



RON BURTON TRAINING VILLAGE - CAMP POLICY MANUAL

GENERAL

The goal of the Ron Burton Training Village is to surround at-risk children with a Christian atmosphere in a beautiful and safe environment while teaching them the attributes of positive character, brotherly love and academic excellence through the medium of sports training.

All of this is attained over a five-week training period that teaches self-confidence, sportsmanship, respect and love for one's colleagues. The "Me Third" philosophy is adopted here which teaches that God should be first in one's life, and then others should be considered before yourself.

The camp is situated on 305 acres and has six buildings including a bunkhouse, cafeteria, lodge, pavilion, garage and weight room. Gardens are placed throughout the grounds to help create the serene atmosphere that is lacking in so many of the lives the camp serves.

Safety is always a priority and the following instructions outline the general guidelines for the camp.

SAFETY (DISASTER PLAN)

General

If advised by authorities to evacuate an area, do so immediately. Evacuation will begin by congregating staff and campers in the cafeteria and then directions to follow with local authority advisory.

Fire

A fire drill will be executed during the first week of camp from the sleeping quarters. In the case of a fire, all campers and staff should immediately evacuate the structure. Each counselor is responsible for the accounting of each camper. Staff and campers will meet in a designated open area to assure the safety of everyone on campus.

Wildfire

Listen to local radio or television for updated emergency information. Follow the instruction of local officials. Wildfire can change direction and speed rapidly. Local officials will be able to advise safest escape route, which may be different than expected. If trapped within the confines of fire, crouch in a river or pond. If water is not on proximity to entrapped location, try to seek a cleared area or bed of rocks. Breathe the air as close to the ground as possible to avoid thermal or smoke inhalation injuries.

Tornado or High Winds

All staff and campers congregate in the cafeteria and camp director will then direct group according to ongoing weather updates/advisories. Stay away from open areas, windows, doors and outside walls. Assume crouching position against an interior wall and the floor and cover back of head with hands. If no shelter is available, lie flat in a ditch or low section of the ground in crouched position. Group to maintain safe refuge until all clear signal/direction of camp supervisor.

Note: A tornado watch suggests that a tornado is possible. A tornado warning suggests that a tornado has been sited and campers should activate the tornado disaster plan immediately.



Flash Flood

Evacuate low lying areas and go to higher ground areas of weight room or upper field. Avoid small rivers or streams, low spots, canyons and dry riverbeds. Do not try to walk through flowing water that is more than ankle deep. If in a vehicle, do not drive through a flooded area, even if it looks shallow enough to cross. Follow the direction of the camp supervisor who will announce additional instruction in accordance with local authority suggestion/direction.

Lightening

Pool and water areas to be evacuated immediately. All campers will take indoor shelter in cafeteria. Do not take baths or showers. Avoid use of telephone except in an emergency. If in a wooded area and unable to reach shelter in a time effective way, seek shelter under a thick growth or small trees. Assume crouched position with head in between knees. Avoid isolated trees or other tall objects, bodies of water, sheds, fences, downed power lines. Continue to follow direction of camp supervisor.

COMMUNICATIONS

Telephone use by campers, junior staff members and senior staff members will be limited to the "main phone" in the cafeteria.

All emergency numbers will be posted on or near the telephone in the cafeteria.

Telephone usage will be limited and on an "as needed" basis to be determined by an adult staff member or a senior councilor.

Back-up or emergency phones will be by cellular communications.

Essential adult staff members will have access to radio communication devices. Senior staff members will have access to the same as needed.

MEDICAL

Guidelines for the Camp Health Care Policy

Health Care Consultant – on call 24 hrs/day..... Kathleen Dunn RN, BSN, CCRN, CEN
39 Pearl St. Watertown MA 02472
(617) 926-9186-h/(617) 828-1697 cell

Health Care Consultant (assistant).....Kimberly Dunn RN, PNP
39 Pearl St. Watertown MA 02472
(617) 926-9186-h/(617) 697-2282

Health Care Consultant.....Rebecca Boutwell RN, BSN
225 Century Way, Gardner MA 01440
(978) 630-2401

In the absence of Lisa, Kathleen or Kim, Paul Burton, Elizabeth Scott and Ron Burton Jr. are approved to administer topical/oral medications as prescribed to camp individuals.

THE NAME OF THE HEALTH CARE SUPERVISOR ON SITE SHALL BE POSTED ON MEDICAL CABINET DOOR. (changed daily accordingly)



Procedures for Administering First Aid

First Aid kit and manual will be located in a secure cabinet in lodge.

First aid to be administered by health care consultant upon notification of need.

First aid kit maintained by health care consultant and checked at the end of each day.

**Documentation checklist posted outside of medical cabinet initialed each day.*

Contents/checklist of First Aid kit secured in kit for review.

Serious Illness and/or Injury

Any non-emergent injury/illness of camper/staff requiring hospital intervention/care shall be facilitated by health care supervisor on site or his/her designee. Transportation provided by supervisor/designee.

Any emergent injury/illness requires initiation of 9-1-1 emergency personnel. Initial stabilization/emergency care to be provided by health care supervisor on site.

Serious or communicable illness, injury in-patient hospitalization, death of camper or staff person shall be reported to the Department of Public Health on "Reportable Incident" form located in First Aid manual.

Parents/Next of kin shall be notified by health care supervisor on site of camper/staff reportable incidents once stabilization/emergency care has been established. In the event that family contact person is unable to be reached, the camp supervisor, or his/her designee will continue with notification attempts until successful contact has been made. Date/timed documentation of notification to be noted on "Reportable Incident" form including name of family contact as well as name of staff member making the contact.

Universal Precautions shall be maintained during care/treatment of ill and/or injured persons.

All campers shall complete/return health care questionnaire prior to commencement of camp to ensure immunizations are up-to-date.

All blood/body fluid spills shall be cleaned with a half-strength bleach solution using universal precautions.

Health Care Consultant will be reachable by radio at all times.

Medication Administration

The health care consultant, [Kathleen Dunn RN, BSN] shall be available at all times for medical questions/concerns and the dispensation of medications. If not on site, a medical assistant with appropriate credentials will be on site and the health care consultant will be available for consultation by cell phone.

Storage of medications will be in a locked cabinet located in the dining hall and the combination known only to those individuals approved by the health care consultant to administer medications as prescribed to campers.

Individuals authorized to administer medications are:

Kathleen Dunn – RN, BSN

Kimberly Dunn – RN, PNP

Rebecca Boutwell – RN, BSN

Paul Burton, Elizabeth Scott, and Ron Burton Jr. may also administer topical medication under the oversight of the health care consultant.



Individuals listed above may also administer inhalers or Epipens to campers with known pre-existing medical conditions requiring such medicinal intervention.

All medications to be administered as prescribed/per bottle directions or package insert instructions

All campers shall have a medical folder with a Polaroid picture to ensure safe and appropriate administration of medications.

The right camper, medication, dose, route and time of administration shall be ascertained by the individual designated to administer medication, prior to the administration of such medication.

A log sheet shall be maintained for documentation of all medication administration (located in locked cabinet along with medications).

The health care consultant will sign a list of medications to be administered at camp and provide a review, including side effects, adverse reactions and other pertinent information regarding listed medications.

All individuals authorized to administer medication:

- Will receive a review of potential side effects, adverse reactions and other pertinent information, including when to notify the health care consultant of such incidence, at the beginning of camp session and as needed thereafter.
- Will demonstrate proper handling and storage of medications.
- Will demonstrate the ability to administer meds. Safely, including accurate interpretation of medication label and accurate identification of camper to receive meds.
- Will demonstrate accurate documentation of medication administration.
- Will utilize resources appropriately, including health care consultant, parent/guardian or emergency service should any problem arise.
- Will understand and be able to implement the emergency plans and 911 access as needed.

Health Care Consultant – Kathleen Dunn RN, BSN – 617-926-9186(h) 617-828-1697 (c)

Medical records will be kept on file with the camp health care consultant.

A physical examination current within the last twelve months must be submitted to the camp administration confirming the camper is fit to participate in the camp program.

Each camper's picture will be taken with a Polaroid camera and attached to their personal medical records. That picture would also become available in the event of a missing child.

A medical/first aid kit will be on hand with the camp nurse at all times. The kit will include the necessary equipment for less serious medical situations.

The camp health care supervisor will always be reachable via radio communications.



Sickness

Any camper who shows signs of illness persisting more than 12 hours will have their parents notified.

Any camper who shows signs of illness will be separated from the general camp population and evaluated by the health care consultant. If deemed necessary by the health care supervisor, camper will be taken to the hospital in Gardner, MA for further evaluation/treatment. Camper will be allowed to return to camp for 24 hours in an isolated area. If illness persists past 24 hours, camper's parents will be notified and camper will be removed from the premises until further notice.

Injuries

Any camper who has an emergent injury will have their parent notified as expeditiously as possible.

Injured campers will be evaluated by the health care supervisor. If deemed necessary by the supervisor, camper will be taken to the hospital in Gardner, MA unless otherwise instructed.

Medications

Medications brought on campus by campers will be secured and logged by the camp Health Care Supervisor. All medication will remain with the health supervisor under lock and key. Access to the medication will be under the scrutiny of the supervisor.

POOL

Regulation regarding the pool must be strictly followed.

No person is allowed in the pool area unless the lifeguard is on duty.

Diving, wrestling and horseplay of any kind is prohibited.

The pool water will chemically tested and back-washed at least twice per day.

Records will be kept with regard to the testing and maintenance of the pool on a daily basis.

Running on the pool deck is prohibited.

Proper safety and rescue equipment will be on hand in the pool deck area at all times for the duration of the camp.

Swimming or any other pool activities are not permitted after dark.

If any drains are missing or for any other condition that may exist, the pool will be closed until condition is corrected.

Appropriate signage will be posted in and around the pool area.

All persons are required to take a cleansing shower prior to entering the pool.

No person with a communicable disease may enter the pool.



LAKE

Boating and swimming in the lake is prohibited. Lake activities will be limited to fishing only. Swimming, bathing and wading are prohibited.

Camper(s) must be accompanied by a staff member while engaging in lake activities.

CAFETERIA

The camp cook is in charge in the cafeteria and kitchen areas. His/her rules will be strictly enforced.

Sanitary codes must be followed at all times.

Campers are restricted from the kitchen area unless they are instructed to help serve a particular meal.

Shirts must be worn by all persons entering the cafeteria and kitchen areas.

Food is not to be removed from the cafeteria.

STAFF

The RBTV is staffed with at least eight adult staff members (21 years of age and older), at least nine councilors (18 years of age and older) and at least five junior councilors (16 years of age and older).

The RBTV will keep at least a 1 to 10 – staff to camper ratio (not including junior councilors) at all times.

The RBTV will employ or have as a volunteer a full time certified cook.

The RBTV will employ or have as a volunteer a full time certified health care consultant.

The RBTV will employ or have as a volunteer a certified lifeguard.

At least one co-director of the camp will be on the campgrounds at all times for the duration of the camp.

All staff members will receive a short orientation as to the policies, procedures and programs of the camp. Staff members will not be assigned any camp responsibilities and/or child supervision responsibilities until he or she has received the orientation

A medical supervisor will be on campus 24 hours a day.

All staff members over the age of 18 will have C.O.R.I. and S.O.R.I. background checks performed on them.



Each staff person who may have unsupervised contact with the campers, shall have a background free of conduct which bears adversely upon his or her ability to provide for the safety and well-being of the campers. The camp director shall determine, whether each staff person's conduct, criminal or otherwise, shall disqualify that person from employment or presence at the camp. In making this determination, the director shall consider the following:

- 1) Engaging in, or having engaged in conduct which results in his/her child being adjudicated to be in need of care or protection.
- 2) Use of alcohol or drugs to an extent or in a manner that is determined by the director to impair his/her ability to care for children properly.
- 3) Having engaged in conduct which resulted in a criminal conviction or engaging in or having engaged in conduct determined by the director to impair the staff member's ability to care for the campers.
- 4) Having committed a felony.

SAFETY

Each staff member must be familiar with emergency procedures which will be outlined at the time of orientation.

Adequate camper supervision is a must to ensure basic safety and protection. Campers must not be subjected to unreasonable risk to their health or safety including physical or sexual abuse or any public health hazard and as a minimum, visual or verbal communication capabilities between camper and counselor shall exist.

Smoking is not only a health hazard but also poses a fire hazard and will not be permitted on campgrounds.

Alcoholic drinks are not permitted in camp and may not be brought into camp. The bringing in or use of illegal drugs is not permitted. A staff member will be asked to leave camp for an infraction on this rule.

The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited at the Ron Burton Training Village by anyone. The camp is strictly a drug free environment. Any staff member found manufacturing, distributing, dispensing, possessing or using a controlled substance will be dismissed from camp grounds immediately.

Firearms must not be brought on camp grounds.

Overnight visitors are not permitted. Arrangements for visitors at other times must be made with camp director.

PROTOCOL FOR LOST CAMPER

The search for a missing camper is facilitated as follows:

The camp director takes charge and functions as the pivotal personnel to which/through which all information and developments are disseminated.



Upon report of missing camper, all campers/staff/personnel shall be gathered in the cafeteria to ascertain the following information:

Missing camper's name and age.

Last location the camper was seen.

Description of clothing worn by camper.

Any other identifying characteristics or other information helpful to the search.

*A roll call will be done at this time to account for all other campers.

Upon report of missing camper, local authorities shall be notified via the 9-1-1 system and search facilitated in coordination with inclusive departments. (police, fire EMS)

Lifeguards will clear pool and waterfront areas.

If it is determined that the lost camper was last seen near water, the lifeguard must search the entire waterfront.

Staff will conduct an ongoing search of bathrooms, showers, structures fields and other camp areas.

Additional staff/authorities will search surrounding areas as assigned.

Staff shall check office records to ensure camper was not picked up by parents or made other arrangements for absence from premises.

A staff member designated by the camp director will stand by camp phone while the search is on going.

The campers parent(s) shall be contacted by phone of camper's absence if the camper is not located immediately.

The search must continue until lost camper is found.

DISCIPLINE

Any camper who excessively misbehaves or directly contributes to the excessive misbehavior of other campers will be expelled. The Ron Burton Training Village camp philosophy is based on kindness and patience. Any staff member who is having trouble with the behavior or actions of any camper must bring that camper's behavior or actions to the attention of the camp director. Under no circumstances shall any disciplinary action take place without the prior consultation and consent of the camp director. Upon being informed of any such behavioral issues, the camp director will immediately address the situation and make determinations according to his judgment and camp policies. If a camper is expelled, the parent or legal guardian will immediately be contacted and arrangements made for the child to exit the campgrounds.

CHILD ABUSE

Under no condition is a child to be slapped, pushed, shoved, spanked, pinched or subjected to any other physical punishment regardless of the circumstances. Corporal punishment including spanking is prohibited. No camper shall be subject to cruel or severe punishment, humiliation or verbal abuse. No child shall be denied food or shelter as a form of punishment. No child shall be punished for soiling, wetting or not using the toilet. Squeezing a child's arm, scratching, bending or twisting an arm, holding a child roughly around the neck, pulling hair or shaking a child are all punishments that could be called abusive. Any such abuse will lead to dismissal of abuser and notification of proper authorities.



All staff members are responsible for reporting any suspected child abuse or neglect to the camp director. The director is responsible for reporting any incidences to the Mass. Dept. of Social Services. The director and staff will cooperate with any official investigation with regard to child abuse or neglect that has occurred on campus. The director will ensure that any allegedly abusive or neglectful staff person does not work directly with campers until the Mass. DSS investigation is complete.

Be aware that a child can be abused by WORDS. Correct a child when needed but select your words carefully. If you are angry, give yourself time to calm down before speaking with campers.

Abuse can also happen between campers. Allowing or not dispatching a fight between campers is not acceptable.

Never assist a child in bathing unless there is another adult present. Assisting in the bathing of private parts is not acceptable. If children are in the bathroom, make sure you are aware of what is going on.

Teasing, jokes and stories that refer to race, ethnicity, class or in any way degrade or demean another are unacceptable.

Choose swimwear that is practical and appropriate to wear around children.

There is absolutely nothing wrong with a genuine hug. There is absolutely nothing wrong with telling a child you love them and you are proud of them. These things are encouraged. Remember, a child knows the difference between a "good touch" and a "bad touch."

CAMPER POLICIES

Any camper wishing to leave the camp grounds for "non-camp" related activities must leave with their own parent or legal guardian. Any camper wishing to leave the camp grounds not accompanied by their own parent or legal guardian must have both written and oral confirmation from his parent. Both the written and the oral confirmation must be presented to an adult staff member from the said parent in person or camper will not be allowed to leave the camp grounds.

Any camper engaging in fighting or violence of any kind will be expelled from the program.

Teasing, joking or story telling of any kind that demeans or otherwise disparages another camper or staff member will not be tolerated.

GRIEVANCES

Any parent or legal guardian of a camper wishing to file a grievance must first approach the camp director and state his or her complaint. The director will immediately investigate and address the situation and make an assessment according to the nature of the grievance. If the parent feels the camp has not addressed the matter to his or her satisfaction, the parent has the right to remove their child from the camp and an adjusted refund will be considered.