

Camp Eagle Hill Policies for Staff Communications with Campers, Parents and other Staff During All Times of the Year

Camp Eagle Hill has seen an increase in the amount of communications between camp staff members and campers over the years by way of the internet, phones and in person get togethers. We are concerned about the kind and quality of these contacts and communications. In light of the many issues and difficulties that can result from the various levels of communications with our campers and other staff members these days, we have put together a general outline of policies and procedures that we now need you, a Camp Eagle Hill staff member, to abide by. These ideas are important to us and we therefore deem your commitment to and adherence with, the following statements, as crucial to your current status of employment with us or future employment with our camp. **In advance, we thank you for your cooperation with the ideas stated below.**

1. We expect that you not give out personal information of any campers such as an address, telephone number, parents' work address/telephone number, or the name and location of their school, where campers are concerned, without the express permission of Camp Eagle Hill. Where staff members are concerned, we expect that you get the express permission of the staff member whose personal information is being shared.
2. We expect that you never mail out or post on the internet, the picture of any camper or staff member without the express written permission of Camp Eagle Hill.
3. We expect that you not make use of any image or communicate any thoughts on the internet, or otherwise (while at camp or not), about a camper or staff member that are mean or inappropriate.
4. We expect that you not send any messages by mail or make any message postings on the internet, of any kind, about any camper or staff member that are suggestive, obscene, belligerent, or threatening.
5. When using camp computers, we expect that you not visit any inappropriate websites, nor download any inappropriate files, photos, or documents.
6. Before using any of the computers in our computer lab, we expect that you talk with the staff member supervising the use of the computers before downloading or installing software or doing anything that could possibly hurt our computers or jeopardize privacy.
7. If contacted on-line by a camper, we expect that you act in a manner compliant with the policies stated above. If a communication that you receive from a camper is inappropriate, we expect that you will advise the camper(s) of your obligation to the camp and discontinue the conversation if the camper continues to be inappropriate.
8. We expect that you never agree to get together with a camper during the off-season without first checking with his/her parents and agreeing with the parent(s) to meet with a camper at a particular time and place. We expect that parents be given the opportunity to be a part of this get together.
9. We expect that you not mail out or post on the internet in any fashion, any comments, messages, photos, or files that are derogatory in nature relating in any way to Camp Eagle Hill, its owners, staff or campers.

10. We expect that each staff member understand that they are a representative of Camp Eagle Hill at all times prior to their summer employment and after their summer employment, and as such, we ask that each staff member consider the appearance of any on-line presence as a reflection on our camp. As such, we expect that all staff members maintain a “clean” profile (on FACEBOOK and every other social media site), free from suggestive or inappropriate content or photos. Please keep in mind that your on-line presence may be very viewable by both campers and their families and that we are concerned about the reflection your personal internet presence will have on our camp.

11. As a general policy, it is the camp’s expectation that Staff not engage in communication with the parents of campers unless duly authorized by the Camp Director. We expect that you will not have communications with parents of campers where camp business is discussed or shared. We have lines of communications that have been outlined to parents and that are to be utilized. Ultimately, as the Camp Director has been given *loco parentis* where each individual camper is concerned, it is the Camp Director who is given control over all communications with parents concerning the care of children at camp.