

# Flower City Work Camp

## Youth Protection Policy

The Flower City Outreach (FCO) Board, governing body over Flower City Work Camp (FCWC), desires \$1M of Sexual Misconduct Coverage for FCWC.

All adult leaders and youth participants are responsible for acting in accordance with FCWC policies and to:

- Enforce the Youth Protection Policy
- Protect youth campers through all phases of Camp
- Stop any policy violation or abuse
- Separate alleged victim(s) from alleged perpetrator(s)
- Summon needed assistance (911, EMS, additional leaders, etc.)
- Notify the Home Base Coordinator

## 1 Insurance Requirements

In order to qualify for \$1M of coverage, the FCWC insurer (Brotherhood Mutual Insurance Company) states that the requirements laid out in Sexual Misconduct Form (SexualMisconductForm.pdf) (Sexual Acts Coverage Questionnaire) must be met.

- 1.1 Policy(s) – FCWC must have and follow a written sexual abuse prevention policy with screening and other procedures to help prevent abuse or sexual misconduct.
- 1.2 Training – FCWC must have and initiate a sexual abuse prevention training program for all adult volunteers who will have access to the youth participants.
- 1.3 Reporting – FCWC must have and follow a reporting system for 1) When you witness or suspect any youth has been abused or neglected and 2) When you witness a violation of the FCWC Youth Protection Policy.

## 2 Policy

- 2.1 Six-Month Rule  
Adult leaders participating in primary roles must be affiliated with FCWC or participating church for at least six months.<sup>1</sup>
- 2.2 Screen Adult Leaders  
The following applies to all adult leaders participating in primary roles including but not limited to: Work Site Leaders, Roving Experts, Sidewalk Club Leaders, Basketball Camp Coaches, Soccer Camp Coaches, Overnight Leaders, Lunch Coordinators, Gofers, Kitchen Crew, Nurse/EMT, Security Team, Shower Shuttles, Prayer Walk Leaders. If

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<sup>1</sup> Update Adult Application Form to include this rule (under “Office Use”). It will be the responsibility of the sending church to verify and appropriately note.

an adult leader will be coming into contact with youth during a phase of camp, they will need to be screened.

2.2.1 FCWC Required Leader Application must be completed by each adult leader. First-time leaders must also submit a recommendation form from their pastor or a church staff member (Leader Recommendation Form).

2.2.2 A criminal background check and sex offender registry check must be completed and result in a successful check.

### 2.3 Two-Adult Rule / Rule of Three

2.3.1 Two-Adult Rule: At least two screened adults must be present at every function and in each classroom, or other enclosed area during all activities involving youth, or:

2.3.2 Rule of Three: At least three individuals (at least one must be a screened adult and the remaining two no younger than 5 years of age) must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving youth.

All FCWC affiliated premises must always have at least two adults supervising each room, or other enclosed space, even if only one or two youth are present.

When one-on-one counseling is necessary, the session will take place in an observable location.

### 2.4 Other Preventive Measures

2.4.1 Additional adults will be present to act as supervisors for large group gatherings.

2.4.2 It is prohibited to allow one adult alone with youth in unobservable private rooms, changing areas or shower areas.

## **3 Training**

### 3.1 Educate Volunteers

- 3.1.1 Volunteers will be trained to watch for and identify inappropriate behavior and to report such conduct.
- 3.1.2 Volunteers will be trained to prevent situations in which an individual attempts to isolate himself with one or more youths.
- 3.2 Required training – FCWC Youth Protection Policy training is required for all FCWC adult leaders. Training must be taken every year. A record of training participation will be maintained by the FCWC Executive Team. If a volunteer’s training record is not current at the time of camp, the volunteer will not be permitted to participate.
- 3.3 Recognize that anyone could be a molester, adult or youth.
- 3.4 Respond when someone is doing something that goes against your gut or against the safety guidelines.
- 3.5 Report attempted or actual molestation or any activity that you think is wrong to the Home Base Coordinator at either the East or West Side host church.

## **4 Reporting**

- 4.1 Two types of reporting procedures all volunteers must follow:

- 4.1.1 When you witness or suspect any youth has been abused or neglected.

All persons involved in FCWC shall report to the Home Base Coordinator at either the East or West Side host church any good-faith suspicion or belief that any youth is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. You may not abdicate this reporting responsibility to any other person.

- 4.1.2 When you witness a violation of the FCWC Youth Protection Policy.

If you think any of the FCWC’s Youth Protection Policy has been violated, you must notify the Home Base Coordinator at either the East or West Side host church so appropriate action can be taken for the safety of our youth.

- 4.2 Steps to Reporting Child Abuse

- 4.2.1 Ensure the child is in a safe environment. In cases of child abuse or medical emergencies, call 911 immediately.
- 4.2.2 Immediately notify the Home Base Coordinator at either the East or West Side host church of this report, or of any violation of FCWC Youth Protection Policy so he or she may take appropriate action for the safety of our youth, make appropriate notifications, and follow up with investigating agencies.