

VIC WORKING PARENT'S CLUB

VIC SummerCamp 2017

Guidelines and Rules for Staff and Volunteers

A) General Observations

1. All staff and volunteers should strive to make the stay of the children at the Camp as pleasant and memorable as possible while always bearing in mind that we are also responsible for their safety and well-being.
2. Our language, behavior and dress should be appropriate for contact with children; remember that we should set an example for them; swearing, cursing and harsh language should be avoided; do not smoke on the Camp grounds.
3. Remember that many children are first confronted with the problem of illicit drugs around 10 years of age. Be watchful and report all observations in this respect to Camp Management. Do not drink alcoholic beverages while on duty.
4. We are not only responsible for the physical well being of the children but should remember to stimulate their fantasy and creativity. Not all of them will be "easy" children or "well behaved". Try to instill in them the respect of the rights of others, while showing respect for them as individuals and members of a community - that of the Camp. Encourage them to express themselves and their ideas in a constructive way. Children at our Camp are of many races and religions. Staff and children should see this as an asset and benefit from this cultural diversity; everyone should be encouraged to be proud of who and what they are.
5. If we encounter problems with the children or with one another, assistance should be sought from the Management or other staff to find solutions as rapidly as possible. Team spirit is most important for a healthy Camp atmosphere. Children tend to demand all our strength, patience, love, understanding and creativity. They must be constantly motivated, occupied and their curiosity has no limits. We must be their partners, friends and the authority, which they must obey. We should not let them abuse us - staff also have rights and these should be drawn to the children's attention, as required. If we are too tolerant, we will lose control; if we are too restrictive/harsh/authoritarian, etc., they will reject us.
6. We will need all our energy for the children and should all be in good physical and psychological health. To that end, we must try to get as much sleep at night as we can. The weekends are all ours; during the week we must stay fit for "our children".

B. Distribution of Responsibilities

- a) The Senior Camp Counselor is responsible for the overall leadership in the Camp, assisted by the two Counselors, one for sports activities and one for pedagogical matters. Together they establish the program of activities, coordinate the work of all staff and the planning for specific projects, outings, sports, visits, etc. They guide the Supervisors and Volunteers in their work, ensure the appropriate distribution of assignments and responsibilities and should generally be available for the staff, parents and children on all Camp matters.
- b) The Camp Counselor (in charge of pedagogical matters) is responsible for the overall programme of activities with special attention to language classes, artistic programmes, music, dancing, painting, performing arts and the films authorized for viewing for the various age groups on rainy days. She/he will support the Senior Counselor in every possible way. In the absence of the latter, the Counselor for

pedagogical matters will take over the functions of the Senior Counselor. Together with the Counselor for sports activities they will be responsible for the day-to-day operation of the Camp.

- c) The Counselor for sports activities is responsible for ensuring a diversified daily program of sports, i.e. football, badminton, swimming, basketball, etc.....
- d) The Camp's Management Committee will be composed of the Senior Camp Counselor, the Representative of the Kinderfreunde and the Bureau of the VIC Working Parents Club.
- e) Counselor, Supervisors, Assistant Supervisors, Volunteers
 - i) The Counselors and Supervisors are experienced staff who will be assisted in the discharge of their functions by volunteers. At the beginning of each week, overall responsibilities and tasks will be assigned by the Senior Counselor, e.g. the cleaning rosters will be communicated to all.
 - ii) The Supervisors will be assisting the Counselors from whom they will receive their assignments and guidance in the performance of their duties. Each Supervisor will be accountable to the Counselors and receive guidance from them. The Counselors or a Supervisor can be assigned a number of Assistants/Volunteers.
 - iii) Junior Volunteers are young people between 14 and 17 years of age who wish to gain experience in caring for younger children. They are assigned to assist supervisors. Often, they will be asked to care for very young children on a one to one basis. They should feel free to discuss their preferences and abilities with the Camp Counselors. At all times, they should remember that they are not at Camp to enjoy a free holiday but that they are there to assist the other staff.

C. Responsibility of the Staff for Children

- a) All staff members must feel responsible at all times for all the children at the Camp. It is clear that the children will not always be together since individual children will pursue different activities, i.e. swimming, football, badminton, tennis, etc., but the Counselors, Supervisors and Volunteers should know where they are and what they are doing at all times.
- b) The responsibilities of the Counselors, Supervisors and Volunteers start the moment each child arrives at Camp in the morning and ends only when each child has been picked up at night. At lunchtime, the Counselors, Supervisors and Volunteers will eat with the children at the table after having distributed the food to them. Rest periods can only be taken in shifts and not by all staff at the same time. Rest periods will be authorized for the Volunteers and Interns by the Counselors and Supervisors.
- c) Before leaving Camp grounds with all or some children, the most senior staff accompanying them will be responsible for taking a roll call of all children participating in the outing on the basis of the daily camp attendance list, before leaving the premises. The same person will take the roll call again before leaving the outing site and if required, at any time during the outing. No child can be forgotten or lost if this rule is scrupulously implemented.

D. Clothing and cleanliness of the children and Camp Grounds

- a) Within the framework of the clothing provided by parents, staff should try to ensure that children are properly dressed for whatever activity they choose to undertake (not too warm/cold), remind them to use suntan lotion, to wear a hat, etc. Systematic inappropriate clothing provided by parents should be drawn to the Senior Camp Counselors' attention who will raise the matter with the parents.

- b) Staff must ensure the cleanliness of the children and remind them, for example, to wash their hands before going to eat. They must also ensure proper behavior in the dining room and on the Camp premises at all times, especially during lunch-time.
- c) Staff should contribute towards maintaining the Camp facilities in the same good conditions in which they were provided. Tidying up in the evening after a Camp day is a task to be shared by all staff and a weekly duty roster will be posted.
- d) It is important to explain to the children the importance of keeping the Camp clean.

E. Ideas and initiatives of staff

Staff are expected to make proposals for activities, corresponding to their abilities, skills and talents and to discuss them with the Senior Camp Counselor. If appropriate, the latter will initiate the procurement of special supplies and equipment required to ensure the maximum diversity in activities, corresponding to the skills of the staff.

F. Discipline at Camp

- a) All staff must be mindful not to use physical force in respect of the children. Physical/corporal punishment even in the case of most severe misbehavior is strictly forbidden. To separate fighting children, staff are only authorized to use controlled force to avoid greater harm to the children. If possible, such interventions should take place with the help of at least one other if not more staff members. Care should be taken to have witnesses to the intervention, if only from among the older children in the absence of adults. Serious or repeated misbehavior by a child especially if it affects the safety or well being of other children must be reported to the Camp Counselors who can inform the parents and/or seek the involvement/advice/intervention of another Member of the Management Committee. After due consideration and at least one warning to the parents of the misbehaving child, the latter can be excluded from Camp in the overall endeavor to maintain a harmonious and safe environment for all.
- b) We should explain to the children that a minimum of self-control/personal discipline is in their own interest. Being punctual for lunch or for special activities is important for everyone. The children should be asked to always inform a Supervisor or Volunteer if they intend to leave a group to join another, for example to play football.

G. Accidents and First Aid

The Camp Counselors and many of the Supervisors have training to provide First Aid in the case of accidents. All staff should be aware of who has those qualifications so as to be able to call for their assistance whenever needed. For minor injuries, a first aid kit is available on Camp Grounds. The Camp Counselors will decide on when to take a child to Hospital or to call an Ambulance. Parents will be asked to sign a paper authorizing staff to take children by taxi or public transportation to Hospital to save time and/or costs to the parents, without running the risk of being held responsible by the parents/guardians for incidents on the way. Should the latter prefer not to sign this paper, the children, when necessary, will be taken for treatment only by Ambulance.

H. Taking note of the above Rules

All persons working for the Camp have read the above text and agree to implement the suggestions and abide by the Rules contained therein. They will sign the Master copy thereof and receive a copy for future reference.