

CHILD ABUSE PREVENTION AND CODE OF CONDUCT - FERRWOOD MUSIC CAMP

Objective:

To protect all program participants, instructors, counselors, volunteers (known as “workers”), and the CANDO Community Foundation:

- At no time during a Ferrwood program may a worker be alone with a single child where the worker cannot be observed by others.
- Workers shall never leave a child unsupervised.
- Workers will conduct and supervise private activities (such as showering, putting on bathing suits) in a manner that no child is alone with a worker. If this is not possible, the worker must be positioned so that they are visible to others.
- Workers shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for immediate dismissal and possible legal action.
- Workers will respect children’s rights to not be touched in ways that make them feel uncomfortable. A child’s right to say “NO” is to be encouraged and respected. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.
- Workers will use appropriate touch including pats on the back or shoulder, side hugs, handshakes, and high fives. Workers will refrain from full frontal hugging, touching of personal areas, or patting of the buttocks.
- Workers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
- Workers will not give gifts or special favors to individual children, or show preferential treatment to a child or group of children to the exclusion of others. This does not apply to the distribution of “fun passes” and other good deed tokens or gestures used as incentives.
- Workers will not have PRIVATE interactions through social media, computer, or hand-held devices with any children in the program. Any interaction on social media, electronic device, or other means of communication should be public and include parents and others.
- Workers will respond to children with respect and consideration and treat all children equally regardless of gender, gender identity, race, religion, or culture. They will immediately report any observations of any person, adult or child, deviating from this policy.
- Workers will refrain from intimate displays of affection toward others.
- Using, possessing, or being under the influence of alcohol or illegal drugs on Ferrwood property is strictly prohibited. When programs are in session, or children are present, all Ferrwood property is a smoke-free zone; smoking, vaping, or use of tobacco products is prohibited.

- Profanity, inappropriate jokes, innuendos, or sharing intimate details of one’s personal life and any kind of harassment is prohibited.
- Workers may not date program participants.
- Under no circumstance should workers release children to anyone other than those authorized by parents on program application.

Procedure:

Workers are required to, immediately, report any suspicion of child abuse or improper behavior to the Director or Administration as soon as possible after observing an incident. To ensure the prompt and thorough investigation of a child abuse complaint, the complainant should provide as much of the following information as possible:

- Name and position of person suspected of committing abusive action.
- A description of the incident(s) including date(s), location(s), and name(s) of any other witnesses.
- The names of other individuals who may have been subjected to the same or similar abuse.
- Any other information the complainant believes to be relevant to the complaint.

Confidentiality:

The identity of the Complainant may be revealed to the parties involved where it is necessary and appropriate in order to properly complete the investigation.

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of abuse under local, state, or federal law.

Contact Information for 2024:

Phil Latella, Camp Director
591 Hillside Drive
Hazle Township, PA 18202

Melissa Frederick
1 South Church Street, Suite 200
Hazleton, PA 18201

This document must be signed by all workers.

I understand that any violation of this Code of Conduct may result in dismissal.

Worker Signature & Date