
2. All personal communication with minors must have parental involvement / approval
3. Ensure all communication and in person contact is appropriate, G-rated, spiritual and encouraging for all individuals
4. Consider what you say and do and how it will be perceived
5. If parents do not want you to personally communicate with their child, you must honor their request
6. Be a positive role model
7. Communication must be on a public forum where others can see / hear what is being said.

PHONE CALLS/TEXTS

1. LSCA advises against exchanging phone numbers with campers

ELECTRONIC COMMUNICATION / SOCIAL MEDIA

1. DO not exchange socials or “follow/friend” campers

VISITATION

1. LSCA advises against visiting campers

- **Other Interactions and behaviors as faculty/ volunteer at LSCA**

- DO NOT CHANGE / BATH IN FRONT OF CAMPERS
- DO NOT BE ALONE WITH A CAMPER
- We have always said that others need to be able to see every interaction. Now, it is important that at least one other person can hear every interaction.

- **Age-Appropriate Guidelines for Camper**

Starting at about 9 and 10 years old, a primary area of concern is peer to peer abuse. At the start of each camp session, the campers will need to be separated by gender to discuss general camper guidelines and also age-appropriate guidelines regarding interactions with other campers and volunteers. This will be done by the Camp Management or faculty at the discretion of the dean. Campers will also be encouraged to inform an adult if they see something or experience an interaction with another camper that is considered inappropriate or made them uncomfortable. This includes everything from touch to bullying to unkind or racist language. If the dean prefers the faculty to do this, an age-appropriate script will be given to the appropriate faculty. This helps to empower the campers. The 6 primary guidelines are as follows:

1. No one on one conversations where other people cannot see or hear you. Campers should never be alone with one other camper or one adult. If a volunteer is observed in this situation, there may be “grace” offered one time, after that, the faculty will be asked to leave. THIS INCLUDES FIRST AID. DO NOT LEAVE A CAMPER ALONE WITH THE FIRST AID PROVIDER.
2. Personal boundaries are to be respected. This includes the camper’s stuff and the camper’s bed. NO ONE Should ever be on a bed with a camper.
3. Modesty. This is not just about campers dressing provocatively. Modesty includes behavior. Immodesty in trying to provoke negative attention either by dress or behavior. We want our campers to know just how valuable they are. Modesty is part of this. Campers and faculty are to practice modesty. “Streaking” the dorms is never acceptable.
4. Good talk vs. Bad talk—we will encourage the campers to be life givers with their words.
5. Good touch vs. Bad touch—we will teach the campers what is appropriate
6. Bullying—defined as: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Bullying will not be tolerated at LSCA.

Applicable for High School Camp: Any campers that are 18 or older will be separated a second time by gender and the legal implications of their behavior will be discussed with them since they are now considered adults.

- **Supervision of campers**

- To prevent bullying, peer to peer abuse, and other inappropriate interactions between campers, it is essential that there is supervision ALL the time. Faculty should know the location of the campers in their group. Campers

should be under protective supervision during camp program.

➤ UNDER NO CIRCUMSTANCES should campers be left in the care of a minor

➤ Implications:

Check in Day. All Campers will check in with the camp staff, then the camper will be taken to the dorm room that is pre-assigned or to the appropriate group. At that point the camper is in the care of the group / room leader.

Night Games. (Or other games where campers are spread out in a less controlled manner). For games such as “Capture the flag” or “Faculty Hunt”, where the campers are running around without being directly accompanied by faculty, the group leaders will meet with and account for each member of the group immediately before and after the event. Also, there should be faculty strategically placed around the grounds to ensure that the campers do not go to “off limit” areas (i.e. dorms, lake area).

Free Time. For campers in Camp 56 and younger, elective recreation must be arranged in a way that every camper has a known place to be during any portion of the day. The Camp Director or Asst. Director will assist in planning this. If campers get to “choose” an activity area, a list of campers for that area must be provided to an accompanying faculty (6 campers to 1 adult) and to the camp staff for camp lead activities such as archery and canoeing.”

For Junior High Campers and older, Elective recreation/free time must be arranged so that Faculty are aware of where their campers in their group are going (swimming, canoeing, etc.). There must be faculty at each recreation location. Also, faculty must be strategically placed around the ground to make sure no “off limits” areas (such as the dorm or road area) are being used by the campers. Free time, where there is no planned activity must be kept to a minimum with faculty in appropriate places. During free time and elective recreation, there should be minimal faculty taking “breaks” in the faculty hang out area.

FACULTY MEETINGS: Many deans do faculty meetings during breakfast. Please ensure enough ADULT faculty are in the dining room during the meal to properly supervise the campers.

LATE NIGHT OR FOYB: There should be an adult in EVERY room. Minors are not to be left alone with campers.

Check Out Day. As parents arrive at varying times, this becomes VERY difficult. The campers must be assembled in the chapel or check out location by 345pm. When parents arrive at the appointed time, they come to the check out area, (enjoy a program, if applicable—but not more than 30 minutes long). The goal is to keep the campers supervised, organized and in our care until the parents have arrived and officially checked them out of our care.

- Plans of action if abuse is identified

All actions will begin with the completion of the ABUSE REPORT FORM.

As a person working closely with children in a nurturing and loving environment, you are in a perfect position to hear about or notice signs of abuse. As summer faculty members, you need to be prepared in the event that you discover or are told by a camper that he or she has been abused.

1. **Assure privacy, but not confidentiality.**
2. **Respond** in a calm manner. Children often love the person who is abusing them and simply want the abusive behavior to stop. Because they love and care about the person, they may be reluctant to get the person in trouble. If your reaction is disgust or disbelief, they may never try to tell another person. Please listen carefully to them.
3. **Believe the child and be supportive.** It is unusual for a child to lie about physical or sexual abuse. It is important

not to discount anything the child says to you.

4. **Get the facts, but do not interrogate.** When reporting, it is important to have as many facts as possible. Ask questions that do not imply answers.
 - a. Have you told this to anyone before? IF yes, find out: Who, when, what was done about it? If the abuse has already been properly reported, make note of that and still let the camper share and provide care to them. Even if it has been reported previously, a report is still required to DCFS.
 - b. When does this happen? (How recent, how often, under what circumstances?)
 - c. What happened? (you do not need details, a professional will question the child later).
 - d. Does this happen to anyone else? (Are there other children in need of care)
 - e. Who does it? (this info is not needed to file, so do not press the issue as often the abuser is a family member which makes the situation more difficult for the child.)
 5. **Write a verbatim description of your conversation later.** It is not likely appropriate or necessary to write these things down in front of the child. Instead, do your best to remember and write it as soon after the conversation as possible. Be sure to include all the details. Keep this information private and confidential.
- **Non-Camp Abuse.** If a camper confides to a faculty member that they are experiencing abuse at home or elsewhere, or if the faculty member identifies multiple characteristics in a camper that indicate abuse, these are the steps we will take. Rule of thumb: Do not let the sun set on it:
1. Faculty member reports immediately to the Dean. The faculty member is not to ask probing, shaming, or leading questions of the camper. The faculty may ask who and what? The faculty person is encouraged to tell the camper that they believe them. They are not to tell the camper that they can keep a secret. The faculty member is not to discuss the matter with any other faculty.
 2. Dean and faculty report the Camp Manager .
 3. Faculty member will report to DCFS in Camp Manager office with dean and Camp Manager present. The CANTS5 form will be filled out appropriately and sent in as well.
 4. The entire process will be documented and signed by Camp manager, dean and faculty
- **Camp Abuse by Adult at Camp.** If an adult suspects or a camper reports that another adult at camp has abused a camper, these are the steps that we will take... Any allegation will be taken seriously and will be investigated by LSCAs Camp Manager and Crisis Response Team members:
1. Faculty member reports immediately to the dean. The faculty member is not to ask probing or leading questions of the camper. The faculty member is not to discuss the matter with any other faculty.
 2. The dean and faculty communicate situation to the Camp Manager in the office.
 3. Camp Manager will immediately call LSCA Attorney and insurance representative or civil authorities for further instructions.
 4. An internal investigation will begin (by crisis response team and/or camp management).
 5. After being interviewed, the accused adult will be instructed to leave the property.
 6. Camper(s) who reported or faculty who suspected will be interviewed.
 7. If it reasonable to believe that abuse occurred, the local authorities / DCFS will be notified immediately.
 8. The entire process will be documented
 9. *** Items 4-7 will happen swiftly ***
- **Inappropriate Camper to Camper Interaction.** If a camper alleges being abused or having inappropriate contact with another camper, these are the steps that we will take:
1. Faculty reports immediately to the dean. Both will notify the Camp Manager immediately.
 2. While the complaint is being investigated, the campers involved will be separated and not have further contact with each other.
 3. Dean and Camp Manager will meet privately with each involved camper with a faculty that is trusted by the camper to review the allegations and facts in attempt to discover whether inappropriate action took place.
 4. If it is determined that inappropriate contact has taken place:
 - a. The camper accused of committing the offense will be immediately isolated from the other campers

- b. His/her parents / guardians will be called and informed of the incident
- c. Camper will be sent home
- d. A staff and faculty or dean and faculty or 2 faculty will accompany the camper to pack his/her belongings
- e. The nature of the dismissal of the camper shall remain confidential
5. Parents/guardians of alleged camper will be notified of the incident and the Camp's response. Their advice will be sought as to whether they would like to visit or pick up their child.
6. Account of event will be documented on the Abuse Report Form and results of investigation
7. If it is determined that inappropriate contact did NOT take place:
 - a. Another meeting with each camper involved to inform them of findings, discuss the serious nature of allegations, and warn them to avoid future inappropriate contact or threats
 - b. Faculty and dean will make sure the campers involved will remain separated through the duration of the camp program
 - c. Parents/Guardians of campers involved will be contacted to inform them of allegations made, results of LSCA investigation, the seriousness of making untrue allegations, and actions taken to ensure that the campers remain separated.
 - d. The incident documentation will be kept on record via the Abuse Report Form

Emergency Action Plans

- **Inclement weather or fire.** In case of an extreme storm or fire continuous ringing of the bell or the building fire alarms or the local sirens will be your warning signal. We can hear the local tornado sirens at camp. Get indoors in the case of severe storms.

In case of tornado: If in Bridgeview Dorm, please remain in the dorms and get campers to the floor in the restrooms. If in Eagle Lodge, please get the campers to the north end of the lower level. If in the main building, go to the shelter below the dining hall. If outside, move to one of the nearest storm shelters: Lakeview Lodge basement, Dining Hall Basement, Eagle Lodge Lower level. Do not leave a building to go to a different building.

In case of a fire, evacuate the buildings, move to middle of large playing field, and have the campers get into family groups so that they can be accounted for immediately. Evacuation routes will be posted in the chapel building. All exits are clearly marked. The faculty will take attendance to make sure all campers are there. Do not "fight" the fire, concentrate on the campers.

- **Stranger on the grounds.** All visitors are required to check in at the office. They will receive a very visible badge so that they are easily identified as guests. If you encounter an individual who does not have this badge please ask them politely to check in at the office. If you do not recognize the person as camp staff or faculty, please politely approach them and direct them to the camp office. If they are supposed to be here, they will not mind this safety protocol. If they mind, call 911.

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgement must be made on the part of staff. Be observant as to the make, model, and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp office, or ask them to leave. This is private property and not open to the public. Observe to ascertain that the person leaves the site.

If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member. Someone should stay with the campers away from the situation. If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the camp office, and observe the whereabouts of the person.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Notify the Camp Director immediately of any intruders. Call 911. Complete an incident report and any other reports requested. Starting in 2024, we hope to have night security. This person or persons will patrol the LSCA grounds (on foot or in vehicle) to watch for intruders. They will be given a list of everyone on the grounds.

- **Missing camper.** Although a “missing camper” is usually found in the dorm or bathroom, please treat any “missing camper” incident with the upmost care and concern. Remember, before you run to the staff in a panic, please check the dorm bedrooms and restrooms. SIDENOTE: Do not let a camper ever get into a car with someone. We have very strict pick up policies. IDs must be checked to make sure that the person is on the “Approved Pick Up List”. If a camper does get into a car and leave, please report this IMMEDIATELY to the Dean and to the Camp Manager—include a description of the vehicle with license plate number.

If you cannot find a camper:

1. Determine when and where the camper was last seen. Stay calm so you don’t frighten the other campers.
2. Discover (if possible) the state of mind of the camper. Was she depressed or angry, threatening to run away? A camper who does not wish to be found will require a wider and more careful search.
3. Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.) Ask nearby campers and staff if they have seen or know where the camper is. Before leaving the rest of the group to find a camper, see that they are supervised by another staff member.
4. Check any known accomplices (friends in other cabins, etc).
5. Check bathrooms, dining hall, the cabin, and a friend’s cabin.
6. Contact the Dean, Camp Manager, or other administrative personnel about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing. The Camp Manager will organize an extended search. If the camper is not found in 20 minutes, the camper will be presumed lost. The Camp Manager will institute a public search that will include contacting the police department, camp office, and camper’s parents.
7. Staff lead extended search: Life Guards to search entire water front and pool area. Grounds keeper and media person check “upper camp” (main camp area... grounds, steel tent, chapel building, etc). Office Assistant checks “lower camp” and general lodge area
8. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.
9. Complete an incident report and any other reports requested.
10. Once the authorities and parents are contacted, and the rest of the campers are safely engaged in camp activities, the Camp Manager will contact LSCA’s Crisis response team: attorney and PR Spokesperson and selected Executive Board members. This team will release a statement. No one else is to communicate to press or on social media about crisis. They can say, if asked, “I am not the appropriate person to talk to, can I take a message for them”.

- **Major Injuries and Accidents.** If you are the primary staff member at the scene in camp:

1. Count to ten and evaluate the overall situation. Do not rush or panic.
2. Take charge. Be firm and clear with your instructions to campers and staff. Use a calm tone of voice.
3. Contact the first aid provider. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victim. The first aid provider must enter the information in the camp health log within 12 hours of the incident.
4. Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one staff member at the scene of the accident with the victim.
5. Notify the Dean and Camp Manager or other administrative staff in the camp office. If someone else answers the call, tell them: “This is an emergency, I must talk to the Camp Manager.” Do not discuss the situation with them.

6. Begin collecting the facts. What happened? How? When? Where? Witnesses? Where were the staff? Campers? What could the victim have done to prevent the injury?
7. Once the health-care supervisor/Camp Manager arrives at the scene, summarize the situation and answer questions. The health-care supervisor or Manager will take charge.
8. Prepare accident reports within 24 hours.
9. In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

If you are a secondary staff member at the scene: Campers' safety is first!

1. Quickly and quietly follow the directions of the person in charge of the situation.
2. Do not panic . . . remember, you must set an example for the campers at the scene.
3. Offer advice only if you are more knowledgeable about the incident or you are asked.
4. Do not discuss or allow campers to discuss the situation with anyone other than camp personnel or law-enforcement officials.
5. Assist in preparing reports as needed.

Once LSCA's First Aid Provider is on the scene, they will determine if a 911 call is appropriate, if the adults were unsure at that point. If the injury is life threatening or the camper has a seizure or is unconscious, please call 911. If 911 is called, all campers should be moved to a location far away from where the ambulance needs to go. The parents will also be called immediately following or at the same time as the 911 is called. If the camper is ok, and 911 is not called, the parents are still called, either to inform them of the incident and invite them to come see their camper, or to ask them to meet LSCA staff and their camper at the emergency room.

In the unlikely event of a fatality, once the authorities and parents are contacted, and the rest of the campers are safe and engaged in camp activities, Camp Manager will contact LSCA's Crisis response team: attorney and PR Spokesperson and selected Executive Board members. This team will release a statement and work with the authorities as necessary. No one else is to communicate to press or on social media about crisis. They can say, if asked, "I am not the appropriate person to talk to, can I take a message for them".

- **Active Shooter.** Active Shooter defined: Armed person(s) whose action is immediately causing death or great bodily injury.
 - General Active Shooter Threat:
 - Staff/ Faculty identify location of threat and calm campers
 - Assume "lockdown" if necessary. *If indoors*, lock doors or block them and turn off lights. Hide behind obstacles. Tell campers to not hide in groups. Call 911. *If Outdoors*, seek shelter in safe building or get group to run in opposite direction. Spread out in small pockets. Run between obstacles. Upon arriving at safe location, call 911.
 - In either case, be prepared to wait in hiding location for several hours. Continue to encourage and reassure campers.
 - Immediate Active Shooter Threat:
 - Consider shooter's distance from staff/faculty/campers
 - Get everyone to spread out
 - Run away from location, maintaining low center of gravity
 - Call 911

The responsibility of any staff or volunteer is to keep the campers and themselves safe. If this situation occurs, there may or may not be a chance for notification to happen. You may need to react on your own instinct.

However, a continuous airhorns is the signal to activate this EAP.

Steps once the situation has started:

1. **REPORT:** CALL 911. Pass info to other staff and volunteers as possible.
2. **RUN:** Quickly and quietly take yourself and campers or guests to a safe distance from the aggressor. Leave the property if necessary, but stay together. Hold your group quietly at that location until authorities or camp management advises you on what to do.
3. **HIDE:** If the situation requires/ running is not an option, you will need to hide in place. Put yourself and group in safest room of the building that you are in, or move to as remote a location as possible. Do what you can to fortify and barricade any access points into this space... move bunk beds to block doorways, use mattresses to cover windows. You will need to keep your group as quiet as possible. Turn off lights, turn off phone ringers. Shelter until law enforcement evacuates you. If you can safely accomplish it, call or text 911.
4. **FIGHT BACK:** If there is absolutely nothing else you can do, fight to protect your campers and yourself. This is the absolute last resort.
 - Look for anything that can be used as a weapon or something to disable the shooter
 - ⇒ See/Breath: Something that will stop the aggressor from being able to see or breathe (i.e. Fire extinguisher sprayed in face)
 - ⇒ Distraction: Anything you can throw at them to make them aim the weapon elsewhere.

Local authorities will take control as soon as possible. It is important that you remain in place until a known staff person or the police direct you. If you hear the situation has resolved, stay in place until you have face to face confirmation.

Police will arrive as soon as possible. Understand that their first priority is to secure the scene and not render care to victims. Police tension will be heightened so please follow directions completely. Erratic movements toward the police, even to thank them, might be determined by the police to be a threat. You may feel as though you are being treated abruptly and that's okay. Follow all directions by police officers without question.

The LSCA Crisis Response Team will also be contacted. Prayerfully, LSCA will never experience such a horrific incident. However, should such an event occur, counseling will be necessary and made available. LSCA Crisis Response Team with LSCA Attorney consultation are the only authorized individuals to talk to the media. Please never post any such event in any social media.

CRISIS MANAGEMENT PLAN

A crisis may take many forms—from sudden catastrophic emergencies to accidents or incidents within our operation. Situations that may qualify as a crisis include:

- Death or serious injury
- Abuse (suspected or confirmed) of any nature
- A crime committed
- Lost Camper
- Natural Disaster
- Poisoning / Disease
- Facility damage which alters our ability to provide services

Crisis Response Team (CRT)

This team will be called into action to handle internal investigations, reaching out to authorities, and being responsible for public communication.

- Camp Manager
- Camp board president
- Camp board vice-president
- Camp Attorney
- Camp PR Representative

Steps to managing a crisis at LSCA:

1. Secure the incident scene
 - a. Ensure and reassure safety of campers and staff
 - b. Prevent further damage or injury
 - c. Control access to scene
 - d. Contact 911 if appropriate
 - e. Direct emergency vehicles to scene
2. Alert LSCA management immediately
3. Camp Manager and CRT will:
 - a. Contact proper authorities if necessary or not already done
 - b. Prepare documentation of all information surrounding the incident
 - c. Draft a statement for release to the press and function as the sole communicator with the press, OR the selected PR rep will do this.
 - d. Contact families as necessary
 - e. Establish a crisis management room
 - f. Contact state, insurance, legal, board or other necessary constituents
 - g. Present ongoing details to staff as appropriate
 - h. With CRT, evaluate next steps

Under no circumstances, will staff or volunteers (Deans, faculty, kitchen, 1st Aid, etc.) speak with any member of the press or share details of a pending situation with others or post any information about an LSCA Crisis on social media accounts (other than to share official LSCA press release information).

HIDDEN CURRICULLUM VS. INTENTIONAL CURRICULLUM

- Deans have spent time creating / selecting the intentional curriculum. This is the knowledge that we absolutely want the campers to have when the leave...
 - *From Page 10 of Dean's Manual (Fall 2021 Edition):*
 - The goal of all we do is so that the camper can fully understand and have the following:
 1. **Faith in Jesus Christ.** Help the campers discover what a decision for Christ means for them and support and encourage them as they make this decision. **They should understand the full and real gospel message.**
 2. **Christian Growth:** All people must mature and grow in Christ. Help the campers to become disciples. Lead them into the spiritual experience which in turn progresses into mature discipleship. Ephesians 5:18-20
 3. **Love for Others:** The life in Christ must be expressed and shared in loving witness. Challenge the campers to express in speech and action God's love as it is revealed in Jesus Christ. John 13:34-35, 2 Timothy 3:16-17.
 4. **Response to Scripture.** The Bible is God's revealed, authoritative Word to man. Strive to lead the campers to read and respond to the Bible in a personal way, challenging and training them in a serious confrontation with the Word of God. 2 Timothy 2:15; 3:16-17.
 5. **Effective Prayer.** God shares His life personally with man. Help the campers gain skill in prayer and Biblical meditation. Help them pioneer a personal devotional life. James 5:16; 1 John 5:14-15.
 6. **Ethical Behavior.** Moral behavior finds its resource and strength in the resurrection of Jesus Christ. Help the campers develop a lifestyle based on the Gospel of Jesus Christ, training them in ethical behavior which has roots in the resurrection. Colossians 3:17
 7. **Church Participation.** It is in the gathered community of the church where God launches His mission. Help the campers recognize the Church as Christ's body and nurture identification with it. Hebrews 10:23-25
 8. **Family Life.** The family is the primary setting for learning love and responsibility. Support the campers in understanding their relationships with their parents and family. Help them develop a capacity for respect and intimacy in the home. In homes where campers may be nurtured by someone other than their parents, help them find respect and love with their guardians. Ephesians 6:1-4

9. Personal Development. Each person is a special object of God's love. Help the campers understand and accept themselves as Christ accepts them. Help them gain competence in dealing with their personal challenges of identity and vocation. 2 Timothy 2:20-21
What happens after camp? After making a decision or being baptized? Is that the beginning or the end of the story?

- **Hidden Curriculum**

What is being taught unintentionally with "traditions", camp culture, etc.? Good or bad, let's consider these things.

Examples:

1. Is there an expected behavior that is not taught? If so, let's try to identify it and teach it.
2. Do we expect all of the campers to be LSCA "insiders" or "experienced" at LSCA.
3. Do we assume that everyone has Bible knowledge? Do they even know what the words "New Testament" mean, etc.
4. What does our hidden curriculum teach older campers who might not go to Christian college because of finances or field of study, etc.?
5. Other examples?

Can any of these things be reframed/refined to better represent what we are intentionally teaching? (How we do meals, etc?)

Testimonies.... The 50/50 model, where the speaker spends no less than half of the presentation testifying of all the ways their life is changed, rather than focusing more than that on how depraved they were... this easily become a "1 up" situation. The hidden teaching can easily become that "I must have something really bad to share or I do not have a good testimony"... or "I have not done anything bad, so I don't need saved" or, "I can do some really bad stuff and it will be ok".

Lets make sure campers do not get a "sales person" approach to hearing the gospel... It is not about what the Lord WILL do for us, but what HE HAS ALREADY DONE for us. "Good" does not = comfort.

SWIM TESTS. The dean will schedule a time for campers to take swim test. It will most likely be immediately following check in. We will have several life guards to run these. Please stay with your small group or bunk room when completing these.

- Campers will be told that this will be the only time for the swim tests. They do not have to do it, but there will not be other opportunities.
 - Room by room: Campers will have to complete the following:
 - A. Jump feet first into water over the head in depth, level-off and tread water for 60 seconds.
 - B. Jump feet first into water, level-off and swim 2 widths of the pool in a strong manner using the following strokes. (Free-style or front crawl)
 - *Reasons for not passing are: 1. Underwater swimming 2. Dog paddling 3. Resting in the middle of the test 4. Treading water and not maintaining a forward motion (in part B). 5. Swimming too fast and appearing to be too tired at the end of the test*
 - We will keep track of who has passed the swim test for the duration of the session, but not from year to year, in case a camper loses their white bracelet.

SICKNESSES:

- There are no current COVID protocols.
- If a camper has a sore throat, do not assume allergies, air conditioning, etc. Accompany them to first aid to talk to first aid provider.

OTHER STUFF:

General things to keep an eye on:

- Sun burn
- Poison Ivy
- Campers who are not eating
- Good Stories
- Cleanliness around the grounds

General Expectations of volunteers:

- Sitting with campers during missions or celebrations
- Helping with clean up at meal times (making sure camper tables are cleared, etc.)
- **Constant supervision of campers**
- Turning off faucets, lights, projectors, etc when not in use.
- Use phones sparingly and not in front of campers, except in emergency.
- Being good stewards of the ministry

VOLUNTEER ACKNOWLEDGMENT:

LSCA is committed to providing a “Christ-like” love and authentic kindness for all children, youth, and volunteers who participate in ministries and activities sponsored by our camp. Considering the recent trend of sexual abuse at camps around the nation, it is necessary for us to add the following commitment statement as part of your orientation process. The following policy statement reflect our organizations commitment to preserving this ministry as a holy place for all who would enter and as a place in which all people can experience the love of God through relationships with others. Please read and understand each one before signing.

No adult who has been convicted of child abuse shall work with children or youth in any camp sponsored activity.

All staff/volunteers involved with children or youth of our organization must have read and approved all policies and procedures and commit to upholding these standards.

All adults and teenagers involved with youth and children shall abide by the Child Protection Policy at all times.

Our ministry maintains a “Zero tolerance” policy. Any staff or volunteer found in opposition to this policy will be terminated immediately.

All Volunteers involved with children or youth at our organization shall immediately report to their supervisor any behavior that seems abusive or inappropriate between: camper to camper, leader to camper, leader to leader, or staff to staff.

You shall be advised that ALL reporting (by law) is kept confidential and protected.

You shall be advised that LSCA recommends against continued communication with campers following the camp session.

LSCA also requires all adult volunteers to fill out the application for a background check which will be “current” for 2 years.

The state of Illinois requires all volunteers to complete the DCFS mandatory reporter training.

Do you agree to observe and abide by all Child Protection Plan policies regarding working in ministry at LSCA with youth and children: ____Y ____ N

I have read this statement and I agree to observe and abide by the policies set forth in this statement and in the entire training prior.

Volunteer Signature

Date

Printed Name

Session of Camp