



# Word of Life

## Child Protection and Safety Plan

Word of Life is committed to the protection and safety of the campers and guests who participate in our programs. In November of 2012, we partnered with Kanakuk Kamps to develop a comprehensive child protection and safety plan. As a result, our new plan is over 60 pages in length and consists of 181 items which represent a largely preventive approach to this critical issue. As we move forward, the following areas are in focus:

### **Staff Training (See attachment entitled “Staff & Volunteer Code of Conduct”)**

1. 3 T’s: Touch, Talk and Territory
2. 3 W’s: Who, What and Where
  - Who each person is must be clearly identified.
  - What are they doing must be evident.
  - Where they are is critical (public area or non-public areas)
3. 3 R’s: Recognize, Resist and Report
  - Know what is acceptable and what is not.
  - You have the right to say no.
  - Tell your authority if something is not right.

We have also created a safe box, phone number and email for reporting purposes.

### 4. Ethics Training

Using a principled approach, we teach that it is always right to do what is right. We want every staff member and guest to be fully aware of what is the right thing to do.

### **Facility Inspections and Modifications:**

1. We regularly inspect both public and nonpublic areas. Public areas are for guests and staff. Non-public areas are for staff only. Guests and a staff member should never be alone in these areas.
2. We inspect for bathroom protocol including proper vision lines in all public areas.
3. We inspect for items such as hidden cameras, networking and video cams.

4. All areas that do not meet our standards are presently being modified.
  - Shower and Bathroom Stalls with 18" clearance on the bottom.
  - Windows on office doors.
  - Each Building and Room is identified as public or nonpublic.

### **Programming and Staff Hiring**

1. We review each program element to ensure that there are no gaps from our protocol and training.
2. We check all buildings and grounds for campers and staff during meeting times.
3. We properly Identify all staff, guests and visitors.
4. We require thorough applications and reference-checking on each staff applicant.
5. We require a *Statement of Commitment* indicating agreement to our plan and to background checks.

### **Future & Annual Training:**

1. All Word of Life Staff - March 7<sup>th</sup>
2. All Summer Camp Staff – 2013 STC Week
3. All Bible Institute Students - Sept of 2013