



ABK STAFF MANUAL

2018



“Camp Aush-Bik-Koong exists to present the claims of the Lord Jesus Christ upon the lives of children and adults through the camping experience.”

#beapartofthelegacy



A Week of fun...A lifetime of memories!

Summer: 260 Sugar Lake Rd. Walford, ON. P0P 2E0 www.campabk.com
Off Season: 624 McNabb St. Sault Ste. Marie, ON. P6B 1Z4 info@campabk.com

Dear Staff Member,

“Camp Aush-Bik-Koong exists to present the claims of the Lord Jesus Christ upon the lives of children and adults through the camping experience.” This is why you are working at camp this summer. There are a lot of really great things about camp, but the mission statement above is what motivates us to do what we do. We love Jesus and want to bring glory to God by proclaiming the good news of His Son.

For over 55 years we’ve been committed to providing a Christ-Centered, fun-filled experience to campers on the shores of Sugar Lake. Each year we minister to over 1000 guests at Camp Aush-Bik-Koong; this is made possible by people like you who give of their time. Thank you for agreeing to serve the Lord at ABK this summer, and to be part of a team of missionaries dedicated to presenting the claims of Christ upon the lives of our campers.

This staff manual has been designed to help prepare you for your upcoming service at camp this summer. Please read it carefully so that you can arrive at camp informed and ready to serve the Lord with effectiveness. Please make sure you take time to read the whole manual carefully, especially our Child Protection Policy and the rules and regulations you are expected to follow as a staff member.

Our reputation is entrusted to you to continue the excellence in Christian Camping we’ve enjoyed for over 55 years. Welcome to the ABK Team! We look forward to working with you this summer.

Together for Him,

Ryan & Kathleen Lidstone



1.0 - HISTORY AND MISSION

Camp Aush-Bik-Koong is a Christian summer camp that has been operating for 58 years! It began in 1960, and has been registered as a non-profit corporation since 1967. ABK was founded by Christians from the Brethren Assemblies in northern Ontario, and continues to be governed by a Board of Directors who represents these assemblies.

Our mission is to present the claims of the Lord Jesus Christ upon the lives of children and adults through the camping experience.

“Aush-Bik-Koong” is an Ojibway word meaning, “TO THE ROCK.” The name was selected to reflect our desire to see the camp founded, built, and established on our spiritual Rock, Jesus Christ.

2.0 - STATEMENT OF FAITH

The Bible

We believe that the bible as originally given in its entirety, is the inspired and inerrant Word of God. It is the revelation of the mind and will of God to mankind and is the supreme authority for salvation by faith and Christian living (2 Timothy 3:16,17; 2 Peter 1:19,12).

God

We believe that there is one God (Deuteronomy 6:4), the Creator of all (Genesis 1:2), who exists eternally in three persons (Matthew 28:19); Father (Romans 8:15), Son (Matthew 1:23; Hebrews 1:1,2) and Holy Spirit (1 Corinthians 2:9,10), and that these three possess the same nature, attributes and glory (Matthew 28:19; 2 Corinthians 13:14; Ephesians 2:18).

Jesus Christ

We believe that our Lord Jesus Christ is fully God and fully man, through His conception by the Holy Spirit and virgin birth. True humanity and undiminished Deity were united in one person (Matthew 1:18-25; John 1:1,14; Hebrews 1:1-3; 1 Timothy 3:16). We believe that He died on the Cross for our sins (1 Peter 2:24), rose bodily from the dead (Luke 24:28), and ascended to His Father's right hand where He intercedes on our behalf (Hebrews 4:14-16).

Holy Spirit

We believe that the Holy Spirit is fully God. We believe that the ministry of the Holy Spirit is to promote the Lord Jesus Christ (John 14-16); to baptize individuals into God's family and indwell, instruct, guide and empower every believer (Romans 8:9-11; John 14-16; 1 Corinthians 6:19; 12:12,13; Galatians 5); and to convict the world of sin, righteousness and judgment (John 16:8-11).

Man

We believe that man (male and female) was created perfectly in the image of God (Genesis 1:26-2:25) for the purpose of relating meaningfully with Him. Because of Adam's disobedience, every individual is guilty before God and headed for eternal separation from Him (Romans 1:18-32; 3:10-23; 5:12-6:23; Revelation 20:11-15). Reconciliation with God is possible only through personal acceptance of Jesus Christ as Savior (Titus 3:5; Hebrews 9:12-14).

Salvation

We believe that salvation is available only on the basis of the shed blood of the Lord Jesus Christ (1 Peter 1:18,19). We believe that salvation can not be earned by any person through good behavior, but is an act of God's grace given to all who repent of their sins and believe in the Lord Jesus as Savior (Ephesians 2:8-10).

The Return of Christ and Future Events

We believe in the personal, imminent, and premillennial return of our Lord Jesus Christ to receive believers to Himself, judge the wicked and establish His Kingdom on earth, where He will reign in righteousness (Matthew 24:25; 1 Thessalonians 4:13-5:10; Revelation 19:11-22:21). We believe in the bodily resurrection of the Just to everlasting blessedness with the Lord (Revelation 22:4,5) and of the Unjust to everlasting conscious punishment and separation from God (Revelation 20:10-15).

The Church

We believe that the Church is not a building, but a living organism composed of all people who have placed their faith in the Lord Jesus, who is the only Head of His Church (Ephesians 1:22,23). We believe that a local church includes believers in a given locality who meet together to pray and worship the Lord and practice the ordinances. Baptism and the Lord's Supper should be a priority to

every believer but will not result in a person's salvation (Matthew 28:18-20; Mark 14:12-16; Acts 8:26-40; Romans 6:3-5; 1 Corinthians 11:17-34).

Angels

We believe in the true existence of spirit beings. Innumerable good angels serve God in many ways and serve His children, giving guidance and protection (Acts 8:26). God, His People, and His angels are opposed by evil angels whose head is Satan, the Devil (Job 1:6-12; Zechariah 3:1; Ephesians 2:1-3; 6:11,12). Satan was defeated when Jesus rose from the dead and will someday be cast into the Lake of fire forever (Revelation 20:11-15).

Most of the responsibility for the founding of Camp Aush-Bik-Koong and its ongoing administration and support has rested with Christians from brethren assemblies. We request that people working at camp, respect this vision and labor of love and not undermine the distinctives of this heritage. To maintain unity among our supporting churches, we ask that camp staff not practice or promote activities at camp which are likely to generate controversy or division (e.g. Bible Translations, Signs and Wonders/ Charismatic Practices, etc.).

Adopted Spring 2000, Camp Aush-Bik-Koong

3.0 - STATEMENT OF LIFESTYLE & MORALITY

Camp Aush-Bik-Koong desires to have campers, staff, and guests enjoy its facilities, programs and natural environment. As a Christian Camp we must remain true to our statement of faith, and our mission. We require that all Camp Aush-Bik-Koong staff (volunteer and/or employed) support them. Therefore the Camp has outlined a statement of lifestyle and morality that it requires all individuals, and groups to follow and adhere to.

In all its endeavours, Camp Aush-Bik-Koong seeks to glorify God. All Camp Aush-Bik-Koong staff (volunteer and/or employed) are required to fully support the objects of Camp Aush-Bik-Koong, to endorse the Christian commitment of the membership, and to conduct themselves in a manner consistent with principles of Scripture. The points outlined in this policy are based on Scripture, which is accepted by Camp Aush-Bik-Koong to be the final authority in matters of faith and conduct.*

All who serve at Camp Aush-Bik-Koong are encouraged to establish personal, spiritual disciplines that will foster and promote a deep, intimate relationship with God, which is essential to effective service as a Christian believer. This includes prayer, Bible study, regular church attendance, and sharing of faith and beliefs with others. Active membership in a church with beliefs that are consistent with Camp Aush-Bik-Koong's statement of faith is a requirement to demonstrate a personal commitment to the Lord Jesus Christ. Camp Aush-Bik-Koong rejects the following conduct, viewing it as being incompatible with Christian standards and values for a personal lifestyle of anyone serving at Camp Aush-Bik-Koong. While on the Camp Aush-Bik-Koong site, all Camp Aush-Bik-Koong staff (volunteer and/or employed) shall refrain from the following:

<i>Unacceptable Conduct</i>	<i>Scriptural Basis</i>
Breach of trust or confidence	Matthew 5.37;19.18; Philippians 4.8; 1 John 3.3
Lying or deceit	Matthew 5.37;19.19; Ephesians 4.25,29
Promoting or engaging in pre-marital (fornication) sexual relationships	Exodus 20.14; Leviticus 18; Matthew 5.27-32; 19.9,18-19; Acts 15.29; 1 Corinthians 5.1-2,9-13; 6.9-10,13-20; 10.8; Ephesians 5.3-5; 1 Thessalonians 4.1-8; Hebrews 13.4
Promoting or engaging in extra-marital (adultery) sexual relationships	Exodus 20.14; Leviticus 18; Matthew 5.27-32; 19.9,18-19; Romans 7.3; 1 Corinthians 5.1-2,9-13; 6.9-10,13-20; 10.8; Ephesians 5.3-5; 1 Thessalonians 4.1-8; Hebrews 13.4.
Engaging in or promoting/supporting homosexual activity or organizations	Romans 1.26-27; 1 Corinthians 10.8; 1 Thessalonians 4.3; Hebrews 13.4
Reading or viewing of pornographic material	Philippians 4.8; Colossians 3.5; 1 John 3.3
Use of illicit drugs (substance abuse);	Philippians 4.8; 1 Timothy 5.22; 1 John 3.3
Support of or participation in abortion or abortion related activities	Exodus 20.13, Psalm 139.13-16

Use of profane or blasphemous language	Exodus 20.7, James 3.10, Colossians 3.8, Ephesians 4.29
Theft or Fraud	Exodus 20.15,17; Matthew 5.37
Physical aggression, and or abusive behaviour	Leviticus 18; Philippians 4.8; 1 Timothy 5.22; 1 John 3.3
Engaging in any criminal behaviour/activity	Exodus 20.12-17; Matthew 5.37; 1 John 3.3

Camp Aush-Bik-Koong reserves the right to exclude or terminate the stay of any Camp Aush-Bik-Koong staff (volunteer and/or employed) whose goals, values, objects or philosophy are, in the opinion of the Board of Directors and/or management of the Camp opposed and/or contrary to, or antithetical to the Statement of Faith, Mission Statement and the Statement of Lifestyle and Morality of Camp Aush-Bik-Koong. The interpretation of the provisions of this Statement of Lifestyle and Morality shall be the sole prerogative of the Board of Directors and management of Camp Aush-Bik-Koong.

*Genesis 1.27-28; 2.18-25; Exodus 20; Leviticus 18; Deuteronomy 4.2; Psalm 119.89; Proverbs 5.19-19; Matthew 5.17-19; 5.27-32, 37; 19.3-9; 18-19; Mark 13.31; Acts 15.29; Romans 1.26-27; 7.2-3; 15.4; 1 Corinthians 5.1-2, 9-13; 6.9-10, 13-20, 7.3-5, 8-9; 10.6-11; Ephesians 4.25, 29; 5.3-5; Philippians 4.8; Colossians 3.5; 1 Thessalonians 4.1-8; 1 Timothy 5.22; Hebrews 13.4; 1 John 3.3.

4.0 – HOW TO LEAD A CHILD TO CHRIST

Your part of a mission team this summer that has two primary objectives: evangelism and discipleship. We never want to force or coerce a child to make a decision for Christ. We do want all staff to understand how to lead a child to a biblical understanding of what it means to be a follower of the Lord Jesus. To that end, we are asking staff to use the following method to explain the way of salvation to children.

A-B-C Method

◆ **Admit**...that you are a sinner in need of Christ

Romans 3:23 For all have sinned and fall short of the glory of God."

◆ **Believe**...that God loves you and sent Jesus to save you from your sins

John 3:16 "For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.

◆ **Commit**...yourself to following Christ

Matt. 16:24 Then Jesus said to his disciples, "If anyone would come after me, he must deny himself and take up his cross and follow me.

5.0 - STAFF POLICIES AND PROCEDURES

5.1 - General Regulations

1. You will be working with many different individuals who represent a variety of personalities, geographic locations, and churches. We all work together for one purpose, to present the claims of Christ. Camp ABK is not the place to try out "pet doctrines" or personal agendas, but a place to introduce people to the Lord Jesus. We need to show sensitivity and respect to children who have a very different church heritage, or are not from any church at all. We are not here to change anyone's church affiliation, but we are here to share the Good News of the Cross of Christ. Specifically:

- A. make sure to not say negative things about any denomination or religion;
- B. always remember that many Bible stories and concepts are completely new to a large number of our campers.
- C. use terminology that will be as understandable as possible
- D. focus on Jesus and His offers to forgive sins, provide peace with God, bring us into His Kingdom, and give eternal life.
- E. do not focus on potentially "frightening" elements of the Christian message. Ie. Judgment, end of world disasters. When questions of Hell, end of world, demons etc. are asked, answer briefly, honestly, sensitively, and humbly.

2. Staff and staff children are asked to be present and enthusiastic at Chapel if your job allows. Staff are also required to be present at staff devotions each morning. One counsellor will need to remain in each cabin with the campers.
3. Avoid out of bounds areas (especially, other people's cabins. Going in opposite sex cabin is grounds for removal from camp). Please stay out of the kitchen unless you are a kitchen worker.
4. Electronic devices, such as iPods, iPads, video games, etc. are not permitted for campers. If a camper brings a device it will be confiscated upon arrival, and returned to them at the end of camp.
5. Staff are permitted to play music that is honouring to Christ *in their cabins* at reasonable levels. iPods, etc., are not to be worn around camp property. Out of respect for the difference in musical tastes, no music is to be played in the kitchen while working.
6. Computers/Laptops – Only Sr. Leadership staff (ie. Program Directors, Spiritual Directors, & Managers) are permitted to bring their computers to camp, unless special permission is granted by the Managing Directors. While we do have wireless internet access at ABK, it is intended for ABK use only, and is password-protected.
7. Cellphones – We want to eliminate all that would distract us from serving the Lord wholeheartedly at ABK. As such, we ask that all staff leave their cellphones at home for the week. If you bring them with you, we'll be asking you to hand them into the Managing Director, who will keep them safe for you for the week.
8. Obey curfew. Staff are to go to their cabins (and stay there!) at 11:00. Guys and girls out together after curfew are subject to dismissal.
9. Counsellors and staff should not be in a situation alone with a camper of the opposite sex.
10. Please read our Child Protection policy prior to the beginning of camp (Section 7.0). This is required by our Board of Directors.
11. Staff are not permitted to publish or post photos of campers on the internet.
12. Camp ABK is blessed with some of the most beautiful nature in Northern Ontario. Please help keep it that way. Do not peel the birch bark off of the trees. Do not litter. Respect the wildlife.
13. Campers are not allowed to use the phones without the permission of the Manager or the Managing Director. The Manager answers the phones. If you are near a phone that has a double beep, answer it, because it means someone is trying to "page" that area of the camp.
14. No PDOA (Public or Private Displays of Affection) unless you are married.
15. Smoking, alcohol consumption, and/or drug use are prohibited on camp's property.
16. Bare feet are not permitted on camp's property.
17. The Cabins are inspected before and after each camp. Please leave your cabin in better condition than you found it. If you run out of any items during the week, please see the Manager.
18. Leaving Camp during the week is discouraged. The Manager makes a daily trip into Massey, and can pick up almost anything you need. If it is necessary to leave camp's property, you must sign-out using the whiteboard, and notify the Managing Director.
19. Please use only biodegradable soap products in the lake.

5.2 - Staff Waterfront Rules

1. Staff may swim unsupervised, but at your own risk, during times when it does not interfere with campers' swimming lessons.
2. Staff kids **MUST** have parental supervision, or swim during free swim times. Staff kids aged 13+ years may swim with parental permission.
3. All bathing suits must be modest. Please see camp's dress code (Section 6.0).
4. No swimming alone
5. No swimming after 9:00 pm.
6. All rules **MUST** be obeyed by both staff and staff kids on the waterfront.

5.3 - Emergency Evacuation Procedure

We will have at least one drill of our emergency evacuation procedure. If at any time you hear the continuous ringing of the bell, or the waterfront emergency siren, please assemble at your designated spot on the sports pad. We will provide you with more complete instructions at the Staff meeting.

6.0 - CAMP ABK DRESS CODE

God's Word teaches that we are to dress modestly (1 Tim. 2:9, 1Cor. 12:23). Because of this, we ask that both campers and staff dress in the following ways:

-Swimming Attire:

-Girls are to wear modest bathing suits that cover the torso. All other bathing suits must be covered by a dark shirt.

-Guys are to wear shorts-style bathing suits. Shirts must be worn when not participating in waterfront activities.

-Daily Attire:

-Pants/shorts/skirts that are skin-tight or too short are not permitted. -Shirts must be modest and cover the torso.

-Shirts that refer to or advocate drugs, alcohol, tobacco, or that contain offensive words or symbols are not permitted at camp.

We reserve the right to ask a staff or camper to change if we feel his/her clothing is inappropriate.

7.0 – CHILD PROTECTION POLICY

PART 1: WHAT IS CHILD ABUSE?

“Child Abuse” is a new term for an old problem which has been with us for thousands of years. Only recently has society come to recognize it as serious. With that recognition has come a growing demand for community awareness and public education, child-protection laws, training programs for professionals and treatment programs for victims and abusers.

The common factor underlying all forms of abuse, whether of children, women or the elderly, is the abuse of power and authority. Abuse occurs when the more physically powerful person (e.g. parent/adult) takes advantage of the authority s/he has over the less powerful person (e.g. child).

At the same time, child abuse is a complex problem. Some forms of abuse are more difficult to detect than others. For example, child neglect (i.e. failing to provide the child with the physical and emotional necessities of life) is also considered abuse in Ontario.

So “abuse” can mean actively hurting a child, sexually exploiting a child, failing to take proper care of a child, or depriving that child of affection and acceptance. It can include behaviours such as habitually humiliating or denying a child the nurturing he or she needs, shaking an infant and causing severe physical trauma or coercing a child into sexual acts over a period of years. Abuse in Ontario law also means doing nothing to stop it – in other words, “permitting” abuse by standing by and letting it happen. No single definition can cover all types of abuse.

Today, along with physical abuse and neglect, we recognize the reality of child sexual and emotional abuse and the need to prevent circumstances that cause it.

PART 2: WHO IS RESPONSIBLE FOR PROTECTING THE CHILD?

In Ontario there are 54 children's aid societies (CAS's) throughout the province. These societies, which are called "Family and Children's Services" in some areas, have been given the responsibility and authority under the Child and Family Services Act to take action to help children in need of protection. Police also have this responsibility and, in most communities in Ontario, the CAS and police work together to investigate allegations of abuse. The Act also states that "A person who believes on reasonable grounds that a child is or may be in need of protection shall forthwith report the belief and the information upon which it is based to a society." (CFSA s. 72(2)). This means that any person who has reason to believe a child is being abused must report that belief to a CAS or to the police.

The Act recognizes that persons working closely with children have a special responsibility for those who may be in a situation of abuse. The new legislation gives those persons – nurses, teachers, physicians, parole officers and others, including camp staff, a particular duty to report. "If, in the course of their professional or official duties, they shall have reasonable grounds to suspect that a child is being abused, may be abused, or may have suffered abuse, they shall report forthwith their suspicion. If they fail to report suspected abuse they could be charged with an offence and, upon conviction, be liable to a fine (CFSA.s85(1)).

Should civil action be brought against a person who made a report, that person will be protected unless he or she acted maliciously or without reasonable grounds for the belief or suspected (CFSAs.72(7)).

The goal in dealing with suspected child abuse is twofold: to protect the child, and to help the family solve the problem that led to the abuse.

PART 3: HOW DO WE KNOW IF A CHILD IS A VICTIM OF ABUSE?

Neglect

Neglect is the chronic inattention to the basic emotional and physical needs of the child. The condition is long-standing, so there appears to be less sense of urgency about it, as compared to the other forms of abuse. Neglect must not be ignored for it can affect every facet of the child's maturation process and have serious long-term psychological effects.

Several of these factors might include:

- poor physical hygiene (skin rashes, dirty hair and face)
- hunger, low weight, poor growth pattern, fatigue, listlessness, lethargy both at work and play
- unattended needs, e.g. untreated injuries and illnesses, sight, hearing or dental problems
- inappropriate clothing
- inadequate supervision or abandonment

Look also for these behaviour patterns:

- demands for constant attention
- lack of parental participation and interest
- indications that no one is home
- frequent absence or arriving too early for activities and staying up too late
- delinquency or abuse of alcohol and drugs

Emotional Abuse

Emotional abuse leads to the destruction of the child's self-image. Parents are unwilling or unable to provide appropriate care, control, affection or stimulation for the child. They make inappropriate demands upon a child and expose the child to frequent family violence.

Several of these factors might indicate emotional abuse:

- speech disorder (because of nervous anxiety)
- sleep disorders

- the presence of psychosomatic complaints (headache, nausea, abdominal pain)
- involuntary twitching of muscles, especially on the face

Also look for these behaviour patterns:

- mental or emotional development lags, behaviour inappropriate for age
- disruptive behaviour extremes – withdrawal, aggressiveness, anger, hyperactivity
- overly compliant behaviour (too well-mannered, unusual need to please adults)
- fear of failure, overly high standards, reluctance to play
- unusual fear of consequences of actions, often leading to lying
- threatened or attempted suicide
- frequent depression or self-depreciation

Physical Abuse

Physical abuse includes the broad range of use of physical force, resulting in non-accidental injury. In some cases, injury is caused by over discipline. Despite different cultural standards of discipline, injuring a child is not acceptable.

Healthy children always have bumps and bruises but these are usually restricted to the forehead, knees, shins and elbows. Assaults on children are usually delivered to areas of the body which can be covered by clothing.

Signs of physical abuse include:

- unexplained bruises, welts, lacerations on the face, torso, back buttocks and backs of the legs or on external genitalia
- unexplained small circular burns (cigarette burns) on the soles of feet, palms of the hands and back of the buttocks, rope burns on arms, legs, neck or torso
- immersion burns with clear lines of demarcation or patterned burns indicating a hot object (like a stove element on the buttocks)
- delays in seeking medical attention; injuries in various stages of healing
- fractures and dislocations on children under two years of age which could be the result of blows, throws or severe shaking

Also look for these behaviour patterns:

- runaway attempts, fear of going home
- wariness of adults
- stilted conversation, vacant stares or frozen watchfulness, no attempt to seek comfort when hurt
- absence of parental support
- role reversal where the child tries to care for the parent
- child describing self as bad, deserving to be punished
- constant attempt by child to please parent
- behaviour extremes such as sudden aggressiveness or withdrawal
- inappropriate dress (perhaps to cover injuries)
- uncharacteristic change in participation in physical activity
- child denying or minimizing injuries and bruises

Sexual Abuse

Sexual abuse is the misuse of power by someone who is in authority over a child for the purpose of sexual gratification. It includes incest, sexual molestation, sexual assault and the exploitation of the child for pornography or prostitution. Incest is a crime under the Criminal Code of Canada and warrants investigation by the police. Sexual activity between children may constitute sexual abuse if the differences in ages of the children or the relationships between them lead to the older and more powerful taking advantage of the younger.

Several of these factors might indicate sexual abuse:

- physical indicators in the external genitalia, vaginal or anal areas such as swelling, itching, bruises, bleeding or lacerations
- pain during urination or pain that leads to difficulty in walking or sitting, recurring vaginal infections or sexually transmitted diseases, especially in preadolescents
- pregnancy
- sores in the mouth
- eating or sleeping disturbances
- recurring physical ailments
- direct or indirect disclosure of the abuse by the child

Also look for these behaviour patterns:

- confusion about sexual identity, norms, lover, care getting and care giving
- running away from home
- self-mutilation, depression, suicide attempts
- dramatic behavioural changes, sudden nonparticipation in activities
- specific knowledge of sexual facts and terminology beyond developmental age
- sexualized behaviour (excessive masturbation, sexual acting out with other children on a regular basis, seductive towards peers and adults, etc.)
- wearing multiple layers of clothing, especially to bed
- parentified behaviour (pseudo-mature, acts like a small parent)
- fear of being alone with men or boys
- fear of restrooms, showers, or baths
- constant, unexplained anxiety, tension or fear
- attempts to make herself ugly or undesirable (such as poor personal hygiene)
- eating disorder (obesity, bulimia, anorexia)
- self-conscious behaviour, especially regarding body
- wetting of bed or clothing after being “broken” of that problem
- nightmares on a regular basis or about the same person
- moodiness, inappropriate crying
- unusual need for assurance of love
- tendency to seek out or totally avoid adults
- inability to relate to peers
- wearing of sanitary napkins by younger children

PART 4: HOW DOES CAMP AUSH-BIK-KOONG PROTECT CHILDREN?

Camp Aush-Bik-Koong takes active steps to promote both the physical and spiritual well-being of children. We are aware that abuse of children is an ongoing problem in our world and are committed to the care and security of all children within our camping programs. We take the following steps to ensure the best possible protection for all our campers.

A. DILIGENCE IN STAFF SELECTION

- Staff are carefully screened through a formal application process or invitation with due diligence in checking their background. Staff must agree to uphold the mission, statement of faith and statement of lifestyle and morality of Camp Aush-Bik-Koong.
- The church leaders of staff members will provide recommendation indicating their support of each staff member in the role they are serving. This may be done by signing the application form or verbally
- All volunteer staff who are 16 years of age and older will provide a Criminal Record Check, current within the past three years. Because of our close association with the local, supporting churches, a photocopy of a CRC that is on file at a local church may be submitted when the individual consents to the sharing of this personal information. All leadership staff who are invited (Program Directors, Speakers, and Managers) will be

screened by the Managing Director. All full-time senior staff (ie. Managing Directors) must provide a Criminal Record Check and Vulnerable Sector Screening, current within the past three years.

- d. The individuals responsible for staff selection will exercise due diligence in the selection of applicants for staff positions.

B. PROVISION OF STAFF TRAINING

- a. All staff members will receive and be required to read a Staff Manual, which will include the Child Protection Policy of Camp Aush-Bik-Koong.
- b. Camp ABK will provide staff training that will include information about the prevention of sexual abuse and the protection of children.
- c. Specifically, staff will be required to abide by the following guidelines in order to keep children safe at Camp Aush-Bik-Koong:
 - i. Staff, particularly counselors, should not be in a situation alone with a camper of the opposite sex. Staff, particularly male staff, should not be in a secluded situation alone with a camper of the same sex. Counsellors are encouraged to carry on one-on-one conversations in visible, public locations.
 - ii. We follow an open-door policy of always having a door open whenever speaking to a camper in the counsellor's room.
 - iii. Showing physical affection through age-appropriate touch is a positive and effective way to communicate God's pure love to the campers. Extended Hugging, kissing, and touching of campers in areas covered by their bathing suits are examples of inappropriate touch.
 - iv. Never at any time, nor under any circumstances, should physical force or corporal punishment be used as a form of discipline
 - v. Camp Aush-Bik-Koong policy strictly prohibits the use of physical restraining devices, such as ropes, ties, handcuffs, and any other items that serve to limit the physical mobility of persons.
 - vi. When a camper poses a physical threat to either his/her own well being or the well being of others he/she may have to be physically restrained. Deciding to physically restrain an individual should be approached with the utmost of caution and generally only as a "last resort" or means of ensuring that the camper is rendered safe from physical harm.

C. CAREFUL SUPERVISION AND ACCOUNTABILITY

- a. On-site supervision will be provided by the Program Director (responsible for program staff), the Manager (responsible for support staff), and the Managing Director (responsible for all staff)

D. WRITTEN POLICY

- a. We are committed to the exercise of prayer and due diligence in providing a safe and encouraging environment for every child entrusted to our care.
- b. We will consistently follow the procedures outlined in our Child Protection Policy in the event that an allegation of child abuse comes to the attention of any Camp Aush-Bik-Koong staff member
- c. We will consistently follow the procedures outlined in our Child Protection Policy if we have reason to believe that a child has suffered abuse elsewhere.

PART 5: WHAT DO WE DO IF WE SUSPECT A CHILD HAS BEEN ABUSED?

1. Any person who believes on reasonable grounds that a Child is or may be in need of protection shall report the belief and the information upon which it is based to his/her supervisor (Program Director, Managing

Director). If warranted, this information will then be forwarded to the Children's Aid Society in compliance with the Child and Family Services Act, [Section 72(2)(3)].

2. Prior to reporting the occurrences, if necessary and pursuant to the Child and Family Services Act, no employees or volunteers of the camp shall, apart from complying with paragraph (1), conduct any investigation or question any individual(s) unless specifically authorized by the Managing Director or Program Director. Any information obtained and any report pursuant to paragraph (1) shall be considered and treated CONFIDENTIAL information by involved camp staff.

3. No investigation or inquiry shall be conducted where a report has been made to the Children's Aid Society or Police unless otherwise authorized by the appropriate civil authorities where such an investigation or inquiry may obstruct any investigation undertaken by the Children's Aid Society or Police.

PART 6: WHAT WILL WE DO IF CAMP PERSONNEL ARE ALLEGED TO HAVE ABUSED A CHILD?

1. If there is written or verbal report made, alleging that any volunteer Personnel has abused or threatened to abuse a Child, or if the Managing Director receives information about any volunteer Personnel that might indicate that a Child may be at risk, such volunteer Personnel shall immediately be suspended from any duties or responsibilities at Camp pending the outcome of the investigation.

2. In the event that a child makes an allegation of abuse about any camp Personnel, the Managing Director shall contact the child's parents or guardian and the CAS as soon as possible

3. If there is a written or verbal report made by a person who is prepared to identify himself or herself alleging that an employed Personnel has abused or threatened to abuse a child, such employed Personnel shall immediately be suspended from any duties or responsibilities at Camp Aush-Bik-Koong with pay pending the outcome of such investigation until otherwise notified by the Board and subject to any written employment investigation or discipline policy process.

4. Any notice of suspension of Personnel shall be given in such a way that no investigation by the Children's Aid Society or police will be put in jeopardy and shall be given in consultation with the civil authorities. The suspension from duties and responsibilities is not and shall not be seen or accepted as the "guilt" of the Personnel, but only as an indication of the priority given to the need to protect the children.

5. Any volunteer or employed Personnel who has been suspended shall be subject to the investigation and discipline process of the Camp in accordance with Camp policy or such other policies implemented from time to time to deal with the investigation of abuse allegations, notwithstanding that any applicable criminal or civil investigation process may not have been complete.

6. Any Personnel found to have abused a Child or placed a Child at risk shall, apart from any other discipline process, be prohibited from participation in any further ministry at Camp unless specifically authorized in writing by the Board, and then only in accordance with any and all terms and conditions determined by the Board.

7. In the event that an allegation of abuse is made against Camp's Managing Director, the Board President shall be the person to be informed.

8. The Board President shall be advised by the Managing Director of any allegations of abuse by camp Personnel as soon as it is practical.

9. Factual written summaries should be made by any and all persons involved in an allegation(s) of child abuse at the earliest possible opportunity and copies retained for camp's files.

8.0 - TYPICAL SCHEDULE

The schedule for each week varies by camp, as each Program Director builds his/her daily itinerary around his/her unique program. This sample schedule will give you an idea of how things work during a typical day at camp.

7:00	Staff Devotions		
7:30	Counsellor's Meeting		
8:00	Wake-Up Bell and Cabin Devotions		
8:30	Breakfast		
9:00	Cabin Clean-Up		
9:30	Chapel		
10:15	Cabin Time		
10:45	ACTIVITIES		
	<u>GROUP</u>	<u>10:45-11:30</u>	<u>11:30-12:15</u>
	#1	Swimming	Archery
	#2	Archery	Swimming
	#3	Canoeing	Campcraft
	#4	Campcraft	Canoeing
12:30	Lunch		
1:00	Rest Time		
1:30	Tuck		
2:00	ACTIVITIES		
	<u>GROUP</u>	<u>2:00-2:45</u>	<u>2:45-3:30</u>
	#1	Canoeing	Campcraft
	#2	Campcraft	Canoeing
	#3	Swimming	Archery
	#4	Archery	Swimming
3:30	Sports Electives		
4:15	Free Swim		
5:30	Supper		
6:30	Wide Game		
7:30	Chapel		
8:30	Snack		
9:00	Cabin Devotions		
10:00	Lights Out (Campers)		
11:00	Lights Out (Staff)		

9.0 - WHAT TO BRING

The following items are recommended for your week at ABK:

Bedding – a sleeping bag, sheet, pillow

Clothing: -pants, shorts, shirts, sweatshirts, a bathing suit, a raincoat, pajamas, socks, underwear, a hat, church/banquet outfit, etc.

Footwear – running shoes and sandals

Personal Items – toiletries, towel, sunscreen, bugspray (with deet), biodegradable soap only

Additional Items – Bible, alarm clock, sunglasses, watch, money for the tuck shop and gift shop

Optional items – musical instrument, sports equipment (ball glove, soccer ball, etc.)

10.0 - WHERE IS CAMP ABK?

Camp ABK is located 2km north of Walford, ON, off the Trans Canada Highway (HWY 17). It is approximately 3.5 hours west of NorthBay, 1.5 hour east of Sudbury, and 2.5 hours east of Sault Ste. Marie.

