

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

**Valparaiso University Camps: Camp Policy and Guidelines**

**This policy applies to any camp hosted by Valparaiso University.**

- **Injuries/Medication:**
  - All incidents and injuries must be reported to the Valparaiso University employee in charge of the camp and the Valparaiso University Police Department (VUPD) at 219-464-5430, immediately when they occur.
  - If a camper will require a prescription medication during camp, the parent, guardian, their designee, or a health care provider must control it and provide it to the camper. If the University is their designee, the designation must be in writing and the University must assure the administration of the medication is within the scope of the prescription, the parent's or guardian's designation, and that the medication is secured solely within the University's control when not administering. A camper may carry and utilize an asthma inhaler or EpiPen if permitted and provided by the parent or guardian in writing. However,
- **Release:** No child may participate without a release signed by the parent and/or guardian releasing the University. Bottom line: EACH camper must sign a release before he/she may participate. All signed releases must be given to the employee in charge of the camp.
- **Sex offenders:** No registered sex offender can participate in the camp. Any camp worker must first undergo a background screening in the National Sex Offender Registry in order to determine if any of them are registered sex offenders. This should be done before the person can work at the camp. The employee in charge of the camp is responsible for conducting the screening. It will be necessary to obtain each person's full name and birthdate in order to conduct the screening. Any questionable results must be immediately reported to the University's Office of General Counsel for further determination and any questions concerning the screening must also be directed to the same office.
- **Camper Pick up:** The camper may only be picked up from the camp by the camper's legal guardian or the legal guardian's designee. The designation must be in writing prior to the pick up.
- **Chaperone:** Whenever reasonably possible, every camper must be chaperoned by a camp worker 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.
  - A child may not be released to anyone other than the parent without written authorization from the parent that his/her child may be released to that individual.
- **Security Measures:** Each camp worker must be briefed of all security measures to protect campers. All campers must be informed of where to go and what to do if they need help or in case of an emergency. The employee in charge of the camp must brief all workers of camp operations prior to the start of the camp. All workers must clearly understand routines for greeting and dismissing campers, mealtimes, restroom breaks, and the procedures for responding to emergencies such as fire, injury, weather hazard, or a lost person (camper or staff); and be familiar with the facilities, including knowing which areas are off limits to campers. If needed, the employee in charge of the camp should meet with the University's safety officer and police chief prior to the start of the camp to better understand the security measures stated hereunder.

- **Sexual misconduct, child abuse, and neglect- REPORTING OBLIGATIONS:**
  - Who is a child? Anyone under the age of 18!
  - General Rule: If a camp worker has any *reason to believe* that a camper has been subject to abuse or neglect, the worker shall report it immediately to the VUPD and employee in charge of the camp.
  - *Reason to believe*: Any camp worker does not have to know for certain that abuse is taking place. A reasonable belief or suspicion that child abuse has occurred is sufficient. When in doubt, it should be reported.
- **Guidelines for camp workers touching campers include the following:**
  - No camp worker can 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 camp worker can touch a child against his/her will or in a way that would be considered sexual in nature.
  - At least TWO (2) camp workers must be present during clothes-changing times and, if possible, be of the same sex as the children changing clothes.
  - Camp workers are restricted from hitting or other physical punishment as discipline.
  - Camp workers must exercise good common sense and judgment.
- Camp workers may not use abusive and derogatory language, including words commonly recognized as “cuss words”.
- Camp workers may not engage in any behavior or conduct that is contrary to the Valparaiso University Mission.
- Camp workers may not 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.
- Each camp worker must read and receive a copy of this Policy and these guidelines prior to participating in the camp.