

Code of Conduct for Highbrook Lodge Community Members



The leadership and staff of Highbrook Lodge are committed to providing a safe and enjoyable experience for all; however, campers are also responsible to assist in these efforts. Everyone at Highbrook Lodge is expected to treat one another with dignity and respect, regardless of their race/ethnicity, socio-economic class, gender and sexuality, religious affiliation, cultural diversity, age, disability, or health status.

Camp leaders, staff, volunteers, campers, and guests are expected to uphold professional standards of conduct at all times. This includes, but is not limited to: appropriate interactions with others including refraining from touching others in any harmful or inappropriate way, respectful language with others, respect of others property, wearing appropriate clothing, and punctuality.

All staff members, volunteers, campers, and guests must agree to the following:

- Follow all emergency procedures and safety protocols as outlined by Cleveland Sight Center and Highbrook Lodge in the 'Policy and Procedures Handbook.'
- Comply with HIPAA (Health Insurance Portability and Accountability Act of 1996) by maintaining the privacy of Protected Health Information.
- Abuse of others is strictly prohibited. Everyone is responsible for informing leadership or staff if they are experiencing abuse or any other misconduct, or if they suspect abuse is taking place. Examples of abusive behaviors are, but not limited to:
 - Physical abuse – to strike, spank, shake, slap;
 - Verbal abuse – to humiliate, degrade, threaten;
 - Sexual abuse – to inappropriately touch or speak;
 - Mental abuse – to shame, withhold kindness, be cruel;
 - Neglect – to withhold basic care, food, water, etc.Abuse will not be tolerated and may be cause for immediate dismissal and possible criminal action.
- To report any unusual incidents or circumstances that are shared by a community member (or overheard) that concerns the safety and well-being of a camper or fellow staff member.
- To report to the leadership team if they need help or assistance or if they are feeling unwell or unsafe.
- Understand I will stay within camp areas at all times and advise/request of departure from camp leadership prior to departure.
- Staff, volunteers or others will never transport campers in their own vehicles. Transportation is available in a Highbrook Lodge vehicle, with prior permission from the leadership team.
- Using, possessing, or being under the influence of alcohol or illegal drugs on Highbrook Lodge property is strictly prohibited and may be cause for immediate dismissal and possible criminal action.
- Use of tobacco products is only permitted in designated smoking areas (for staff or volunteers this is only permitted while on breaks and when other duties are not assigned).
- Will adhere to all safety rules and regulations given for each activity in which he/she participates.
- Understand I am not permitted to possess knives, firearms, weapons, replica weapons, or fireworks.
- Understand my person and/or property may be subject to search upon request by a staff member, should the need arise for the safety and protection of others.
- To be responsible for personal belongings and not hold Highbrook Lodge responsible for their loss or damage.

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- Be able to uphold good personal hygiene practices to ensure a healthy camp environment for everyone. This includes but is not limited to: bathing, hand washing, dental care, changing clothing daily (Staff is able to assist campers as needed).
- Will treat equipment, facilities, and grounds provided by Highbrook Lodge with care. I understand I might be assessed for damages to such equipment in the event that my use of it is negligent or abusive.
- Will be conscientious about using mobile devices during program time (staff will refrain from use while working or in the presence of campers or guests).
- Staff must receive verbal consent before taking photographs of Highbrook Lodge community members and ensure that a written photo release is on file for each camper.
- Agree to not post identifiable pictures of minors (campers under the age of 18) on social media pages; or post identifiable pictures of adult campers, staff, volunteers, or guests without their expressed permission.
- Must follow all set camp schedules and curfews as set by the Camp Manager, Assistant Camp Manager, and leadership team.
- Staff is encouraged to build and maintain strong and meaningful relationships with other counselors and staff, volunteers, guests, and campers. However, staff may not engage in sexual relationships with any camper as these relationships may be against the law, exploitative, or result in preferential treatment.
- Staff should remember that their attitudes and actions will affect the entire camp community and thus they should take care to: participate; be helpful; and be kind, silly, fun-loving, outgoing and creative.
- Staff will portray a positive role model for others by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. Staff will act in a caring manner.
- Staff or volunteers will communicate with the leadership team if they believe they need more information or additional training to appropriately perform their job duties.
- Staff will never leave a child unattended and will work to ensure adult campers who require supervision are supervised during program hours.
- When guests require assistance with private activities (e.g., diapering, dressing, bathing, etc.) staff will do so in pairs.
- Staff should work to ensure that their personal relationships are not distracting to campers and other staff, nor should the relationship prevent them from performing their job adequately and professionally.
- Staff is required to complete written Incident Reports in collaboration with the leadership team to describe incidents, accidents, potential accidents, and emergencies – including those that may have not resulted in injuries.

Print Name

Signature

Date