



# ARMY HERITAGE CENTER FOUNDATION

## **ARMY HERITAGE CENTER FOUNDATION SOLDIER EXPERIENCE LIVING HISTORY ADVENTURE CAMP SAFE CAMP POLICY**

### PURPOSE

These policies are to establish and maintain a safe environment for children and youth that is free from emotional, physical, and sexual abuse.

### DEFINITIONS

Foundation Personnel: Staff, contract workers, interns, and volunteers

Children: A child is anyone under the age of 12

Youth: A youth is anyone age 12 but not yet 18, and/or who is still in high school

Student: Children and youths who are engaged in Foundation Educational programs

Personnel who REGULARLY work around children or youth: Army Heritage Center Foundation Education Department staff, and volunteers and interns specifically assigned to work with students during the Foundation's History Camps.

Personnel who OCCASIONALLY work with youth: All other Army Heritage Center Foundation staff, volunteers, and interns.

Abuse: Intentional emotional, physical, or sexual injury inflicted upon a child or youth.

Neglect: The failure to provide basic needs for a child or youth or the failure to protect a child or youth from harm.

Code of Conduct: A uniform set of agreements adopted by the Army Heritage Center Foundation to create safe environments for children and youth and for those who work with them.

### GUIDELINES

Foundation personnel agree to do all in their power to prevent abuse and neglect. All Foundation personnel must agree to comply with the Foundation Guidelines for Appropriate Affection. (Appendix A). Foundation personnel will respond to children and

youth with respect, consideration, and equal treatment, regardless of sex, race religion, sexual orientation, culture, or socioeconomic status. Foundation personnel will maintain an attitude of respect, patience, and maturity.

Foundation personnel agree to report any observed inappropriate behaviors or suspected abuse to Foundation authorities including but not limited to the Education Director, the Executive Director, or a member of the Board of Directors. As a matter of Foundation policy, all staff, volunteers, and interns are considered mandatory reporters and must report all inappropriate behaviors or suspected abuse to the proper authorities.

## SCREENING

All personnel who regularly work with children and youth will complete the standard background checks required for Pennsylvania teachers. The checks must indicate no known risks and must be kept on file in accordance with Foundation record keeping policies.

## MONITORING

This involves structural guidelines and standards for the programs and activities for children and youth, which includes clear approval steps for establishing new programs, proper adult ratios with children and youth, and the overseeing of appropriate interactions with children and youth.

## TYPES OF ABUSE

1. Physical abuse is non-accidental injury, which is intentionally inflicted upon a child or youth.
2. Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, child, or youth.
3. Sexual abuse perpetrated by another child or youth is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children or youth.
4. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth's growth, development, or psychological functioning.
5. Neglect is the failure to provide for a child or youth's basic needs or the failure to protect a child or youth from harm.

6. Economic exploitation is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth's belongings, money, or time.

#### CODE OF CONDUCT FOR PROTECTION OF CHILDREN AND YOUTH

The staff of the Army Heritage Center Foundation History Camp is expected to behave according to the highest principles of personal conduct and to embody the ethics of the U.S. Army Values. At the core of these values lies the belief that those in authority have a duty to protect all members of society from those who would harm them. To do so is not only a duty, but a privilege.

- Camp Personnel agree to do their best to prevent abuse and neglect among children and youth involved in Foundation activities.
- Camp Personnel agree to not physically, sexually, or emotionally abuse or neglect a child or youth.
- Camp Personnel agree to comply with the policies for general conduct with children and youth as defined in these Policies.
- All Camp Personnel agree to comply with the Guidelines for Appropriate Affection with children and youth.
- In the event that Camp Personnel observe any inappropriate behaviors or possible policy violations with children or youth, Camp personnel agree to immediately report their observations.
- All Camp Personnel acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate Foundation staff and state authorities in accordance with these policies.
- Camp Personnel understand that the Foundation will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.

#### SAFEGUARDING CHILDREN AND YOUTH SCREENING AND SELECTION

1. Any and all Foundation Personnel who regularly work with or around children or youth are screened and selected utilizing the same criteria required for Pennsylvania teacher certification:

- a. Pennsylvania State Police Request for Criminal Records Check (Act 34).
  - b. Department of Public Welfare Child Abuse History Clearance (Act 151).
  - c. Federal Criminal History Record Information (CHRI) in a manner prescribed by the  
    Pennsylvania Department of Education.
2. All information gathered about an applicant is carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with children or youth.

3. Foundation Personnel who work with or around children or youth have a personnel file that is kept where other Foundation records are kept.

4. Criminal records checks and sexual offender registry checks are conducted every year for Camp Personnel.

#### EDUCATION AND TRAINING REQUIREMENTS

All Education Department staff will attend a 1 hour training session to review this policy with the Education Director.

#### MONITORING AND SUPERVISION OF PROGRAMS

All camp personnel must monitor and supervise the behaviors and interactions of adults, youth, and other children with children and youth so that inappropriate behaviors and interactions can be detected and stopped. Some behaviors and interactions are potentially harmful to children or youth in and of themselves. Examples include providing alcohol or drugs to children or youth or actually having sexual contact with a child or youth.

Other behaviors and interactions are not necessarily harmful in and of themselves but are the same behaviors and interactions known to be used by those who abuse children or youth to "groom" them or their parents for eventual abuse or which provide the privacy child molesters need in order to abuse children or youth. Examples of those behaviors and interactions include holding children over the age of three on the lap or transporting a child or youth alone. The structural guidelines and standards are covered in both the Monitoring and Supervision section and in the section, General Conduct for the Protection of Children and Youth. The behaviors and interactions of persons with children and youth that need to be monitored and supervised are covered in the section titled General Conduct for the Protection of Children and Youth and in the Guidelines for Appropriate Affection (Appendix A).

#### Structural Guidelines & Standards:

1. Programs for children and youth have established ratios for adults and children.
2. Foundation Personnel are not alone with a child or youth or multiple children or youths where other adults cannot easily observe them.
3. Foundation Personnel under the age of 18 must be supervised by Foundation Personnel over the age of 21 who have the necessary clearances to work with children.
4. Foundation programs shall be structured so that at no time are Foundation personnel required to supervise or assist children or youth in activities such as using rest rooms, showers, or baths; or assisting or supervising private activities such as dressing, or diapering infants or children.

5. Foundation programs shall not require Foundation Personnel to supervise children and youth on overnight activities or trips. Chaperones appointed by the children or youth's legal guardians shall assume all responsibility for such supervision. However, this does not absolve Foundation personnel of the responsibility to be vigilant and report suspected abuse.

6. Foundation computers should have adequate password protection.

7. The Foundation will conduct an annual audit to review these practices and policies.

#### GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

The following guidelines are intended to assist Foundation Personnel in monitoring and supervising behaviors and interactions with children and youth to identify and stop those that may be inherently harmful to children or youth, that are the type used by child molesters to groom children, youth and their parents, or that may create the conditions where abuse can occur more easily. These guidelines should also be used to make decisions about interactions with children and youth in Foundation sponsored and affiliated programs. They are not designed or intended to address interactions within families. When exceptions to these guidelines must be made, the exception is reported to the supervisor of the Foundation personnel making the exception as soon as possible.

1. All Foundation Personnel who work with children or youth must agree to comply with the Guidelines for Appropriate Affection (Appendix A) and have completed and signed the Compliance Agreement Form (Appendix C).

2. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them in writing.

3. Foundation Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for children or youth.

4. Parents or guardians complete written permission forms before Foundation Personnel transport children and youth for a Foundation sponsored activity or for any purpose on more than an occasional basis.

5. Foundation Personnel respond to children and youth with respect, consideration, and equal treatment, regardless of sex, race, religion, sexual orientation, culture, or socioeconomic status. Foundation Personnel portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They avoid even the appearance of favoritism.

6. One-to-one counseling with children or youth is done in an open or public or other place where private conversations are possible but occur in full view of others.

7. Foundation Personnel are prohibited from dating or becoming romantically involved with a child or youth.
8. Foundation Personnel are prohibited from having sexual contact with a child or youth.
9. Foundation Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on Foundation property or in the presence of children or youth except as expressly permitted as part of a preauthorized educational program.
10. Foundation Personnel are prohibited from using the Internet to view or download any sexually oriented materials on Foundation property or in the presence of children or youth.
11. Foundation Personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos, or materials on or from the Internet, with children or youth.
12. Foundation Personnel are prohibited from sleeping in the same beds, sleeping bags, tents, hotel rooms, or other rooms with children or youth. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a campground or camp lodge.
13. Foundation Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
14. Foundation Personnel are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth, or others.
15. Foundation Personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
16. Foundation Personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.
17. All personnel should be vigilant so that questionable situations do not arise.

#### RESPONDING TO PROBLEMS:

Reporting inappropriate behaviors or policy violations with Children or Youth:

When Foundation Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the Guidelines for Appropriate Affection, or which may violate any provision of these Policies for Protection of Children and Youth from Abuse, they must

immediately report their observations. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on overnight trips without other adults, swearing or making suggestive comments to children or youth, or selecting or using staff or volunteers without the required screening. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in one of the following ways:

1. A telephone call, email, or meeting with the Program Director.
2. A telephone call, email, or meeting with the Executive Director, if the person is not the Executive Director;
3. A telephone call, email, or meeting with a Foundation board member, if the person is the Executive Director;
4. A telephone call, email, or meeting with the Chairman of the Board of Directors;
5. Submit a NOTICE OF CONCERN (Appendix B), signed or unsigned, to the Chairman of the Board of Directors.

All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

#### Reporting Suspected Abuse of Children or Youth:

1. All Foundation Personnel are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities.
2. Failure to report suspected abuse of children or youth may be a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, "in good faith" means that the person submitting the report believes what he or she is reporting to be true.
3. In addition to reporting to the state authorities, Foundation Personnel are required to report any reasonably suspected or known abuse of children or youth that may have been perpetrated by Foundation Personnel directly to the Education Director, Executive Director, and/or Chairman of the Board of Directors so that immediate and proper steps may be taken to ensure the safety of alleged victims.
4. Reports of suspected or known abuse that involve Foundation Personnel may be reported to the Foundation in the following ways:
  - a. A telephone call, email, or meeting with the Executive Director or Chairman of the Board of Directors;
  - b. A telephone call, email, or meeting with the Education Director if the Education Director is not the person suspected of abuse.

c. Submit a Notice of concern (Appendix B), signed or unsigned, to the Chairman of the Board of Directors.

5. The Army Heritage Center Foundation will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the Chairman of the Board of Directors.

## **APPENDIX A GUIDELINES FOR APPROPRIATE AFFECTION**

The Army Heritage Center Foundation is committed to creating and promoting a positive and nurturing learning environment for children and youth that protects them from abuse and Foundation Personnel from misunderstandings.

When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate; otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Foundation Personnel to comfortably show positive affection, and yet identify individuals who are not maintaining safe boundaries with children or youth. These Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse.

Unnecessary physical contact between Foundation personnel and children and youth is discouraged. Foundation personnel should not seek or encourage physical displays of affection from students. At times, students, particularly younger students, may desire such contact. The following guidelines are to be carefully followed by all Foundation Personnel working around or with children or youth.

Examples of positive and appropriate forms of affection:

- Brief hugs.
- Pats on the shoulder or back.
- Handshakes.
- "Highfives" and hand slapping.
- Verbal praise.
- Touching hands, shoulders, and arms of children or youth.
- Arms around shoulders.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Pats on the head when culturally appropriate (For example, this gesture should typically be avoided in some Asian communities).

Examples of inappropriate forms of affection to use with children and youth: (Many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.)

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests, or genital areas.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas, or other private rooms.

- Occupying a bed with a child or youth.
- Touching knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth.

**APPENDIX B  
CONFIDENTIAL NOTICE OF CONCERN**

Individual(s) of Concern:

Date of occurrence:

Time of occurrence:

Type of Concern:

- Inappropriate behavior with a child or youth
- Policy violation with a child or youth
- Possible risk of abuse
- Other concern:

Describe the situation:

What happened?

Where did it happen?

When did it happen?

Who was involved?

Who was present?

Who was notified?

If reported to the State, what was their recommendation about investigating?

Attach additional sheets if needed.

Has this situation ever occurred previously? Attach additional sheets if needed.

What action was taken? How was the situation handled, who was involved, who was questioned, were police called? Attach additional sheets if needed.

What is the follow-up plan?

Does anyone else need to be notified?

Will the situation need monitoring?

Would you like someone to call you to discuss this situation?

Attach additional sheets if needed.

Submitted by: (Please print)

Telephone number:

Location and address:

Signature: \_\_\_\_\_

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

Reviewed by: \_\_\_\_\_

Inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in one of the following ways:

- a. A telephone call or meeting with the Education Director,
- b. A telephone call or meeting with the Executive Director, if the person is not the Executive Director;
- c. A telephone call or meeting with a Foundation board member if the person is the Executive Director;
- d. A telephone call, email, or meeting with the Chairman of the Board of Directors;

Please give this form to the appropriate individual or mail to the attention of:

The Chairman of the Board of Directors  
Army Heritage Center Foundation  
950 Soldiers Drive, P.O. Box 839  
Carlisle, PA 17013

Or you may call the Army Heritage Center Foundation's Executive Director at (717) 258-1102.

Actual or suspected child abuse may be reported to the Commonwealth of Pennsylvania at:

Pennsylvania Department of Public Welfare  
Toll-Free: (800) 932-0313  
TDD: (866) 872-1677

If you do not get an answer at the above number, please call Childhelp (800-422-4453) for assistance.

Childhelp® USA is a non-profit agency which can provide reporting numbers, and has Hotline counselors who can provide referrals.

**APPENDIX C**

**Compliance Agreement Form**

Name (print):

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Compliance Statement**

I certify that:

- I have received and read the Army Heritage Center Foundation History Camp Safe Camp Policy.
- I understand its contents.
- I fully understand my responsibility to comply with the Policies and Code of Conduct.
- I understand my responsibility to report any violations or potential violations of the conduct to Foundation authorities.
- I recognize that any violation of the Code of Conduct may be grounds for dismissal from employment or may terminate my right to volunteer to work with children or youth.

Signature: \_\_\_\_\_

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