



## GOOD NEWS CLUB, INC. OF NORTHUMBERLAND COUNTY STANDARDS OF CONDUCT

Each paid and volunteer staff member is a representative first of the Lord Jesus Christ, and secondly of the ministry of GOOD NEWS CLUB, INC. OF NORTHUMBERLAND COUNTY. Each person is responsible for maintaining a moral and ethical climate that is above criticism. That responsibility begins with our personal conduct. Staff and volunteers are responsible for maintaining a professional role with the children and one another during the periods served with the ministry.

This Standards of Conduct sets out the behavior consistent with the values of GOOD NEWS CLUB, INC., and is expected from all people associated with or representing it, whether paid or volunteer. Not only is the goal to help each individual understand and maintain the expected standards, but also to work to reduce the possibility of allegations of abuse against the staff and volunteers of this ministry.

### **The expected behavior and activities include:**

I will be **RESPECTFUL** by...

- How I handle God's Word; my example in chapels; not discussing denominational distinctives
- Following the policies of GOOD NEWS CLUB, INC.
- Upholding the Staff Relational Commitment
- Having a positive attitude and participating in all activities
- Calling other staff by their staff titles

I will be **RESPONSIBLE** by...

- Focusing on my assigned tribe at all times and knowing where each camper is
- Knowing the schedule and what time it is
- Being prepared for each activity
- Accurately keep records of all decisions (salvation, assurance, consecration) made in *Leading a Child to Christ* opportunities on decision cards
- Staying with the majority of my tribe if I am the senior counselor, and accompanying campers as needed if I am the junior counselor

I will be **KIND** by...

- Putting others before myself
- Making camp fun for the campers
- Praising my campers
- Encouraging other staff

I will be **SAFE** by...

- Staying with my campers at all times, always in groups of three or more
- Keeping my medications with the nurse
- Maintaining professionalism in any contact with campers (i.e. holding or carrying them)
- Following and reporting any concerns of child abuse in accordance with the PA Child Protective Service Laws
- Staying hydrated

Engaging in prohibited conduct may result in Progressive Discipline. Disciplinary action is intended to be corrective rather than punitive. The action taken depends on the seriousness of the offense, and not all steps need be taken in order.

**Progressive Disciplinary Action includes:**

1. Verbal warning
2. Written warning
3. Suspension (without compensation, if applicable) and/or Termination

**The prohibited activities include:**

- Violation or disregard for a posted or known ministry policy, procedure, or rule.
- Possession or use of alcoholic beverages, tobacco, or drugs on GOOD NEWS CLUB, INC.'s property (and other properties accessed for ministry) or reporting to the program while under the influence of drugs or alcohol.
- Bringing onto GOOD NEWS CLUB, INC.'s property dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Use of any computer, mobile phone, or video and digital camera to exploit or harass children.
- Abusive language towards a staff member, volunteer or another participant.
- Discourtesy or rudeness to a child, staff member or volunteer, including sarcastic, insensitive, derogatory or sexually suggestive comments or gestures.
- Verbal, physical or visual harassment of a child, staff member or volunteer.
- Making inappropriate promises to children and young people, particularly in relation to confidentiality.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others, including not reporting suspected abuse.
- Carelessness or negligence in the performance of duties.
- Bullying or taking unfair advantage of any participant.
- Failing to cooperate with an adult supervisor/leader/mentor.
- Public display of affection.
- Males entering the females' cabins and females entering the males' cabins.
- Abuse of cell phone privileges and break time.
- Accepting visitors and/or leaving camp grounds without obtaining permission from the camp director.
- Disclosing, discussing, or providing to others, confidential information relating to the ministry without prior authorization.
- Providing wrongful, frivolous, or false information against another staff member or the ministry.

I have read and I understand GOOD NEWS CLUB, INC.'s Standards of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant if I violate any of these rules.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_