

## **Village of Cambridge Youth Recreation Program Anti-Bullying Policy**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

**At the Village of Cambridge Youth Recreation Programs bullying is inexcusable, and we have a firm policy against all types of bullying.** We work together as a team to ensure that participants gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their experience. Our leadership addresses all incidents of bullying seriously. We train our staff to promote communication within the staff and camp participants so both staff and participants will be comfortable alerting us to any problems during their time at our programs. Every person has the right to expect to have the best possible experience, and by working together as a team to identify and manage bullying, we can help ensure that all participants and staff have a great experience at the Village of Cambridge Youth Recreation Program.

The following page is the list of guidelines we expect all staff and participants of the Village of Cambridge Youth Recreation Programs to follow. While, these guidelines address more than bullying, they stand as our program's discipline policy.

## Village of Cambridge Youth Recreation Program Guidelines

1. Respect staff and other participants by not using foul, hurtful or obscene language or engaging in physical violence, bullying or other aggressive behaviors that threaten the safety of others.
2. Do not intentionally damage the property or supplies used at the program.
3. Put back supplies in their proper place after using them and clean-up work/play areas properly.
4. Listen carefully to directions and when someone else is talking.
5. Respect designated quiet areas, such as homework/reading area.
6. Stay within the programs designated areas within the school building/grounds.
7. Cooperate and participate in organized activities.
8. Participants are responsible for their own belongings and should leave valuables at home.
9. Inappropriate materials such as weapons, cigarettes/drugs, alcohol, or anything illegal are not allowed at the program.

### Bad Language/Abusive Teasing Consequence Schedule

- 1<sup>st</sup> Time: Verbal warning  
2<sup>nd</sup> Time: Loss of privilege, *guardian notified from this point forward*  
3<sup>rd</sup> Time: 1-day suspension from program  
4<sup>th</sup> Time: 1-week suspension from program  
*Next occurrence child is removed from the program.*

### Physical Violence & Inappropriate Items Consequence Schedule

- 1<sup>st</sup> Time: Removal from situation, loss of privilege,  
*guardians of all parties involved notified from this point forward*  
2<sup>nd</sup> Time: 1-day suspension from program  
3<sup>rd</sup> Time: 1-week suspension from program  
*Next occurrence child is removed from the program*

*- In the instance that a child is in possession of an illegal item police will be notified*

*- If a child is removed from the program, re-entrance will only be allowed after meetings between Director/Family result in a satisfactory assessment and plan of that child's participation in the program.*

I, \_\_\_\_\_, have read and understand the Anti-Bullying Policy and Program Guidelines for the Village of Cambridge Youth Recreation Programs.

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

## **Village of Cambridge Youth Recreation Program Injury/Illness Policy**

### **In case of a Medical Emergency**

If a child has a medical emergency during the program follow this procedure:

1. Call 9-1-1
2. Call the parent/guardian. If parent/guardian is unavailable, call emergency contact on consent form located in the staff binder.
4. A copy of the "Treatment Consent Form" must be presented to the ambulance crew.
3. Notify the CYC Director as soon as possible, if not already on site.

If the child is transported by ambulance, a staff person will accompany the child until the parent/guardian arrives. That staff member must bring the consent/medical release form with them.

### **Other Accidents**

If a child becomes sick or injured at the program, a trained staff person will administer first aid and/or examine the patient. Minor cuts, bruises, scrapes may be handled on site. However, if the injury or illness appears to be more serious than staff members are comfortable managing call 9-1-1.

Staff will verbally inform parents of any injuries or illnesses sustained at the program.

### **Log Book**

If treatment or first aid was administered all illnesses and injuries must be recorded on an Incident Report Form, with the exception of a band-aid to cover a pre-existing wound.

One copy should stay in file in the staff binder while the second copy should be given to the parent/guardian after it has been signed. (Sample form attached)

**Village of Cambridge Youth Recreation Program  
Incident Report Form**

**Child's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Type of incident:**            **Injury/Illness**            **Disciplinary**

**Description:**

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**If medical, list treatment:**

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**If disciplinary, list consequence:**

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**Staff Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director** \_\_\_\_\_ **Date** \_\_\_\_\_

White Copy: Keep on file

Yellow Copy: Parent/Guardian