

APPENDIX 3

Camp Encore/Coda

Child Protection Policy

At Camp Encore/Coda, safety is our number one priority. The Camp understands that child abuse and the inappropriate contact of youth is a pervasive problem that must be managed in a proactive manner if we are to protect those in our care. The Camp's directors are providing the following policies to guardians so they can be sure that Encore/Coda takes all necessary steps to manage our programs and minimize the potential for abuse to occur. If an allegation or incident does occur we will proactively work with the authorities and the family to respond in a prompt manner.

Hiring Practices and Screening

- All prospective staff and volunteers apply and reapply every year to work at camp. Applications include a zero-tolerance statement for abuse and inappropriate behavior, and applications are signed by the applicant.
- Interviewees are read a statement on our expectations and absolute rules, including our zero-tolerance policy for abuse and inappropriate behavior.
- Camp Encore/Coda runs background checks on all employees every year.
- References are checked for each employee every year.

Staff Training and Expectations

- All staff are required to take Mandated Reporter Training, which trains employees to recognize signs of abuse and neglect, and informs them on how to report.
- All staff receive training on abuse prevention during staff orientation that includes:
 - 4 Rules of Prevention:
 - No Inappropriate Touch
 - No Alone Time*
 - No Social Media Outside Contact
 - No Favoritism or Gift Giving
 - *There will be instances where staff will be one-on-one with campers. On a general basis, staff are required to have one-on-one conversations in areas that are both observable and interruptible. See below for our specific description of our Private Music Lessons.
 - Appropriate physical contact is an important part of a child's development. Examples of appropriate touch are high fives, side hugs, and fist bumps.
- All staff sign our Social Media Policy, which states that no camp staff are permitted to follow, like/comment, or interact in any way with a camper on social media. All

pre-existing social media connections must be approved by the directors and have written consent by the camper parent/guardian.

- As mandated reporters, all staff are expected to report abuse or neglect to their supervisor. Staff are also reminded to report any rule breaking they observe from other staff, specifically the 4 Rules of Prevention listed above.

Program Operation

- Ratios: our camp adheres to a 8 camper to 1 staff member ratio for Lower Camp, and 10 camper to 1 staff ratio for Upper Camp. Exceptions to this rule have additional safety measures in place and are approved by the ACA.
- Camp Encore/Coda is in the process of applying for ACA this year, which includes a review of all of our safety policies and practices.
- Our *private lesson program involves campers and their private lesson teachers in a one-on-one lesson situation. Each lesson is conducted in studios with open windows. We have schedules and records of when and where lessons take place, and lessons are frequently monitored and interrupted by both our rovers and our yearbook photographers.

Responding to an Allegation

- All staff are trained on how to report signs of abuse/neglect or suspicious behavior/rule breaking from other staff.
- If we need to report, Directors will call the state of Maine's reporting number, Intake:
1-800-452-1999
- If an incident occurs, the Camp will investigate, report, document, and keep records of all conversations, seek advice from our Insurance companies, and take necessary action. Camp families will receive prompt communication. If warranted, the Camp directors will meet, discuss, and create a statement to be released to the media.