



Dear Camp Staff Member or Volunteer,

Welcome to Camp Presmont!

At Camp Presmont, we take our responsibility to care for campers very seriously. These guidelines are intended to facilitate an excellent camp experience for all those who spend time at Camp Presmont.

The pages of this handbook provide a general overview of procedures and guidelines for Camp Presmont staff members and volunteers designed to prevent sexual abuse, physical abuse and neglect of campers. Our policies are intended to create a fun, safe, and gospel-centered environment for campers, protecting campers, you, and the mission of Camp Presmont. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

*Camp Presmont Administration*

# Camp Presmont Camp Policies: Preventing Abuse and Neglect

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## **Overview of the Camp Presmont Safety System**

Because we care for and desire to protect campers, Camp Presmont requires all staff members and volunteers to complete **4 SAFETY STEPS** before placement.

### **STEP ONE: Sexual Abuse Awareness Training**

Camp Presmont policies and procedures require that staff members and volunteers avoid abusive or neglectful behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the Camp Presmont Safety Committee. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers, as well as “grooming behaviors” used by abusers to select and prepare a camper for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s care-giver or ‘gatekeeper’), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip Camp Presmont staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Camp Presmont requires all staff members and volunteers to complete MinistrySafe sexual abuse awareness training (live, or online at [www.MinistrySafe.com](http://www.MinistrySafe.com) or [www.AbusePreventionSystems.com](http://www.AbusePreventionSystems.com)). This training will be renewed every two years.

### **STEP TWO: Screening Process**

Staff members and volunteers are required to complete the Camp Presmont Screening Process, which requires a staff member or volunteer to:

- complete an Employment or Volunteer Application
- complete the Safety Application, including a signed release (employees and volunteers)
- complete a face-to-face or telephone interview (employees and volunteers)
- provide references to be checked (employees and volunteers)

### **STEP THREE: Review Policies & Procedures**

Staff members and volunteers are required to review the policies contained in this manual and sign the last page, indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

### **STEP FOUR: Criminal Background Check**

Camp Presmont requires that all staff members and volunteers undergo a criminal background check. Depending upon position, differing levels or intensity of criminal background check may be required.

## **Camper Safety Policy—*Not our kids. Not on our watch.***

### **ABUSE TOLERANCE**

Camp Presmont has a **zero tolerance for abuse**. It is the responsibility of every Camp Presmont staff member and volunteer to act in the best interest of campers in every program.

In the event any staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is the personal responsibility of each such staff member or volunteer to immediately report their observations to an immediate supervisor, Camp Presmont Administration, or a member of the Camp Presmont Safety Committee.

### **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

Camp Presmont is committed to providing a safe, secure environment for children. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Camp Presmont Safety Committee and the Police Department, Child Protective Services, or other appropriate agency.

Camp Presmont intends to create and foster a culture of communication, reporting safety concerns or policy violations. Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report possible ‘grooming’ behaviors, any policy violations, or any suspicious behaviors to a supervisor or a member of the Camp Presmont Safety Committee.

### **ENFORCEMENT OF POLICIES**

Camp Presmont staff members and volunteers who supervise other employees or volunteers are charged with the diligent enforcement of all Camp Presmont policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment for both volunteers and staff members.

## **Reporting Abuse or Suspicions of Abuse**

### **REPORTING VIOLATION OF POLICY**

In order to maintain a safe environment for campers, Camp Presmont staff members and volunteers must be aware of each individual's responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor, a Camp Presmont Camp Administrator, or a member of the Camp Presmont Safety Committee.

### **CONSEQUENCES OF PROHIBITED OR HARMFUL ACT**

Any person accused of committing a prohibited act, or any act considered to be harmful to a child, will be immediately suspended from participation at Camp Presmont. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act will be removed from future participation as a staff member or volunteer in all activities and programming that involve campers at Camp Presmont. If the person is a staff member or employee, such conduct may also result in termination of employment from Camp Presmont.

Failure to report a prohibited act to one of the individuals identified above is a violation of this policy and grounds for termination of a staff member or dismissal of a volunteer.

### **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

Staff members and volunteers at Camp Presmont are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the immediate supervisor of the area, a Camp Presmont Camp Administrator, or a member of the Camp Presmont Safety Committee.

Ohio law requires that any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to an appropriate law enforcement agency.

The law requires that you make a report if you believe that a reasonable person would also suspect abuse or neglect, given the same circumstances. You do not have to provide proof when making a report of abuse. It is not your responsibility to conduct an investigation. In fact, questioning too many individuals regarding your concerns may interfere with a formal investigation.

You should report abuse or neglect even if someone tells you that it has already been reported. You may have additional information that was not previously reported to the child protective services agency.

**WHEN MAKING A REPORT, YOU SHOULD INCLUDE THE FOLLOWING:**

- The name and address of the victim you suspect is being abused or neglected
- The age of the victim
- The name and address of the parent(s), guardian or caregiver
- The name of the person you suspect is abusing or neglecting the victim and the address, if available
- The reason you suspect the victim is being abused or neglected
- Any other information that may be helpful to the investigation

Staff members and volunteers are required to verbally report an incident to a supervisory staff member as soon as possible after the incident. After receiving a report from a staff member or volunteer, the supervisor/administrator will speak with the person or volunteer to whom the camper spoke in order to get detailed information about the entire conversation. A Camp Presmont Camp Administrator will be notified as soon as reasonably possible. In no way does any provision in this policy discourage any staff member or volunteer from reporting a suspicion of abuse or neglect to the appropriate Ohio authorities.

If appropriate, a Camp Presmont Administrator or a member of the Camp Presmont Safety Committee will inform the Ohio Department of Family and Protective Services (1-855-OH-CHILD) or Child Protective Services in the county of the camper's residence.

# **Camp Presmont Safety Committee**

## **SAFETY COMMITTEE**

Recognizing the importance of providing and maintaining a safe environment for children, Camp Presmont will appoint and maintain a Safety Committee, which will meet once each month during camp season. At the end of the camping season, the Camp Presmont Safety Committee will meet to discuss what, if any, changes are necessary to Camp Presmont's policies or programming to ensure camper safety.

## **MISSION STATEMENT**

The purpose of the Safety Committee is to enable Camp Presmont to carry out appropriate camp activities while safeguarding campers against emotional, physical or sexual abuse.

## **COMPOSITION**

The Safety Committee will be comprised of the following members:

1. Camp Presmont Executive Director
2. Camp Presmont Program Director
3. Camp Presmont Board of Trustees Chairperson

## **MEETINGS**

The Safety Committee will meet on a monthly basis during camp season to discuss risk management practices and updates. The Safety Committee may also meet, when necessary, to address a circumstance or respond to the report of any incident or allegation. At the end of the camping season, the Camp Presmont Safety Committee will meet to discuss what, if any, changes are necessary to Camp Presmont's policies or programming to ensure camper safety.

## **RESPONSIBILITIES**

The Safety Committee will be charged with the following duties:

1. Applying existing Camp Presmont policies and procedures related to camper safety and risk management issues.
2. Monitoring all Camp Presmont programs for ongoing compliance with safety policies.
3. Making recommendations regarding safety issues to the Camp Presmont Administration.

## **Staff Member and Volunteer Monitoring Plan**

Monitoring of staff members and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interactions with campers.

1. **The Camp Presmont Executive Director** conducts written performance evaluations every year for staff members and volunteers.
2. **The Program Director** conducts periodic verbal performance evaluations for each staff member and volunteer in his/her program area. This evaluation will include matters covered in this policy manual and adherence to risk management procedures.



## **Camp Culture – Staff Members & Volunteers**

**FIVE-FINGER COVENANT**—Our living and working together at Camp Presmont will be governed by the Five-Finger Covenant. We agree to encourage each other, to listen and follow directions, to use our words and actions for building up instead of tearing down (no slashing), to commit to the activity at hand and to the people we live and work with, and to ensure our personal safety and the safety of others.

**PHYSICAL APPEARANCE**—*“I have the right to do anything,” you say. But not everything is beneficial. “I have the right to do anything—” but not everything is constructive. I Cor. 10:23*  
Your physical grooming makes a statement to campers, parents and other staff members and volunteers. While serving at Camp Presmont, we ask that you limit your freedom concerning clothing and other outward physical accessories and fashions. If you have questions about your personal choices in these matters, and whether an article of clothing or style is appropriate for wear at Camp Presmont, please consult the staff handbook for specific instructions or the Program Director or Executive Director.

### **MODESTY**

Your choice of clothing makes a statement. While serving at Camp Presmont, we ask that our female staff members and volunteers help us create an atmosphere of modesty by wearing one-piece bathing suits and covering swimwear with t-shirts and shorts while not participating in water activities. We ask our male staff members to show similar respect to women by wearing shirts when not participating in water activities and to avoid Speedo-style swimsuits.

### **MODELING BEHAVIOR**

What we do in moderation, campers will do in excess. Campers will look to you to set the boundaries they will test. This is a dilemma with which every staff member or volunteer will wrestle. The way you dress, what you say, how you respond to the smallest circumstance – our campers are watching. Please read and understand the guidelines below regarding appropriate “touch and talk”, and follow them closely.

The following rules are to be followed at all times:

- **No Verbal Abuse**
- **Never touch a child in an aggressive manner**
- **Absolutely No Profanity**
- **No Displays of Public Nudity at Any Time**
- **No Mooning, De-Pantsing, Wedgies or Swirlies**
- **No Descriptive Stories Regarding Drinking or Sexual Behaviors**
- **No Urinating Off Porches at Any Time By Anyone**
- **No Sleeping or Napping With Campers for Any Reason including in the hammock**
- **Never Comment on a Camper’s Body**
- **No Racial, Ethnic, Sexual Orientation or otherwise offensive Put-Downs or Jokes**
- **No Ear or Body Piercing or Tattooing of Any Camper**
- **No Tickling Campers or Wrestling**

## **PRANKING**

Camp is a place for campers to be safe and feel respected. Campers never win in cabin pranks; therefore, pranking is prohibited.

## **APPROPRIATE PHYSICAL TOUCH**

All staff members and volunteers should exercise good judgment when expressing one's self through physical touch. Appropriate physical touch may include the following:

1. An arm around the shoulder (side hug)
2. Short, congratulatory or greeting hugs
3. A brief, assuring pat on the head or shoulder, but NOT to those kids who feel that such touch is offensive to have their heads patted or hair fluffed.
4. A few NEVERS:
  - a. We don't touch kids in anger or disgust.
  - b. We don't touch kids in any sexually connotative manner.
  - c. No staff member will ever (day or night) be on or in a child's bed.
  - d. Never touch a child's private parts (to remove ticks or for any other reason).
  - e. Never tickle a child; this can be misconstrued as sexual contact.
  - f. Never ignore a camper's request not to be touched.
  - g. Never express or require physical affection or touching in any form from a child who shows or expresses discomfort with physical touch.

## **DATING**

Public displays of affection between dating couples are not permitted under any circumstances. We expect professional behavior at all times.

If a question ever arises, consult the Program Director or the Executive Director.

**Any infraction of the above policy involving *even the slightest form of sexual connotation* will result in immediate dismissal from the camp with no chance of rehire.**

## **Camp Culture – Campers**

### **BULLYING**

Verbal, physical or emotional bullying will not be tolerated.

The majority of camper-on-camper verbal, physical and emotional harassment occurs at night when the lights are out and you are in bed. In order to avoid this we ask that you maintain a presence in the camper cabin area at all times until everyone is asleep.

It should be made clear from the first minute of every session that verbal, physical or emotional harassment of any kind will not be tolerated. At the first sign of verbal or other attacks, act decisively. There is no “harmless putdown” when dealing with kids.

- a. First instance comes with a warning to the camper and a general reminder to the group that this kind of interaction is inappropriate. Make sure not to embarrass or chastise them.
- b. Second instance requires that you pull the offending camper(s) from the group and discuss the inappropriateness of bullying behavior. Set some clear parameters and behavioral goals for them to achieve. However, let them know that the next step is a visit to the Executive Director. Notify the Executive Director of ANY signs of bullying or verbal abuse.
- c. Make sure that any camper who is the brunt of bullying attacks is handling the situation well. Have a private dialogue with him or her to assess the situation. **DO NOT SINGLE CAMPERS OUT IN FRONT OF THE GROUP!** Be discreet and protect their dignity.
- d. Third instance results in a trip to the Executive Director and a phone call to the parents.

### **RESPECTING CAMPER PRIVACY**

Make sure campers understand the importance of respecting each other’s privacy. A camper’s bed is his/her home and the camper’s cabin trunk/suitcase is off-limits to anyone but the camper. In addition, shower time is a very private time. During showers, only those who are taking showers should be in the shower stall, one person per stall.

### **DISCIPLINE**

It is the policy of Camp Presmont that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of campers. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by campers. If a camper is unruly or fails to comply with verbal warnings or instructions from a staff member/volunteer, the Executive Director will contact the camper’s parent. If the behavior persists, the camper’s parent will be contacted to pick up the camper. In the event of a fight or physical altercation, a staff member or volunteer will verbally redirect campers involved, trying to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to the Program Director and/or the Executive Director

## **VERBAL INTERACTIONS**

Verbal interactions between staff members or volunteers and campers should be positive and uplifting. Camp Presmont employees and volunteers should strive to keep verbal interactions encouraging and constructive.

To this end, staff members and volunteers should not talk to campers in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, employees and volunteers are expected to refrain from swearing or using profanity in the presence of campers.

## **ACCESS TO CAMP ADMINISTRATOR**

The dining hall is equipped with a slotted, locked box which is checked daily by the Executive Director. If any camper has any like, dislike, suggestion, complaint, discomfort or desire to communicate directly to the Executive Director, he or she is encouraged to do so by means of this secure box. Anonymous communications are OKAY.

## **Supervision of Campers**

### **STAFF MEMBER/VOLUNTEER TO CAMPER RATIO**

Camp Presmont is committed to providing adequate staff and volunteer supervision in all camp activities and programs. Accordingly, the following ratios will be observed for camp activities and programs:

For groups up to and including 10 campers, there will be at least 1 staff member or volunteer supervising. For groups ranging 11 to 29 campers, there will be at least 2 staff members or volunteers supervising. For groups larger than 30 campers, there will be at least 3 staff members or volunteers supervising. This ratio may change depending on the activity (i.e. swimming, low ropes, boating, etc.).

If a worker is out of ratio it is his or her responsibility to immediately notify the Program Director. The Program Director will make diligent efforts to immediately bring staff member/volunteer to camper ratios into compliance with this policy.

### **OFF-LIMIT AREAS**

All Camp Presmont staff members and volunteers will be responsible for ensuring that their campers are not in areas deemed off-limits.

### **MONITORING HIGH-RISK AREAS**

Any areas on camp property where campers are not directly supervised is a high risk area. In these areas, campers can more easily bully and abuse (verbally, physically, and even sexually) each other. It is the responsibility of all staff members and volunteers to be aware of the potential for bullying and abuse, and to monitor camp locations where campers can be alone.

For activities involving large numbers of campers, staff members and volunteers will be assigned to monitor high risk areas for the duration of the activity. Monitoring of high risk areas will be built in to the programming and planning for these events.

High-Risk Areas include:

- all bathrooms on camp property
- night activities
- water activities
- changing areas (during day and night)

### **UNOBSERVED ONE-ON-ONE INTERACTION WITH CAMPERS**

No camper will ever be left unattended or unsupervised during camp ministry programming or activities. Camp Presmont staff members and volunteers are prohibited from being alone with an individual camper in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single camper, that staff member or volunteer will take the camper to a room or building occupied by others, or to a location easily observed by others. (Example: If a camper desires conversation or counsel with a staff member or volunteer after regular programming has concluded, the staff member or volunteer will relocate the discussion to a place where other staff members are present, or which is easily observed.)

After every programming event, staff members and volunteers must ensure every room and restroom is checked prior to leaving to ensure that there is no camper left unsupervised.

Any two campers together in an unseen or less easily viewed area should be redirected to another (more open) area.

### **APPROPRIATE ONE-TO-ONE INTERACTIONS WITH CAMPERS**

Camp Presmont recognizes that meeting the emotional needs of campers may occasionally require staff member and volunteers to meet with them on an individual basis. Staff members and volunteers should observe the following guidelines when interacting with campers.

Staff members and volunteers should conduct one-to-one meetings with an individual camper at a time when others are present and where interactions can be easily observed.

## **Rules for Camper Safety**

### **PHYSICAL CONTACT**

Camp Presmont is committed to protecting campers in its care. To this end, Camp Presmont has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our camp programs. The following guidelines are to be carefully followed by anyone working or volunteering at Camp Presmont:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and campers are important for campers' development and are generally suitable in the camp setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, a Camp Presmont Director, or a member of the Camp Presmont Safety Committee.
3. Physical contact should be for the benefit of the camper, never based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other campers or staff members or volunteers. It is much less likely that touch will be inappropriate or interpreted as such when physical contact is open to observation.
5. Staff members and volunteers are responsible for protecting campers under their supervision from inappropriate or unwanted touch by other adults and campers.
6. Any inappropriate behavior or suspected abuse by any staff member, volunteer or camper must be reported immediately to an immediate supervisor, the Program Director, Executive Director, or a member of the Camp Presmont Safety Committee.

## **TRANSPORTATION**

Staff members and volunteers may from time to time be in a position to provide transportation for campers. The following guidelines should be strictly observed when workers are involved in the transportation of campers:

1. Campers should be transported directly to their destination. Unauthorized stops in a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one camper in transport. The presence of at least two staff members or volunteers is encouraged.
2. Staff members and volunteers should avoid physical contact with campers while in vehicles.
3. The use of cell phones while driving Camp Presmont vehicles (owned or rented) is prohibited, unless in an emergency. In other non-emergency circumstances, staff members and volunteers are to stop the vehicle before using a cell phone.
4. Absolutely NO TEXTING is allowed by the driver of a moving Camp Presmont vehicle.
5. No drivers under age 21 may drive Camp Presmont owned or rented vehicles.

## **SLEEPING ARRANGEMENTS**

Staff members and volunteers will strictly observe the following rules:

1. At least one staff member or volunteer is required to be in the sleeping area with campers at all times. Notwithstanding the appearance that all campers are sleeping, the staff member or volunteer will not leave the cabin or sleeping area.
2. Appropriately modest sleeping attire must be worn to bed.
3. Campers will not share a bed, bunk or sleeping bag with another camper or staff member/volunteer. Each staff member, volunteer, and camper will use single sleeping bags or blankets. In these instances a “one-person-to-one bag or blanket” rule will be observed.



## **SEXUALLY ORIENTED CONVERSATIONS**

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with campers and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any camper in the program. If it is necessary to address issues related to purity, dating, sex and human sexuality, clear such discussions with the Program Director.

## **SEXUALLY ORIENTED MATERIALS**

Staff members and volunteers at Camp Presmont are prohibited from possessing any sexually oriented materials or images (magazines, cards, phone pics, videos, etc.) at Camp Presmont or in the presence of campers. Possession of such materials will result in immediate dismissal.

## **NUDITY**

Staff members and volunteers at Camp Presmont should never be nude in the presence of campers in their care.

## **TOBACCO**

Camp Presmont requires staff members and volunteers to abstain from the use or possession of tobacco products while on Camp Presmont property, and while in the presence of campers or their family members. Camp Presmont is a tobacco-free facility.

## **INTOXICANTS**

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any Camp Presmont facility, while traveling with campers, or while working with or supervising campers.

## **Camper Contact Policy for Staff and Volunteers**

### **COMMUNICATIONS WITH CAMPERS OUTSIDE OF CAMP**

The Camp Presmont safety standards established to protect campers and insure healthy relationships during camp should be respected outside of camp as well. In addition to camp safety standards, the following policy should be respected in all interactions with campers occurring outside of camp.

- Parents of all campers must approve any and all interactions with students, including but not limited to: email, social network interactions, phone calls, personal visits. No interaction should ever take place without the knowledge and approval of the camper's parents or guardian.

**Policies and Procedures**  
**Statement of Acknowledgment and Agreement**

I have received and read a copy of Camp Presmont’s policies and procedures manual for preventing abuse and neglect, and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Camp Presmont.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Camp Presmont.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in my employment or volunteer position description. While, ideally, I will serve for the full term specified in the position description, I understand that my service or employment is voluntary and that I may choose to end this relationship at any time (if possible, by providing two weeks’ notice to my supervisor).

I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between Camp Presmont and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours that I have worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the Camp Presmont policies and procedures manual for preventing abuse and neglect.

\_\_\_\_\_  
Staff Member or Volunteer’s name (please print)

\_\_\_\_\_  
Staff Member or Volunteer’s signature

Date: \_\_\_\_\_

[This page to remain attached to the Camp Presmont Camp Policies]

**Policies and Procedures**  
**Statement of Acknowledgment and Agreement**

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\_\_\_\_\_  
Staff Member or Volunteer’s name (please print)

\_\_\_\_\_  
Staff Member or Volunteer’s signature

Date: \_\_\_\_\_

[This page to be signed, detached and delivered to the Camp Presmont Executive Director]