



OAK HILL CHRISTIAN SERVICE CAMP

Planting seeds that will grow

Heather Ferguson, Camp Manager

www.oakhillcamp.org

Ministry with Integrity: Child Protection Policy

(Adopted March 2026)

Jesus said, "If anyone causes one of these little ones—those who believe in me—to stumble, it would be better for them to have a large millstone hung around their neck and to be drowned in the depths of the sea." Matthew 18:6. At Oak Hill Christian Service Camp (Camp), we believe that the safety and wellness of children is the obligation of all believers of Jesus Christ. This camp ministry is committed to providing a safe and secure environment for those children participating in our camp activities. We are also committed to minimizing unwarranted accusations of improper behavior that Staff or Volunteers may experience as they carry out their duties. In addition to complying with state law on child abuse reporting standards, all Camp Staff and Volunteers are required to adhere to a higher standard as followers of Christ who seek to follow His commands and example. Therefore, Camp has adopted the following standards for the protection and well-being of campers:

SCREENING PROCEDURES: The following screening procedures are required for all Staff and Volunteers who will work or interact with campers.

- 1) Reference Check: Staff and Volunteers are expected to affirm and live consistently with the Camp's Belief Statement. Staff and Volunteers need to be a Christian role model in order to have the discernment and biblical background to serve and minister to our campers. Therefore, every Staff and Volunteer is expected to be an active member in a church family and provide the name and email of a minister/pastor/elder/youth leader who can provide a reference for the Staff's and/or Volunteer's character and church involvement.
- 2) Background checks. Camp will conduct a criminal background check through PeopleFacts or another reputable provider of those services. ALL Staff and Volunteers will be required to complete the background check before serving at Camp.

When indicated by our screening procedures, candidates for Staff or volunteer positions who pose a threat to children will be removed from consideration for any camp position.

TOUCH: Quite simply, no person in contact with campers (including staff, volunteers, counselors, junior counselors, weekly staff, guests, or special speakers ---anyone) will be allowed to touch campers from armpit to armpit downward to the knees. It is entirely possible to effectively show compassion and Christian caring through a pat on the arm, a hand on the upper shoulder, etc. Not permissible are: tickling, massage, back rubs, knee squeezes, rump slaps, or any other contact of the body area described above. Hugs should be brief, with arms placed only near the upper shoulders and in the presence of others. Ephesians 5:3, Matthew 18:10

DISCIPLINE: Camp Staff and Volunteers will not hit, slap, spank, shake, grab, pinch, push, or in any way use physical contact as a means of discipline. Producing pain is not a legitimate means of controlling behavior at Camp. Physical restraint will be used only in a situation where it is reasonably necessary to prevent an individual from physically harming oneself or another individual. Kind firmness, and suitable enforcement of rules for order without the threat of physical punishment are acceptable. Anyone facing discipline problems outside their control should seek help and support from their supervisor without hesitation. Even the best counselors have limitations---don't be afraid to ask for help. Mark 9:36-37, Ephesians 4:26-27.

COMMUNICATION/TEXTING/SOCIAL MEDIA CONTACT: Group texts and chats can be useful for sharing camp information, updates and schedule changes. Any such communications with Campers must include 2 or more unrelated Camp Staff or Volunteers. No personal direct messages should be initiated from an adult to a camper (unless a prior relationship outside of camp exists, such as: youth group, family, church members, etc). ALL communications MUST be above reproach, without any hint of innuendo, discrimination, harassment, vulgarity,

sexuality, or obscenity (Colossians 3:7-10). All communications should meet the Philippians 4:28 standard which says, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Privacy and respect are valued and protected at Camp. No Camper, Staff or Volunteer should be engaging in ANY form of video chatting/calling/recording etc. when in bathhouses or cabin areas. The only exception would be recording a video of any facility damages (busted pipe, etc) to report to the Camp Manager and should only be done when NO CAMPERS ARE PRESENT. Proverbs 4:23

PERSONAL INFORMATION: Except in an emergency, Camp Staff and Volunteers may not transmit any personal information pertaining to a camper without the campers and his or her parents' or guardians' consent. This applies to group texting, group email, social media, or any other public method of electronic communication. Personal information may include such things as a camper's name, phone number, email address, or photograph. Designated Staff, such as the Camp Manager, Camp Deans or their designated representative, may post updates on the Camp social media pages if consent was obtained in the registration process.

CARPOOLING: Camp Staff and Volunteers will not transport campers in their personal vehicles except in case of an emergency (such as illness or injury) and at least two Camp Staff or Volunteers should be present.

SUPERVISION: To protect our campers and our reputations, we will ensure that a lone staff member will never be alone with a single camper.

NO ONE ON ONE: Camp Staff and Volunteers should avoid one on one situations with campers at ALL times. The preferred standard is at least two screened and unrelated, Camp Staff or Volunteers present at every activity involving campers. Additionally, Camp Staff and Volunteers who are adults should avoid one on one situations with Junior Counselors (minors) as well.

Rule of Three: When the two-Staff/Volunteer rule is not feasible, at least three individuals will be present (for example, a camper requests a junior counselor to escort them to the cabin to retrieve goggles for swim time, at least one other camper, Junior Counselor or adult Volunteer/Staff should be present.) Ecclesiastes 4:12.

If a Camper should request to speak to a Staff or Volunteer privately, the Staff or Volunteer should recommend inviting another Staff/Volunteer or Camper to participate in the discussion. If the Camper declines to have another party involved in the conversation, the conversation MUST remain in full view of other staff members in a public place at all times.

Staff members are to release campers only to a properly identified parent/guardian or a properly authorized individual—an adult who has written authorization from the parent/guardian to take the child from the camp.

No campers are permitted in the pool without adult supervision. Instructions provided by the Lifeguards are to be followed at all times.

Cabins are arranged by gender and age. Under no circumstances will anyone of the opposite gender be assigned to a cabin designated to the opposite gender. Each individual at Camp will be designated his/her own bunk and under no circumstance are bunks to be shared. Be above reproach. Matthew 19:4-5, Ephesians 5:3

WELLNESS ETIQUETTE: Occasionally younger campers may request assistance with personal hygiene, such as assistance with washing hair, etc. Staff and volunteers should ensure at least two screened individuals are present in the bathhouse. Campers are REQUIRED to wear their bathing suits (at minimum) for any assistance needed in the bathhouse (such as rinsing mud from hair, etc.).

INJURIES OR ILLNESS

1. All injuries and illnesses will be reported to the Camp designated "nurse". The Camp "nurse" must be CPR / First Aid certified. It is not a requirement that the Camp "nurse" have advanced medical training, but it is preferable. The Camp "nurse" must be at least 21 years of age and demonstrate responsibility, organizational skills and compassion.

2. In the event of an injury untreatable by simple first aid, the Camp "nurse", Camp Dean or Camp Manager will seek appropriate medical attention immediately. If the injured person is a minor, the parents or guardians will be immediately notified by the Camp "nurse", Camp Dean or Camp Manager.

3. All medications used in accordance with either the over-the-counter instructions or a doctor's prescription must be kept out of reach of campers. It is preferred that ALL medications be checked in with the Camp Nurse but if adult Staff or adult Volunteers need ready access to their medications they may be stored in a locked vehicle at camp. All Junior Counselors medications must be checked in with the Camp "Nurse". Any unexplained or suspicious disappearance of prescription medications must be reported immediately to the Camp Manager.

SUSPICION OF CHILD ABUSE OR NEGLECT, MANDATORY REPORTING: All Camp Volunteers and Staff volunteers subject to mandatory reporting guidelines are expected to fully comply and promptly report any reasonable suspicion of abuse or neglect to local authorities and/or Child Protective Services, .

Suspected child abuse/neglect cases should be promptly reported to the Camp Manager or Dean, unless the Camp Manager or Dean is the suspected perpetrator. In which case, the Camp Volunteer or Staff should involve the Board of Directors [register@oakhillcamp.org] to report the incident.

The Camp Manager or Dean shall use the guidance provided by state law to determine next steps. To report suspected abuse, the Camp Manager or Dean shall contact the Hanover County Department of Social Services between 8:30 a.m. and 4:30 p.m. at (804) 365-4100. After hours, the call shall be directed to the Virginia Child Abuse and Neglect Hotline at 1-800-552-7096.

DEALING WITH LAW ENFORCEMENT, NEWS MEDIA

1. The Camp Board of Directors will cooperate with law enforcement and other government officials in accordance with the law.

2. The Camp Board of Directors will designate a spokesperson to act as the point of contact for law enforcement and government officials. The spokesperson will convey information regarding any allegations or investigations to the news media. The spokesperson will work closely with the camp's attorney and camp board of directors when performing these duties.

3. The camp's attorney will provide guidance to Camp Board of Directors when communicating with members of the news media. Staff and volunteers will direct members of the news media regarding any alleged abuse or molestation occurring at the camp to the designated spokesperson.

INTERNAL INVESTIGATION

1. Camp considers any allegation of abuse or molestation a serious matter. Each situation will be fully investigated first through civil authorities, then by camp leaders with the assistance of legal counsel. Camp leaders will not interfere with a pending law enforcement investigation.

2. Staff and or Volunteers who are the subject of an investigation will be removed from their position pending completion of the investigation. Employees who admit to the abuse or molestation will be terminated consistent with the established employment practices of the camp.

3. Staff and volunteer subjects of any investigation will be removed from their positions pending completion of the investigation.

4. The camp will permanently remove any employees, staff or volunteers from their duties within the camp if they are found guilty of abuse or molestation. Whenever termination of employment is a factor, we also will consult with legal counsel.

RECORDKEEPING

1. Records will be maintained for campers and staff members present at each camp session. Any off premises events during a camp session will be recorded, including the date and location of the event, and the names of all

campers and staff members who were involved. All camp records will be maintained by camp leadership for an appropriate length of time.

2. The Camp Manager or Camp "Nurse" will prepare a written Notice of Injury whenever an injury occurs during camp activities or medication is given. Injury reports will be reviewed with parents/legal guardians at pick up. All Notice of Injury reports will be properly stored in the locked "Nurse" file cabinet for three years and then shredded.

3. Camp leadership will maintain records containing personal or private information in a secure location. This information will be released only when a legal need for access has been demonstrated.

VIOLATION OF POLICY OR PROCEDURES

1. Staff and volunteers will promptly notify the Camp Manager or Board of Directors of any violation of this policy or its procedures.

2. Camp leadership will take all necessary steps to ensure compliance with this policy and its procedures.

3. The Camp Manager will remove staff members from their positions, when necessary, to ensure compliance with the policy.

Footnotes:

- 1) Recognizing, Reporting and Preventing Child Abuse and Neglect in Virginia
https://www.dss.virginia.gov/files/division/dfs/mandated_reporters/cps/resources_guidance/B032-01-0036-04-eng_web_version.pdf

Responsibilities of Mandated Reporters

https://www.dss.virginia.gov/files/division/dfs/mandated_reporters/cps/resources_guidance/Responsibilities_of_Mandated_Reporters.pdf

A Guide For Mandated Reporters In Recognizing And Reporting Child Abuse And Neglect

https://www.dss.virginia.gov/files/division/dfs/mandated_reporters/cps/resources_guidance/032-02-0280-05-eng-2-2024.pdf