## Camp John Marc Camp Staff and Volunteer Code of Ethics

1. Staff/volunteers understand and embrace the mission of the Camp and of Camp John Marc and willingly and knowingly accept the concept that the focus and goals of the Camp are directed to the campers.
2. Staff/volunteers will never leave a camper unsupervised (during Free Choice activities, campers may move freely from activity area to activity area).
3. Staff/volunteer will never be alone with campers or a camper. The only exception to this policy is an emergency situation.
4. Staff/volunteers will not abuse campers including:
* Physical Abuse: strike, spank, shake, slap
* Mental Abuse: hazing, negative manipulation
* Verbal Abuse: humiliate, degrade, threaten
* Sexual Abuse: including inappropriate touch or talk
1. Staff/volunteers are mandated by Texas law to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services at **1-800-252-5400.  If you suspect abuse please notify the Camp leadership team and they will assist you in making the report.** Staff/volunteers must treat with confidence and respect personal information they learn from campers.
2. Staff/volunteers will use positive guidance techniques including redirection, anticipation of and elimination of potential problems, positive reinforcement, support and encouragement rather than competition, comparison, criticism, or humiliating discipline techniques.
3. Staff/volunteers will treat with the utmost respect and confidentiality all patient/camper information that is received during pre-camp or camp briefing sessions. This information is protected health information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA). [PHI definition: Information that is oral or recorded in any form or medium that relates to the past, present or future physical condition of an individual.]
4. Staff/volunteers will treat campers of all ethnic, religious and cultural backgrounds with respect and consideration.
5. Staff/volunteers will portray a positive role model for campers, including but not limited to, maintaining an attitude of respect, loyalty, patience, honesty, courtesy, tact and maturity.
6. Staff/volunteers must agree to provide all criminal and other background check information requested of them and must meet qualification standards established by the sponsoring organization’s camp.
7. Staff/volunteers will adhere to the outlined policies, procedures and standards of Camp John Marc.
8. Staff/volunteers will not use profanity or discuss adult subject matter in the presence of campers.
9. Staff/volunteers will adhere to the modest dress code for camp. Clothing with advertisements for beer, alcohol, or tobacco products must not be worn; likewise, clothing with degrading or offensive language should not be worn. Closed toe shoes must be worn at all times. Men may not wear sleeveless shirts in the Dining Hall. Men may not wear sleeveless shirts/tank tops in the Dining Hall.  Women must either wear a modest one piece swim suit or wear a shirt covering a two piece swim suit.
10. Camp John Marc has a zero tolerance policy for those that present violent behaviors and for those who are in possession of firearms, weapons, alcohol, or illegal drugs while at Camp and on Camp property.  Those who exhibit these behaviors or use, possess, or are under the influence of these items will be required to immediately leave Camp John Marc.
11. Staff/volunteers must be free of health or psychological conditions that might affect the campers' health or camp experience or the staff/volunteer’s own health.
12. Staff/volunteers will comply with the outlined activities and expectations of their defined roles at camp and all required activities prior to camp that support their roles.
13. Staff/volunteers are prepared and willing to assist and support campers to meet personal daily needs.
14. Staff/volunteers will accommodate and be sensitive to the developmental differences and abilities of individual campers.
15. Staff/volunteers will not make personal disclosures to campers with an attempt to influence individual beliefs, values or lifestyles.
16. **Staff/volunteers will not post any photos of campers or any other information that identifies campers online.  This includes postings on Facebook, Twitter, Instagram, and all other online sites. The only exception to this policy is official camp websites, blogs, Facebook pages, etc.  that are maintained by the user groups.  An administrator from the user group may post camper photos on official sites maintained by the user group for the purpose of promoting the camp and sharing information with parents.  In these cases the administrator will manage photo releases and privacy controls.**
17. If requested by the Camp Director or Volunteer Coordinator, staff/volunteers will provide that person with access to any websites maintained or controlled by the staff/volunteer person, including any personal websites, blogs, and social networking sites.
18. Staff/volunteers that do not have a pre-existing relationship with a camper will not fraternize with that camper outside of camp supervised activities or the camp setting. Any exception to this policy requires advance written approval from the sponsoring organization's Camp Director/Camp Volunteer Coordinator. Contact with campers outside of the camp setting includes face-to-face contact, phone calls, letter, email, or online social networking sites. The sponsoring organization's Camp Director/Camp Volunteer Coordinator must be made aware of any pre-existing relationships between staff/volunteers and campers.

In regards to former campers, any contact with former campers who are 17 years old or younger must be approved by the sponsoring organization's Camp Director/Camp Volunteer Coordinator. For those campers who turn 18 years old within 12 months of camp, contact must also be approved by the sponsoring organization's Camp Director/Camp Volunteer Coordinator. Contact is discouraged, regardless of the camper’s age, based on the counselor-camper relationship.

1. Staff/volunteers will not accept substantial gifts of significant monetary value or money from campers or their families.
2. All employees (staff/volunteers) are encouraged to report any activity that the employee reasonably believes to constitute fraudulent activity or is in violation of any governmental regulation to the appropriate level of management. All employees (staff/volunteers) have the assurance that these reports will be considered completely confidential and the identity of the reporting employee will not be disclosed under any circumstances. Camp John Marc will not tolerate any retaliation in any form, including harassment or discrimination, against any employee who has raised concerns about possible fraudulent activity. Any reports of retaliation will be thoroughly investigated and any offending employees will be dealt with accordingly.

Staff/volunteers must comply with this Code of Ethics throughout placement with Camp John Marc and in affiliation with the sponsoring organization. Compliance with the Code of Ethics is a condition of continued involvement with Camp John Marc and the sponsoring organization.

I understand that violation of the previously stated standards will be regarded as engaging in unethical behavior that is grounds for immediate termination of roles and responsibilities.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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