



Idaho Diabetes Youth Programs Policy Directory

HODIA
Idaho Diabetes
Youth Programs

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HODIA
Idaho Diabetes
Youth Programs

Idaho Diabetes Youth Programs Policy

CATEGORY:
Camp Management

POLICY TITLE:
Criminal Background Checks

DATE OF ORIGIN:
11/01/2009

REFERENCE NUMBER:
2009-01

REVISION DATE:

Policy:

Criminal background checks will be performed every 7 years. Staff will be required to report any felony or misdemeanor charges or convictions in writing prior to serving on staff at any IDYP program.

Description:

- 1) Criminal background checks will include:
 - a) Address History/SSN Trace
 - b) Multi-State Criminal Records Search
 - c) County Criminal Records Search (populated by the address history/SSN trace)
 - d) Driving History
- 2) Formal criminal background checks will be done for all new staff members prior to their participation at any IDYP event.
- 3) Formal criminal background checks will be done using a board approved vendor.
- 4) Records of criminal background checks will be electronically stored and made available to camp director(s).
- 5) Negative information found on a criminal background check will be reviewed by camp directors annually.
- 6) Negative information may result in alteration/limitation of camp staff responsibilities, rejection of staff application, or termination from staff participation at the discretion of the camp director.
- 7) Staff will be required, as part of the staff application for any formal program, to endorse a statement that they have had not felony or misdemeanor charges and/or convictions OR to detail such charges and/or convictions. It is the responsibility of the camp director to review this information prior to accepting staff applications.

Approval:

Approved By: IDYP Board of Directors

Date: 11/01/09



Idaho Diabetes Youth Programs Policy

CATEGORY:
Camp Management

POLICY TITLE:
Staff Discipline

DATE OF ORIGIN:
11/01/2009

REFERENCE NUMBER:
2009-02

REVISION DATE:

Policy:

This policy addresses the procedure for staff discipline in the event of unsatisfactory conduct.

Description:

Idaho Diabetes Youth Programs (IDYP) has adopted a progressive discipline policy to identify and address staff related problems. This policy applies to any and all staff conduct that the senior staff of IDYP, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, IDYP takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, staff conduct that warrants discipline results from unacceptable behavior, poor performance or violation of the company's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, IDYP need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation.

Staff discipline will be done by senior IDYP staff members (a member of the Board of Directors, Executive Director, or camp director(s)). IDYP will normally adhere to the following progressive disciplinary process:

1. Verbal Warning: A staff member will be given a verbal warning when a problem is identified that justifies a verbal warning. Verbal warnings are documented and placed in the staff member's personnel file.
2. Written Warning: A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in repeated behavior for which the staff member has received verbal warning(s). Written warnings are documented and placed in the staff member's personnel file.
3. Suspension: A suspension is more serious than a written warning. A staff member will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior for which the employee has received

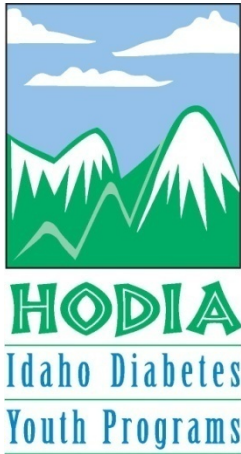
written warning(s). A staff member's suspension will be documented and placed in the staff member's personnel file. Suspensions will be reviewed by the IDYP Board of Directors.

4. Termination: A staff member will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline. Terminations must be approved by the IDYP Board of Directors. Terminations are documented and placed in the staff member's personnel file.

Approval:

Approved By: IDYP Board of Directors

Date: 11/01/09



Idaho Diabetes Youth Programs Policy

CATEGORY:
Camp Management

POLICY TITLE:
Staff Code of Conduct

DATE OF ORIGIN:
03/13/2010

REFERENCE NUMBER:
2010-01

REVISION DATE:

Policy:

The purpose of this policy is to ensure the safety of Hodia campers, their families, Hodia staff members and liability protection for Idaho Diabetes Youth Programs.

For the purpose of this document, "camper" or "campers" will refer to any person under age 18 that participate in any program sponsored by Idaho Diabetes Youth Programs (IDYP) including but not limited to all Hodia camps. "Staff" will refer to any employee, volunteer or paid staff that are hired at any program sponsored by Idaho Diabetes Youth Programs including but not limited to all Hodia camps.

An additional purpose of this policy is to provide instruction on appropriate relationship limits between staff and campers. Hodia camp staff members are in a position of power, respect and responsibility over campers and even some other staff. As a Hodia staff member, you should carefully consider the consequences of your relationships. This policy will provide guidelines regarding relationships, physical contact and recording by any means during IDYP events.

Description:

Policy of non-fraternization with Hodia campers

All non-IDYP activities, in which one or more staff members are in attendance, must be done with the camper's parent's permission. It is the responsibility of the Hodia staff member to get that permission prior to the activity. Communication with the parent is to be open, clear and thorough.

Staff are authorized to contact campers and junior staff regarding camp business and sanctioned mentoring. Staff are not authorized to contact campers for any reason apart from camp business or sanctioned mentoring. What is "sanctioned mentoring"? This is emotional support for diabetes care that comes from relationships established at camp. Nearly all of us receive some calls from camp kids looking for support. Hodia staff must be very careful that they not give medical advice to campers. Medical questions may be sent back to the camper's personal diabetes care provider or to Hodia's medical staff.

This policy pertains to all forms of contact with campers, including contact by phone, e-mail, and internet. Staff may not be "friends" with minors that have been Hodia campers

on established online social networks. Accidents, misbehavior or unforeseeable difficulties can arise from unauthorized fraternization that could reflect unfairly on IDYP. Staff are to avoid even the appearance of inappropriate behavior with and around campers. Hodia staff must develop good judgment about boundaries with kids and their parents. They must seek advice from senior Hodia staff when uncertainty or problems arise.

Encouraged off-season staff/camper activities include: group gatherings, two or more camp staff invite several kids to the movie, baby-sitting with the parent's customary arrangements.

Forbidden off-season staff/camper activities include: one-on-one meetings, one camp staff invites one or more kids to the movie, private arrangements by the Hodia staffer.

Physical contact between campers and staff

Touch should always be non-sexual, and should be age appropriate and in context to the situation. Touch should be based upon the need of the minor and not on the needs of the adult. Physical contact is expressly prohibited when alone with a minor with the exception of medical urgent or emergent situations. If a minor initiates physical contact, a limited public response is acceptable.

Physical discipline of any camper is prohibited. Physical contact with minors can be misconstrued by both minors and other adults, and should occur only under appropriate public circumstances and in accordance with this policy.

Recording (audio and visual – included photography and videography)

All photos and videos taken by a staff member at any IDYP program are property of IDYP. Photos and videos will be reviewed for possible inclusion on the on the Hodia.org website and/or used in various Hodia promotions. Photographing or video recording material that would be classified as objectionable using a conservative measure is prohibited. If a staff member uses photographs or videos taken at an IDYP program, it must be done in a responsible way. This includes but is not limited to posting on any website or distributing to a group of people. For example, photos sent to friends to support Hodia programs are encouraged. Photos used to place campers or Hodia in an unfavorable light are prohibited. Staff must develop good judgment on this topic. IDYP Board will not tolerate postings harmful to Hodia.

Relations among Hodia staff members

Staff are strongly discouraged from pursuing romantic or sexual relationships with any parent or guardian of a camper as well as with any other staff member during camps or during IDYP events.

Hodia staff are required to report violations of these standards immediately to either the Camp Director, senior staff member or the IDYP Executive Director. Staff who violate any portion of this policy will be subject to disciplinary action, up to and including termination of employment. These guidelines are not exhaustive. Responsible, mature behavior is expected on the part of all Hodia staff members at all times. Violation of any of these standards may result in volunteer dismissal.

Approval:

Approved By: IDYP Board of Directors

Date: 03/13/2010



Idaho Diabetes Youth Programs Policy

CATEGORY:
Camp Management

POLICY TITLE:
Camp Visitation

DATE OF ORIGIN:
03/13/2010

REFERENCE NUMBER:
2010-02

REVISION DATE:

Policy:

The purpose of this policy is to provide guidance regarding camp visitation by vendors, donors and any other visitors.

Description:

Sign-Out Registration

Idaho Diabetes Youth Programs (IDYP) Directors may arrange for visits between the members of the public and the Hodia Camp programs. These visits are scheduled on an individual, case by case basis, and must be arranged prior to the start of the Hodia Camp. Once scheduled by the IDYP Director, this director must notify the Camp Director and should be done prior to the start of the Hodia Camp.

Cancellation

If you are unable to keep your scheduled visitation time, leave a voicemail at our Boise office (208) 336-6829. Due to the limited cell phone and internet access at Camp Hodia, we appreciate notification of visit cancellations at least 24 hours in advance. This gives us adequate time to receive the notification, and does not disrupt the program schedule. We will contact you after conclusion of the program to see if you are interested in rescheduling.

Identification/Sign-In

Because Hodia campers' safety is the responsibility of the Hodia staff, always report to the On-Site Camp Office before you begin your site visit. (See attached map for location).

- Check-in with your pre-arranged Idaho Diabetes Youth Programs Director (host) at the Camp Office and obtain your name badge; this is also important in case of emergency.
- Wearing your name badge while visiting a Hodia program will ensure that Hodia staff and campers can easily identify you.
- Plan for a host-guided visit of the Hodia experience. This typically includes a tour, observation of/or participation in activities, inclusion in meals, and introductions to program staff.

Visit Guidelines

To ensure a fun and safe visit of the Hodia camp, we require:

- Visitors follow Hodia safety rules (posted in the Lodge)
- Visitors will act within the guidelines of the host.

- Visitors will not have unsupervised contact with any camper, nor be the sole adult supervision of a group of campers.
- Visitors may not contact Hodia campers or parents outside of the Hodia visit.
- There is no smoking, alcohol, or drug use during your Hodia visit.
- Visitors must refrain from the use of foul language and should act within expected behavior guidelines.
- If you have any questions or concerns, talk with your host. Your host is prepared to address anything that may arise.

Upon conclusion of your visit, visitors must sign-out. This should be done with your host before they escort you to the parking lot.

Approval:

Approved By: IDYP Board of Directors

Date: 03/13/2010