



# Camp St. Andrews

1600 Santa Lucia Ave, San Bruno, CA 94066  
Mailing Address: PO Box 397, San Bruno, CA 94066  
Office Phone: (650) 445-4555

## CSA STAFF/LT HANDBOOK

### Cancellation

If you cannot go to camp due to illness, please let the registrar know as soon as possible, as we normally have other individuals on our waiting list. REFUNDABLE CAMP FEES are refunded as outlined in the refund policy on the TERMS & CONDITIONS page at [campstandrews.org](http://campstandrews.org).

### Spending Money/Cash

CAMP FEES cover all meals, snacks, activities, camp photo, and camp t-shirt. No money should be brought to camp.<sup>1</sup>

### Assignments

Staff assignments will be based on gender, age, and training level. Within these parameters, we try to accommodate (but cannot guarantee) requests for placement.

### Transportation

Staff/LT training and arrival day call times, items to bring, location, return day estimations and overall logistics can be found on the [Who, Where, When? page](#). As outlined in the STAFF/LT CODE OF CONDUCT, a serious violation could be grounds for dismissal. Staff/LTs are responsible for their own transportation to and from training sessions and camp. Arrangements can be selected on the Transportation Supplemental Form and by contacting [registrations@camp saintandrews.org](mailto:registrations@camp saintandrews.org). In the rare case of a minor staff member being sent home, it is the parent/guardian's responsibility to retrieve their child in a timely manner, at their own expense.

### Health Screening

On Staff/LT Arrival Day, CSA volunteers must conduct a health check on LTs and staff that will include a head lice check, MEDICAL UPDATE FORM review, medication registering/cataloging, and a general health assessment. **For 2023 CSA is not requiring Covid-19 vaccinations, nor self-tests on Arrival Day, and masking is completely optional. CSA may be required to follow any state or federal government guidelines.**

Any camper, LT, or staff member who poses a potential health risk to the camp community may be denied entry to camp or the bus to camp, or may be subject to quarantine if the illness is discovered at camp, and sent home.

### Medication

The STAFF/LT REGISTRATION INFORMATION provided Camp St. Andrews with the participant's medical history, immunization record, medication needs, their over-the-counter medicines authorization, and medical insurance information/directives. If the participant takes any prescribed medication, over-the-counter medication, or vitamins, they will be required to complete and hand in the MEDICAL UPDATE FORM on Staff/LT Arrival Day. The signed form and medication must be given to the CSA medic at check-in, and not kept with the participant. If you have any questions or concerns, you may speak to the Medical Director prior to camp. **Please do not use camp as a "vacation" from prescribed medication!**



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<sup>1</sup> After camp, some LTs and staff members who do not take the bus home meet for an unsponsored, post-camp lunch requiring personal spending money to participate.

## Cell Phones

There is no cell service or outlets at the camp facility. As noted in the Staff/LT Code of Conduct form, cell phones and electronic devices are discouraged once on facility grounds. Though we do allow digital cameras, we highly recommend you purchase or pack disposable cameras instead. Camp St. Andrews is not responsible for any theft or damage to devices. **Please note that LTs (ages 14-15) will not be able to keep their devices with them for any reason once onsite. If brought to camp, they will be labeled and stored until camp departure when they will be returned.**

## Chapel

All participants will attend a short daily non-denominational song, skit service in the outdoor chapel. Some years, the Friday chapel may also include a Eucharist service. Please discuss with your minor attendee if you want them to participate in this portion of the Friday service.

## Visitors

Because camp is only seven days long, there is no “Visitors’ Day”, and no unscheduled visitors are allowed on the grounds. To be considered for access to the premises, prior approval must be obtained from the Camp Director. This includes but is not limited to the completion of additional forms and a background check.

## Letters from Home

Please DO send letters and postcards from home! Mail Call can be quite an event at camp. Because of our remote location, it can take up to five days for letters to arrive. Please plan accordingly. We recommend mailing your items on Departure Sunday.

All letters can be sent to:

*[Participant’s Name]*  
Camp St. Andrews  
c/o Camp Jack Hazard  
Highway 108  
Dardanelle, CA 95364

<b>Camp St. Andrews office phone number:</b>	650-445-4555
<b>Camp St. Andrews email address:</b>	<a href="mailto:registrations@campst Andrews.org">registrations@campst Andrews.org</a>
<b>Camp St. Andrews Website</b>	<a href="http://www.campst Andrews.org">www.campst Andrews.org</a>



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### **Staff & Leader Trainee (LT) Code of Conduct**

CSA LTs and Staff members represent Camp St. Andrews wherever they go. The testimony of our LTs and Staff should be reflected in all aspects of life, including but not limited to matters of conduct and appearance. LTs and Staff members are an example to campers and others concerning the character of the camp's legacy, and therefore staff members should endeavor to never exhibit any action or conduct that would result in the need for an apology.

LTs & Staff members are expected to:

- Be enthusiastic. It's contagious!
- Maintain a positive mental attitude.
- Follow the rules.
- Respect others' feelings, boundaries, and property.
- If in doubt, check it out! Many mistakes occur when people make assumptions.



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## Harassment Policy

### Harassment Prohibited

Camp St. Andrews is committed to maintaining an environment that is free of discrimination and harassment based on a person's gender, sexual orientation, gender identification, race, age, color, creed, religion, disability, ancestry or national origin, or any other classification protected by state or federal laws. All camp members should respect the rights, opinions, and beliefs of others. Harassment because of any of the above — whether conducted by, or affecting a camp member, vendor, client, volunteer, CLC member, or any other individual connected with Camp St. Andrews — is strictly prohibited.

Examples of conduct prohibited by this policy include but are not limited to: using racial, ethnic, and sexual orientation slurs, making offensive references to stereotypes, or making jokes about characteristics protected by law. Any such harassment is prohibited by this policy, whether or not the conduct also violates federal or state law. This policy applies to all camp staff, LTs, directors, volunteers, and agents of Camp St. Andrews, including the Camp Leadership Committee and Board of Directors.

### Sexual Harassment Prohibited

No one may threaten or imply that a camp member's submission to or rejection of sexual advances will in any way influence any decision about that staff member's participation, advancement, duties, or other terms or conditions of camp participation. No one may take any personnel action against a camp member based upon their submission to or rejection of unwelcome sexual advances.

No one may subject another camp member, volunteer, or staff to any unwelcome conduct of a sexual nature. This includes both unwelcome physical contact, such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs, as well as unwelcome verbal conduct such as sexual propositions, slurs, insults, jokes, and other sexual comments. A camp member's conduct will be considered unwelcome and in violation of this policy when the member should have known that the conduct was unwelcome, or when the person subjected to the conduct voiced his or her objection.

Examples of sexual harassment are: demanding sexual favors in return for participation conditions; unwelcome physical touching; sexual remarks, innuendos and jokes; graphic, obscene, or sexual posters or calendars or other print material; e-mail, voice messages, or similar communications which are persistent and unwelcome and sexual in nature; and lewd suggestive comments regarding a camp member's style of dress, appearance, body, or personal life.

### Making Complaints — Mandatory Reporting

If you believe you are the victim of harassment you must immediately report this fact to a senior member of camp leadership, such as the Camp Director, Assistant Director, Medical Director, Chaplain, or Program Director. Also, if you observe harassment, you should bring the offensive conduct to the attention of Camp St. Andrews senior leadership. You should make any complaint about harassment directly to one of the persons listed above. Complaints of harassment do not need to be in writing; however, for Camp St. Andrews to properly investigate, the report may not be anonymous.



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It is the policy of Camp St. Andrews that no reprisal, retaliation, or other adverse action will be taken against any complainant for making a good faith report of harassment, or for assisting in an investigation of harassment.

## **Investigation of Complaints**

Camp St. Andrews will promptly and thoroughly investigate all alleged violations of this policy, assuming the allegation is in good faith and made in sufficient detail for Camp St. Andrews to conduct a confidential but thorough investigation. An investigation cannot be accurately conducted if the allegation is anonymous. The investigation will generally consist of an interview with fact witnesses, including the complainant and the alleged harasser. Every effort will be made during the investigation to protect the confidentiality of those involved and of the information gained during the investigation; however, information will be disclosed as necessary to conduct a thorough investigation. The investigation may take several weeks. During the period following a complaint of harassment, the alleged harasser and alleged victim are not permitted to have one-on-one unsupervised contact at the camp facility. The results of the investigation will be reported to the complainant and the alleged wrongdoer.

## **Penalties for Violations**

Camp St. Andrews will take prompt disciplinary and remedial action in response to policy violations, including breach of confidentiality, retaliatory action, or bad faith allegations. Disciplinary action may include termination of participation within the Camp St. Andrews organization.



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## CSA Staff & LT Rules

The following rules and policies were established to ensure the safety and wellbeing of every individual at camp and apply to ALL participating LTs and staff members, from arrival through departure, at any Camp St. Andrews-sponsored event or program.

- Possession or use of alcoholic beverages, illegal drugs, and/or weapons is prohibited.
- All equipment, tools, and supplies that may be considered dangerous must be registered with the Camp Director prior to the start of camp.
- All prescription drugs, over-the-counter drugs, and medical supplies will be held and dispensed by the camp's medical staff or designee. Any exceptions must be pre-approved by BOTH the Medical Director and Camp Director.
- Pornographic or suggestive literature, posters, images, videos, etc. are prohibited.
- All meals and snacks are provided by CSA. If you find it necessary to bring personal food, snacks, or drinks of any kind, they must be labeled and stored in the dry storage building — they are not allowed in the cabins because they attract wild animals. Chewing gum is not allowed anywhere on the facility.
- Use of tobacco products **INCLUDING VAPING** is discouraged. If the Camp Director has granted permission, adult staff (21+ by CA law) may use tobacco products **INCLUDING VAPING** in designated areas and out of sight of campers and under-aged LTs/staff. Staff under the legal age may not use tobacco products.
- Though not forbidden for staff, all personal electronics (cell phones, electronic book readers, tablets, etc.) must be kept out of sight of all campers. We discourage their use as 1) there is no cell coverage anywhere on the property, 2) there is nowhere to charge your devices, and 3) it takes away from the unplugged beauty of nature. Please note CSA is not responsible for loss, damage, or theft of these items.
- Leader Trainees (LTs) are not allowed to possess/utilize cell phones at any time after camp arrival. Any phones brought to camp by LTs will be labeled and stored, to be returned at camp departure time.
- Sickness or injury must be reported to the camp medical staff immediately. Cabin staff are expected to watch their campers for signs of communicable diseases, viruses, lice, etc.
- Language that is crude, obscene or of a sexual nature is not permitted.
- Physical punishment or mental abuse of campers, LTs, or staff members is prohibited.
- All clothing must be modest, including swimwear. Short-shorts, loose-fitting or low-cut tops that are too revealing, anything with crude or suggestive language or images, or any other clothes deemed inappropriate are not allowed.
- Physical displays of affection (public or private) and acts of a sexual nature are not permitted. Platonic physical contact with other staff members should be limited to avoid the appearance of inappropriate behavior. Staff are not permitted to discuss their personal dating relationships, or those of others, with or around any LTs or campers.



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- All persons must agree to respect the needs, boundaries, and property of others.
- Violent behavior, bullying, verbal assault, physical confrontations, and invasions of personal space of any kind are prohibited.
- Though self-expression is important, CSA LTs and Staff will not discuss, encourage, or elaborate on tattoos and piercings. At the discretion of the Camp Director, any tattoo that may be viewed as inappropriate will need to be covered at all times.
- Permission to use the telephone and/or laundry machines must be obtained from the Camp Director prior to use.
- All persons must remain on the camp premises unless given prior specific permission by the Camp Director or their designee. The Program Director may give permission for supervised groups to leave camp premises in connection with scheduled activities.
- All vehicles must be parked in the designated parking area and remain there for the duration of the week unless part of a scheduled activity. The parking area is considered “out of bounds” and camp Staff will not return to their vehicles until final departure unless permission is first obtained from the Camp Director, Camp Medic or their designee.
- All LTs and Staff must follow the camp schedule unless it is their session off or have been excused by the Camp Director or their designee. Any deviations from the schedule must be approved in advance by the Program Director.
- All plays and skits need to have a “G” rating in keeping with high standards. Additionally, they should not include obscenity, inappropriate language or subject matter, or hurtful impersonations of others.
- Curfew is 12:00 a.m. unless otherwise decided by the Camp Director.



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## Child Protection Information & Policy (16+ Staff only)

This section defines child abuse, explains relevant laws, suggests how to prevent incidents, and establishes guidelines for handling cases. Camp St. Andrews is required to distribute copies of this policy statement to all staff, and to retain a signed acknowledgment by each staff person of the receipt and understanding of this policy (should have been completed during staff registration).

### 1. Definition of Child Abuse

Child abuse includes such acts as sexually molesting a child; willfully causing or permitting a child to suffer, inflicting on a child unjustifiable physical pain or mental suffering; and, with respect to persons having care of custody of the child, willfully causing, or permitting the health of a child to be injured, or willfully causing or permitting the child to be placed in a situation that is such that the person or health of the child is endangered.

California law allows no physical punishment by childcare providers and limits methods of discipline. California Administrative Code, Title 22, Section 31240 (d). "Constructive methods must be used for maintaining group control and handling individual behavior ... corporal punishment and other humiliation or frightening techniques are prohibited... punishment must not be associated with food, rest, isolation for illness or toilet training." California Administrative Code, Title 22, Section 86033 (1) and 86037 (a) (4): "Discipline shall be fair, reasonable, consistent and related to the offense... no child... shall be subjected to physical or unusual punishment, humiliation mental abuse, or punitive interference with daily functions of living, such as eating, sleeping or elimination."

### 2. The Reporting Law

Child abuse is considered a reportable offense and can be either a felony or misdemeanor. The California Penal Code, Section II 161.5 states that if persons in certain child-contacting professions, such as teaching, medicine, social work, etc. suspect a child, 18 years or younger, has received physical injuries or injuries which appear to have been inflicted upon him or her by other than accidental means by any person, or that he or she has been sexually abused, such fact shall be reported by the observer by telephone and in writing within 36 hours to the police department in the city of incident. Some prominent phone numbers are listed in Section 8, below. Failure to report includes penalties up to \$500.00 or 6 months in jail.

### 3. Preventing Child Abuse

Camp St. Andrews is committed to the prevention of child abuse. CSA is helping to prevent child abuse by screening all staff that have or could have a supervisory or disciplinary relationship over minors. All adult staff members will be fingerprinted and/or palm printed, and their criminal records checked as per the Camp St. Andrews Background Check Policy.

California law requires that any person who is to work in a childcare center must first submit to a criminal record check (Health & Safety Code, Section 1522). Under the law, the childcare programs have an ongoing obligation to submit finger and/or palm prints for criminal records on new & existing members.

### 4. Education of Staff

All staff members will receive a copy of the child abuse prevention policy, the child abuse information sheet and the mandated child abuse reporter information prior to starting in a supervisory or disciplinary role. All staff members will attend the child abuse training seminar. Staff will learn how to avoid possible misinterpretations in how they work, including always dealing with children openly, leaving doors open when dealing with one child, etc.

### 5. Handling an Incident / The Child's Needs

If a child reports abuse, you should give him or her emotional support while obtaining information about the incident. Use the following procedure as a guide:





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- Believe the child; don't deny the problem.
- Stay calm, listen, and under react if possible.
- Do not blame, punish, or embarrass the child.
- Reassure the child that he or she is not to blame and that it was right to tell about the incident.
- Let the child know that he or she is safe and that no harm will come for reporting information.
- Let the child ask questions, and answer them in understandable terms.
- Get details about the events leading to the act of abuse.
- If a stranger was involved, get a description.
- Do not lead with questions or make suggestions or comments about the incident.

## 6. Handling an Incident / Staff and Parents

When talking with the parents of the child or with other concerned parents, be factual and honest. Explain Camp St. Andrews' policies for preventing and handling child abuse. Parents should know that CSA has taken steps to ensure every child's protection.

You must respect the privacy rights of all concerned. All accusations of abuse are highly confidential and information should be given out on a need to know basis only. (Remember too, that often incidents and occurrences can be interpreted in more than one way.)

## 7. Handling an Incident / Reporting

Follow the procedures listed in Section 2.

## 8. Contact Numbers

Tuolumne County Report line	
San Francisco Police	209-533-5717
San Rafael Police	415-485-3000
Child Care Protective Services, S.F.	415-558-2650
Child Care Protective Services, Marin	415-499-7153
Child Care Protective Services, San Mateo	650-573-2866
San Carlos Police	650-592-8014
Foster City Police	650-573-3333
San Mateo Police	650-574-6830
San Bruno Police	650-877-8965

## Policy

All new and returning Camp Saint Andrews adult staff members will be screened for criminal history by submitting to a background check. All adults visiting a facility in conjunction with Camp St. Andrews, where minors are present, will be screened for criminal history by submitting to a background check. Adult staff members will be re-checked as needed per the Camp St. Andrews background check policy, until the staff member has not attended camp for a period of three years, after which they will be removed from our background database. Staff members returning after a three years-plus absence will have to resubmit fingerprints at a registered Live Scan location.

1. All staff members are prohibited from inappropriate relationships and/or inappropriate contact, one-on-one, both during and outside of camp, with any camper, underage participant, and any other staff member of Camp St. Andrews. This includes any and all situations that could be interpreted and/or misconstrued, to be



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threatening or abusive, both mentally and/or physically, whether actual or implied. This especially applies to any adult staff member with any underaged CSA participant. Any staff member having contact with campers, LTs, or any other underaged participant, whereby the contact could lead to or be interpreted as an inappropriate relationship, must be accompanied by at least one other adult during the duration of the contact. It is understood that many friendships formed at camp carry over outside of camp. Likewise, many friendships started outside of camp are carried over into our program. While it is not our intention to discourage or preclude friends at camp from contact with each other outside camp, which either by prior relationship or daily circumstances (i.e., school), may violate this policy, it is our intention to make clear that we expect all staff members to act appropriately and responsibly both in and out of camp. Acting appropriately and responsibly includes acting in accordance with both legal statutes and accepted moral and ethical guidelines of a Christian-based faith. Since the rules and policies of Camp St. Andrews have been carefully designed to reflect what is both legal and just, and morally acceptable, especially regarding relationships with others, it is safe to say that if a relationship is not appropriate at camp, then it is not appropriate outside of camp, regardless of the participants' ages.

2. All Camp St. Andrews staff with a supervisory or disciplinary role with minors will be trained on Camp St. Andrews' child abuse policy including basic child abuse prevention, recognition, and reporting training.
3. All staff will be considered mandated child abuse reporters. Information on mandatory reporting will be provided to all staff.
4. At camp, suspected child abuse reports will be handled initially with "witness" reporting (verbally or in writing) to a member of the Camp St. Andrews Tribunal (Camp Director, Asst. Camp Director, Program Director, Medical Director, and Chaplain). Tribunal member or designee will contact Child Protective Services (CPS) at earliest convenience. After camp, "witness" reports shall be made to any adult member of the Camp Leadership Committee.
5. All staff will be required to inform a Tribunal member if they learn that a fellow staff member has a prior history of sexual and/or child abuse charges.
6. All staff members are required to read the child abuse prevention policies and the incident reporting policies information sheet(s).