



# Ministry Camps Behaviour Management Plan

## General Guidelines for All Levels of Misbehaviour

- **Never** use physical punishment, isolation, or emotional/verbal abuse. Never withhold meals (except dessert), drink, or washing facilities.
- **Communicate** – during leaders' meetings, communicate any misbehaviour witnessed or mentioned by campers with one another – even if dealt with. This allows directors to notice patterns of behaviour and which matters may need escalated.
- Remain fair, consistent and calm when addressing all levels of misbehaviour.
- **Focus on Positive Behaviour** – Always aim to encourage and praise good behaviour to reinforce positive actions.
- **Reporting and Documentation** – All incidents should be documented immediately (within 24h) on a Behavioural Incident Form for future reference and review. All forms must be shown to caregivers upon pickup and **SIGNED** by the caregiver. If unachievable, reports may be sent to parents by staff immediately after camp.
- **Caregiver Notification** – Caregivers must be informed of significant behavioural incidents, with clear explanations of what happened, and the steps taken.

We want children at camp, and we want camp to be a positive experience for ALL campers – therefore, we want to curb all inappropriate behaviour as soon as possible. Model the character of Jesus in all you do and encourage campers to do the same.

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## 1. Mild Misbehaviour

*Examples: Mild disruption, slang, talking out of turn, small distractions, ignoring minor instructions.*

### Step 1: Initial Reminder

Calmly remind the camper of the expected behaviour. Explain what they are doing wrong and what the appropriate behaviour is. Provide the child with a gentle reminder of the consequences if the behaviour continues.

### Step 2: Praise Positive Behaviour

After the reminder, actively encourage the camper to follow the expected behaviour and praise their efforts when they improve.

### Documentation

Mild misbehaviour typically doesn't need to be documented unless it's repetitive or disrupts the camp experience. If it's ongoing or disruptive, document it in your camp report so staff can make a note of it.

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## 2. Moderate Misbehaviour

*Examples: Repeated disruption, repeated swearing, defiance, arguing with staff/leaders, breaking rules (e.g. using equipment improperly, disregarding safety guidelines, repeated defiance).*

### Step 1: Second Reminder

If the behaviour continues after the initial reminder, provide a second clear reminder of the behaviour expected and explain the consequence for further misbehaviour.

### Step 2: Enforce Consequences

Apply an appropriate consequence such as:

- **Time-Out:** Remove the camper from the activity for 10–15 minutes, ensuring they are always visible to staff. Discuss the misbehaviour and make sure they understand before rejoining.
- **Limit Boundaries or Equipment Use:** Restrict the camper's access to certain areas or equipment or missing out on a game.

### Documentation

Include in the camp report so staff can make a note on the camper for future. Complete a behavioural report.

### 3. Severe Misbehaviour

*Examples: Aggression, bullying, intentional harm to others, severe defiance, violence to others, vandalism, or continued disruptive behaviour despite warnings.*

#### Step 1: Immediate Action

If the camper engages in severe misbehaviour, immediately intervene in a calm and assertive manner. Show the love of Christ while maintaining assertiveness. Remove the camper from the situation to ensure the safety and wellbeing of others.

#### Step 2: Consequences

- **Time-Out:** Enforce a time-out for 10–15 minutes or remove the camper from the activity for the rest of the session.
- **Referral to Camp Director or Paid Staff:** Escalate the situation to the Camp Director or Paid Staff to evaluate the next steps.
- **Call Parents:** If the child poses a threat to themselves, other campers or volunteers, the camper must be sent home. **First** talk to CYC staff, and both of you will decide who will call home.
- If removal from camp is necessary, the caregiver will be asked to pick up the camper immediately.

#### Step 3: Caregiver Notification

- If behaviour is severe but not dangerous, or if you and CYC staff deem the child able to remain at camp, complete an incident form within 24h, which needs to be shown to the parents upon pickup and signed by the parent/caregiver. This form will remain with CYC paperwork, so keep it in your director's folder.
- If the parent or caregiver is not picking up the child after camp, let CYC staff know, and we will email the incident form to the parents or caregiver.

#### Documentation

- Complete a Behavioural Incident Form within 24h (online or in your director's folder) and submit it to the Operations Manager.
- Conduct a review of the incident with the Camp Director, Ministry Staff, and Operations Manager to determine further actions (e.g., banning from future camps or "stand down" recommendation).

#### Post-Incident Review

- After removal, the Operations Manager and Camp Director will review the incident(s) and create a detailed report, which will be stored in the camper's record and flagged for future reference.
- A meeting with the caregivers may be scheduled to discuss the camper's future participation in camps.