

**Ligonier Camp and Conference Center  
CODE OF CONDUCT**

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| <ol style="list-style-type: none"> <li>1. Ligonier Camp and Conference Center (LCCC) has high expectation for the conduct of any individual hired for employment. Staff is expected to represent the mission of the camp, the camp's statement of faith, and all stances and policies that support these documents.</li> <li>2. LCCC also takes seriously the safety of children both emotionally and physically. The camp not only meets child abuse prevention standards of the state, but also views each child as one created by God and therefore requires all staff members to fully commit to caring for every individual, no matter background or belief, as one created in the image of God in accordance with Genesis 1.</li> <li>3. In order to protect this organization's staff, volunteers, and program participants – at no time during a LCCC program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.</li> <li>4. Staff shall never leave a child unsupervised.</li> <li>5. Restroom supervision: Staff will ensure:             <ul style="list-style-type: none"> <li>• The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.</li> <li>• Children are with an adult staff member and proceed in groups of three or more (e.g. 1 staff and 2 children or 2 staff and 1 child) when using the bathroom.</li> <li>• "Line of sound" supervision is maintained while children are using the facilities.</li> <li>• No child, regardless of age, enters a public restroom alone on off camp property trips.</li> <li>• If staff are assisting younger children, doors to the facility must remain open.</li> <li>• No cameras or cell phones may accompany a camper or staff into any of the camps public restrooms or bathhouses.</li> </ul> </li> <li>6. Staff should conduct or supervise private activities in pairs - Putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.</li> <li>7. Staff shall not abuse children including:             <ul style="list-style-type: none"> <li>• physical abuse – strike, spank, shake, slap;</li> <li>• verbal abuse – humiliate, degrade, threaten;</li> <li>• sexual abuse – inappropriate touch or verbal exchange;</li> <li>• mental abuse – shaming, withholding love, cruelty;</li> <li>• neglect – withholding food, water, basic care, etc.</li> </ul> <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal.</p> </li> <li>8. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in LCCC's prescribed open handed manner and must be documented in writing.</li> </ol> | <ol style="list-style-type: none"> <li>9. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture, etc.</li> <li>10. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.</li> <li>11. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.</li> <li>12. While the organization does not discriminate against an individual's lifestyle, it is essential to the performance of their job that a staff member's moral standards and life practices are consistent with the organization's mission, statement of faith, and standards of performance.</li> <li>13. Staff must appear clean, neat, and appropriately attired.</li> <li>14. Using, possessing, or being under the influence of alcohol during working hours is prohibited. Using illegal drugs or participating in underage drinking during the time of your employment is also prohibited.</li> <li>15. Smoking, vaping, or use of tobacco in the presence of children or parents during working hours is prohibited.</li> <li>16. Profanity, inappropriate jokes, sharing inappropriate intimate details of one's personnel life, and any kind of harassment in the presence of children or parents is prohibited.</li> <li>17. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.</li> <li>18. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</li> <li>19. Staff may not be alone with children they meet in organization programs outside of the organization. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.</li> <li>20. Staff are not to transport children in their own vehicles.</li> <li>21. Staff may not date program participants.</li> <li>22. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the organization).</li> <li>23. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.</li> </ol> |
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I understand that any violation of this Code of Conduct may result in termination of employment.

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Employee Signature

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Supervisor Signature

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Date