

North Salem Day Camp Policies – 18+

Staff Name: _____ Date: _____

Code of Conduct Statement

The Town of North Salem Recreation Department Day Camp is dedicated to providing enrichment to our campers in a fun and safe environment. Any negative, harmful, negligent or irresponsible behavior cannot and will not be tolerated. This can be defined as any action or failure to take action that can anyway:

- Harm a child physically or emotionally
- Hinder the safety of a child
- Set a bad example to a child (language, gestures, etc)
- Subject a child to violence, profanity or embarrassment
- Failure to report signs of physical or sexual abuse or knowledge of abuse to your supervisor

I have read and fully understand the code of conduct statement. I understand that my failure to comply fully will result in disciplinary action. The severity of disciplinary action will be at the discretion of the camp director or assistant director and will directly reflect the severity and/or frequency of the offense, including immediate dismissal.

Staff Signature

The Safety Pledge

As a counselor of children, I accept responsibility for their safety and well-being while they are in my care. I understand the importance of being prepared and punctual. I understand the impact of my behavior, appearance and leadership of their lives. I recognize my obligation to be vigilant and safety-minded at all times. I will strive to make every day a fun and positive experience, allowing my campers to achieve the greatest benefits for their participation in summer camp. I will do this with the understanding that safety is first and foremost.

Staff Signature

Communications Between Staff/Relative & Directors

The directors will have no communication with parents/guardians of staff. Staff must contact Directors directly with all questions, concerns, absences, and all other matters.

As an Employee, I agree that I will be the sole person responsible for all communications between myself and my Employer, including camp Directors.

Staff Signature

North Salem Day Camp Blogging and Cell Phone Policy for Employees

In general, our camp views social networking sites, personal websites and blogs positively and respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify himself or herself as an employee of our camp on such internet venues, some readers of such Web sites or blogs may view the employee as a representative or spokesperson of the camp. In light of this possibility, our camp requires, as a condition of employment at the camp, the employees observe the following guidelines when referring to the camp, its programs or activities, its campers and/or other employees in a blog or Web site.

1. Employees must be respectful in all communications and blogs related to or referencing the camp, its campers and/or other employees
2. Employees must not use obscenities, profanity, or vulgar language.
3. Employees must not use blogs or personal Web sites to disparage the camp, campers or other employees of the camp.
4. Employees must not use blogs or personal Web sites to harass, bully or intimidate other employees or campers. Behaviors that constitutes harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color or disability; sexually suggestive, humiliating or demeaning comments; and threats to stalk, haze or physically injure another employee or camper.
5. Employees must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment and bullying.
6. Employees must not take photos or videos of anyone on the campgrounds.
7. Employees may not post pictures or videos of campers or other employees on any website or app.
8. The use of any electronic device for any reason is prohibited in camp. Any employee found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including termination of employments.

I agree to the conditions set forth in the North Salem Day Camp Blogging and Cell Phone Policy for Employees.

Staff Signature

Electronic Use at North Salem Day Camp

The use of any electronic device for any reason is prohibited in camp.

1. Employees found using any electronic device while on duty will be given one written warning.
2. A second offence will lead to immediate suspension for the remainder of the day.
3. A third offense will result in termination.

Counselors are to be monitoring the behavior of their campers at all times during the day. If the need arises to use a phone the Counselor must seek permission from the Director or Assistant Director and may use the office phone.

I agree to not use any type of electronic devices while on duty, including but not limited to: cell phones, tablets, headphones, ear buds (AirPods), video games, camera, electronic watches or other types of wearable technology.

Staff Signature