



Staff Handbook

Our Motto

"The Other Fellow First"

Our Mission

We strive to develop moral, personal, physical and leadership skills in the spirit of fellowship and fun, enabling boys and girls to lead lives characterized by devotion to others.

CORE VALUES

Character | Community | Leadership | Stewardship

- **Character:** We value how we relate to others and ourselves, striving to conduct ourselves with integrity, respect, consideration, honesty, and fair play, with a devotion to serving others.
- **Community:** We value the benefits of individuals living together in a community with a learning culture of inclusion, acceptance, fun, genuine celebration of our unique gifts among Campers, Leaders, staff, alumni, and the wider communities we live in.
- **Leadership:** We value the development of leadership skills, inspiring those around us to take an active interest in the development and needs of those in our community, while sharing a passion for learning and teaching.
- **Stewardship:** We value the resources we have inherited, be they environmental, spiritual, financial, or human, striving to foster a strong sense of personal accountability for them in the present and a passion to sustain them for the future, so that we may leave the world, each other, and in particular Camp Dudley and Camp Kiniya better than we found them.

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Our PHILOSOPHY

INCLUSION STATEMENT

We believe in inclusion for all individuals regardless of their economic, ethnic, geographic, racial, religious, sexual or social group. We believe that every member of our community is unique and that the respect for all individuals is the foundation of our culture. We believe that our Camps have a responsibility to create an inclusive, caring and welcoming environment that allows young men and young women to reach their full potential, preparing them to lead successful lives.

GENDERED LANGUAGE STATEMENT

At Camp Kiniya, we are focused on Girls Development and serve campers and leadership using she/her/they/them pronouns. We are proud to welcome staff members at Kiniya, regardless of gender, to deliver an outstanding camp experience. We recognize that conceptions surrounding gender identity are evolving and pledge to keep current on the topic as we explore how we can best fulfill our mission and serve the entire Camp Family in the spirit of our motto: *The Other Fellow First*.

SUSTAINABILITY STATEMENT

We are committed to creating a culture of sustainability through educational programming, healthy living, environmental stewardship, and responsible business practices in our campuses and communities.

PART A - COMMUNITY

A successful camp season depends on a positive, enthusiastic, kind, caring and supportive staff. You have been selected as a part of this year's team because you have demonstrated commitment to the well-being of children, have strong skills in your chosen area, love the outdoors and can serve as positive role models for our campers. Your reason for being at Kiniya is to act as teacher, coach, role model, leader and friend to each camper with whom you come in contact. The information in this booklet provides the foundation for a successful summer. Please read it carefully and be prepared to speak about the content during our Pre-Season time together.

HISTORY

In 1919, Helen Van Buren founded Camp Kiniya with a dedication to delivering a safe, loving, and quality camping experience for girls. In 1950, Jack and Marilyn Williams became the Owners and Directors of Camp Kiniya and continued its long traditions, including excellence in horseback riding and development of personal achievement through a three level award system. The program encouraged campers to master new skills and take responsibility for their individual successes. In 2004, the leadership team at Camp Dudley worked with the Williams family to create a new vision: **Camp Dudley at Kiniya**, allowing us to provide a not-for-profit girls camping experience that combined the best of Kiniya's heritage and traditions with Dudley's core values and extensive programs. In 2006, **Camp Dudley at Kiniya** celebrated its first summer season, providing a unique and powerful experience for girls amidst a spectacular natural setting.

LOCATION

Camp Dudley at Kiniya ('Camp Kiniya or Camp') is set on Lake Champlain, with western-facing views of the New York shore and Adirondack Mountains. Surrounded by 134 acres of pine forests and meadows, and over a mile of waterfront, including a private sand beach, there's ample room for swimming, sailing, water skiing and more. At the Camp's northern border is the Lamoille River, offering calmer waters for canoeing and kayaking. Conveniently, Camp Kiniya's location provides both privacy and seclusion while being only 20 minutes from Burlington, Vermont, and 75 minutes from Camp Dudley in Westport, New York.

WHO WE ARE

Campers and Aides: 10 to 15 years old

Junior and Assistant Leaders: 16 and 17 years old. Live among campers

Cabin Leaders: >18 Live with the campers and attend activities as a Coach.

Program Leaders: >18 Activity Instructors who do not live with campers

Admin & Support Staff: >18 Integral group of Office, Maintenance, Healthcare, Kitchen and Cleaning Staff.

Note - The generic reference to "Staff" refers to all employees >18 from all categories listed above.

Our campers are grouped into four divisions based on grade and age. The **Cubs** are the youngest, Catamounts or '**Cats**', **Juniors**, and **Seniors**. Within each division, campers hike in small groups together, participate in camp activities, and are asked to meet certain standards to achieve their Camp award.

PART B - PROGRAM & LEADERSHIP

PROGRAM PILLARS

Arts | Athletics | Outdoors | Spirituality

ARTS

The Arts is an integral part of a summer at Camp Kiniya. We work to role model interest and sincere seriousness about the Arts Program. Overall, encourage each camper to get on stage during the summer, be willing to get on stage yourself, and demonstrate appreciation for the artistic endeavors of everyone on campus.

What programs do we offer?

It varies every year based on the talents of our staff. Here is an example of offerings any given summer: Painting and drawing, ceramics, jewelry making, screen printing, drama, stage tech, music, a capella, wood-working, costume design.

Wednesday Night Shows

- Encourage your campers to get on stage and create a skit or perform a song on a Wednesday Night. Better yet, organize a cabin skit if the girls are up for it.
- Be appropriate and respectful when on stage in every Wednesday Night performance. Remember, you set the tone. Be funny... but don't overdo it.

Saturday Night Shows

- Set the tone as you walk into the theater, treating the experience as you would attending more formal. This shows respect for the work that has been accomplished in preparing for the show.
- Encourage your campers to try out for a production. It's a great experience and one that they'll remember forever.

ATHLETICS

The Athletics Program is meant to be fun and competitive. Ultimately, playing any sport is most fun when everyone is giving their best and feels well matched to their opponent. This also creates the best environment for learning about what it means to be part of a team. We're a generalist camp, which means we don't specialize in one sport. Every camper gets the opportunity to play all the team sports that we offer. Some campers will be trying a sport for the first time, some will be elite players. Our challenge is to integrate all these abilities into a cohesive unit that gives their best and has lots of fun.

What sports do we offer?

Soccer, basketball, lacrosse, ultimate frisbee, softball, tennis, golf and archery (and more!).

What is my role as an instructor?

Instructors are there to provide structured competition and skill development.

What is my role as a leader, AL, or JL?

You are a coach! Help to come up with strategy, set the line up, lead warm ups, encourage and motivate!

Be safe & manage risk proactively

- Make yourself familiar with all of the rules and safety guidelines of each area

- Be sure everyone is applying sunscreen and avoiding sunburns
- Hydrate!

OUTDOORS

The Outdoors experience at Camp Kiniya happens in several different ways. Each camper will at least participate in one off-campus wilderness trip, visits to the challenge course, and a cabin cookout. This is a great opportunity for many of our campers to step outside of their comfort zone and try something new. We carry our spiritual program with us into the wilderness remembering to pause, reflect and set goals for the future.

What activities are offered at the Kiniya Outdoor Barn?

The KOB offers climbing, farm to plate, camp craft as specific activities that campers may choose from.

How long are the wilderness trips?

Our youngest campers participate in a day hike and cabin overnight and progress to a 1 night, 2 day trip, and our oldest campers participate in a 3 day, 2 night trip.

How many times does a camper visit the challenge course?

Every cabin has the opportunity to visit up to 4 times to participate in a variety of low and high team building elements.

SPIRITUAL PROGRAM

Our motto, "The Other Fellow First," best exemplifies our concern for the spiritual and moral development of our campers. We live this motto on a daily basis. This respect for "The Other Fellow" is at the core of the lifelong religious and spiritual impact we seek to have on each camper.

Kiniya's heritage is Christian. Our formal religious/spiritual program consists of daily morning Chapel Talks, evening Vespers, Sunday Chapel services, and Sunday evening Hymn Sing. All these elements of the program stress moral and ethical questions, problems, and approaches to life. Each Leader and Staff member is encouraged to share what wisdom and understanding he/she has gained in his/her daily Chapel Talk and Nightly Vespers. The vitality of Kiniya rests on this creativity.

Those of diverse religious persuasions have a role and voice at Camp as well. Kiniya values and seeks diversity and, at the same time, each camper and Staff member is asked to attend all Camp activities and to respect Dudley's tradition. Each person can expect that his own religious faith will be respected and honored.

Cabin Vespers are a vital part of the Cabin Leadership Team's responsibilities during the summer. It is the Leader's responsibility to see that it occurs on a nightly basis. Suggestions and assistance is readily available from Senior Staff.

A DAY AT CAMP

7:30	First Bell, Rise and Shine
7:55	Breakfast bell
7:55 – 8:25	Chapel Talk and Breakfast
8:30 – 8:45	Cabin Inspection
8:50	Mustering in division
9:00 – 12:30	Morning Activities
12:45 – 1:30	Lunch
1:30 – 2:45	Rest Period in Cabins
3:00 – 5:30	Afternoon Activities
6:00 – 6:30	Dinner
7:00 – 8:00	Evening Activity
8:00	Taps
8:45	Vespers by cabin
9:00	Lights out

***Schedule may vary throughout the week. Sunday is our most relaxed day for rest and reflection.**

GENERAL STAFF EXPECTATIONS

CAMPER & END OF SEASON REPORTS

At the end of the season, all staff will complete a departure document and various reports, based on role served, which must be submitted prior to you receiving your final paycheck.

EVALUATIONS & FEEDBACK

As a Management Team, we will do our utmost to provide open and honest feedback to you on your performance. Throughout the summer, your direct supervisor will sit down with you for a performance evaluation, which they will then submit to management. These evaluations are ongoing and serve as a tool for feedback from supervisors and input from staff. If at any time, your supervisor is not satisfied with your performance, or you are not satisfied with your position with us, it should be addressed as soon as possible. At the end of the season, you will be required to complete a departure document, which must be submitted prior to you receiving your final paycheck. In addition, Leaders must complete all Camper Reports and Heads of Department Areas must complete an overview of the summer and inventory prior to leaving Camp.

GENERAL JOB DESCRIPTIONS & ESSENTIAL FUNCTIONS OF THE JOB

What is my role as a Cabin Leader?

As a Leader you will live closely with campers and a leadership team. The campers in your cabin will be your immediate family, with all the joys, responsibilities and frustrations this implies. The quality of each camper's cabin experience largely affects her degree of happiness at Camp. The most successful leaders are warm, caring and patient and genuinely 'want' to be with their campers. You will create a respectful atmosphere in the cabin that fosters self-confidence and creativity. Your responsibilities will center around your campers' daily lives including, but certainly not limited to supervising cabin cleanup, evening vespers, cleanliness of your campers personal hygiene and personal living space. You will consistently motivate your campers positively and demonstrate initiative. You will be called upon to encourage friendships and mediate disputes. The leader also serves as mentor and caretaker for the Aide, JL and/or AL in the cabin. The Aide, JL and/or AL groups should strive to support their Leader in carrying out these responsibilities. You will work closely with your Division Head and the Director of Leadership Development who will provide you with guidance and support throughout the summer.

What is my role as a Program Leader?

You have full responsibility for the safety and lives of other people and especially other people's children who have been entrusted to all of us. Be aware of this and act accordingly. Your example makes a difference. You are staffing an instructional area for campers – always be thoughtful, open and courteous but firm when necessary. All participants in your area have the same guidelines and are responsible to follow them as directed. It is your job to enforce these guidelines at all times. Each activity is directed and supervised by a Department and/or Activity Head. You will work closely with this person who will provide you with guidance and support throughout the summer.

What is my role as Admin / Support Staff?

All staff members of the Camp Dudley at Kiniya are valued members of the Camp family and are thus entitled to the same rights and privileges. At the same time they are governed by the same set of standards. The nature of Support Staff, however, necessitates that Maintenance, Kitchen and Cleaning staff members must have additional, and sometimes uniquely different, guidelines and schedules than staff members working in other areas.

As Support Staff, you are expected to learn your work schedule, which will be provided to you upon arrival at Camp, and to be **on time** when you are expected. Depending on your specific position, you are to learn from and report directly to your supervisor about what is expected on the job and do it to the best of your abilities. Go to your Department Head (Maintenance or Kitchen) with any problem that may arise. You are also ultimately responsible to the Camp Director.

What is my role as an Assistant Leader?

The AL is, at all times, responsible for the safety, well being and contentment of her campers. Those accepted to work at Camp are paid members of the staff and are called upon to exhibit those qualities expected of all Leaders.

The AL is directly responsible to her Cabin Leader. As a member of Kiniya's leadership hierarchy, she will also interact with and be accountable to her Division Head, Leadership Development Director, and, ultimately, to the Camp Director.

What is my role as a Junior Leader?

Considered the “Service Year”, A Junior Leader is no longer a camper, a JL is considered a Kiniya employee. The JL, at all times, is responsible for the safety, well being and contentment of her campers. The JL must exhibit those qualities expected of all Leaders.

The JL must be 16 by the start of Camp. The JL is directly responsible to her Cabin Leader. As a member of Kiniya’s leadership hierarchy, she will also interact with and be accountable to her Division Head, Leadership Development Director, and, ultimately, to the Camp Director.

PART C - GENERAL INFORMATION

GENERAL INFORMATION

DRESS & HABITS

The style and tone of Camp are as important as its substance. By style we mean such matters as appropriate language, sportsmanship, basic courtesy to peers and campers, dress and overall appearance and regard for Camp customs and rules. In addition to the points covered in this Staff Handbook, here are other points to consider:

All staff members are requested to wear clean, neat, appropriate clothing, and practice regular good personal hygiene. All staff members must shower regularly and maintain a clean appearance. Torn, tattered, or dirty clothing are inappropriate. Beer, alcohol, drugs, smoking, or obscene slogans or symbols on T-shirts are not acceptable.

Profanity has no place at Kiniya. Any Leader or Staff member who hears profanity is responsible for correcting it respectfully at the time and place of its occurrence. Gambling in any form is prohibited. Do not allow/encourage the purchasing of or trading of personal items.

Working relationships and friendships among staff members are part of the fun and vital to the successful operation of the Camp, but don't forget that the campers come first. Discussion of personal/social life with or within camper hearing range is highly inappropriate.

LEADERSHIP HUT BIG & little

The Leadership Hut is located on the upper level, opposite the Welcome Center. Leadership training will take place on the outside deck. The inside is equipped with a television and DVD player, available for use during time off only. Little is often reserved for Aides, JL's and AL's, with Leadership Development Director approval. Big and Little should not be used to store personal items (including computers and cell phone chargers). All personal items left behind will automatically be removed and taken to the Lost and Found.

LIVING QUARTERS

ALL cabins on campus will be subject to inspection including staff-only cabins. As all staff members share a cabin with others, you will be expected to keep your personal belongings and personal living space in order. Caring for our land and property at Kiniya is a priority and should be respected at all times.

Posters and other similar decorations are permitted only with consideration of Camp Dudley at Kiniya's values and good taste. All material hung on the walls of the cabins or in Staff housing must be of an appropriate nature and may be removed at the Director's discretion. No painting, carpentry, or other "changes" are permitted.

There is to be no graffiti on any Camp property or building!

PACKAGE & FOOD POLICY

We ask that packages do not contain ANY food items. It is essential that there is no food kept in the cabins. Food attracts small animals and rodents, which are very hard to remove once they make themselves at home!

PHONES & INTERNET

We strive to keep Camp as technology-free as possible and request that campers and Aides leave **ALL** forms of electronics at home. While leaders and staff are welcome to bring electronics to Camp, use is limited to time off and not within view of campers. Cell Phones of Leaders and Staff should not be used on campus during the day and only used on the Upper Level of campus. Junior and Assistant Leaders will have access to their phones at the Leadership Development Director's discretion.

Wireless Internet access is available to Leaders and Staff at the Welcome Center / Leadership Hut area during your time off. Although one computer is available during the evenings, we highly recommend that you bring your laptop for personal use. The security code will be given out during pre-season.

Courtesy telephones are located in the Welcome Center for leader and staff use (for local and domestic calls) during time off. We ask that all calls be kept to no longer than 10 minutes. Incoming calls for staff members will be answered by our Office Staff. They will take a message and deliver it to you at the following meal.

Please expect to make an adjustment in your expectations about outside communication. Camp is designed to operate at a different speed and to feel like an environment that does not rely on technology as a major part of our summer together. In order to get the most out of your time here and to connect with your peers on a meaningful level, we highly encourage you to take this opportunity to 'unplug' from your electronics in order to become more engaged with those around you.

PERSONAL GUESTS

Guests are not allowed to visit Camp without the consent of the Camp Director.

Guests are not allowed to eat meals or stay overnight on Camp property without the consent of the Camp Director. All guests **must** sign in at the Office and wear a visible visitor's pass **before** entering the campus.

NB: Staff members who do not live on campus are not permitted to enter campus during non-working hours unless invited by the Director.

UBER/TAXI SERVICE

We do our best to provide staff without access to a personal vehicle a ride in town on their day off when possible, departing at 10am and returning at 4:30pm. If you are leaving or returning to Camp at other times, you may need to call a taxi. Taxis can be met at the Gatehouse and may not collect you from or drop you off at any other area of Camp under any circumstances.

TIME OFF

Typically, all Leaders and Staff are granted two days off per session. Your day off would begin upon awakening and lasts until curfew, which is 1:00am. Leader and staff Days Off are scheduled with supervisors on a weekly basis and may change each week. Leaders and staff will also receive designated time off during pre-season and changeover periods. In addition, Leaders and staff will have time off daily when they do not have assigned Camp responsibilities. This time off may include rest-hour, after lights out at night, or at other times designated by their supervisor.

Leaders and Staff are permitted to leave camp after 9:00pm on designated nights out and must be back on campus prior to 1:00am (permission for Leaders must be granted by D-Head prior to leaving in order to arrange for cabin coverage).

PART D - SAFETY

SAFETY... OUR #1 PRIORITY

Safety: Above all else, Your First Obligation is to be Safety-Conscious

The Parents are counting on us to keep their daughters safe. It is our duty to create a culture of safety that allows each girl the ability to move through her day free from physical peril, abuse and neglect. To that end, we must all abide by the following regulations and guidelines.

TOUR OF CAMPUS

Each Cabin Leader must conduct a tour of the campus with her campers within the first 24 hours of their arrival, familiarizing each camper and Leadership team member with Camp's facilities, pointing out the potential hazards at each locale. Each cabin leader will be given a Camper Orientation Packet and a form stating that you, your assistants, and your campers have taken the safety tour. Every member of the cabin unit must sign the form and then hand that entire packet to the office to be kept on file. Furthermore, it is expected that the Leader will establish standards for behavior in and outside their own particular cabin and those potentially hazardous areas in or near said cabin must also be emphasized.

SAFETY AND EMERGENCY PROCEDURES

Note: All procedures marked with a * must be trained and rehearsed during pre-season training and again within the first 48 hours of the Camp season.

In the event of an Emergency at Camp there is a chain of command we MUST follow:

1. The person who witnessed the event should **stay at the scene** and radio for help (if radio is not available, send a responsible person (staff member, Leader or AL/JL) to get help).
2. If the incident happens at an activity, the Activity head is to be notified IMMEDIATELY and is IN CHARGE; (if the Activity Head is not present, then it should be the designated Head of that area).
3. The incident should be reported immediately to the Director and Nurse, both of whom will respond and take over command.
4. Only the Director (or designated Senior Staff member) or the Nurse calls the Emergency number.
5. The Director will assign a staff person to go to the top of the road by the Gatehouse to meet the emergency vehicles. Remind them to turn off all lights and sirens as they enter campus and take them to the scene of the accident.
6. The Director will:
 1. Contact Parents or guardians
 2. Initiate 'Critical Incident / Emergency Communication Plan if death occurs.
 3. Work with media. (No other personnel are to work with the media unless requested by the Director).

There may be a time when it is essential to have the entire Camp family accounted for.

The general alarm will be the continual sound of the Welcome Center horn or the bell. This is an indication for each camper - Leader to go immediately to their cabin. The Director, Leadership Development Director, Program Director; Office personnel, and staff who are not Leaders are to report to the office immediately. Each Leader should report any missing campers to the office, allowing reasonable time (no longer than 15 minutes) for all to appear.

CAMP EVACUATION

For building and site evacuations made necessary by local threats or power outage, follow procedures as described under “General Alarm” above. Administrative staff will assemble campers, by cabin group, on the Soccer/Lacrosse field for instructions as to methods of evacuation. Evacuation will not be delayed because of a missing member of the Camp family. If the danger is a natural occurrence or located very near Camp, the Kiniya community will be moved by foot to a safe location (via Camp Kiniya Road or through the Clay Point Orchard).

* MISSING PERSON PROCEDURE

Staff must maintain knowledge of the whereabouts of their campers at all times. Supervision must be continuously provided and checks must be made at each meal, cabin and activity period. Practice drills will be rehearsed during pre-season and again throughout each session.

On Campus procedure

If a camper is missing, immediately check the schedule (ie: where are they supposed to be?) and radio “Does anyone have eyes on (camper name). This should be done without delay.

- If this produces no results the Director or a member of the Management Team will initiate **the general alarm** (refer above).
- Police will be notified by the Director as soon as it is determined that the missing camper is not on camp property.
- Staff will be assigned to search both Camp Kiniya Road (via main entrance) and Clay Point Road (through the orchard).
- The Camp Director will follow police instructions regarding search parties outside camp boundaries.
- The Director will contact parents of a missing camper to report her absence following a thorough, continuous, two hour search.

Off Campus procedure - Trips (including hikes, canoe trips, change-over day, etc).

After a thorough search and a reasonable amount of time has passed (but no more than 30 minutes) use your cell phone to let the authorities and Camp know of the situation. If the phone does not work, send two people (one of whom must be a staff person) to the nearest phone. Instruct them to telephone Camp after they have reported to the authorities. Return to the group and all stay together at the point where the camper was last seen. Stay until help arrives.

* LIGHTNING STORMS

In the event of lightning storms, the campers should be cleared from the various activity sites and told to return to their cabins. **One long signal from the horn (30 seconds-1 minute)** will sound from the Welcome Center, letting the activity directors know that all activities will stop immediately. At that point, they should remind campers about the safest way to return to their cabins (see guidelines below). If all campers cannot reach their cabin before the storm breaks; they may seek shelter in any cabin or in one of the larger buildings such as the Dining Hall, Studio or Lodge.

In the case of thunder, use the radio to call the office if you have a question about what to do or if you have not heard from the office already.

Do not go outdoors or remain outside during lightning storms.

If you are caught far away from buildings (e.g., on a hike out of camp):

- Seek depressed areas – avoiding hilltops and high places
- Seek dense wood – keep away from isolated trees

Extremely hazardous areas to be avoided, without exception, during lightning storms:

- Open Fields
- Any body of water
- Tennis courts and parking lots
- Near wire fences, overhead wires, and railroad tracks
- Riding in open vehicles, bikes or boats

FIRE SAFETY

All staff should be aware of potential fire hazards. Frayed electrical cords, overuse of extension cords and outlets, litter, dead leaves around living quarters, or storage of flammable liquids should be removed and or reported to Maintenance staff if it cannot be removed.

The use of candles and incense in living quarters is prohibited.

All cabins are equipped with smoke detectors and should be checked at the beginning of each session (replacement D batteries are available at the office).

Fire drills will be held within 48 hours of the start of each session.

The camp fire alarm is a series of 5 repeated blasts on the horn (there is one located at the Dining Hall, one at Senior Beach; one at Junior Beach, one at the barn and one at the Welcome Center).

*** CABINS & ACTIVITY AREA FIRE SAFETY**

Upon sounding of the alarm, all campers and staff will evacuate all activity, cabin areas and buildings and head immediately to the soccer/lacrosse field where they will assemble with their cabin. Cabin leaders will do a head count and missing camper names will be given to the Director immediately.

*** DINING HALL FIRE SAFETY**

There are 4 exit doors in the Dining Hall. The Leaders & Staff at each table are responsible for the evacuation of the campers sitting at their table. Each table is color coded, according to the nearest Exit door – table groups are to exit this door in an orderly manner. Once outside, campers assemble with their cabin and follow head count as above.

***OUTDOOR BARN SAFETY**

In the event of a fire in the Kiniya Outdoor Barn “the KOB”, the staff must make sure that all campers and persons other than those in the Outdoor Department, who are near the area LEAVE THE AREA, SAFELY, QUIETLY AND QUICKLY. These campers and staff should proceed immediately and directly into a building away from the barn, such as Cady, Vanneman, the Dining Hall or Bungalow. Once all campers are away from the area, the Outdoor Staff must also evacuate the barn until Emergency personnel are on the scene.

***WATERFRONT SAFETY**

1. In the event of an accident / emergency the designated Waterfront Head will assume responsibility for directing the Emergency procedure.
2. Each individual waterfront department is responsible for reviewing its risk management prevention and procedure list on a weekly basis.
3. Risk Management will be followed as written for each department:

- a. Department Head must notify Waterfront Head immediately. This may be done by radio, air horn or whistle (3 short, 2 long, 3 short blasts). Department Head must keep the camper in the water until extent of injury is determined.
 - b. Waterfront Head must clear the water of swimmers with 3 short blasts of the whistle, having them leave or swim with minimal movement.
 - c. Once the extent of injury is determined, the Waterfront Head will notify the Director, and Nurse immediately via radio who will call 911. The Nurse & Director will report to the waterfront immediately.
 - d. Once the emergency call has been made, the Director will assign a staff person to go to the top of the road by the Gatehouse to meet the Emergency vehicles, also going with the emergency vehicle to show them the location of the beach access road.
4. For serious injuries (this may include neck or back injury, unconscious camper, severe wounds etc) the Waterfront Head will:
- a. Designate a staff person to keep campers calm and away from the injured person (removing them from the waterfront, when possible).
 - b. Designate another waterfront staff to enter the water immediately upon clearing the swim area.
 - c. Designate waterfront staff person to retrieve backboard.
 - d. Another waterfront staff to get a first aid kit.
 - e. Waterfront staff will begin back boarding / first aid procedures under direction of the Waterfront Head or Nurse.
5. Once the injured is secured to the rescue board (backboard) and head stabilizer is in place, wait for the rescue squad to arrive (Waterfront Head, under instruction of the Director, will decide upon the best method of transportation from Senior Beach to rescue vehicles).

Waterfront is to remain CLOSED until rescue personnel and injured have departed the beach area.

***FREE SWIM SAFETY**

(Applies to all members of our community)

Swimming will be done ONLY in the designated swim area at Senior Beach and only under the direction of approved Lifeguards. No swimming when the beach is closed – ever!

At least one Lifeguard on duty will be a currently certified Swim Instructor. A ratio of at least one Lifeguard to 10 swimmers will be maintained at all times. All Lifeguards will be out of the water, standing with rescue tubes, concentrating on their duty from positions where they can continuously observe and quickly assist any swimmer.

The Buddy system and Buddy board will be utilized at all times. Buddy checks will be conducted as often and as regularly as deemed necessary by swim staff in charge (determined by the number of swimmers) – but no less than every 15 minutes.

REVIEW OF ALARMS

***GENERAL ALARM**

Constant blast of horn or ring of bell

Camper – Leaders. Back to cabins. Staff to Welcome Center.

***CAMP FIRE ALARM**

5 Repeated Blasts

Immediately head to upper Athletic field and group by cabin/department.

***WEATHER ALARM**
1 long signal from the horn (30-60 seconds)
Seek shelter immediately.

CAMPERS IN PUBLIC

When out of Camp with campers the following guidelines apply:

1. Staff Responsibilities & expectations:

- Staff / leaders must wear Kiniya clothing (tshirts, caps, anything with logo on it) to be easily identified.
- Maintain the regular ratio (1:8 for this age group) with a minimum of two adults.
- Make sure that a first-aid certified staff member is easily accessible – within voice distance.
- Use the buddy system and teach campers “why” it is used (to watch out for each other).
- Take a head count every 15-30 minutes, before and after moving from one area to another, or more often if the activity or situation involves crowds, “attractive nuisances,” or other distractions.
- Make sure campers know what to expect and what the rules are in general, include expectations for unusual circumstances, such as using playground equipment or spending money.
- Make sure that everyone is aware that camp policies on behavior (polite and appropriate) carry over to out of camp trips.
- Explain the plan to all (campers and staff) to address potential emergencies or situations, such as illness, extra bathroom trips, being approached by strangers, or meeting someone the camper knows. Campers should tell a staff member right away.
- If a camper gets lost or separated from the group they should go immediately to one of the site’s information areas (show the campers how these areas are designated).
- Instruct campers to tell staff before going to the bathroom and to check back in when they return.
- Keep belongings with the group OR have someone stay with them.
- Do not invite others to join the group without the knowledge and consent of a staff member. Report uninvited guests or suspicious circumstances to staff immediately.
- Define the area in which campers are to stay unless specific permission is obtained from their assigned staff member.
- If leaving the boundary area, require all campers to go with a buddy.
- When in a stationary area, like at the park, staff should spread the staff out within the group, remaining visible, accessible, and attentive to the needs of the campers.
- In the event of an emergency, staff should implement our Emergency Action Plan immediately.

CAMPER SUPERVISION

The staff:camper ratio of 1:8 is based on the recommendations set by the American Camping Association and must be followed during all programs.

Age Requirements:

Campers: 10 to 15 years old

Staff (JL/s/AL's/Leaders & Staff): At least 16 years of age and at least two years older than the campers with whom they are working.

Note: at least 80% of staff members must be 18 or older.

There should always be two staff members with a group of campers unless they are in an area on main campus where other groups are around and have easy accessibility to get help in the event of an emergency.

Exceptions to the above ratios are as follows:

- Evening program requires no less than three staff members to be with a village.
- During rest period & in the evening, two leaders must be in a village.
- When at all possible, groups should be supervised by a minimum of two leaders / staff members.

In the event of an emergency when the ratios may not be met, use your best judgment. Utilize older campers and the radio's when necessary. All staff are expected to supervise and instruct campers while on duty. This means that campers are the Number 1 Priority. Refer to your job description, Staff Handbook, and the specific program procedures for more information.

ACCIDENT/INCIDENT REPORT FORMS

Staff are required to complete a written Accident/Incident report (blank copies kept at the Health Center, Welcome Center and with each Department Supervisor) for all incidents, accidents, "near misses", and emergencies, including those that may not result in injuries, within 24 hours after the incident. Completed forms must be returned to the Health Center, where they are kept on file.

PROCEDURE FOR POSSIBLE INTRUSION OF UNAUTHORIZED PERSONS

All visitors / guests are instructed to check in at the welcome center where they receive a GUEST BADGE to wear.

If you notice an **unescorted individual** not wearing a badge on campus at any time, report immediately to the nearest staff member, who will inform the Director to take action.

No camper or Individual leader / staff member is to approach a suspicious / unauthorized person.

Activity counselors and leaders in the area are to stay with campers and move them away from the individual.

The nearest Senior Staff Member (Director, Leadership Director, Program Director, Facilities Director, etc) is to:

1. Ensure all campers are far removed from the area.
2. Approach the person and ask who they are.
3. Remind the individual that this is private property and respectfully ask them to leave.

If the individual is asked to leave, and resists, the Director will call the police.

Incident report of Intrusion must be filed at the Welcome Center.

EVENING SECURITY PROCEDURES

Because sufficient rest is necessary to insure good health, alertness, and enthusiasm, we enforce a 1AM bedtime FIVE nights a week. Sunday and Thursday evenings, all staff and leaders must remain on campus. **An earlier curfew may be imposed on a Leader or Staff member who is not performing well as a consequence of keeping consistently late hours.**

To ensure the safety of our community during evening hours, a security guard is hired to check all incoming and outgoing vehicles at the Gatehouse every night between the hours of 8pm – 1am. In addition to a Leader, AL, JL or Aide in every camper cabin at night, staff are assigned to OD ("On Duty") responsibilities once each week. This nightly team is composed of four individuals.

SECURITY GUARD - GATEHOUSE OD

Upon arrival between 7:30pm – 8:00pm, the Evening Security Guard will check the perimeters of the borderline on the upper level prior to stationing him/herself at the Gatehouse. Staff may not leave campus until 9pm each night. If leaving prior to 9pm, permission must be granted by the Director and should be noted on the sign out log.

Evening Security Guard WILL REMAIN at the Gatehouse until every member of staff is safely back on campus. If staff are late and return after 1:30am, Director must be notified immediately in order to meet the group at the Welcome Center upon arrival. Security Guard may leave after Director is in position at the Welcome Center.

The Evening Security Guard is responsible for checking all people and vehicles entering and exiting Camp. EVERY PERSON LEAVING / RETURNING TO CAMP MUST BE SIGNED IN AND OUT OF THE LOG. Once all staff are in, gate should be CLOSED & LOCKED. Security log should be left inside the gatehouse on the table prior to departure.

FINAL THOUGHTS ON SAFETY

Each Cabin leader must review the general safety information in this manual with her campers. The information in the section dealing with Emergency procedures is extremely important. We must all remember that we have been entrusted with the single most important entity in our camper parents' lives –their child or children. Our culture of safety makes us accountable for those campers directly in our care, but also assumes that we are responsible for everyone in our community. As a staff member of Camp Dudley at Kiniya, you are always on duty, always watching for and anticipating any dangerous situation.

PART E - POLICIES

ABUSE

Abuse of any type will not be tolerated at Camp Kiniya. We define abuse as:

1. Hitting or striking of another person in anger.
2. Screaming, yelling, name-calling or degrading in a manner designed to frighten or intimidate.
3. Fondling, touching or excessive hugging in a manner that could be interpreted as an invitation to sexual activity, or sexual activity itself.
4. Neglecting the emotional or personal needs of those in our care.

We do all in our power to keep all members of our community emotionally and physically safe during their time here at Camp Dudley at Kiniya.

MANDATED REPORTING OF ABUSE

The abuse of children is defined as the implied or actual threat to the physical or emotional safety of a minor under the age of 18 years. This is illegal and there are legal ramifications. Kiniya expressly forbids any abusive contact between staff members and campers.

Staff members of Camp Kiniya are Mandated Reporters under Vermont State Law. This requires very specific behaviors of us as an organization that cares for children. All staff members who are directly or indirectly responsible for children are required to understand their responsibilities and to very carefully adhere to the law. Copies of the Mandated Reporting Statute are available at the office. Training regarding how to comply with the legal and ethical requirements is available annually as part of the summer training cycle. Staff members who feel a need for additional training are encouraged to speak with the Director. No staff member will be retaliated against for reporting any behavior under the Mandating Reporting Statute.

ALCOHOL, SMOKING AND DRUGS

- Members of the Kiniya community who are under the age of 21 may NOT consume alcoholic beverages.
- Providing alcoholic beverages to underage individuals is strictly prohibited at Dudley & Kiniya.
- Members of the Dudley & Kiniya community who are 21 years of age or older who choose to consume alcohol must do so in a manner consistent with Vermont & NY State law **and must remain capable of functioning in a leadership capacity**. Excessive intake of alcohol will not be tolerated.
- Members of the Kiniya community may not possess, use, distribute, or attempt to purchase any drugs, hallucinogens, or drug paraphernalia, including marijuana.
- Whenever leaders or staff go off campus for their night(s) out, they must assign a **DESIGNATED DRIVER** who agrees to remain completely sober at any event or destination where they will be that evening.
- **SMOKING, HAZING, AND VAPING IS NOT PERMITTED** anywhere on campus including camp vehicles and buildings.

APPROPRIATE STAFF/CAMPER INTERACTIONS

The Rule of Three: When interacting with an individual camper, be within sight or sound of other people. If the need arises for a camper to be in a remote location with a staff person, there must always be at least one additional person with you. The third person can be another camper or staff person.

- Touch campers only in the presence of other adults.
- Never touch campers against their will (unless there is a clear and present danger to the child or others).
- Touch campers only on the hand, upper back and shoulder; do not be in contact when they are exposed or undressed.
- Do not offer clothing optional activities, such as skinny dipping or naked shower time with campers.
- Ask for and receive permission to touch campers in other ways, for example to give a hug.
- Never touch a camper in a place that is normally covered by a bathing suit (except for a clear medical necessity, and then only with supervision by another adult).
- Never hit or strike a child.
- Never touch in a way that causes campers to be over-stimulated and feel out of control for example by tickling, wrestling or having pillow fights.
- On trips, pay attention to sleeping arrangements. A camper should never be between two counselors or cornered between a counselor and a wall.
- Do not share personal information about adult topics (for example, drugs, alcohol, sexual activities).
- Do not sit on a camper's lap or invite a camper to sit on yours.
- Do not get into the same bed or sleeping bag with a camper
- Do not tell lurid or sexually graphic stories or jokes to campers.
- Do not take pictures of children wearing less than a bathing suit.
- Never draw undue attention to a child while she or he is changing clothes or showering.

When in doubt about whether an action is appropriate with a child, wait until you ask a co-worker or supervisor for their advice or perspective before engaging with the child. You can always ask your supervisor for assistance in any situation or when the rules seem confusing.

If a camper approaches you and expresses feelings or desires that are inappropriate, or if you are having feelings or desires that may be inappropriate, please seek counsel from the Director.

CAMPER RELEASE

- All campers are to be released only to an authorized person.
- Parents/guardians must complete and sign a form authorizing release of the camper to anyone other than the custodial parent or legal guardian. Identification will be required for release of campers to authorized persons. These forms are kept in camper files in the Director's office.
- Authorized persons must sign campers in and out at the Gatehouse (or Welcome Center if collecting on a day other than pick-up day) upon departure.
- If a custodial parent requests that a camper not be signed out to a noncustodial parent, such a request must be in writing (this request will also be kept in camper files at the Director's office).
- When a last-minute change occurs in who will be picking up a camper, the new instructions are to be verified with the Camp Director from an authorized person. No camper may leave Camp at any time without prior authorization from the custodial parent and the Camp Director.

DISCIPLINE

Physical discipline is strictly prohibited. Discipline problems must be discussed with the D-Head and the Camp Director.

DISMISSAL

The Director reserves the right to dismiss a member of the Camp Kiniya community for failure to maintain good standing in any aspect of Camp life, including, but not limited to, the items in this section.

EQUAL OPPORTUNITY POLICY STATEMENT

In accordance with federal laws, *"Camp Kiniya does not discriminate on the basis of age, gender, race, religion, national origin, veteran status, sexual orientation, or disability with respect to: employment, participation, and the provision of services."*

We at Camp are committed to working together in a manner that is consistently supportive and respectful. As we try to educate our clients to the benefits of taking responsibility and working with clarity and honesty to build a strong and effective community, we pledge to treat each other in the same manner.

As professionals, we are committed to treating each other, and our clients, with courtesy and respect. As professionals, we are also entitled to a work environment that is safe and comfortable, free of intimidation and is conducive to appropriately relaxed daily contact. This means that harassment or intimidation in any form is specifically against our policy. Complaints about such issues should be brought immediately to the Camp Director.

GRIEVANCES

Should a staff member feel that he or she has received unfair treatment, he or she should bring their concerns immediately to the Director.

HARASSMENT & BULLYING

All members of the Camp Kiniya community have the basic right to be free of harassment or bullying. Harassment & bullying entails behavior that is inappropriate, whether verbal or physical, that demeans, offends or violates other members of the community. It should not take place as a result of ignorance or thoughtlessness. Camp Kiniya recognizes and respects individual differences in background in regard to culture, race, ethnic origin, religion, gender and sexual orientation. Relationships in our community have traditionally and appropriately been characterized by warm social interactions. However actions that fall outside the boundaries of appropriate social behavior may be considered sexual harassment. Sexual harassment is defined as unwanted attention of a sexual nature. It is the duty of all staff members to report instances of harassment whether they take the form of staff-to-staff; staff-to-camper or camper-to-camper. Additional comprehensive information will be provided to staff during Pre-season.

HEALTH

Each Cabin Leader is expected to conduct an informal general health screening of campers upon their arrival at the cabin and a daily health observation throughout the season. This includes watching your camper's eating habits and personal hygiene (if you have any concerns please notify the Nurse). A Camp Nurse is on duty 24 hours per day, 7 days per week. The Camp Nurse can be contacted at any time of the day by radio. **A Medical form is to be completed by all campers and staff.** This form must be signed by a licensed Medical Practitioner in order to attend Camp.

Camper medications: All medications are kept in a locked cabinet located in the Health Center. All campers must turn over their medications to the RN upon arrival at Camp. The medication must be in the original container, clearly labeled, with the correct information (correct dose) on the bottle.

Staff medications: Staff members may elect to keep their own medications with them. This is allowed as long as there is a secure, locked location in the cabin.

Some emergency medications may be allowed in cabins (e.g.: Epi Pens, asthma inhalers). This decision will be made by the Director & Nurse on a case-by-case basis. Some non-emergency, over-the-counter medications may be allowed in cabins (ex: acne cream used at bedtime). Leaders will be made aware of any camper who has medications in the cabin.

HOMESICKNESS

Homesickness is a normal reaction for campers away from the home and family they love. At the first sign of homesickness, the cabin Leader must ensure that a responsible person is checking on the camper often (at least each activity period). Keep her busy and involved. Keep D-Heads and Senior Staff informed when one of your campers is suffering from homesickness.

MAINTENANCE & EQUIPMENT

All maintenance problems and repairs needs must be reported on the maintenance request form, available at the Welcome Center and Dining Hall. Please report problems promptly. We expect all staff to monitor camper use of equipment. Camp is not responsible for personal equipment of any kind. If you bring items to Camp, they are your responsibility.

NO-SHOWS/ABSENTEES

To be sure that campers have all been accounted for, the following procedures will be implemented if a camper does not appear at the Burlington airport (our only pick-up point) or at Camp when expected:

Registered campers for our regular Camp session are expected to arrive between 9:00am – 1 pm on Opening Day. If a camper does not arrive by 5pm, calls will be made to parents/guardians and/or emergency contacts to determine if/when absent campers will be brought to Camp. No refunds will be given for no-shows/absentees.

SALARY ADMINISTRATION

Upon arrival at camp, each staff member must provide a current medical history, a completed W-4 and I-9 form. Contracts are not final until these items are on file in the Camp Office. Salaries are set in relation to other comparable positions at Camp Kiniya, age & prior experience. All staff members are compensated based on their individual experience and performance, as well as on their individual positions.

Drawing against your salary is not permitted. Be sure to bring sufficient funds to last until the first check is issued. The first paycheck will be issued **2 weeks after Camp has begun** and in **2 week intervals thereafter**. Before receiving your final paycheck, you will also be required to complete any necessary department reports, return your keys to the Camp Office, clean your cabin or department area, and make sure all other pertinent responsibilities have been met.

In case of an accident arising out of and in the course of employment, the staff member is covered under the VT Worker's Compensation Act. Expenses incurred as a result of an illness or non-work related accident, are the

staff member's responsibility. Special arrangements with the Camp Director may have to be made in the case of prolonged absence from your duties.

SENSITIVE ISSUES POLICY

We are here to provide the highest quality camping experience focused on children. When a socially sensitive issue is brought up by a camper (drugs/alcohol, sex, violence, racism, sexism, family turmoil, socio-economic stress, etc.) it is to be addressed in a way that focuses on the camper. Concern and care for them is the TOP priority. Ask "I hear you are thinking about this...any reason why?" and allow the camper to talk out their question and explore their reasons for asking without being judged or counseled to any certain values or set of beliefs. This is called "non-directive" counseling" and specifically requires staff/leaders to refrain from promoting their own beliefs. Staff/leaders should NOT share personal information. The way this conversation is had needs to be in line with our mission to provide a safe community with concern and care for others. If the camper's concern is one that requires more in-depth answers or may need the attention of a professional, parents or others, refer it to your D-Head, our in-house Social Worker, or the Director. It is acceptable to say to a camper "I want to think about this some more, can we come back to this conversation soon?" And then go get the support you need to conclude.

SOCIAL MEDIA & ELECTRONIC COMMUNICATION POLICY

Electronic communication with campers under the age of 18 should be taken seriously and treated with care. Social networks are a venue where adults are communicating regularly with children in a setting with no outside regulation or parental involvement. At camp we have extensive rules and guidelines for protecting children such as "the rule of three" (never be alone with a child), we have guidelines for appropriate conversations with children, and we have supervisors you can go to when you are confused or need guidance in responding to a child. On the internet, the adults need to monitor themselves. Adults must role model appropriate behavior and set the same boundaries that they do in person with children, in order to keep everyone safe. The intent of these guidelines is not to prohibit or limit contact with minors. **These guidelines are instituted to provide a framework for positive communication.**

Individuals over the age of 18 need to use caution with two primary internet issues:

- Electronic communication with campers or former campers (who are under 18) via email and social networking sites.
- The management of your personal social networking sites/profiles in relationship to campers and Camp.

The following electronic communication rules apply for all Dudley & Kiniya staff members and must be followed for legal and safety reasons **before, during, and after camp.**

- **Follow "the rule of three" online.** To do so, we highly recommend all communication be on a public or group platform versus private so other members of our community can view the exchange.
- Staff may not post photos of campers on personal or public websites. The Dudley-Kiniya website is the only official site permitted for the posting of these photos.
- Staff and campers may not use the Dudley-Kiniya name or logo on their personal websites or social networking sites.
- Initiate the posting of messages or comments on the profiles of campers on social networking sites.
- Staff should alert the Camp Director immediately if they become aware of inappropriate electronic communication, or cyber bullying, threats, etc.

In addition, please remember:

- All communication should be written with the Parent and the Camp Director in mind, ie: *“if the parent or Director were reading this email, would they approve?”*
- Be aware that your words can have great influence on a young person and you need to continue to maintain the counselor/camper boundaries we establish in the camp setting.
- Your communication with campers should be **responsible, camper-centered** (meaning support their interests, do not focus on yours), **and limited**.

TIPS & GRATUITIES

Leaders and Staff may not accept gratuities from campers or parents. If offered a tip, please suggest that a gift of appreciation may be given to the scholarship fund or to Camp Dudley at Kiniya.

WEAPONS & FIREARMS

Weapons and firearms are not permitted on campus at any time. (Archery equipment access is limited to the archery instructor and Director and are under lock and key – they are considered an activity equipment, not weapons).

ANIMALS

No animals are allowed on campus, at any time, without Director approval. We kindly ask that you leave all pets at home.

PERSONAL EQUIPMENT

All staff and campers are responsible for their own equipment while at camp. Campers and staff have the option of keeping valuables such as passports, wallets, electronics locked in the Business Office. Musical Instruments may be stored upstairs in the Lodge. All other equipment including sports equipment must be kept with personal belongings and are the responsibility of the individual camper / staff. Camp is not responsible for lost or damaged equipment at camp. If you choose to bring along your own personal sports equipment – a tennis racket, for example – please label it clearly. If you must use this equipment to perform your job, for example, if you teach tennis at camp, and your racket breaks during that teaching, Camp will repair the racket. If you use this equipment in your free-time, its repair would be your responsibility.

STAFF VEHICLES

Leaders and Staff who are 18 years of age and older may bring an automobile to Camp. **Personal vehicles** may be used only during time off and never on campus. Cars must be parked in the designated parking lot on the upper level.

CAMP VEHICLES

The **Camp Emergency Vehicle** (Subaru Tribeca) is to be kept at the office parking lot when not in use and may not be used for personal use (without prior consent from the Director). This vehicles must remain in the parking lot at all times in case of emergency. **Maintenance Vehicles** must be parked at the Maintenance when not in use. **Trip Vans** must remain at the KOB parking lot when not in use. Prior to departure, all vehicles must be checked for safety. Any maintenance requirements noticed are to be reported to either the Maintenance Department or Office Personnel upon the vehicles return. Upon return, cars must be **COMPLETELY** cleaned out and returned in the condition they were taken in. Keys may be obtained from, and must be returned to the Welcome Center, Maintenance Shop, or KOB (based on where the vehicles are kept). When driving on campus, **speed limit must not exceed 10mph**.

Model Complaint Form for Reporting Sexual Harassment



Combating
Sexual Harassment

Camp Dudley, Inc. and Camp Dudley at Kiniya, LLC

COMPLAINANT INFORMATION

Name:

Work Address:

Job Title:

Work Phone:

Email:

Select Preferred Communication Method:

☐Email ☐Phone ☐In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: ☐Supervisor ☐Subordinate ☐Co-Worker ☐Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? ☐Yes ☐No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____