



To all Potential Volunteer Staff,

Thank you for your interest in serving at Midnight Sun Bible Camp (MSBC). Your willingness to work at camp as a Christian volunteer follows the paths of many before us. Many have volunteered their time and demonstrated their love for our young people by serving at MSBC. We have a unique opportunity to have a positive influence on the lives of our youth through our example and the teachings of our Lord, Jesus Christ.

Our priority is to ensure that all those who work with our youth in any capacity at camp are properly suited and trained for the task. They must also be able to present themselves as strong Christian examples, as little eyes are always watching and learning through what we say and do.

Beginning in 2015, we brought some long-planned changes to MSBC. We are grateful for all who served last year and were patient with our new processes. Overall, we are pleased to report that for the first time in MSBC history, we were able to successfully complete background checks on all of our staff. We are hopeful that our efforts will demonstrate our commitment to the safety of our campers.

We will continue this approach in 2016 by requiring all potential staff to fill out a Staff Registration Packet and complete a new background check. Background checks will be required for all staff serving this year, even if you completed a background check last year. Background checks will be completed during the month of June. No one will be allowed to serve as a staff member without a background check.

The 2016 Staff Registration Packet includes:

1. Cover Letter
2. Packet Checklist/Table of Contents
3. 2016 Criteria for Staff Serving at MSBC Youth Events
4. 2016 MSBC Staff Registration Form
5. SecureSearch Guide to Online Reporting
6. 2016 Staff Background Check Procedure
7. Manual SecureSearch Volunteer Disclosure & Authorization Form (For manual submissions only)
8. 2016 MSBC Child Safety Training Document
9. Child Safety, Abuse Protection, and General Policies
10. Alaska State Child Abuse Reporting Laws

The Staff Registration Form is due no later than June 22th, 2016. Forms can be submitted via email to MSBC@gci.net or in person to Bob Hoffman or Jason Gardner.

Additionally, we are implementing a new child abuse training program called, "Safeguard From Abuse™" with a corresponding first aid course to provide our staff with additional safety training. Details on these courses will be distributed to via email. Training and background checks will both be processed online this year, so you will need internet access to complete this portion of your training and staff application.

Our goal each year is to enhance the camp experience for all those who attend. Thank you for your patience as we work to streamline our processes, and thank you for your willingness to serve our Lord at MSBC. May God bless all of our campers, staff, and our efforts to serve Him!!

In Him,
Jason Gardner
Midnight Sun Bible Camp - Program Director

PACKET CHECKLIST

Please use this guide when completing your 2016 Staff Registration Packet. Initial each completed item.

Read and understand the Criteria for Staff Serving at MSBC Youth Events Form. _____

Filled out and returned the Staff Registration Form to msbc@gci.net. _____

Completed the Online Background Check via the SecureSearch Website. _____

Completed the Online “Safeguard From Abuse™” Training and received certificate. _____

Reviewed and understood the Alaska State Child Abuse Reporting Laws. _____

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2016 Criteria for Staff Serving at MSBC Youth Events

Thank you for your interest in becoming a Volunteer Staff Member at Midnight Sun Bible Camp (MSBC). We all know that working at camp brings special joys to all those that participate in any of the many jobs there, whether it be the Directors, counselors, cooks, craft persons, recreation staff, teachers, or KGWW staff.

We must ensure that all those that work with our youth in any capacity at camp are properly suited for the task. As all parents know, little eyes are watching and learning through what we do and say and how we behave. Please keep this in mind at all times while at camp.

All Staff members must agree to abide by the published rules governing conduct at camp. The Weekly Director has final authority on all matters while camps are in session. He may delegate some authority to the Head Boys/Girls Counselor or others, but the Director has final authority. Questions or concerns regarding decisions made by the Weekly Director can be taken up with the elders at the Anchorage Church of Christ after the week of camp is complete.

Overall:

All staff shall be Christians in good standing with a recognized congregation of the Church of Christ, be even-tempered, and have a servant's heart. They must be willing and able to present themselves as strong Christian examples for the benefit of the campers and other staff.

Staff Application Form:

Those interested in serving as staff will submit an application for review by the MSBC deacon and leaders. The applicant will be notified promptly whether their application has been accepted or rejected. The application includes an area where an elder or minister of the applicant's home congregation agrees that the applicant is a Christian in good standing with the church.

Criminal Background Checks:

Criminal background checks are required annually for all staff members. This is an online process that must be completed by May 31st, 2016.

Training:

Annual child safety and protection from abuse training is required for all staff. We are also currently considering requiring first aid training.

Age:

Head cabin counselors shall be at least 21 years old. Assistant cabin counselors can be younger but must be at least 3 years older than the oldest camper, and must be mature and responsible enough to serve as a counselor.

Children at Camp:

Staff members may serve during the same week that their child is attending camp, however, bringing under-age children is not allowed without the Weekly Director's express permission. Campers will not be assigned to a cabin where their parent is serving as a head or assistant counselor.

Sincerely,
The Anchorage Church of Christ Elders



2016 MSBC Staff Registration Form

We wouldn't have camp without YOU! Thank you for helping us serve you and our campers better by filling out this form. Administrative contact information has been provided below if you have any questions. Please email your completed form to the MSBC Deacon: msbc@gci.net.

Name: _____ Phone #: _____

Email: _____ Home Address: _____

City: _____ State: _____ Zip code: _____

Emergency Contact: _____ Relationship to you: _____

Emergency phone: (Day) _____ (Evening) _____

T-Shirt size (circle one): Small Medium Large X-Large XX-Large XXX-L

For what position(s) at camp do you wish to serve? _____

Is there a position(s) in which you do NOT wish to serve? _____

For which camp session do you wish to volunteer? (Check one)

Primary: July 4-July 8th

Junior: July 10-July 15th

Senior: July 17-July 23rd

Is this your first time volunteering for MSBC? _____

If so, what do you hope to experience at camp? _____

If not, what are you looking forward to the most at camp? _____

Are you a member of a church body and if so, which one? _____

Have you been baptized?

YES

NO



What changes and/or improvements to the camp program would you like to see? _____

Do you have any previous training that could be valuable at camp? For example: CPR etc.

What other skills and/or talents do you feel you can contribute to camp? _____

Do we have your permission to perform a background check? (Circle one) YES NO

Please provide us with two references including a church elder, or in the absence of an elder, a preacher or church leader.
Please provide a non-relative adult for your other reference.

Name: _____ Phone # or email: _____

Name: _____ Phone # or email: _____

Thank you for taking the time to fill out this form! We look forward to another great year at MSBC!

Contact the Anchorage Church of Christ at: 907.272.7584 anchoragechurchofchrist@gci.net

Contact Bob Hoffman (MSBC Deacon) at: 907.344.2815 MSBC@gci.net

Contact Jason Gardner (MSBC Program Director) at: 907.952.6933 jgardner@mbakerintl.com



SecureSearch Guide to Online Reporting

THANK YOU again for your interest in working on our staff!

Our goal again this year is to hold a training class for all of our staff once everyone has been confirmed. All volunteer staff members will be required to participate. Part of the Staff Registration Packet contains a new staff training manual for your reference after you complete your online training. You are not expected to memorize all of the information, but please read through it, become familiar with our policies and requirements, and address any questions you may have with the MSBC Deacon or Program Director.

We must continue to do our due diligence in protecting the children that come to MSBC. In addition to your “Safeguard From Abuse™” training, background checks will continue to be required for all staff in 2016. You will receive an email with a link to a website where you will enter your required information. MSBC will not see all of the personal information you enter (social security numbers, etc), only the final report, with abbreviated personal information that allows us to identify the individual associated with the report. After you enter in your information it will then be processed by SecureSearch, the company we have contracted to perform the actual background check. The results will only be sent to the MSBC Deacon (Bob Hoffman) to complete the application process. If you prefer, a SecureSearch Volunteer Disclosure & Authorization Form has been provided in this packet (below) for you to manually fill out and return to Bob Hoffman. Using either method, (website preferred) you will be authorizing Midnight Sun Bible Camp to perform your background check.

This authorization is needed to comply with the Fair Credit Reporting Act (FCRA), 15 U.S.C. §1681-1681y as part of your application. MSBC will not request (nor pay for) searches related to education, employment, credit history, or personal interviews with sources such as your neighbors, friends or associates. We may contact spiritual leaders including the elder(s) or minister/preacher (in the absence of elders) at your local congregation. The results of the background check will be held in strict confidence. Should something be found, you will be contacted for any additional information or follow up discussion. Obviously, a report listing any sex offenses or recent physical abuse charges or convictions will automatically prevent you from either serving or visiting camp.

As of this writing, there is a cost associated with each background check. If you want to spare the camp this expense, please contact the MSBC Deacon to reimburse the camp.

Please read the 2016 Staff Background Check Procedure for instructions on how to complete your online background check.

** Only a basic name and Date of Birth (DOB) search will be performed on applicants 18 and under.

As always, feel free to contact the MSBC Deacon or MSBC Program Director with any questions you may have and thank you for your time and efforts in completing this process.



2016 Staff Background Check Procedure

Background Check Process:

1. Weekly Directors will recruit and prescreen suitable staff applicants for their event per current MSBC staffing requirements (See “2016 Criteria for Staff Serving at MSBC Youth Events” document).
2. Directors will submit the following information to the Camp Deacon for the background check.
 - a. First Name (can be short name but legal will be required)
 - b. Last Name
 - c. Email address
 - d. Indicate week name or event i.e. primary week, youth retreat
3. Submit via email to msbc@gci.net (Information may also be submitted in person to the Program Director or Camp Deacon).
4. The applicant will receive an email from msbc@gci.net with the subject:

“2016 Staff Application for Midnight Sun Bible Camp”

This email will contain a link to the SecureSearch website with their username and password. Applicants can cut and paste the logon information as needed.

5. Applicants will fill out the application per the online instructions. This process should only take a few minutes to complete.
6. The background check will be automatically run. (Results will be available for review by the Camp Deacon within 72 hours)

Post Background Check Process:

1. The director will receive an email notice that the applicant has either passed or failed. Results with problems will first be addressed by the camp Deacon with the applicant.
2. Once the background check is complete, training will be assigned.

**Weekly Directors are reminded that there is a cost associated with each background check. Please only submit applicants you believe can (1) Meet the minimum requirements to serve as staff during MSBC youth events, and (2) Pass the background check.

****All results and information received from the background check will be kept confidential.**

Please feel free to contact the Program Director or Camp Deacon with any questions, and thank you for your assistance in helping us with this process.

Thank You,

Bob Hoffman – Camp Deacon

Jason Gardner – Program Director



Manual SecureSearch Volunteer Disclosure & Authorization Form

In connection with my application to serve as a volunteer with **Midnight Sun Bible Camp under the authority of the Anchorage Church of Christ** ("Client"), I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681), will be requested by Client for employment or volunteer purposes, whichever is applicable, from SecureSearch Faith, Inc., ("SecureSearch Faith"), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. Client also reserves the right to share my report with any third-party with whom I will be placed to work or volunteer with as a representative of Client. I understand that I have the right, upon written request made within a reasonable amount of time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to SecureSearch Faith, 3853 Northdale Blvd, Suite 392 Tampa, FL 33624 or 1-866-378-8389. For information about SecureSearch Faith's privacy practices, see www.securesearchfaith.com.

Acknowledgement and Authorization

By signing below, I authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of the federal notice entitled *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary document explaining my rights under the Fair Credit Reporting Act.

Signature

Today's Date

Last Name

First Name

Middle Name/Initial

Street Address

City

County

State

Zip Code

SSN

D/L or STATE ID

STATE ISSUED

EMAIL ADDRESS

For identification purposes only, please provide FULL DOB: _____

Please List Other Names Used _____



State Consumer Reporting Requirements – Background Investigation

Residents of California and Maine only:

Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Client. By checking the box below a copy of your report will be provided to you at the address you provide on the Disclosure and Authorization.

I wish to receive a copy of any report on me that is requested.

Residents of Massachusetts only:

Under state law you have a right to receive a copy of your investigative consumer report if one is requested by Client. By checking the box below a copy of your report will be provided to you at the address you provide on the Disclosure and Authorization.

I wish to receive a copy of any report on me that is requested.

Residents of Minnesota and Oklahoma only:

Under state law you have a right to receive a copy of your consumer report, free of charge, if one is required by Client. By checking the below box, a copy will be provided to you at the address you provide on the Disclosure and Authorization.

I wish to receive a copy of any report on me that is requested.

Residents of New York only:

Under state law you have the right to inspect and receive a copy of any investigative consumer report requested by Client by contacting SecureSearch Faith directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by checking the below box.

I wish to receive a copy of any report on me that is requested.

Residents of Washington State only:

Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act's disclosure to consumers (RCW 19.182.070) and a copy of your report by contacting SecureSearch Faith directly.



Para informacion en espanol, visite www.consumerfinance.gov/learnmor o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.



Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

You may limit “prescreened” offers of credit and insurance you get based on Unsolicited “prescreened” offers for credit and information in your credit report. Insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.



States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

CONTACT:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
d. Federal Credit Unions	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
3. Air carriers	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
4. Creditors Subject to Surface Transportation Board	Nearest Packers and Stockyards Administration area supervisor
5. Creditors Subject to Packers and Stockyards Act	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
6. Small Business Investment Companies	Securities and Exchange Commission 100 F St NE Washington, DC 20549
7. Brokers and Dealers	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	



2016 MSBC Child Safety Training Document

THANK YOU again for your interest in working on our staff!

Many people have volunteered to work at MSBC over its 50+ year history and our sincere desire is that many more will have the opportunity to experience the joy of working with our campers and staff members until Christ comes to bring all those in His church home!

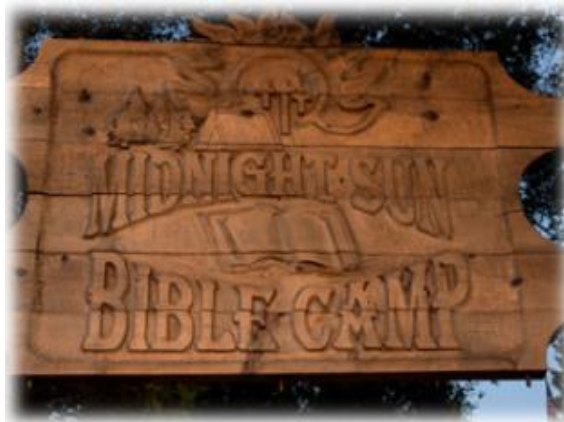
Working at camp can be an incredibly rewarding experience, but as a volunteer staff member, you can expect to be challenged and stretched at camp. This training guide has been put together to help you prepare for the adventures you will face. We realize there is a lot of material, and we don't expect you to memorize it. We do, however, ask that you read it over, jot down any questions you may have, and bring them with you to camp.

Take a moment right now, to determine in your heart that what's ahead for you is an opportunity to serve God, our campers, and your fellow staff members, while also getting the chance to discover new things about yourself. While we each have a unique opportunity to enjoy God's creation and participate in a variety of fun and exciting activities while working at camp, please remember that as staff members, our PRIMARY focus is the safety, enrichment, encouragement, and spiritual development of our campers. Our expectation of our entire volunteer staff is that you focus on your individual areas of responsibility and that each one of us do the job we've been "hired" for to the absolute best of our ability.

Every one of us has had to make sacrifices to work at camp. MSBC would not exist without the countless volunteers who have donated their time, efforts, talents, and financial resources over the years. Thank you for making the success of camp and the spiritual development of these children your priority. It will take all of us working together humbly with the power of our Heavenly Father to continue to make camp a success.

May He bless each one of us as we serve Him and His children this summer at MSBC!

Please help us keep camp a safe and uplifting place for children!



Child Safety, Abuse Protection, and General Policies

****ALL MSBC Staff MUST READ AND UNDERSTAND THE FOLLOWING****

In addition to your “Safeguard From Abuse™” training, this section of the Staff Registration Packet is intended to make all staff members aware of MSBC policies regarding the safety and protection of children in the MSBC program. Our goal is to prepare staff members by providing training on how to recognize signs of abuse, identify potential pre-existing abuse, handle accusations of abuse, and how to prevent abuse while children attend MSBC.

The policies and training outlined in this section are not intended to be exhaustive. Staff should always be conservative in their actions, exercise good judgment, and err on the side of caution when making decisions. Please also review and become familiar with the Alaska State Child Abuse Reporting Laws (provided as a separate document).

God gives Children Special honor and considerations:

Jesus said: "Let the children alone, and do not hinder them from coming to Me; for the kingdom of heaven belongs to such as these." (Matt 19:14)

"And whoever receives one such child in My name receives Me; but whoever causes one of these little ones who believe in Me to stumble, it would be better for him to have a heavy millstone hung around his neck, and to be drowned in the depth of the sea." (Matt 18:4-5)

Abuse of any person will not be tolerated. Children and campers are in a special category and will be safe and protected at all times. MSBC will be a place safe for campers and staff guided by clear and carefully followed rules ensuring physical, mental, emotional, and spiritual safety.

Basic Information about Child Abuse

An abused or neglected child is a child who is harmed or threatened with physical or mental harm by the acts or lack of action by a person responsible for the child's care. Alaska has its own laws concerning child abuse, neglect and child abuse reporting (Alaska Child Abuse Reporting Laws attached). There are several forms of abuse: physical abuse, emotional abuse, and sexual abuse. Child neglect is a form of abuse that occurs when a person responsible for the care of a child is able but fails to provide necessary protection or care for a child.

Types of Child Abuse:

NEGLECT

A child is neglected when the persons he depends on do not provide food, clothing, shelter, medical care, education, and supervision. When these basic needs are deliberately or negligently withheld it is considered neglect. Often, caregivers are so overwhelmed by other events or needs that they may not recognize the needs of a child in their care.

PHYSICAL ABUSE

Physical abuse is the deliberate injury of a child by a person responsible for the child's care. Physical abuse is often the result of rough treatment, unreasonable punishment, or punishment that is too harsh for the child. Sometimes, physical abuse is caused when caregivers react to stress. Drinking and drug abuse by caregivers are often contributing factors to physical abuse.

Physical abuse injuries can include bruises, broken bones, burns, and abrasions. Children experience minor injuries as a normal part of childhood, usually in places such as the shins, knees, and elbows. When the injuries are found in the soft-tissue areas on the abdomen or back, or don't seem to be typical childhood injuries, it is possible that the child has been abused.



EMOTIONAL ABUSE

Emotional abuse is harder to recognize but is just as harmful to the child as other forms of abuse. Emotional abuse damages the child's self-esteem and, in extreme cases, can cause developmental problems and speech disorders. A child suffers from emotional abuse when constantly ridiculed, rejected, blamed, or compared unfavorably with other children.

Unrealistic expectations in achievement are a common cause of emotional abuse by caregivers or other adults. When a child can't meet these expectations, he feels that he is never quite good enough. Emotional abuse is almost always present when other forms of abuse are identified.

SEXUAL ABUSE

When an adult or older child uses his or her authority to involve the child in any sexual activity, it is child sexual abuse, and that person is a child molester. The molester might use tricks, bribes, pressure, threats, or force to persuade the child to join in sexual activity. Sexual abuse includes any activity performed for the sexual satisfaction of the molester.

Sexual abuse is usually caused by someone that the child knows and has reason to trust. Child molesters often try put themselves into situations where they can have access to children and gain their trust. Churches and church camps need to be very vigilant to create limits that protect children from molesters.

MOLESTATION BY PEERS

Approximately one-third of sexual molestations are committed by other children. If a child tells you about inappropriate touching or sexual activity by other children, this is a form of sexual abuse and you need to take steps to stop the activity and report it immediately. Often the victims are tricked, pressured, or forced. This kind of sexual activity is very serious and should never be ignored.

Both the victim and the children who molest other children need professional help. They are much more likely to respond to treatment when young than are adults who began molesting children in adolescence and received no treatment, continuing to molest into adulthood.

All children have some sexual curiosity as a part of growing up. When sexual behavior is forced, when the person who initiates the behavior has more power, or when the sexual behavior lacks consent, it is abusive.

Any suspicion of any of the forms of abuse mentioned above should be immediately brought to the attention of the Weekly Camp Director. Do NOT dismiss any accusations of abuse of any kind.

HOW CAN I TELL IF A CHILD HAS BEEN ABUSED?

The best indicator of abuse is a disclosure by a child that someone hurt him, scared him, or made him feel uncomfortable. Children frequently do not tell of their abuse, but there may be physical signs or behavioral changes that give caregivers clues that abuse may have occurred.

Abused children may show few, and sometimes no, outward signs of having been abused. Most abused and neglected children experience and demonstrate some signs of stress. For many children, stress causes unexplained behavioral changes such as unhappiness, bed-wetting, clinging behavior, acting out or aggressive behavior, crying for no apparent reason, inability to concentrate, changes in skill performance, self-inflicted harm, and symptoms of illnesses.

It is important to note that there are many other events in a child's life that can also create stress, such as family turmoil, drug abuse by a parent, divorce, death of a close relative or a pet, and moving. You may be able to identify and help a child cope with such unfortunate occurrences.

Other signs of abuse may include:

- Unexplained injuries, bites, bruises, black eyes, or pain
- Injuries to or around the genitals
- Bruises or other marks in various stages of healing indicative of repeated beatings or physical assaults



- Refusing to go to or near a friend or another specific person or area for no apparent reason, for example, “I just don’t like him anymore.”
- Acting out adult sexual behavior or using sexually explicit language a young child is unlikely to know.

WHAT SHOULD I DO IF I SUSPECT THAT A CHILD IN MY CARE HAS BEEN ABUSED?

Any suspicion of any of the forms of abuse mentioned above should be immediately brought to the attention of the Weekly Camp Director.

It is very important that adults remain as calm as possible. Explosive displays of emotion in front of a child may cause him to feel guilty—either for the abuse or for upsetting you. In either case, losing your temper or displaying excessive emotion will not be helpful to the child.

You should show real concern, but NOT alarm or anger, when asking a child about possible child abuse.

If your suspicion of abuse is caused by something you observed --- an action or event you saw --- or by something reported to you:

- Create a safe environment for the victim and any other participants
- Bring other adults into the immediate situation to keep the situation stable
- Calmly take the victim out of the environment to a safe and calm area, preferably with a known trusted adult
- Immediately report the event to the Weekly Camp Director
- Follow the Alaska Child Abuse Reporting Laws, attached

If your suspicion of abuse is because of a report by the victim:

- Don’t panic or overreact to the information disclosed. By maintaining an apparent calm, you can help reassure the child that everything is going to be OK. How an adult responds to a child who tries to disclose abuse can influence the outcome of the child’s victimization.
- Don’t criticize the child or claim that they misunderstood what happened. By not criticizing the child, you counteract any statements the molester made about the child getting into trouble.
- Do respect the child’s privacy and take them to a place where they can feel safe and can talk without interruptions or distractions.
- Do reassure the child that he is not to blame for what happened. Tell the child that you appreciate being told about the incident and will help make sure it won’t happen again. Reassure the child that you are concerned about what happened to him and that you would like to get him some help.
- Immediately report the event to the Weekly Camp Director.
- Follow the Alaska Child Abuse Reporting Laws, attached.

If your knowledge of abuse is by suspicion only —odd behavior, a change in behavior, unexplained injury, or avoidance of a particular person:

- The first consideration should be the safety and well-being of the child.
- Be calm, warm, and nonjudgmental.
- Ask the child about their behavior and feelings.
- Use your knowledge of the child to select words that will encourage openness.
- If there is an injury, calmly take them to be seen by the camp medic.
- If you are still suspect of an abuse event, report your suspicions to the Weekly Camp Director.
- If warranted, follow the Alaska Child Abuse Reporting Laws, attached.



REPORTING

All observed, reported, or suspected abuse incidents know by any staff or adult at camp will be reported to the Weekly Camp Director.

The Weekly Camp Director will take immediate action to keep victims safe. The Weekly Camp Director will investigate the incident and will address any suspected abusers in a calm manner.

The Weekly Camp Director has the discretion to handle the event and individuals at the camp in a manner which allows for the completion of the week in a safe, productive, and spiritual manner.

All actual events of abuse will be reported to the Anchorage church Elders ASAP, and then the children's parents and authorities in accordance with the Alaska Child Abuse Reporting Laws.

Suspected abuse will be thoroughly looked into and reported to Anchorage church Elders even if determined to be truly false. Further reporting will be as appropriate.

Additional MSBC Child Interaction and Safety Policies

All staff are to be kind, loving, Christ-like and use common sense in all circumstances.

1. Two-deep adult supervision. Two adults, one of whom must be 21 years of age or older, are required for all events and activities.
2. No one-on-one private meetings or walks. One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, the meeting is to be conducted in view of other adults.
3. No one-on-one private time between campers. Campers are not allowed to go off alone with other youth. A minimum of two youth and one adult must be grouped together for grades 1-5 to temporarily handle a brief task or need. A minimum of three youth may be grouped together for grades 6-12 to handle brief tasks.
4. Respect of privacy. The privacy of all participants at camp will be respected. No one is allowed to violate others privacy in situations such as changing clothes, using the bathrooms, and taking showers at camp. Exceptions are only allowed for health and safety reasons. Adults must protect their own privacy in similar situations.
5. Cameras, imaging, and digital devices. While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. No device capable of recording or transmitting visual images may be used in shower houses, restrooms, or other areas where privacy is expected by participants.
6. Separate sleeping berths. There will be no sharing of beds, sleeping bags, or individual sleeping areas (berths).
7. Hugs: Hugs and close loving relationships are an important part of camp. We want hugs to continue, but like "Greet one another with a Holy kiss." in scripture, we must keep hugs Holy and pure. Therefore keep hugs from the side between adults and teen campers. Younger campers need safe adult hugs. Keep hugs with younger campers from the side unless initiated by the camper. All hugs should be brief, respectful, and consensual.
8. Touching:
 - a. APPROPRIATE – Close and encouraging relationships also involve respectful touching. Reassuring arms around shoulders, hands on arms or shoulders, holding hands in prayer, etc. are all welcome.
 - b. INAPPROPRIATE - Touching below the waist, touching the front of the torso, lap sitting, laying together, sharing a blanket, back rubs or massages, personal touching (boy/girl relationship, etc) like hand-holding, stroking of the head or hair, leaning on each other, etc.
 - c. Staff should exercise good judgment and common sense. For example, two little girls holding hands is ok, a teenage boy and girl holding hands is not. A girl braiding another's hair is ok, a boy stroking a girl's hair is not.
9. Pranks: Pranks may be only safe and respectful. Any prank that violates another's feelings of emotional or physical safety, their privacy, or creates too much fear or embarrassment are not allowed. Pranks usually escalate and easily cause harm to persons and property therefore must be kept under control.



Additional Expectations of Volunteer Staff Members

Christian virtues including humility, honesty, a forgiving spirit, faith, hope and love are expected to be exhibited by all staff members at all times. Our volunteer staff are expected to exercise good judgment and good stewardship of the mind, body, time, and abilities while working at MSBC.

The Bible and as such, MSBC condemns such practices as greed, jealousy, pride, lust, bitterness, uncontrolled anger, prejudice, drunkenness, stealing, profanity, dishonesty, occult practices, illegal activities, sexual sins (including homosexual behavior) and crossdressing.

MSBC also requires volunteer staff members to abstain from gambling, using illegal drugs, smoking and non-smoking tobacco use, vaping, drinking alcoholic beverages, or viewing any type of material that may be considered pornographic while on camp grounds.

Modest dress is mandatory for all staff members at all times. Volunteer Staff members are expected to follow the same dress code requirements outlined for campers.

Staff members are also expected to exercise wisdom in their entertainment choices while residing at camp. The use of cellphones by staff members should be limited and not in view of campers. Viewing of rated 'R', 'NC-17', or unrated television shows or video games rated 'MA'; or music labeled 'Explicit' may not be accessed on personal electronic devices while on camp grounds.

Finally, all staff members are required to attend all devotional times and staff meetings. Staff must consult with the Weekly Director (prior to the scheduled time) if they plan to miss a devotional or staff meeting.

These rules embody foundational principles such as self-control, avoidance of harmful practices, and sensitivity to other Christians and scriptural principles found in the bible.

All volunteer staff members are accountable for adhering to these rules.

Additional Expectations for Counselors

- Attend all daily staff meetings.
- Attend all events with campers unless expressly given time off during that event.
- Be punctual for all meetings and activities.
- Communicate with Weekly Camp Director or Head Boys/Girls Counselors (whether to report a problem, update them on a camper, or simply check in.)
- Treat all tools, machinery, equipment, cabins, bath houses, other buildings, and all MSBC property properly.
- Exercise common sense in the areas of personal health & safety.
- Work together with co-counselors to supervise campers they are responsible for which are assigned to their cabin.
- Always remain on camp grounds unless given permission to leave by the Weekly Camp Director.
- Be a support (not a hindrance) to your co-counselor and campers assigned to your cabin.
- Avoid gossip.
- Resolve differences between campers in a Godly manner whether they are assigned to your cabin or not.
- Watch for campers who are not integrating well and look for ways to include them in activities with other campers.
- Remain engaged with campers assigned to you, even during recreation time, meals, devotional times, and other activity times.
- Submit to the authority of the Weekly Camp Director and Head Boys/Girls Counselors, even if you feel you have a better way.
- Obey all camp rules and set the example for our campers. Remember that you are the strongest example your campers will see all week.
- Age appropriate cabin devotionals are highly encouraged. They can be short and informal if necessary.



- Seek the advice of the Head Boys/Girls counselor for behavior issues you are not able to resolve with your co-counselor.
- Conduct swim tests and monitor the use of life vests during cabin swim time for anyone unable to pass the test.
- Make sure your campers are **WHERE** they're supposed to be **WHEN** they're supposed to be there.
- Enforce "lights out" time to ensure proper rest of campers and yourself!

Romantic Relationships/Dating Between Volunteer Staff Members

Dating or romantic relationships between Volunteer Staff and Campers is strictly prohibited.

Any dating relationships between Volunteer Staff members must not interfere with their responsibilities at MSBC.

Displays of affection between unmarried staff couples are not permitted when campers are present.

For the protection of the reputations of Volunteer Staff couples who are in a dating relationships with each other during camp, there will be accountability given by the Senior Staff to those who are dating. This accountability should be expected and accepted (and even encouraged) by those who are dating.

All staff couples must abide by the Gender Boundaries outlined in the Staff Handbook.

While we encourage staff to build friendships with our younger campers, we ask you to exercise caution when campers are close to your age. Exercise good judgment to avoid questionable situations with campers of the opposite sex when they are near your age.

Violation of Staff Policies

Any violations of staff policy will be reported directly to the Weekly Camp Director. He will meet with involved parties and witnesses if necessary, and determine the proper course of action.

Safety at MSBC

Safety is of primary importance at MSBC. Unsafe behavior or injuries to our campers can jeopardize our entire mission. Every staff member must see it as part of their responsibility to insure the safety of our campers. We realize that we cannot completely eliminate risks, but each Staff Member should actively seek out ways to help minimize them.

- All ground and recreation areas will be kept free of holes and debris that could cause injury.
- All buildings will be kept free of loose fittings, debris, and other items causing injury.
- Grounds will be inspected regularly by the Weekly Camp Director and Co-Director to insure safety and eliminate hazards.
- All cleaning agents and other toxic or flammable substances will be stored in areas not accessible to campers.
- Campers will not be allowed to use or handle flammable liquids or dangerous chemicals.
- Fire extinguishers will be charged and ready for use. Staff must be informed about how and when to use them.
- The generator should only be accessed and maintained by personnel trained to work on that equipment.

Do your part! If you see a safety hazard, fix it, or notify someone who can!

If you are not sure how to safely store or operate an item – ask!

Camper Safety Guidelines

1. Campers must be supervised at all times.
 2. Campers must attend all scheduled events.
 3. No boys in the girls' living areas and vice versa. A male and female camper may never be alone together.
 4. Campers must remain on the camp property at all times unless they receive permission directly from the Weekly Camp Director.
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5. Be Proactive - If you see campers with nothing to do, take charge. Give directions: tell the campers where they are supposed to be and what they should be doing (escort them there if necessary).
 6. Find their counselors - Especially with younger children, a counselor should be with the campers at all times. For older campers during free time: suggest constructive activities they can engage in or engage them in conversation, a walk, a game, or another activity.
 7. Enforce the rules - They are there for the campers' protection. Lack of strict enforcement or inconsistent enforcement is deemed evidence of negligence in the event of a lawsuit.
 8. Communicate – Make the Weekly Camp Director immediately aware if:
 - a. A camper is consistently engaging in unsafe behavior.
 - b. A staff member is acting unsafely and/or providing a poor example to campers (and refuses to listen when you approach him or her).
 - c. A camper is in possession of fireworks, firearms, alcohol, tobacco, other drugs or dangerous substances.
 9. Campers must wear shoes and should be encouraged to wear hats and sunblock.
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*Safety always comes before convenience,
fun, or your popularity with the campers!!*

Lost Campers

In general, the day-to-day schedule and planned activities should help staff insure that all campers are safe and accounted for. Staff should be aware that it is possible for campers to become lost or separated from the group.

Prevention – Counselors are responsible to see that all of their campers attend each event. Take a head count at the beginning of each meal, devotional, and at the conclusion of any nighttime activities.

Noncounseling staff should always be aware of campers' whereabouts and activities. When leading activities, you are responsible to insure that all the campers in your charge remain in the area where the activity is being conducted.

Any camper who seems to be sneaking off alone should be stopped and questioned.

If a camper becomes lost, the Weekly Camp Director should be notified immediately.

The Weekly Camp Director will direct inquiry as needed to ascertain whereabouts of the individual(s). If they cannot be located within a reasonable time, a search will be dispatched.

Search teams will consist of two adult staff members each. The search will be organized by the Weekly Camp Director.

During this time, counselors will be responsible for their campers.

Should the search prove fruitless, local authorities will be contacted. As soon as the Director is certain that the camper is lost, the parents will be notified.

Notification of the remaining campers will be made only as deemed necessary by the Weekly Camp Director.

Communication/Interaction with Campers

Our primary purpose at MSBC is to serve the Lord and the campers in our charge. We are all here for our campers FIRST.

We cannot overemphasize the importance of always maintaining a loving and godly rapport with our campers.

Even if your job does not require you to frequently interact with campers, we ask that you take the time to get to know them, build relationships, interact with them, and share God's love with them. Sit by them at meals. Spend some of your freetime with them. Be available for them. It may be that God plans to use you to impact a young life and eventually bring another precious soul to Him.



Some tips:

- Communicate with our campers and get to know them. Start with small talk about interests, pets, family, etc. and move on to deeper issues as the camper is ready.
- Try to find ways to get close to campers. Spend time with them, eat with them, have fun with them.
- Be sensitive.
- Be patient.
- Be a good listener. Avoid trying to steer the conversation or insert your own ideas. Avoid restrictive responses that make the person mean what you want them to mean. Watch for hesitancy when you give feedback.
- Listen until they are satisfied you understood. Avoid evaluative responses that give an opinion before you've really listened to everything.
- Ask open questions. Example: "how did you feel after the game?" rather than "you felt great after the game, didn't you?"
- With a shy camper, indirect questions may be more comfortable and stimulate more conversation. Example: "I'd sure like to hear about the new braces." rather than "How do the new braces feel?"
- Avoid double questions, which limit the person to two answers. Example: "Do you want coffee or tea?"
- Avoid bombarding – using rapid questioning as a weapon
- Don't feel like you have to know all the answers.
- Maintain their respect.
- Always be a godly example.
- Be consistent; don't have double standards.
- Take time – including your own free time.
- Touch their lives.
- Be willing to share your life completely with them for the week.
- Really talk with them, not at them.

****REMEMBER****

You don't have to know EVERYTHING to be a successful Volunteer Staff Member at MSBC!! Have a heart of service, seek advice from other experienced staff members, have an open mind, and "love the Lord your God with all your heart, and with all your soul, and with all your mind" (Matthew 22:34), and we will all have a very successful week at MSBC!! We look forward to working with you and welcome any suggestions you may have to help us improve the MSBC program!

God
BLESS
you

