

**The Lutheran University Association, Inc.**  
**d/b/a Valparaiso University**

**Non-Valparaiso University Camps: Camp Policy, Guidelines, and Acknowledgement**

**This policy applies to any camp hosted by a Non-Valparaiso University person or entity (the “Responsible Party”) that utilizes the facilities at Valparaiso University. This policy shall be signed by the Responsible Party.**

• **Injuries/Medication:**

- Report all incidents and injuries to a Valparaiso University administrator and the Valparaiso University Police Department (VUPD) at 219-464-5430, immediately when they occur.
- DO NOT wait to see if the parents or any other person complains.
- The Responsible Party may not carry, store, or dispense prescription medications to a camper, except that an agent or employee of the Responsible Party may store and administer an EpiPen (or the like) so long as the agent or employee is duly trained in such administration. If a camper will require a prescription medication during camp, the parent, guardian, their designee, or a health care provider must provide it to the camper. However, a camper may carry and utilize an asthma inhaler or EpiPen if permitted and provided by the parent.

**Criminal and sex offender background checks:** EACH person, paid or volunteer, working the camp shall never have been convicted of a crime that indicates he or she may pose a danger to minors or others. At the very least, a check of the national sex offender registry must be conducted to assure that each worker is not in the registry. The Responsible Party is responsible for all background checks. The Responsible Party shall indemnify and hold Valparaiso University harmless for any damages incurred by Valparaiso University or another person or entity as the result of any acts or omissions of the Responsible Party (including the criminal acts of the camp workers) or their failure to follow this policy. All costs hereunder include, but are not limited to court costs and attorney fees.

- **Chaperone:** Whenever reasonably possible, every camper must be chaperoned by camp workers during camp activities.
  - No camp worker can purposefully be alone with a camper or campers in a private setting.
  - Camp workers should always be in pairs of two or more when in the presence of a camper or campers in a private setting.
  - The Responsible Party may not release a child to anyone other than the parent without written authorization from the parent that his/her child may be released to that individual.
- **Security Measures:** The Responsible Party shall brief all camp workers of all security measures to protect campers. At the start of each camp day, the Responsible Party must inform campers where to go and what to do if they need help. The Responsible Party must make sure it clearly understands proper routines for greeting and dismissing campers, mealtimes, and restroom breaks; know the procedures for responding to emergencies such as fire, injury, weather hazard, or a lost person (camper or staff); and is familiar with the facilities, including knowing which areas are off limits to campers. The Responsible Party should ask a Valparaiso University administrator any questions it may have in this regard.
- **Sexual misconduct, child abuse, and neglect - REPORTING OBLIGATIONS:**
  - Who is a child? Anyone under the age of 18!
  - General Rule: If the Responsible Party has *reason to believe* that one of its campers has been subject to abuse or neglect, it is has a duty to report it immediately to a state or local law enforcement agency or the Indiana Department of Child Services (DCS). In this regard, it must notify VUPD and a Valparaiso University administrator if it has any suspicions.

- *Reason to believe:* The Responsible Party does not have to know for certain abuse is taking place. A reasonable belief or suspicion that child abuse has occurred is sufficient. When in doubt, report it.
- **Guidelines for counselors touching campers include the following:**
  - No person shall touch a child in any place normally covered by a bathing suit unless for clear medical reasons and then only with another adult’s supervision.
  - No person can touch a child against his/her will or in a way that is considered sexual in nature.
  - At least TWO (2) camp workers or counselors must be present during clothes-changing times and, if possible, be of the same sex as the children changing clothes.
  - Camp workers or counselors are restricted from hitting or other physical punishment as discipline.
  - The Responsible Party shall exercise good common sense and judgment.
- **Facilities and Equipment:** The Responsible Party shall inspect facilities and equipment daily for safety; immediately report any unreasonable dangers to a Valparaiso University administrator and cease using until repaired.
- Camp workers cannot use abusive and derogatory language, including words commonly recognized as “cuss words”.
- Camp workers cannot engage in any behavior or conduct that is contrary to the Mission of Valparaiso University.
- The Responsible Party cannot take any photographs or videos of campers or post photographs or videos on a digital, electronic, hosted media, web-based service, or any other medium without the express written permission of a camper’s parent or legal guardian.
- The Responsible Party shall have insurance and provide proof of insurance, as required by Valparaiso University

I have read and agree to abide by this Policy and these Guidelines and attest to my understanding and agreement of them. Upon execution, this Policy shall be immediately incorporated into any written contract between the University and the Responsible Party.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_