

Christian Youth Camps Ltd.

Leader's Code Of Conduct and Safe Practice

Introduction:

Christian Youth Camps Ltd operate three campsites in Victoria; CYC The Island, CYC Phillip Island Adventure Resort and Forest Edge CYC. The employed Staff are assisted by teams of Voluntary Leaders in the running of Holiday Camps and programs. Leaders are selected from a number of churches of a variety of denominations, and receive initial and ongoing training.

Definitions:

Leader shall be taken to mean all persons involved in recognised voluntary or permanent leadership roles including Helpers, Leaders-In-Training, Cabin Leaders, Activity Leaders, Program Directors, and the like. It shall also include all permanent, part-time and casual camp staff.

Camper shall be taken to mean anyone using the facilities and either directly or indirectly under the supervision or care of the Leader in question. This includes adult campers as well as teenagers and children.

Selection Criteria:

Leaders are selected and nominated by the site Youth Worker, in consultation with their home churches. Elements taken into consideration include, but are not limited to:

- Observance of Christian values, morals and ethics in their daily lives
- Training and/or experience
- Maturity and responsibility
- Proven reliability, dependability and trustworthiness

All Leaders are required to:

- Complete a CYC Leadership Application Form
- Have at least two referees (including a completed CYC Confidential Reference Form)
- Complete a Statutory Declaration (Declaring good character and no involvement in paedophilia, prohibited drugs, child abuse or pornography.)
- Consent to a National Police Check
- Have a current Working With Children Check (For Leaders 18 years and above)

The continued suitability of Leaders for service at the camp is at the discretion of CYC Ltd.

Qualifications:

As the majority of Leaders involved in youth camp-work are volunteers and are still occupied in full-time study at either secondary or tertiary levels, there are no formal qualifications required to perform this work. However, initial and ongoing training is provided in the form of training weekends, seminars and on-the-job training.

All Leaders, regardless of prior experience, are required to receive initial training and yearly updates on areas of camp such as Occupational Health and Safety, Emergency Management, Activity Instruction/Supervision, Camp Organisation and Roles and Responsibilities of Staff.

It is expected that many Leaders also receive training and practical experience in their home churches, helping with Youth Group, Sunday School etc.

Fundamental Principles:

Leaders shall practice Biblical principles of Leadership:

- To lead diligently (Romans 12:8)
- To be above reproach, worthy of respect and sincere (1 Timothy 3:2,8)
- Holding to the truths of their Christian faith with a clear conscience (1 Timothy 3:9)
- Being shepherds (1 Peter 5:2,3)
- Maintaining honesty & integrity (1 Chronicles 29:17)

Leaders shall display the evidence of their Christian faith in their day-to-day lives: Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. An accepted standard of Christian moral and ethical behaviour is also expected in the way that they conduct their personal lives.

Practice:

All Leaders shall be aware of the content and implications of this Code of Conduct and Safe Practice, the reasons for its implementation and the compulsory nature of its execution. Each individual Leader is encouraged to take ownership of this code and put these principles into practice as they continue to serve with the degree of commitment and integrity that has come to be expected at CYC Ltd camps.

General Principles In Practice:

The following requirements comprise the *minimum expectation* for the standard of conduct of the Leaders at camp or other activity run by Christian Youth Camps Ltd:

- To at all times demonstrate a genuine and consistent example of Christian lifestyle, both at camp and in their everyday lives.

- To continuously endeavour to develop and maintain positive and wholesome relationships with the Campers and encourage the same between Campers.
- To avoid any conflict, real or apparent, between their own needs and the needs of the Campers, in their motivation for service as well as in their actual service.
- To perform their Leadership role with a spirit of honesty, integrity and openness; to mean what they say and keep their word; to earn and repay the Camper's trust.
- To develop and maintain quality relationships and a team spirit with the other Leaders, Camp Staff and CYC Management
- To attend Leadership Training camps and be committed to ongoing training, personal development and skills enhancement
- To obtain and maintain a sound knowledge of CYC Ltd's current Emergency Management Plan, Activity Equipment Supervision Requirements and any Occupational Health and Safety issues that assist in the smooth/safe running of the campsite/camping program.
- To be subject to supervision and the authority of the Camp Director and CYC Management
- To continue the example set at camp through attendance to reunions and ongoing availability to their Campers.

Rights of the Campers:

Campers come to camp with the following expectations:

- To participate in an interesting and enjoyable program
- To experience healthy, positive relationships with the Leaders
- To receive fair and just treatment and to be treated with dignity and respect
- To enjoy a safe environment that is free from fear
- To have freedom from any risk of abuse, exploitation or manipulation

Christian Youth Camps Ltd is committed to ensuring the safety and wellbeing of both Campers and Staff in the running of Holiday Camps and other activities.

Therefore, it is important that Leaders:

- Respect each Camper as a person, to respect their personal privacy and to respect their personal possessions.
- Take notice of Camper's reactions to their tone of voice and manner.
- Keep confidences given them by the Campers, within reason, or to advise the Camper if it is felt that an issue should be taken to a higher authority or more experienced counsellor
- Make sure all allegations or suspicions of abuse are reported and acted upon.
- Are aware of the perceptions and appearances that their behaviour may give to others.
- Are aware of Christian Youth Camps Ltd's current Child Safety and Sexual Harassment Policies and Reporting Procedures.

It is equally important that Leaders do not:

- Abuse Campers in any way; including physically, sexually, emotionally or psychologically, or allow abuse or suspicions of abuse by another to go unreported.
- Engage in any manipulative or exploitative behaviour or knowingly allow such behaviour by another to go unreported.
- Seek to gain any real or apparent benefit or personal advantage, by way of financial gain or obtaining property, from their role as a Leader (this does not relate to such benefits as personal growth, knowledge, skills, experience and satisfaction that one will gain from participating in a Leadership role)
- Hold, kiss, cuddle or touch Campers in an inappropriate and/or culturally insensitive way.
- Make sexually suggestive comments to anyone, even as a joke.
- Spend time alone with a Camper in a private place without another person present or the door open etc.
- Have favorites or 'special relationships' among the Campers.

A Note on Physical Contact

The topic of physical contact raises considerable concerns in any child or youth based organisation. It is important to be aware of what sort of physical contact is appropriate and what is inappropriate. Whilst *appropriate physical contact* is essential to a Camper's wellbeing and sense of self-esteem, *inappropriate physical contact* has the potential to cause distress to a Camper.

Guidelines:

Physical contact should always be *in response to the needs of the Camper* and not the Leader, and should always be with the Camper's permission. It should be open and not secretive, and should avoid contact with areas such as breasts, buttocks, groin etc. Physical contact should be age-appropriate and considerate of others on camp. Leaders need to ensure they don't send the wrong message to Campers (either through inappropriate physical contact, or a lack of appropriate physical contact), and need to be open to guidance in this regard from other Leaders and the Camp Director.

Agreement:

I, the undersigned, have read and understand the implications of the above Code of Conduct and Safe practice. As a Leader for CYC Ltd and as a matter of personal integrity, I agree to abide by this code and adopt these practices into my Leadership style and follow the instructions of CYC Ltd Management. I further acknowledge that any breaches of this code may result in discipline proceedings, and may exclude me from being involved in Leadership roles in the future.

Name: _____ (PLEASE PRINT IN BLOCK LETTERS)

Signature: _____ Date: _____