



Hidden Haven Christian Camp

Faculty Guidelines

General

1. All Faculty must fill out a "Volunteer Application" on the website at least two weeks prior to the week of Camp they intend to work.
2. Faculty are expected to conduct themselves in a Christ-like manner at all times.
3. Faculty should make themselves familiar with the Camper Guidelines and General Camp Policies.
4. Faculty must have permission from the Dean to leave the campgrounds.
5. Campers are not allowed to visit the Nurse if they are just homesick, trying to skip an activity, or get extra attention.
6. All campers must be adequately supervised at all times, especially at night.
7. All Visitors must check-in with the Camp Office and are required to check out after the conclusion of the evening chapel.
8. If you see an unapproved Visitor, or an intruder, in order to ensure the safety of the Campers, you must notify the Dean and Manager as soon as possible. Please do not attempt to confront potentially dangerous people on your own.
9. There must be Faculty present in each bunk area after lights out.
10. Curfew is one hour after Camper's "lights out." For ALL Faculty.
11. All doors will be locked from the outside at this time and unlocked by 7am.
12. Faculty are required to abide by the Pool Rules and respect the authority of the Lifeguard while in the pool area.
13. The Summer Staff will be responsible for the Canteen. Only Summer Staff are allowed behind the counter in the Canteen. All Campers and Faculty are expected to use their prepaid Canteen Cards for their purchases.
14. If there is any disagreement with the Summer Staff, please talk immediately with the Dean, who will then discuss the matter with the Manager. We are all here to serve the Campers in this Ministry.
15. If there is a problem with the facilities please report it to the Manager.
16. A maximum of 30 sleeping spaces will be allowed for Faculty.
17. If your dorm is overfilled, under no circumstances, should a camper **ever** sleep on the floor! Even if they volunteer!
18. Please park and lock your car in the designated parking areas. Faculty are not allowed to transport Campers for Camp activities in your personal vehicles unless it is an emergency.
19. All Faculty must prove they have completed a criminal and sex offender background check and/or verify they have never been convicted of a felony.

Junior Counselors

1. A Junior Counselor is defined as any Counselor who is still young enough to attend a session of Camp.
2. For a student to be eligible to sever as a Junior Counselor, they must attend a session of camp as a camper during the same summer in which they are serving as a Junior Counselor.
3. If the session at which they are a Junior Counselor is before the session they plan to attend as a camper, they must be registered for their camp session and they must attend or they will not be able to serve as a counselor the following summer.
4. Those who fulfill these requirements will receive a 25% discount.
5. Exceptions to this policy will be at the sole discretion of the Manager and Dean of the Camp. The student can request an exception to the Manager or the Dean can do so on their behalf, but the Dean cannot approve the exception.

Background Check Policy

1. Every person that has contact with campers must have completed a criminal and sex offender background check.
2. This includes, but not limited to, all Deans, Nurses, paid staff, volunteer faculty, kitchen volunteers, bands, speakers and special guest presenters.
3. Background Checks can be completed by:
 - a. Home Church they attend
 - b. Hidden Haven Christian Camp
 - c. Ministry they represent
4. **All background checks must have written documentation that background checks were performed on file in the Camp Office.**

Social Media Policy

1. Staff/Faculty/Counselors cannot initiate friend requests/following or share/send texts or photos with Campers.
2. Do not exchange private messages/emails with Campers.
3. **ABSOLUTELY NO POSTING/LIVE STREAMING DURING ANY CAMP SESSION.** Counselors may take pictures of their youth groups during camp, but we ask you to wait until you get home to post pictures.
4. **NO VIDEOS OR PICTURES IN THE DORMS OR IN THE BATHROOMS.**

Faculty Counseling Guidelines

These are very important guidelines to help us protect our Campers, the Integrity of our ministry and you, the Counselor. No one should ever feel threatened or uncomfortable because of the actions or words of another camper or adult. Please take these seriously and if there are any questions of concerns in these areas, do not hesitate to bring them to the Manager. Any inappropriate behavior should be reported to an adult immediately.

1. Camp is to be a safe and enjoyable place for everyone! What the Campers tell you in confidence should not be discussed with other Campers, Faculty, or Parents. If it is a serious case, such as child abuse of any kind, then it should be reported to the Dean and Manager simultaneously in a confidential meeting.
2. See "Code of Conduct" Section for more details regarding appropriate behaviors and interactions.
3. Conduct in the pool is very important. Please set an example for the Campers in the area of modesty. Also, there is more potential for improper touching in the pool setting. This goes for Camper-Camper contact, Camper-Faculty contact, Faculty-Faculty and Faculty-Staff contact. Please be extremely aware of the dangers in this area, especially during the pool activities.
4. A faculty member should never be alone with a camper. If you must speak with a camper privately, please make sure you are within eyesight and earshot of other adults. **There is to be NO physical punishment for misbehavior of a camper.**
5. Pray for your Campers. This week will change their life and yours.

Pool Rules and Guidelines

1. Respect and follow the directions of the Lifeguard. They are the main authority in all matters of behavior and dress.
2. No running inside the pool area.
3. Do not throw or push anyone into the pool.
4. No food or drink inside the pool area.
5. No horseplay.
6. All Campers must pass a swim test, administered by the Lifeguard, before swimming in the deep end of the pool.
7. In order to ensure the safety of the Campers in the pool, the Dean will provide 1 Faculty for every 25 Campers in the pool. These numbers will be doubled for Overnighter and Get Acquainted Camps. These Faculty must not be in the water and must be paying attention to the behavior of the Campers in and around the pool.
8. In the case of an emergency, the Faculty will dial 9-1-1 while another Faculty removes the Campers from the pool area while the Lifeguard administers first aid. Then send someone to notify the Nurse and Managers immediately.

9. The Camp requires modest bathing suits, and the Lifeguard or any Faculty may require a Camper to put on a T-shirt or change bathing suits.