

*Upper Southampton  
Summer Camp  
Staff Handbook*



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**UPPER SOUTHAMPTON TOWNSHIP  
PARKS AND RECREATION  
SUMMER 2022**

**I. WELCOME**

Welcome to Upper Southampton Summer Recreation. We plan on having a summer filled with excitement and lots of fun! This handbook is designed to help you understand what is expected of you, what you can expect in return and to help you understand your place in the Township's service to the public. While it is virtually impossible to cover every situation, the necessary procedures for camp preparation are carefully explained in this handbook. The text of these policies and procedures is not intended to be, nor should it be construed as a contract of employment or as a contract guaranteeing continued employment. It is hoped that this handbook will give you answers to the questions you have. No employee handbook can anticipate every circumstance or question about policy. As Upper Southampton Township Parks and Recreation continues to grow, the need may arise, and Upper Southampton Township reserves the right to revise, supplement or rescind any policies or portion of the handbook from time-to-time as it deems appropriate, in its sole and absolute discretion. If this handbook does not answer your questions, the Personnel Administrator or the Parks and Recreation Director will be happy to discuss them with you. We expect that you will familiarize yourself with the details of this guide.

**II. Equal Employment Opportunity/Affirmative Action**

Upper Southampton Township shall provide an equal opportunity for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, religion, color, national origin, citizenship, marital status, political affiliation, gender, age, disability, sexual orientation or veteran status. Employment decisions are made based on individual merit, qualifications, skills and competence as they relate to the particular position at issue.

Discrimination and/or harassment based on any of these factors are inconsistent with our philosophy of doing business and will not be tolerated at any time. Upper Southampton Township is committed to offering equal employment opportunities to all qualified individuals in every aspect of employment such as, but not limited to, hiring, promotions, transfers and compensation. Through our EEO policies and affirmative action, we are continuing our efforts to create a diverse workforce and an environment in which individuals are treated equally and without discrimination. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Parks and Recreation Manager or his or her designate. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination

will be subject to disciplinary action, up to and including termination of employment.

### III. Employment Applications/Recruitment

Upper Southampton Township relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. The Township intends to recruit, hire and place applicants on the basis of the applicant's relative knowledge, skills and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position, along with other requisite job skills. Minimum qualifications shall be specified in the job description.

#### Hiring Policy:

*\*Must be 15 years old by the start of camp (June 19, 2023)*

Mandatory for **EVERYONE!**

**2019 Federal Fingerprinting** – The website for regulated employees and volunteers to register for fingerprint scans is: <https://www.identogo.com/locations/pennsylvania>. The service code is 1KG738 (Child Care Services/Program Employee or Contractor). Please schedule early because they could be backed up and it could take a few weeks. Proof of submission must be completed by March 31, 2019.

*\*Only needs to be redone if you have turned 18 within the last 12 months, or if you are a new hire\**

**Child Registry Clearance** – The website to be used for the Child Abuse Clearance is:

<https://www.compass.state.pa.us/cwis/public/home>). For the Child Registry you must open an account first and create a Keystone ID and password. Proof of submission must be completed by March 31, 2019.

*\*Only needs to be redone if you have turned 18 within the last 12 months, or if you are a new hire\**

Mandatory for **EVERYONE!**

- Open a household account online at [ustwprec.com](http://ustwprec.com) and choose 2019 Employee Training under the Summer Camp Staff Page in Programs; must be completed by March 31, 2019.

Mandatory for all **Camp Directors, Leaders, Sports Coordinators, Craft Instructors:**

*\*Only needs to be completed for new staff certification or re-certification*

EVERY YEAR BY MAY 1 you are required to **have** or **complete** Heartsaver® First Aid CPR AED Online *Part 1* (\$30.00 paid by you and can be accessed 24 hours a day, seven days a week.)

- American Heart Association: <https://elearning.heart.org/course/9>

Heartsaver® First Aid CPR AED Online is a self-directed course that uses interactive lessons and videos to teach you comprehensive First Aid, CPR and AED knowledge. This program is for anyone with limited or no medical training who needs an AHA course completion card. You will learn: First aid basics, Medical emergencies, Injury emergencies, Environmental emergencies, Adult CPR and AED using adult choking,

child CPR and AED.

**When completed please print certificate and submit to P&R Director ASAP.**

*\*Please note Counselors are not required to complete this course.*

All **Camp Directors** (required every year before May 1) must complete and print their certificate for Recognizing and Reporting Child Abuse, Mandated and Permissive Reporting in Pennsylvania and give us a copy of your certificate.

This training is “free” of charge and meets Act 31 training requirements, as well as Act 126 requirements. All other licensing-related questions should be referred to your respective board(s). Please note: If you are licensed by more than one board, the Department of State will apply your credit to all relevant boards. How to Access the Online Training:

- Go to [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). If you have not previously registered, please click the “Registration” link at the top of the page.
- Enter your username and password to log on. Print certificate and hand in to us ASAP. Please note Counselors are not required to complete this course.

Mandatory for **EVERYONE**

**Staff Orientation and Training** – June 16, 2023, 7:00 PM at the Upper Southampton Community Center (913 Willow Street, Southampton)

- All **Camp Directors, Leaders, Sports Coordinators, and Craft Instructors** will complete their *Mandatory* CPR, First Aid skills, AED and Epi Pen training at orientation.

Mandatory for **Directors and Leaders**

On Friday, June 16, 6:00 PM until 8:00 PM all Directors and Leaders are to report to 913 Willow Street for a Camper Orientation Meet and Greet Night at the Community Center. You will be providing guardians with a schedule and expectations of our camp. This will not be an open forum but rather an informational Meet and Greet.

#### **IV. General Camp Information**

Our program is designed to provide children with a safe environment that enhances social and emotional development in a nurturing atmosphere of fun and creativity. Our goals for each child are to learn and practice being a good group member, to explore their personal interests and to be exposed to new experiences.

##### **1) Hours of Operation & Locations**

Monday through Friday

June 20 – August 19 from 9AM – 4PM

Drop-off: 7:50AM – 9AM

Pick-up: 4PM – 5:15PM

**\*No Camp: July 4<sup>th</sup>**

## **Locations**

Youth Camp – Southampton, PA

- Community Center
- Tamanend Park

Teen Camp – Southampton, PA

- Tamanend Park

\*Hours/locations may vary on field trip days. Site Directors determine which staff members are accompanying each field trip and will notify staff.

## **Boundaries**

Camp boundaries will be defined as the property grounds of the Community Center and open areas on Tamanend Park. Camp activities should not take place off these grounds. Some areas to avoid include parking lots at both locations, wooded trails without permission of the site director, and roads.

## **2) Groups**

Children are placed in groups according to grade level. The following configurations will be used whenever possible.

### **a. Youth Camp, Ages 5-12**

- Younger Boy and Girls – Children ages 5 - 6, 6 to 1 ratio.
- Middle Boys and Girls – Children ages 7 - 8, 8 to 1 ratio.
- Older Boys and Girls – Children ages 9 - 14, 10 to 1 ratio.

### **b. Teen Camp, Ages 13-15**

- Children ages 9 - 15, 10 to 1 ratio.

## **V. Staff Expectations**

### **A. General Staff Guidelines and Responsibilities**

Campers look to you as a role model. Take charge and act in a friendly and professional manner. Have pride in your own appearance, how you speak and act, and in your daily hygiene. Support camper groups and help them form into cohesive units that function according to camp rules and allow all campers to have an exciting summer. You must be able to account for EVERY camper throughout the

day. Head Counts are required upon arriving / leaving each activity, including, lunch, snack, and when visiting the pool. Attendance must be taken by name at the start of each camp day and during emergency situations described later in this manual.

**B. Dress Code**

All staff members should conduct themselves in a professional manor in order to represent Upper Southampton Summer Recreation Program. While at camp, employees should conform to the customs, policies and ideals of the camp. All staff members are required to wear the camp t-shirt and name tags. Camp T-shirts will be distributed before camp starts. Counselors will wear their t-shirts to work Monday through Friday and on all field trips. This policy is in effect to ensure the safety of the campers. T-shirts from past years may be worn.

Appropriate Clothing	Inappropriate/Unacceptable Clothing
Comfortable/closed shoes Comfortable pants Camp t-shirt	Very short shorts, skirts or dresses Low cut pants or jeans Ripped clothing Clothing with inappropriate words or pictures Flip flops and/or sandals Shirts that show the abdomen or stomach Dirty Clothes Visible body piercings Visible tattoos

\*Staff is encouraged to apply sunscreen and bug spray as well as to check themselves for ticks each camp day.

**C. Arrival and Departure**

Each staff member is responsible for being at camp during the camp program. Please arrive no later than 15 minutes to the start of your schedule and depart 15 minutes after your schedule or after the last camper has left for the day, unless otherwise agreed upon with the Parks and Recreation Director.

**D. Time-off/Absences**

- a. Each staff member is given one week vacation and encouraged to use that time during the 9-weeks of camps.
- b. Any pre-planned vacations/absences must be submitted to Camp Directors for approval at least one



week before leave.

c. When the employee cannot provide advance notice: Employees must report all absences to their Site Director within one (1) hour of their scheduled start time, stating the reason for the absence and the duration of the absence, if known. Employees absent from work for three consecutive days due to personal illness or injury must produce a doctor's certification for return to work when requested by the P&R Director.

d. If a staff member is leaving early or working a half-day, time-off requests must be completed and submitted to their supervisor.

#### **E. Lateness**

If an employee is late for their shift they must call and notify their supervisor immediately. Failure to call in lateness will result in:

First time – A written warning placed into the employee's personnel file

Second time – Suspension with intent to terminate

#### **F. No Call/No Show**

All staff is required to notify Directors of an absence, failure to do so will result in immediate termination.

#### **G. Lunch**

Full day staff is entitled to a half hour unpaid lunch every day. Staff may bring lunch with them. Staff accompanying field trips over the lunch hour should also pack their lunch.

#### **H. Visitors**

Staff members are not permitted to bring guests or visitors with them at any time. Unfamiliar faces wandering the campus should be politely directed to the Site Supervisor.

#### **I. Smoking**

No smoking is allowed while on camp property or when you are working with campers at any time including trips. This includes smoking of any kind including any type of electronic vapor devices.

#### **J. Personal Items**

The camp is not responsible for the loss or damage of any personal property brought to camp. Staff is encouraged to avoid bringing any type of valuables (jewelry, electronics, cash, etc.) to camp. Any items brought to camp that is found to be inappropriate will be taken away and returned to you at the end of camp. Weapons of any kind are deemed unsafe and are not permitted.

## **VI. POLICIES AND PROCEDURES FOR EMPLOYEES ONLY**

### **A. Harassment**

Our Camp recognizes that a person's right to freedom from discrimination includes the opportunity to work in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable to the harmonious relationships necessary for the operations of the camp program. Harassment has the potential to create an intimidating, hostile or offensive work environment and may unreasonably interfere with an individual's work performance, which could adversely affect an individual's employment opportunity.

Harassment includes all unwelcome advances, written or verbal innuendoes, threats, insults, or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability or religious beliefs that are offensive to a person associated with the camp program. Examples include verbal harassment (epithets, derogatory comments, demeaning jokes, slurs, threats, etc.), physical harassment (assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.) and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures, etc.).

### **B. Sexual Harassment**

In addition to the above, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of employment AND/OR submission to, or rejection of, such conduct is the basis for, or a factor in, any employment decision affecting the individual. Any employee who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of their immediate Site Director. Any individual who is found to have harassed another individual will be subject to disciplinary action up to termination. Persons that have been exposed to harassment are encouraged to report the harassment to an appropriate supervisor. Supervisors that become aware of unlawful harassment or inappropriate behavior must report the incident to the Site

Director or the Parks and Recreation Director.

**C. Access to Personnel Files**

A personnel file is maintained for each employee. The personnel file includes such information as the employee's job application, resume, training, performance and salary increases, any disciplinary action and other employment records. Personnel files are the property of Upper Southampton Township, and access to the information they contain is restricted.

Generally, only supervisors and management personnel of Upper Southampton Township who have a legitimate reason to review information in a file are allowed to do so through the Personnel Administrator. Employees who wish to review their own file should submit a written request to the Parks and Recreation Director who will schedule an appropriate time and place to allow the employee to review the file. With reasonable advance notice, employees may review their own personnel files in Upper Southampton Township's offices and in the presence of the appropriate Department Head. There is no limit on how long an employee can view his or her file provided it is within normal operating hours and does not interfere with their work schedules.

**D. Personnel Information Changes**

It is the responsibility of each employee to promptly notify Upper Southampton Township of any changes in personnel data. Legal name, personal mailing addresses, telephone numbers, e-mail addresses, number and names of dependents, marital status, contact in the event of emergency, educational accomplishments, certifications and any other personal data should be accurate and current at all times. If any personnel data has changed, immediately notify the Personnel Administrator or Park and Recreation Director.

**E. Job Descriptions**

Upper Southampton Township intends to maintain a job description for all job positions. Each employee will receive a copy of their job description for his/her position and will sign an acknowledgement form indicating receipt. The job description summarizes the essential duties and responsibilities, the qualifications, physical demands and work environment for each position. Job descriptions will be reviewed annually and will change as the position requires. An employee should report to his/her supervisor if their position's job description does not adequately characterize the duties required. The supervisor will then review the job description and report any requested changes to the Parks and Recreation Director. Because job descriptions do not necessarily cover every task or

duty that might be assigned, additional responsibilities may be assigned as necessary.

#### **F. Performance Evaluations**

The Parks and Recreation Director shall be responsible for the establishment and maintenance of the employee performance evaluation system to measure progress and to encourage self-improvement at least once a year. The evaluation will:

1. Assess fairly and accurately an employee's strengths, weaknesses and potential for growth.
2. Encourage and guide the employee's development of his/her special skills and work interests.
3. Assure the granting of increases and consideration for more complex work based on merit.
4. Provide a method of improving operational programs through employee input.
5. Identify training needs.

Periodic evaluations are critical to create a formal record of an employee's performance over time and to establish a foundation for personnel actions such as promotion and termination. After completing the evaluation, the results will be reviewed with the employee and the form(s) returned with the signed acknowledgement to the Parks and Recreation Director. The performance evaluation goes to the Personnel Administrator for inclusion in the employee's official personnel file. The completed appraisal becomes part of an employee's permanent record.

#### **G. Discipline and Discharge for Employees**

All employees have an obligation to observe and follow Upper Southampton Township's policies and procedures and to maintain proper standards of conduct at all times. If your conduct interferes with the orderly and efficient operation of Upper Southampton Township Parks and Recreation, corrective disciplinary measures, including immediate termination of employment, may be taken. Disciplinary action may include a verbal warning, written warning, suspension and/or termination of employment. The appropriate disciplinary action imposed will be determined by Upper Southampton Township. One form of disciplinary action will not necessarily precede another. Discipline, including immediate termination of employment may result from, among other things: Any violation of Upper Southampton Township's policies and procedures or safety rules, insubordination, poor attendance, leaving a job without permission, unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Township activities, possession or sale of weapons\*, harassment, discrimination or disrespect towards any employees, supervisors, managers, visitors, residents or other members of the public, poor job performance, theft or dishonesty, business-related felony convictions, falsification of records, performing non-Township

work on Township time, use of Township property, equipment or facilities in connection with non-Township work or damaging Township property. These examples are merely illustrative and not by any means all-inclusive. Upper Southampton Township emphasizes that disciplinary decisions will be based upon the Township's assessment of all relevant factors.

\* A "weapon" means any firearms, including rifles, shotguns and other assault and automatic weapons, ammunition, explosive devices of any description, other dangerous weapons, instruments or substances on Township premises, where Township business is conducted or at Township sponsored events. Also included as dangerous weapons are harmless instruments that are designed to look like or may be used by a person to cause fear and/or produce bodily harm. Upper Southampton Township reserves the right to further determine the definition of a weapon and may prohibit other devices on an individual basis.

*\*Nothing in this policy is designed to modify Upper Southampton Township's at-will policy. Accordingly, an employee may be terminated at any time, with or without cause or notice, without prior discipline and for any reason not prohibited by applicable law. An employee who completes his/her probationary period in an "at will" position does not obtain a property right or tenure in the position but remains an "at will" employee.*

## **H. Resignation and Termination**

Staff members should give a minimum of seven (7) days notice in the event of a resignation. The Township reserves the right, at any time, to terminate any employee whose service is deemed unsatisfactory.

## **I. Benefits**

Eligible employees of Upper Southampton Township are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, disability and unemployment) cover all employees in the manner prescribed by law.

## **J. Drug & Alcohol Abuse**

### **1. POLICY**

Upper Southampton Township has a commitment to provide a safe and healthful workplace for its employees and to ensure efficient services to our residents.

### **2. OBJECTIVES**

To assure that the workplace is free from the effects of drug and alcohol use and employees are fit to perform their work duties and report for work regularly and on time.

### **3. SUBSTANCES INCLUDED IN THE TESTING POLICY**

The testing program will cover at least the following substances present in the body: Alcohol, cocaine, phencyclidine (PCP), marijuana, opiates (including heroin) and amphetamines.

### **4. TYPES OF TESTING:**

#### **a. PRE-EMPLOYMENT**

All new applicants for summer camp positions will be tested for alcohol and drugs prior to employment with Upper Southampton Township. An applicant testing positive for alcohol or drugs will not be considered for employment with Upper Southampton Township.

#### **b. RANDOM TESTING**

Each year Upper Southampton Township will use a random process to select its returning summer camp counselors to be tested for the use of controlled substances.

#### **c. REASONABLE CAUSE TESTING**

Testing will be requested by Upper Southampton Township upon reasonable cause. The conduct necessitating testing, if at all feasible, shall have been witnessed by at least two supervisors. However, if only one supervisor is available, only that supervisor need witness the conduct.

### **\*NOTIFICATION OF TEST RESULTS**

Upper Southampton Township will notify its applicants of the results of tests conducted. Anyone who tests positive will also be advised specifically what drug or the amount of alcohol that was discovered.

### **5. UPPER SOUTHAMPTON TOWNSHIP'S WORK RULES CONCERNING USE, POSSESSION AND SALE OF ALCOHOL OR ILLEGAL DRUGS ON MUNICIPALITY'S PROPERTY**

(a) Employees shall not use, sell, possess or receive alcohol or illegal drugs, or distribute or sell prescription drugs while on duty, or while off duty on township property. Violation of these rules will subject the employee to discipline up to and including termination. Illicit drugs include prescription drugs for which the employee does not have a valid prescription.

(b) Upper Southampton Township reserves the right, upon reasonable suspicion, to ask for consent to search the vehicle or personal property of any employee during working hours, or while on Upper Southampton Township's property or designated workplace.

(c) Any employee refusing to consent to or cooperate with a reasonable search or investigation will be relieved of duty and removed from the workplace. Such behavior will subject the

employee to appropriate disciplinary action, up to and including possible termination for insubordination.

- (d) Prescription or nonprescription drugs must be kept in their original container, identifying the drug, dosage, date of prescription and physician. Employees are required to notify their supervisor if taking a prescription drug, nonprescription drug or substance containing alcohol that could impair their working ability or alertness.
- (e) Off-duty conduct: Employees are also expected not to engage in any off-duty or off premises drug or alcohol-related conduct which may affect their work performance, or which causes adverse publicity to Upper Southampton Township.

#### **K. Workers' Compensation Insurance**

To provide camp staff with guidelines to be followed when they are injured, a comprehensive workers' compensation insurance program is provided at no cost to employees. The purpose of this program is to provide protection against injuries and occupational illness or disease that naturally arises during the course and scope of employment. The program also provides for death benefits should the injury or disease result in death. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period mandated by the State, or if the employee is hospitalized, immediately. Employees who feel they have sustained a work-related injury or illness are required to inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Delays in reporting may result in denial of benefits. In accordance with Pennsylvania's Workers' Compensation laws, there is a waiting period of seven (7) calendar days before wage loss benefits begin, not including the day of the injury. Should the physician require an employee to be off work beyond fourteen (14) days, then wage loss benefits under Workers' Compensation are retroactive to the date of the injury. Any used paid time off would be credited back to the employee at that time if compensated through Workers' Compensation. Neither Upper Southampton Township nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Upper Southampton Township.

#### **L. Gifts**

Employees are prohibited from soliciting or accepting anything of value, including a gift, loan, political contribution, reward, or promise of future employment based upon any understanding that the vote, official action or judgment of the employee would be influenced. For the purpose of this policy a gift shall mean any tangible or intangible item or items having a monetary value in excess of \$25.00 per individual. If you have any questions concerning the applicability of this policy to a particular

circumstance, the Parks and Recreation Director must be advised of the situation and he/she will make a determination.

## **VII. Communication Equipment – Acceptable Use Guidelines**

### **A. Policy concerning township owned telephones, cell phones or walkie-talkies:**

Equipment shall not be used for personal use. Township owned communication devices assigned to personnel are for township business only. No calls to directory assistance are to be made unless an emergency or special circumstance exists. Directory assistance calls cost the township money. Any calls made to directory assistance on your assigned phones without approval of your Supervisor shall require the employee to refund the Township that cost and subject that employee to discipline. No personal texting, GPS or internet connections are to be conducted with Township owned phones. These features apply additional costs to the Township. Any of these fees on your assigned phones not related to official Township business shall require the employee to refund the Township that cost and subject that employee to discipline. No Township owned phone shall be considered your primary phone. It is recommended that you have a home phone number or your own personal cell phone number on file with the Township to be available for callback or other administrative functions. The Township will review phone assignments, usage and billing invoices in determining if any control efforts are necessary for the administration of communications equipment.

### **B. Computer, E-Mail, Internet, Communications Policy**

The e-mail system is provided at the expense of Upper Southampton Township to assist in carrying out the business of Upper Southampton Township. The e-mail system permits authorized users to communicate with each other internally and with selected outside individuals, businesses and other service providers that Upper Southampton Township, at its sole discretion, decides should be connected to the system. Upper Southampton Township considers the e-mail system to be for business use only. Because of our intent to operate within the law, Upper Southampton Township reserves the right to access, review, copy or delete all e-mail messages for any purpose and to disclose them to any party (inside or outside Upper Southampton Township) as it deems appropriate. This includes the right to install software that monitors e-mail and Internet usage. Upper Southampton Township, however, bears no responsibility for the content of messages sent or received by its employees. Upper Southampton Township does not and will not preview, edit or approve material on



a routine basis in the e-mail system. No e-mail messages or information should be created, sent or forwarded which may reasonably be deemed to be intimidating, hostile or offensive in nature, or which is discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, disability or any other basis that is unlawful under applicable state and federal law. Nor should any obscene, profane, abusive, or offensive language be transmitted. Any violation of this policy is grounds for disciplinary action up to and including discharge.

### **C. Internet, Intranet and Extranet Guidelines**

Employees are expected to use the Internet, Intranet and Extranet at all times in the manner that benefits Upper Southampton Township. The downloading and installation of software programs onto an Upper Southampton Township computer or onto an Upper Southampton Township network server without prior approval from the Township Manager is prohibited. Upper Southampton Township accordingly will not allow its employees to support the recreational use of the Internet, Intranet and/or Extranet and provide access to news groups or other Internet sources that are not clearly work-related. The following activities on the Internet, Intranet and/or Extranet are specifically prohibited and may result in disciplinary action up to and including discharge:

- a. Using the Internet, Intranet or Extranet for personal gain or for commercial activity unrelated to Upper Southampton Township.
- b. Sending privileged information or Upper Southampton Township restricted information.
- c. Sending material that is threatening, intimidating, hostile, offensive or discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, disability or any other basis prohibited by applicable law. In addition, the receipt of such material and/or showing such materials to co-workers is strictly prohibited.
- d. Copying or otherwise converting protected electronic information.
- e. Violating copyright or trademark laws.
- f. Making any unauthorized attempt to break into another organization's computer system.
- g. Using the Internet, Intranet or Extranet for any activities not specified here that are in violation of Federal, state, or local laws.

### **D. Social Networking**

Upper Southampton Township recognizes that employees may engage in "social networking" while not at work. "Social networking" for purposes of this policy includes all types of postings on the Internet, including, but not limited to, social networking sites such as Facebook, MySpace or LinkedIn, blogs and other online journals and diaries, bulletin boards and chat rooms, micro-blogging, such as Twitter, and the posting of video on YouTube and similar media. Social networking also includes permitting or not

removing postings by others where an employee can control the content of postings, such as on a personal profile or blog. This Policy applies to social networking while not at work. Employees who engage in social networking should be mindful that their postings, even if done off premises and while not at work could have an adverse effect on the Township's legitimate interests. For example, the information posted could be the Township's confidential information or private information about others, including Township employees and citizens. In addition, some readers may view you as a de facto spokesperson for the Township. To reduce the likelihood that your personal social networking will have an adverse effect on the Township, you are required to comply with the following guidelines when social networking:

1. Do not engage in social networking (1) using any of the Township's electronic resources (i.e., your workstation or through any Township-related computer server, or (2) when you are supposed to be working (i.e., on your smart phone during working hours).
2. Your social networking is subject to all of the policies in this Handbook.
3. Management should not send "friend," "follow" or use any other form of social media connection requests to subordinates nor accept the same from subordinates at any time, regardless of while on or off duty.
4. Any employee may reject any form of social media connection request from any other employee without repercussion.
5. All requests for references or recommendations, even those that are received through social networking (i.e., through LinkedIn), should be handled in accordance with the Township's standard policy for responding to such requests.
6. If your social networking includes any information related to the Township, you must do the following:
  - a. Make it clear to your readers that the views expressed are yours alone and do not reflect the views of the Township by stating, for example, "The views expressed in this post are my own. They have not been reviewed or approved by the Township."

If you choose to list your work affiliation – that you are employed by the Township – on a social network, then you must regard all communication on that network as you would on a professional network as if you were posting in your official capacity. Do not post or display comments about coworkers or supervisors or the employer that are vulgar, obscene, threatening, intimidating, harassing or a violation of the township's workplace policies referenced elsewhere in this Policy Handbook.

- b. If you choose to list your work affiliation – that you are employed by the Township – on a social network, then you must regard all communication on that network as you would on a

- professional network as if you were posting in your official capacity.
- c. Do not post or display comments about coworkers or supervisors or the employer that are vulgar, obscene, threatening, intimidating, harassing or a violation of the township's workplace policies referenced elsewhere in this Policy Handbook.
  - d. Do not use the Township's logo, trademark or proprietary graphics, or nonpublic photographs of the Township's premises or work.
  - e. Do not disclose personal or contact information, or post photographs, of coworkers or supervisors without their prior permission.
  - f. If someone from the media or press contacts you about your social networking activities that relates to the Township, speak to your supervisor before responding.
7. If your social networking includes any information related to the Township, you should consider the following:
- a. The Township has spent substantial time and resources building its reputation and good will. These are valuable and important assets. Before you engage in any social networking that identifies yourself as an employee of the Township, or that identifies the Township, please consider whether you are damaging the Township's reputation. If you are uncertain, you should consult your supervisor or the Personnel Administrator before posting.
  - b. You are more likely to resolve complaints about work by speaking directly with your coworkers, supervisor or other management-level personnel than by posting complaints on the Internet. If you, nonetheless, decide to post complaints or criticism, avoid doing so in a way that is defamatory or damaging to the Township or any of the Township's employees or be prepared to face possible consequences.
8. The Township will, in its discretion, review your social networking activities. Please note that this Policy applies even if your social networking is anonymous or under a pseudonym. If you do engage in such social networking, you should be aware that if there are inappropriate circumstances the Township will take steps to determine your identity.
9. The Township may request, in its sole and absolute discretion, that you temporarily confine your social networking to matters unrelated to the Township if the Township determines this is necessary or advisable to ensure compliance with any regulations or other laws.
10. If you need clarification of any aspect of this policy, contact your supervisor or the Personnel Administrator. Failure to comply with this policy may lead to discipline up to and including termination and, if appropriate, the Township will pursue all available legal remedies. The Township also may report suspected unlawful conduct to appropriate law enforcement authorities. Note, however, that nothing in this policy will be interpreted to limit or interfere with your rights

under Section 7 of the National Labor Relations Act.

## **VIII. TIMEKEEPING / PAYROLL:**

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Upper Southampton Township to keep an accurate record of time worked in order to calculate employee pay. Time worked is all the time actually spent on the job performing assigned duties. They should also record the beginning and ending time of any split shift or departure from work for personal reasons or lunch. Overtime work must always be approved by the supervisor before it is performed. Altering, falsifying, tampering with time records or recording time on another employee's time record is not permitted and will subject an employee to discipline up to and including termination.

### **A. Paydays**

All employees are currently paid biweekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period. If a regularly scheduled payday falls on a holiday, every effort will be made to have paychecks ready for distribution on the day before. All paychecks not picked up by the end of the pay date will be mailed to the employee's address listed on the check.

### **B. Administrative Pay Corrections**

Upper Southampton Township takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled pay day. In the unlikely event that there is an error in the amount of pay, the employee should promptly report this to his/her supervisor or the Personnel Administrator as soon as possible so corrections can be made as quickly as possible.

### **C. Pay Deductions**

The law requires that Upper Southampton Township makes certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. Upper Southampton Township also must deduct Social Security taxes on each employee's earnings up to a specified limit. When an employee's wages are garnished by court order, Upper Southampton Township is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Upper Southampton Township will act in accordance with the Consumer Credit Protection Act and other state laws which place restriction on the total amount that may be garnished. If you have questions concerning why deductions were made from your paycheck or how they were calculated,

management can assist in having your questions answered.

#### **D. Overtime**

Overtime compensation will be paid in accordance with federal and state wage and hour laws for hours worked beyond the 40 hour standard work week. Straight time is paid for hours worked up to and including 40 hours. Overtime pay is based on actual hours worked over 40 hours and will be calculated at a rate of one-and-one-half times (1 1/2) the employee's regular hourly rate of pay. All overtime work must receive the supervisor's prior authorization. If an employee works overtime without approval, the overtime must be paid, however, the employee may be subject to disciplinary action.

### **IX. Camp Policies**

#### **A. Injuries or Sickness\***

- 1) If a camper suddenly becomes ill or is injured in any way, staff is required to attend to the camper's needs and inform the Site Supervisors so that they can call the parents. In the case of an emergency, supervisors will call 911 and escort the camper to the hospital.
- 2) If a staff person is hurt or injured in any way, contact your supervisor immediately so the injury can be assessed and the necessary report completed. In case of an emergency, an administrator will escort you to the hospital.

*\*See Emergency Procedures below*

#### **B. Medication**

No medication, and this includes sunscreen, is to be given to campers if the Medical Release Form has not been completely filled out by the parent. Staff is trained to administer EMERGENCY medication ONLY.

#### **C. Behavior Management Policy**

OUR CAMP advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As staff members, we need to show the campers that we see the need for following the rules ourselves.

Please do not contradict the established guidelines. Corrective discipline must be a creative, caring effort on the part of the counselor and the camper must see it as such. Always suggest positive alternatives to unacceptable behavior before it gets out of control. Staff should discuss rules with campers and identify out-of-bound areas as well as the consequences of breaking any rules.

Consequences for misbehaving or breaking the rules are but not limited to:

- 1) Quiet time
- 2) Restriction from activity
- 3) Restriction to adult supervision
- 4) Conference with Site Supervisor
  - a. Conference with parent
- 5) Removal from the camp

Staff must use their best judgment and discretion when having to use discipline however enforcement of all rules at all times will be without malice and consistent in application. At no time will discipline include depriving a camper of food, water, rest or restroom privileges, placing a camper alone without supervision or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth or excessive physical exercise or restraint. The Site Director is to be informed of all disciplinary measures. Periodic evaluation of the program/staff/camper groups will be done to ensure that the camp environment is not contributing to behavior problems.

#### **D. Discipline**

Participation in the Upper Southampton Township Summer Parks and Recreation program is a privilege. Upper Southampton Parks and Recreation reserves the right to exclude any camper or counselor from the program for any inappropriate behavior. Upper Southampton Township reserves the right to suspend or expel any camper from the program who poses serious continual discipline problems, whether or not all of the steps in our discipline procedure have been completed.

#### **DISCIPLINE PROCEDURES:**

- A. **First Verbal Warning** – This warning comes from the counselor who is in charge of the child. The counselor is to make the point clear that the behavior or action was inappropriate and/or unwelcomed.
- B. **First Written Warning** – Written warning will be issued and given to parent/guardian if a child persists in unacceptable behavior. The Recreation Coordinator or Lead Counselor will speak with the child and their parent/guardian. Written warning will be signed by the camper,

parent/guardian, camp counselor and camp director.

- C. **Second Written Warning** – Written warning will be issued and given to parent/guardian if a child persists in unacceptable behavior. Camper may be removed from the activity and can be reinstated when the counselor and camper feel that he/she is ready to participate in an appropriate manner. Written warning will be signed by the camper, parent/guardian, camp counselor and camp director.

**\*\*After receiving two written warnings the camper will be dropped from camp without refund.**

*Discipline procedure will be discussed in full during staff orientation which will include the purpose of the camp behavior and disciplinary management policy, camper expectations, and definitions of aggressive behavior all of which can be found in the Parent Camp Handbook 2019.*

## **E. Camper Pickup**

Campers may be released only to those individuals who carry pickup passes for those children. No child will be released without a pickup pass. Any individual to whom children may be dismissed must be given the pickup pass by the parent. Each camper's safety is our number one priority and the pickup cards help ensure that campers do not go home with an unauthorized person. On the first day of camp, signs will be posted and staff will direct drop-off and pick-up procedures. If a camper is leaving early, parents must inform the Site Directors and sign them out.

- **Late Pick-up:** Pickup should be done between the hours of 4:00 PM and 5:15 PM. **Late pickup will result in a fee of \$20 per child for every 15 minutes the staff must wait starting at 5:16pm.**
  - NO staff member shall accept any type of payment for a late pick-up. Late pick-ups will need to complete a late pick-up form outlining the (1) time the camper(s) were picked up (2) the late fee amount (3) the parent and staff person on duty signatures. These forms will be submitted to the P&R Director and the parents will be sent an invoice to pay the dues. If any staff member must stay late they are to clock-out after the last camper has left.

## **F. Threats**

The Upper Southampton Township Parks and Recreation Department recognizes its responsibility to maintain a safe and caring camp environment, to protect its campers and staff against verbal or physical threats and to monitor campers who may be at risk of causing harm to themselves or others. Campers and staff members have a responsibility to inform a responsible adult if they become aware of any verbal or physical threats made against any camper or staff member. Staff has a responsibility to notify the supervisor if any parent makes verbal or physical threats to a camper or another staff member.

The following procedure shall be followed in the event that a staff member or camper would make a

homicidal or suicidal threat at camp:

- (1) If a staff member or camper makes a homicidal threat against any other camper or staff member or threatens suicide or self-harm, the staff member or camper will be removed from his/her group immediately and an incident report shall be filed with the Police Department.
  - (i) If the staff member or camper behaves in a way that indicates an immediate physical threat, the parents, police and recreation department are to be called at once.
- (2) The Site Director, police and/or Parks and Recreation Director will interview the staff member or camper and determine appropriate action consistent with the staff member's or camper's chronological and developmental age.
- (3) Camp personnel will inform the parent or guardian of the incident and a conference will be scheduled to determine the continued participation of the camper.
  - (a) The camper threatening harm to others is to be dismissed from camp for the remainder of the week. A conference with the camper's parent or guardian must be held prior to re-admission to camp.
  - (b) If parents refuse to come to camp and cooperate with this process, camp personnel will contact the police and/or Bucks County Children and Youth Services for appropriate follow-up. No refunds will be given if a camper is dismissed from camp.
- (4) Any staff member threatening harm to others will be dismissed from employment.
  - (a) The staff member's parents or guardian will be notified if he/she is a minor.

## **G. Child Abuse**

Upper Southampton Township has a zero-tolerance policy for incidents of child abuse. We understand that protecting children is our most important responsibility, and that our programs serve no positive purpose if we do not ensure their safety. In EVERY case, the report of molestation and abuse, or suspected molestation or abuse, will be treated with absolute priority.

We are required to report any alleged physical or sexual abuse that takes place or is reported at camp to the State Child Protective Services within 24 hours after the allegation is made known. Any allegation of abuse upon a camper's arrival at camp is to be reported within eight hours, with a written report within 72 hours.

During camp, staff should use good judgment and never be alone with any child in any secluded area. The physical size and strength of staff members necessitates that you use discretion and restraint in all physical contact activities with campers. Games that encourage intense competitive activities with physical contact that potentially could cause injury must be eliminated or supervised very closely by non-participating staff members.



In the event that there is an accusation of child abuse, the camp will take prompt and immediate action. At the first report of probable cause to believe that a child-abuse incident has occurred, the employed staff person receiving the report will notify the Parks and Recreation Director. However, if the director is not immediately available, this review by the supervisor cannot in any way deter the mandated reporting of child abuse.

The supervisory personnel will make a report in accordance with relevant state and local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.

In the event the reported incident(s) involve a program volunteer or employed staff, the Parks and Recreation Director will, without exception, suspend the volunteer or staff person from the camp. The parents or legal guardian of the child involved in the alleged incident will be promptly notified in accordance with the directives of Bucks County Children and Youth.

Whether the incident or alleged offense takes place on or off camp property, it will be considered job-related because of the youth-involved nature of the camp.

Reinstatement of the employed staff person will occur only after all allegations have been cleared to the satisfaction of the Township Manager. All camp staff and volunteers must be sensitive to the need for confidentiality in the handling of this information, and therefore should only discuss the incident with the Parks and Recreation Director.

## **X. EMERGENCY PROCEDURES**

The effectiveness of any emergency depends upon the preparedness of the staff and the familiarity of the campers as to what is expected of them at such a time. During the first week of camp, staff should review with the campers the procedures to be followed in the event of an emergency. Campers need to understand the necessity for orderliness and quiet during any emergency practice. We will insist on no talking and no running. The campers are to follow the counselor's instructions. Drills will be held during the first week of camp. All camp personnel and campers should be familiar with emergency procedures.

### **A. GENERAL EMERGENCY GUIDELINES**

1. Remain calm in case of any emergency.
2. Remove campers from immediate danger, keep your group together, calm, and quiet. **COUNT YOUR CAMPERS!**
3. Follow the procedures outlined below as you handle the emergency.

4. Keep the safety of your campers foremost in your mind.
5. Directors will make decisions as how any additional issues during emergencies will be handled and communicate with leaders and the P&R Director effectively.
7. Directors and Leaders should make sure that they are prepared by taking camper and staff attendance, as well as having parent contact information and health care supplies should implication of emergency action plan become necessary.

While the various steps and suggestions outlined in these procedures represent the camp's guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well being of the campers and staff ALWAYS comes first.

### **Emergency Communications**

For any type of incident the chain of command for emergency communication is as followed:  
Counselor/Assistant Leader > Leader > Camp Director > Parks and Rec Director

Staff that witnesses the incident taking place notifies the next person in the chain of command until information is discussed with the camp directors. Camp Directors utilize the emergency contact lists to notify the parents of the incident and take necessary steps moving forward based on the discretion of the parent. In the case of an emergency where camp directors are not available, leaders can contact parents or guardians of the child regarding the incident.

#### **B. Minor or Major Incidents/Accidents**

All camp staff is to follow this procedure when dealing with an injury/emergency.

1. Stay calm and administer immediate first aid if necessary and take steps to ensure that the victim is safe from further harm.
  - A. If the injury/illness is life threatening, alert the Site Directors, call 911 right away and contact the parent or emergency contact and notify the P&R Director.
2. If the injury/illness is non-life threatening, notify the Site Directors who will contact the parent or emergency contact to arrange for the person to be picked up. If you are unable to make contact, call 911 if warranted to transport the child to the emergency room.
  - A. No person is to be transported to the emergency room in a privately owned vehicle.
3. Be sure and fill out an accident/incident report for any accident or incident or "near miss" for which you are the primary staff member in charge within 24 hours. Incident Reports should be given to a Site Director who will forward it to the appropriate administration.

\* For any injury or illness all staff should follow American Red Cross First Aid guidelines.

## **Incident reporting and analysis**

Leaders and directors are required to complete incident reports for any type of accident, injury, conflict, or other situations where staff feels an incident report is warranted. Incident reports are then to be filed with the parks and rec director, fire marshal, and insurance company.

### **Safety Committee**

Each Friday during the camp season, we hold a director and safety committee meeting. These meetings consist of all directors, leaders, and operational personnel. During these meetings, all incidents, accidents, and injuries as noted on our incident reports (OM.5) are discussed. We identify areas which are problematic and take steps to reduce incidents, accidents, and injuries in these areas. An excel sheet of the previous week's incident reports is created and sent to Delaware Valley Insurance Trust (DVIT).

### **C. Missing Person Procedures**

On the first day of camp, staff should review with campers the buddy system and what to do if separated from the group. Counselors should always count their campers before leaving an activity and again upon arriving at the next. When moving to and from activities one counselor should be in the front of the group and the other counselor is the last person in the group, so as to ensure that no camper gets left behind or runs unsafely ahead. If these procedures fail, and a camper is lost, the following procedure is implemented.

1. Stay calm so you can think clearly.
2. Call in all available senior staff and the Camp Director.
3. Remove all campers from the area & engage them in a new activity. Pay attention to the remaining campers. They need your reassurance.
4. Determine where camper was last seen and circumstances – did the camper run away or get separated from the group?
5. Search the immediate area using available staff except one counselor to remain with campers.
6. Calmly question any campers or staff that was nearby when the camper was last seen.
7. The Camp Director will facilitate an extended search.
8. Provide detailed description of camper's clothing and physical characteristics.
9. If the camper is not found in 20 minutes, he/she will be presumed lost. The Camp Director will begin a public search and contact administrators (P&R Director), the police, and the camper's parents.
10. Complete accident and incident report.

### **D. Intruders**

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a

person with intent to do harm to persons or property. When camp is in session the property is not open to the public. Staff at all times should be aware, alert and observant of their surroundings. If an unknown person is on the property, staff should contact the Site Directors over the radio using the code "Dr. Anderson," move campers away from the area and observe the whereabouts of the person. Site Directors will investigate and handle the situation. If staff needs to confront a stranger, always approach with another staff member, be polite but firm, give assistance if necessary and refer the person to the site supervisor - do not antagonize the intruder. If a person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the Site Supervisor and observe the whereabouts/description of the person for the Site Supervisors. If you are off camp property, keep a staff member with the campers at all times while two other staff members go to notify a law-enforcement officer.

#### **E. Kidnapping Attempts**

**DO NOT ALLOW ANYONE (stranger or known) TO REMOVE A CAMPER FROM THE SITE!**

All staff members will refer all visiting persons, stranger or known, to the Site Supervisor. Under NO conditions may a camper be removed from the site without the permission of the Site Supervisor. Strangers may come to the camp in search of potential victims. Custody disputes between parents can result in an attempt to remove a camper from camp. We require that parents notify the counselors in writing if a camper is to be picked up from camp early or by another person. The Site Supervisor will verify this written instruction if someone comes for a camper.

- All staff members will refer all visiting persons, stranger or known, to the Site Supervisor.
- All staff members will refer all visiting persons, stranger or known, to the Site Supervisor.
- Parents MUST arrive at the front desk and show a pick-up pass if the camper is leaving early.

#### **F. Severe/Electrical Storm**

At first sign of impending storms (towering thunder heads, darkening skies, lightning and increasing wind) seek the nearest enclosed shelter. Be calm and reassure the campers. Lightning will seek tall objects, so stay away from lone trees, drinking fountains and hilltops.

#### **G. Fire Procedure**

Whoever discovers the fire alerts those around them, and campers are moved to a safe area. The

nearest staff member contacts the Site Directors and P&R Director. The fire department is called immediately. The senior staff person at the scene takes charge. When campers are at a safe area the staff should take attendance and ascertain if anyone is missing. If so, the missing person procedure goes into effect. Counselors will engage children in an activity in the new safe area. The children are your number one concern. Available staff not supervising the children will attempt to put out the fire using fire extinguishers, if it is safe to do so. The head staff at the scene decides the initial action. If the fire is extinguished, the area remains closed-off until cleanup is completed. When the fire department arrives, follow instructions of the Fire Marshal.

- When campers are at a safe area the staff should take attendance and ascertain if anyone is missing.
- Use Code “Red” over radio

#### **H. Dr. Anderson**

If an unknown person is on the property, staff should contact the Site Directors over the radio using the code “**Dr. Anderson,**” move campers away from the area and observe the whereabouts of the person.

For an Armed Intruder use code “**Code Lockdown**” over radio

- Move the campers into the left inner corner of the gym (away from windows)
- Lights **MUST** be turned off and campers **MUST** remain quiet
- Camp Directors will ensure all inside and outside doors are locked

#### **I. EMERGENCY PLAN**

During Staff Orientation all emergency plans/procedures will be covered. The Fire Marshal will cover in orientation a plan of action for:

- Evacuation procedures
- Building Damage
- Flood
- Fire
- Natural Gas leak
- Hazardous Material Release
- Criminal Act
- Tornado/Earthquake
- Assignment of employee’s responsibilities

\*In case of any incident, which attracts the attention of the press or news media, remember that the Directors are the official spokespersons for the camp. Leaders/Counselors should not speak to members of the press or to parents before consulting the Directors. Refer any questions or concerns to one of the Directors

## **XI. Basic Guidelines When Interacting and Working with Campers**

### **A. Strategies for Being an Effective Staff Member**

1. Be the kind of person you want your campers to become. Obey the rules yourself!
2. Know the campers by name. Know something about them. Build relationships.
3. Talk to campers at their eye-level. Squat, kneel, or sit.
4. Be friendly. Show interest in what individual campers are doing and their progress.
5. Praise good qualities and actions.
6. A sense of humor is extremely valuable. Use it frequently.
7. Use age-appropriate language. If campers can understand what you are communicating, they will be more likely to listen.
8. Communicate information to campers in a step-by-step manner. Keep it simple. a. Example: Please go into the cubbies, get your bag, and meet back here. b. NOT: Go get your stuff, and meet me by the field, and bring your towel, but not your shorts, and put your art projects away, don't forget sunscreen.
9. Maintain your poise at all times. Don't let the campers get to you.
10. Enlist other leaders (camper peers, staff, and administrators) to provide role models.
11. Remain with your campers during meals and free time.

### **B. Discipline Guidelines**

1. Under NO circumstances are you allowed to administer physical or emotional punishment. This includes grabbing a camper.
2. Try to see the camper's side of the situation. Discuss it until you understand.
3. One of the best methods to control behavior is to keep campers busy!
4. Remain in close proximity to campers. This can keep a problem from occurring.
5. Give a camper the opportunity to cool down and think about his/her behavior.
6. Rewarding a camper's good behavior may improve behavior.
7. Be consistent and impartial.
8. Avoid lecturing/embarrassing campers. Discipline in private if possible, with another adult staff member as a witness.
9. Remain in close contact with directors about all discipline issues in your group; be sure to relay all information, even if you've already addressed a situation.

### **C. Bullying**

Upper Southampton Township has a zero-tolerance bullying policy. If you encounter campers involved in bullying, you must address all parties involved— the bully and those campers on the receiving end— at the first sign of a problem. Do not allow a situation to escalate. See conflict resolution guidelines below. Contact a director at the first sign of bullying. Bullying among staff members is also strictly prohibited. It is required by law that you must report any bullying situations to a director.

### **(1) Conflict Resolution**

Campers are here to have fun. What is fun to one camper or to you, may not be fun to another. Confrontations might occur. Serious fighting often evolves from what starts out as fooling around. Keep a close eye on horseplay. Prevent it from getting out of hand. Things to keep in mind:

1. Separate individuals who are fighting. Fights may be physical and/or verbal.
2. Try to fix the problem within the group.
3. Sometimes this might mean sitting the group down and discussing the issues.
4. Let your voice show calm, mature authority.
5. Disallow angry verbal exchanges. Separate combatants if necessary.
6. Parties who hit, kick, bite, punch, etc. are required to visit the health center.
7. Document all camper conflicts in Incident Reports.
  - a. Staff must report all instances of inappropriate camper action (i.e. hitting, fighting, use of profanity, running away from the group, bullying etc.) to a director IMMEDIATELY. This is important so that a director may initiate contact with the parent/guardian

\*Upper Southampton Township Day Camp’s Bullying policy and discipline can be found in its entirety in the Parent Camp Handbook 2019. Staff will go over bullying and the Township’s policy in its entirety at Staff Orientation.

Upper Southampton Township summer camp respects the rights and dignity of all campers and staff, including individuals with varying abilities, cultures, genders, races and religions. Our camp is inclusive to all and staff are trained to set the highest examples of behavior for campers.

## **XII. TRIP PROCEDURES**

### **Safety Regulations**

**Fire Exits:** Upon arrival at each trip, Directors, Group Leaders and Counselors will make note of all of trip’s Fire Exits.

**Trip House Rules:** Directors, Group Leaders and Counselors will be made aware of trip house rules prior to trip and make it known to campers. Camp rules still apply with addition to all the trip house rules.

**Rosters:** A Director from each camp will have the camp roster for those attending the trip. The Group leader of each group will have an individual group roster for their group.

**Head Counts:** Head Counts are to be taken at minimal once every hour by Directors, Group Leaders and Counselors. Whenever a group changes locations at a trip, a head count will be taken before relocation and after relocation.

**Emergency Evacuation:** In the event of an emergency evacuation, the Group Leader, along with the group counselors, will escort their group outside and line up at the place of the bus drop off. Head counts will be done twice before leaving the building and twice again when outside. Camp Directors will oversee the evacuation and help out with any wandering children, keeping order, making sure each group is safely outside and addressing camp problems.

**Medication:** Group Leaders will at all times carry a group backpack with EpiPens, inhalers and other medication for all the campers in their group with allergies and/or a medical condition. Group leaders at all times stay by the children with allergies and/or medical condition. If one child with a medical condition has to separate from their group (restroom, injury, etc.), the group leader will escort that child, along with all the other children with allergies and/or medical condition, to that separate location.

**Hazards:** Any hazards for campers will be determined by Camp Directors for each trip. After assessing hazards, the Directors will initiate a safety procedure in the event of a hazardous condition. Directors will make Group Leaders aware of hazards and appropriate safety procedures. Group Leaders will make Group Counselors aware of hazards and safety procedures.

**Emergency and Rescue Procedures:** The same rules apply for missing child and kidnapping procedures as they do for camp. In the event of a medical emergency, missing child, rescue situation or other related emergencies, call 911.

### **Pickup/Drop Off**

**Bus Trips:** For each trip, pickup from trip will be at the same location as trip drop off. In the event of an early dismissal or emergency, the trip drop off location will be your rendezvous spot.

### **Policies Regarding Supervision During Transport Of Campers for Trips**

- I. Accounting Passengers
  - All campers will be assigned to groups with counselors prior to the trip. There will be at minimum two counselors for every thirteen campers.



- All children will be counted before boarding the bus, as well as role call taken. A list of children's names and emergency contact information will be brought on the trip by a director or counselor. The information will also be located in the township building with the Parks and Recreation Director.
- Once children are boarded another headcount and role call is to be done to ensure all the campers are on board.
- Repeat the previous steps before boarding the bus prior to leaving or returning from a trip.
- In the event you leave a destination and later discover you are short a camper, proceed back to get the camper, or to the nearest telephone, whichever is closer. If the camper is easily picked up and only a short time has elapsed, and no calls have been placed to any third parties. Return to camp, and report the incident to the Camp Director. If you are closer to a phone, call camp on the emergency number and report the matter right away. They will help guide you through the emergency.

## II. Unloading Campers

- Unloading of campers should be done in a safe, predetermined area.
- The bus shall be parked, with parking brake on and transmission in "park" prior to unloading.
- If the engine is running when loading and unloading, the driver must be seated in the driver's seat, with flasher lights showing. When the engine is off, or the driver leaves his/her seat, keys must be removed so a camper may not accidentally released the safety locks or breaks.
- Campers will line up outside the bus in a safe area to allow the director or counselor to count heads and confirm the counts with the required role call.
- Keys will never be left in a bus that is unattended.

## III. Safety Rules for When the Bus is in Motion

- All the children must be seated and must wear seat belts where available.
- Staff members will ensure that they enforce discipline for any camper that is not following the rules or is acting inappropriately.
- Directors and counselors will enforce that campers are not permitted to participate in any horseplay or create obnoxious noises while in the bus
- Campers are not permitted to stand up, put their arms or hands out the windows or throw anything in the bus.
- In the event of a break down, the bus will pull to the side of the road, put their emergency flashers on, put out a reflector or marker and you must remove the children quickly from the vehicle to position them well clear of the road and of the vehicle should it be struck by oncoming traffic. Call camp at once, and the Executive Director will arrange for your pick up and will give you any other important instructions.

### **When transporting persons:**

- A. In vehicles where seat belts are required by law, all persons must wear restraint devices when provided (excluded: school buses)
- B. Vehicles are loaded only within the passenger seating limit established by the vehicle manufacturer

- C. All passengers are to remain seated while the vehicle is moving
- D. All vehicles follow convoy travel procedures (when applicable)
- E. A list of individuals on each trip should be readily available either in the vehicle(s) or at the camp office
- F. Persons in wheelchairs are to be seat belted into wheelchairs that are in locked positions and secured to the vehicle
- G. Exit doors should never be blocked with equipment or personal belongings
- H. Do not allow the driver to become distracted

Emergency and rescue procedures:

The same rules apply for missing child and kidnapping procedures as they do for camp. In the event of a medical emergency, missing child, rescue situation or other related emergencies, call 911. Staff members should follow the policies outlined in “Healthcare Equipment, Supplies, and Emergency Assistance.” A staff member will be appointed, in the case of an emergency, to:

- A. Provide applicable care for the injured
- B. Supervise the uninjured
- C. Specify whom to notify (911, camp directors)
- D. Identify witnesses and obtain appropriate accident or emergency information

### **Passenger Expectations**

1. All body parts in the bus. No body parts out of the window.
2. Do not distract the bus driver.
3. Stay in your seat, facing forward at all times.
4. Follow the driver’s emergency evacuation procedures if necessary.
5. No throwing any objects.
6. Keep belongings in the seat with you. Keep aisles clear.
7. No screaming.

### **CAMPERS IN PUBLIC AREAS**

When an activity takes place where public contact with campers who are directly supervised by the camp can reasonably be expected, including trips and use of public facilities and parks, staff responsibilities should not alter from those in the camp setting. All guidelines for ratios remain in effect, as well as safety regulations and behavior guidelines for campers. The two adult rule will remain in effect.

In the event of a medical emergency, missing child, rescue situation or other related emergencies, call 911. Staff members should follow the policies outlined in “Healthcare Equipment, Supplies, and Emergency Assistance.” A staff member will be appointed, in the case of an emergency, to:

- A. Provide applicable care for the injured
- B. Supervise the uninjured

- C. Specify whom to notify (911, camp directors)
- D. Identify witnesses and obtain appropriate accident or emergency information

In the event that campers and staff are separated or missing from the group, follow the missing child “Code White” policy.

Also, see “Transportation Policy, Safety, and Accident Procedures”

### **Vehicle Non-Driver Training**

Whenever campers leave the site and utilize transportation, all children in groups must be accompanied by a camp leader or camp director who is certified in basic first aid/cpr. The camp leader/director will be there for supervision of children and able to assist in emergency situations.