



LAKE LOUISE

A sanctuary empowering personal growth, faith, and knowledge within community.

# Child Protection Policy

## Child, Youth, & Vulnerable Persons Protection Policy

### Executive Summary

- I. Safety is fundamental to Lake Louise's community vision as we strive to be a sanctuary empowering personal growth, faith, and knowledge within community and hold the following core values: sacred space, sacred time, diversity, inclusiveness, community, hospitality, knowledge, understanding, stewardship of financial and natural resources, spiritual growth, spiritual renewal, Lake Louise's heritage and future.
- II. Lake Louise recognizes the importance of protecting children, youth, and vulnerable persons (hereafter referred to collectively as children) at our events. As such, we developed a comprehensive policy and certification requirements for all persons who work with children at Lake Louise.
- III. The policy in the following pages includes, but is not limited to, information on:
  - a. Licenses and accreditations held by Lake Louise;
  - b. Lake Louise Staff Requirements
  - c. Camper Safety
  - d. Emergency Procedures
- IV. Definitions from Michigan State Law
  - a. "**CHILD**" means a person less than eighteen (18) years of age.
  - b. "**CHILD ABUSE**" means harm or threatened harm by a person to a child's health or welfare, which occurs through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.
  - c. "**CHILD NEGLECT**" means harm to a child's health or welfare by a parent, legal guardian, or person who has custodial care of the child which occurs through either of the following:
    - i. Negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
    - ii. Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or person who has custodial care of the child to intervene to eliminate that risk when that person is able to do so and has knowledge of the risk.

# Child, Youth, & Vulnerable Persons Protection Policy

## I. Statement of Purpose

- a. This Child Protection Policy applies to all Lake Louise offered summer camps and retreats where children and youth are in attendance.

## II. Licenses and Accreditations Held By Lake Louise

- a. Licensed by the State of Michigan Department of Human Services Bureau of Children and Adult Licensing for the Care of Children as a Residential Camp Site \* Expiration September 12, 2018.
- b. Accredited by the American Camping Association (ACA) \* Annual Renewal
- c. An affiliate camp of the Michigan Area of the United Methodist Church.

## III. Lake Louise Staff

- a. All Lake Louise staff, inclusive of year-round, seasonal, and volunteer staff shall:
  - i. Be a minimum of 18 years of age;
  - ii. Submit a legible copy of their current driver's license;
  - iii. Complete a Faith History & Prior Volunteer Work information sheet;
  - iv. Grant written permission for a criminal background check with appropriate law enforcement agencies;
  - v. Provide three references from unrelated persons of legal age (18 years or older);
  - vi. Attend a certification training event within one year for year-round employees and before camp sea- son commences for seasonal employees, or present a copy of their current Detroit, West Michigan, or other UMC Conference Protection Policy certification card for our files;
- b. All Lake Louise staff, inclusive of year-round, seasonal, and volunteer staff, after receiving initial certification, shall, in addition to the annual requirement above, every three years: Provide three references from unrelated persons of legal age (18 years or older).
- c. All Lake Louise volunteer Health Officers, shall, in addition to the above:
  - i. Provide Lake Louise a legible copy of their current license; and

### d. Screening

- i. Lake Louise Executive Director and the Director of Camping and Retreat Ministries shall review all certification applications and supporting materials.
- ii. Background checks shall be administered on each applicant as follows:
  1. The processing of the application, references, and criminal background checks for certification shall be the responsibility of the Lake Louise.
  2. The applicant shall not be held responsible for the financial cost of such checks.
  3. A criminal record check of the applicant shall be obtained from the

appropriate law enforcement agencies. The law enforcement agencies may include, but are not limited to, the Michigan State Police, Michigan State Bureau of Investigation, Michigan Division of Motor Vehicles, the State of Michigan Department of Human Services, and/or the Federal Bureau of Investigation.

iii. Lake Louise reserves the right to personally interview applicants for purposes of certification.

iv. Qualifications

1. No one shall be certified to serve as a dean, counselor, or health officer who may represent a significant risk of committing abuse or neglect, or violating any part of this Policy.
2. No one shall be certified to serve as a dean, counselor, or health officer if he/she is known to have been previously convicted of or pled guilty to any crime arising out of any act or conduct involving sexual abuse, or any act of conduct which is of a sexual, molesting, seductive, or criminally deviant nature, whether or not such conduct involved a child. This includes, but is not limited to, crimes involving pedophilic behavior, incest, rape, assaults involving children, youth, or vulnerable persons, murder, kidnapping, pornography, sexual harassment, and the physical or sexual abuse of a child, youth, or vulnerable person. This qualifying rule shall be applicable no matter how long ago the crime occurred.
3. No one shall be certified to serve as a dean, counselor, or health officer who has had a verdict rendered against him or her in any civil action out of any personal act or conduct related to sexual abuse, sexual harassment, or physical abuse of a child, youth, or vulnerable person. This qualifying rule shall apply no matter how long ago the civil verdict was rendered.
4. No one shall serve as a dean, counselor, or health officer who has participated as a perpetrator in any previous act of sexual abuse, sexual harassment, or physical abuse of a child, youth, or vulnerable person. This qualifying rule shall apply no matter how long ago this occurred or whether a civil or criminal verdict was rendered.

e. Training

- i. Lake Louise shall offer and require Protection Policy Training to year-round and seasonal employees at the time and place determined by the Lake Louise Executive Director.
- ii. Lake Louise shall require all Deans, Counselors, and Health Officers complete Protection Policy Training.
- iii. Training shall be designed to create and raise awareness of and sensitivity to the issues of abuse, neglect, and bullying. This shall include a knowledge, understanding, familiarity, and agreement to implement Lake Louise's Protection Policy.
- iv. Anyone who is not certified will not be permitted to supervise, provide leadership for, or work with children.

f. Confidentiality

- i. Except as otherwise provided herein, all documents and information obtained on all certification applicants shall remain confidential.
- ii. All consents by parents or guardian will be accessible to camp deans in promoting the health, safety, and welfare at camp.
- iii. Notwithstanding the above, all material obtained during the screening process may be disclosed when it is reasonably necessary in the context of any criminal or civil litigation involving the Lake Louise staff member, dean, counselor, or health officer. Additionally, the Lake Louise staff member's, Dean's, Counselor's, or Health Officer's records, documents, files, and information becomes the property of Lake Louise and may be disclosed according to the laws of the State of Michigan.