

Carolina Cross Connection Operating Procedures
Carolina Cross Connection, Inc.

The following procedures govern issues of Staffing, Housing, Medical Safety, Conduct, Security, Supervision, and Travel at Carolina Cross Connection and the areas it serves, including camp locations, worksites, and en route to worksites:

Summer Staffing

- Summer staff applicants will be interviewed in-person (preferable) or via phone conference by a committee comprised of CCC Administration and Board of Directors.
- The minimum qualifications for staff applicants include:
 - Must be currently active in the Christian faith through participation in a church congregation and/or campus ministry.
 - Must be available for training and employment prior to the summer.
 - Must be eighteen years of age or older, and/or must be a high school graduate by the start of the first camp week.
 - Must have a current, valid driver's license.
 - Must supply a vehicle for use during the summer, or be prepared to raise additional partnership money, or otherwise supply the funding to use one owned by Carolina Cross Connection.
 - Must have current 1st Aid/CPR certification prior to the start of the first camp week.
 - Must adhere to all CCC personnel policies (available prior to hiring and staff training, upon request).
 - Must submit to a criminal background check in accordance with normal CCC hiring procedure.
- First-year staff applicants must provide contact information for at least three reference persons. These references should not include family members, but should include at least a previous employer (if applicable) and a pastor, youth leader, or campus minister. Returning staff applicants do not have to provide references, unless the committee deems it necessary.
- Staff applicants who are less than eighteen years of age are required to have written permission to participate from their parents.
- Staff applicants must answer the following questions on their written applications, and provide a full explanation if necessary.
 - Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including, but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations)?
 - Have you ever been accused of any sex-related or child abuse offense in any previous employment or volunteer activity?
- In addition to a completed application form, staff applicants must answer questions relating to their Christian faith, work ethic, personality characteristics, strengths and weaknesses, and other information that relating to their prospective staff position. These

answers will be given in written form prior to the interview and/or oral form during the interview.

- Summer staff applicants who are eighteen years of age or older must consent to background checks on criminal and DMV records. CCC will pay for these checks.
- Any staff applicant who has been convicted of a sex-related or child abuse offense will NOT be hired for Carolina Cross Connection summer staff. Other allegations, charges, or convictions are not necessarily immediate disqualifiers, but they WILL be investigated to the satisfaction of the Staff Selection Committee. An investigation may include obtaining background checks, speaking with references and/or parents, and speaking with the applicant directly. After a thorough and careful investigation, the committee will decide whether or not the applicant is a qualified and safe choice for summer staff, and make arrangements, if necessary, to assist the person in their continuing reform.
- Any staff applicant suffering from emotional or psychological problems (clinical depression, eating disorders, self-mutilation, etc.) will be graciously investigated. The committee will speak with references, parents, therapists, and the applicants themselves to determine whether or not the applicant is a qualified and safe choice for summer staff. If such an applicant is deemed able to work on summer staff, the administration will work with that person to ensure that they are receiving appropriate therapy throughout the summer. The committee will protect the applicant's confidence.
- The following items will be included in CCC's recruiting/screening/hiring process for summer staff. These forms will be kept on file for 10 years. The following list of documents will be treated by Carolina Cross Connection as personal, confidential information. As such, Carolina Cross Connection will take all reasonable precautions to ensure that this information is protected.
 - Position descriptions
 - Position application forms
 - Personal reference forms
 - Consent to criminal background check forms
 - Results of criminal background check
 - Personal interview summary forms

Housing & Camp Safety

- No youth camper shall be housed alone with an adult camper. There must be a minimum of three persons when youth and adults are housed in the same room.
- No person will share a bed with another person.
- Co-ed rooming is not permitted in camper quarters or staff quarters.
- All participants should adhere to the established curfew ("Lights Out"). Due to the physical demands of the work week at CCC, problems with vandalism, and potential for injury, campers staying up or sneaking out of camper quarters after Lights Out will not be tolerated.
- Campers and staff will be housed separately.
- Summer staff will work in conjunction with camp caretaker(s) or administration to inspect all camp facilities, to ensure their safety and appropriateness. A thorough inspection will take place at the beginning of each summer season; minor inspections will

take place at the start of each succeeding camp week and as needed. Camp facilities include, but are not limited to, camper quarters, dining and food preparation areas, campfire areas, worship areas, recreational equipment, etc. Summer staff will also inspect all tools, whether owned by CCC or by attending churches, to ensure their safety and functionality. (first aid kits, fire extinguishers, smoke detectors)

Medical Safety

- Each youth participant, adult participant, and staff member must submit a completed Activity Permission and Medical Permission Form, which includes medical & insurance information. Minors' forms must have a parent's or guardian's original signature.
- Group leaders should provide triplicate copies of these forms upon arrival to a CCC camp location. One of these copies will remain with the group leader; one copy will be safely stored in the summer staff quarters on the camp premises; one copy will be stored in a first aid kit that will accompany the youth or adult to and from worksites each day. These forms will be accessible during the camp week in case of accident, illness, or other emergency. Upon request, all copies of medical forms will be returned to the appropriate group leader at the end of the week or otherwise destroyed.
- All summer staff members are required to have up-to-date certification in basic first aid and CPR. CCC will provide an annual first aid & CPR training session prior to each summer.
- All summer staff members will receive training in counseling, and proper boundaries in counseling. Staff will also receive "youth abuse training," in order to know how to correctly handle and refer instances of abuse.
- It is preferable, though not required, that every adult volunteer be certified in basic first aid and CPR.
- Prior to the summer, campers will be provided with materials pertaining to safety on worksites. Staff members will teach some basic first aid tips to all campers during the first day in camp.
- First aid supplies will be available and easily accessible at all camp locations. Each CMG will be provided with a first aid kit, emergency phone numbers, and directions to local hospitals.
- Adult volunteers will be informed in an adult meeting where first aid supplies are located in camp.
- A written report will be completed in the case of any accident, sudden illness, medical emergency, or injury. Forms will be kept on file at the CCC Office.
- If an accident occurs on the worksite that needs medical attention, the entire CMG must travel with the injured person to the hospital.
- ***If a staff person takes a youth to the hospital, there must be at least one additional witness (preferably an adult from that youth's church) present during transportation.***

Handling Emergencies (accident, illness, abuse)

- ***In the event of a serious accident...***

- We will take the injured person to the hospital.
 - We will contact parents/guardians as soon as possible. If parents/guardians are not available, we will contact an emergency contact person, as listed on the **Activity Permission and Medical Consent Form**.
 - We will give the insurance information of the injured person to hospital personnel in order to file the initial claim.
 - Following the camp week, we will send parents/guardians the proper claim form and the information needed to complete that form.
 - Parents/guardians will complete the form entirely.
 - Parents/guardians will attach itemized bills showing the patient's name, diagnosed condition, date(s) of treatment, nature of treatment, and charge per treatment. Statements from the primary carrier showing payment or rejection of the claim should also be included. If there is no coverage other than CCC insurance, a written statement from the parents/guardians employer(s) verifying no coverage must be provided.
- ***In the event of a serious illness...***
 - As necessitated by the campers conditions, we will take the person to the hospital or call for medical help.
 - We will contact parents/guardians as soon as possible. If parents/guardians are not available, we will contact the emergency contact person, as listed on the **Activity Permission and Medical Consent Form**.
 - If the person is taken to the hospital, we will follow steps 3-6 as listed under "In the event of a serious accident...".
 - Depending on the seriousness of the illness, the sick person may have to return home for the sake of their health and the health of other campers.
- ***Reporting in a case of abuse...***
 - Any suspected or reported case of neglect or abuse that occurs during at a Carolina Cross Connection event will be reported IMMEDIATELY to three persons: the Camp Director, the Executive Director, and the group leader from the local church. In the event that any of those persons is implicated, the chairperson of the CCC Board of Directors must be notified immediately. One of those persons should contact the pastor from the local church and the manager of the camp facility being used as soon as possible. Should the incident involve a Methodist clergy person, that person's District Superintendent must be notified within twenty-four hours.
 - The Executive Director, in conjunction with the Camp Director, and the group leader from the local church, must immediately have an incident report filled out with all available details (report forms will be available at each camp). A decision will be made by the Executive Director and the Camp Director as to the appropriate action to be taken. Any substantial abuse, neglect, infractions of civil or criminal law, or other event which necessitates reporting, must be reported to the appropriate law enforcement or social service agency as required by North Carolina or Federal law.
 - CCC designates the Chairperson of the Board of Directors and/or the Executive Director as spokespersons in case of an incident or allegation of abuse. All other

board members, administration, and summer staff must refrain from speaking to the press.

Conduct

- Anything considered illegal under civil or criminal law in North Carolina is expressly forbidden for all CCC participants and staff. This includes issues related to tobacco use; drug use; alcohol consumption; possession of firearms, weapons or fireworks.
- Visitation between males and females in camper quarters or bathroom facilities is strictly prohibited. Male staff members will not enter female camper quarters or vice versa.
- Participants are to treat others as they would want to be treated to encourage positive nurturing relationships with the whole group. Participants should conduct themselves to create a camp environment which is:
 - free from the use of profane language
 - free from practical jokes that may be physically harmful
 - free from situations in which any two campers (youth or adults in any combination) have separated themselves from the group in isolated locations
 - free from inappropriate demonstrations of affection and/or physical contact.
- For ALL adult volunteers and ALL summer staff, a good rule of thumb for appropriate demonstrations of affection or physical contact would be to never be alone with a youth; never initiate a hug; keep hugs brief; always be the one to end a hug; hug from the side; never impose your touches on the youth in your group.
- All CCC participants and staff are expected to adhere to a dress code. Clothing for all is expected to be modest and appropriate for a Christian event or the local school dress code. Bathing suits must be modest one-piece or tankini styles. Two-piece bathing suits are prohibited.
- Youth and adult participants, and all staff, will be expected to observe all policies, guidelines, and covenants of a week at CCC. This also includes the rules and regulations of the hosting camp location.
- All campers and summer staff are required to read, agree to, and sign a Code of Conduct (included on the Activity Permission and Medical Consent Form).

Security

- At least one staff member will remain in camp each day, ensuring that no outsiders tamper with camp grounds or camper possessions. Groups' tools will be securely locked in a toolshed when not in use.
- Adults are encouraged to lock their vehicles whenever they are not in use.
- Staff members may do period visual inspections of camper quarters. All staff members are prohibited to touch any camper possessions without the campers' permission.
- If a camper is suspected to possess an illegal substance or an item that CCC prohibits, a staff member may privately request the camper to empty his/her belongs in front of the staff member AND the camper's group leader. The camper may refuse, but he/she will be strongly suspected of the object(s) in question, and may be sent home.

- Carolina Cross Connection assumes no responsibility for possessions that participants bring into camp. Furthermore, CCC strongly encourages its participants not to bring any items that are of significant value with them to camp. For all intents and purposes, there is no need for electronics, expensive clothes, great sums of cash, etc. during the camp week.
- If a camper commits a minor theft in camp and it can be proven, the perpetrator will return the stolen items and be sent home.

Adult Supervision

- Parents of the youth attending a camp week will be given written details about the camp and schedule including a phone number to reach their child in an emergency.
- Parents will receive information keeping them abreast of what their youth are involved in while at CCC. Upon request, materials will also be provided to parents, including a copy of CCC's Safe Sanctuary Policy, informing them of how CCC plans to implement safe sanctuary procedures.
- Each church group will be responsible for bringing its own adult campers. "Adult campers" are considered those who are at least twenty-one years of age and considered mature. All DRIVING ADULTS must be twenty-five years of age or older.
- Each attending group is responsible for bringing a certain ratio of adults per youth. One out of every six participants in the group must be an adult. Whenever possible, CCC recommends that two out of every six participants in the group are adults.
- All group leaders must attest that all adult campers, particularly driving adults, have been screened to work with youth. Therefore, all group leaders must sign and submit a statement, that all adult leaders who attend CCC have undergone criminal background checks on criminal and DMV records and that such checks are free from any reports of child and/or sexual abuse.

Travel

- Travel arrangements for groups must be made by the group leader, adult volunteers, and parents from the church. CMG vehicles must be provided by participating groups for the camp week. These vehicles must be capable of safely holding at least 6 people (seat-belted) and tools. Groups are responsible for vehicle expenses such as gas. Vehicles owned by CCC or by summer staff will NOT be lent out to groups during the week.
- If a youth camper suffers an injury or sudden illness in camp and requires a visit to the hospital, a staff member (the Camp Director, when possible) and an adult leader from that youth's church will take the youth to this hospital.
- Churches are responsible for screening all their adult drivers through the DMV of their respective state.
- No youth should travel alone in a vehicle with only one adult unless it is their parent. No youth should travel alone in a vehicle with only one staff member.
- Youth are not allowed to drive vehicles during the week. If youth drive their own vehicles to camp, these vehicles must remain parked for the duration of the week.

- If one member of a CMG must leave a worksite for any reason, the entire CMG must travel with the individual (whether a staff person is present or not).

Screening of the Families for Whom CCC Works

- CCC does not discriminate on basis of age, race, or religious background when considering what families or individuals we will serve.
- CCC strives to work for a people of varying socio-economic statuses. This is largely for the benefit of campers who attend; we want them to understand that “needs” and “poverty” are not just constrained to a person’s income.
- All potential families to work for will undergo an informal screening process. Most families will have been screened and referred by another agency (Social Services, Independent Living, Dept. of Aging, etc.). Other families may refer themselves or may be referred by someone else. In all cases, at least one member of the CCC staff will visit with the family to ensure, among other things, that the home is a safe environment for a CMG to work in. “Unsafe” environments may include, but are not limited to, evidence of illegal drug use, evidence of child/youth abuse, unavoidable objects that would make the job in question unsafe (very steep roofs, power lines, etc.)
- If an incident occurs on the worksite to threaten the safety of CCC participants (e.g. sexual harassment, substance abuse, violent tendencies, etc.), the CCC staff and/or adult driver reserve the right to dismiss the CMG immediately. The CCC staff will notify the contact person who referred the family, explaining the incident.

Insurance

- **Maintain Adequate Liability Insurance Coverage:** CCC will maintain insurance coverage for summer staff, campers, and administration.

Adopted by:

Carolina Cross Connection
Board of Directors
Oct. 2005