



Victim-Centered Response Plan

The CAMP HAVEN, INC.'s Victim-Centered Response Plan guides employees if a client, employee, student, or child discloses abuse allegations.

The CAMP HAVEN, INC. recognizes how important it is to have a Victim-Centered Response Plan. The CAMP HAVEN, INC.'s Victim-Centered Response Plan will guide employees if a resident, volunteer, or employee discloses abuse allegations. Our response plan is posted on our website www.camphaven.net under Abuse Prevention with contact information to the Executive Director and Assistant Executive Director.

Response Plan:

When a client, resident, volunteer, or employee ("Reporter"), discloses an allegation of abuse, a CAMP HAVEN, INC. Executive Director or Assistant Executive must be notified immediately.

The CAMP HAVEN, INC. Executive Director or Assistant Executive Director or Chair, as the situation dictates, will speak with the Reporter and document the allegation in an incident report. The incident report must include the name of the Reporter, date of the incident, Reporter contact information and the name of witnesses who may have observed the incident.

When speaking to the Reporter, the CAMP HAVEN, INC. employee must adhere to the following guidelines:

- Listen to the Reporter and show compassion.
- Avoid expressing shock or outrage.
- Thank the Reporter for coming forward.
- Just document the facts; Do not insert your opinion.

The Executive Director ("ED") will be the point person to communicate with individuals or their families who may be affected by the incident within 24 hours of the incident being reported. When speaking with the affected individuals or their families, the ED will listen attentively providing compassion and empathy for the situation. The ED will notify the affected individual or their family that the CAMP HAVEN, INC. will provide transparency, confidentiality, and ongoing communication as things progress. In addition, the ED will ensure they provide the affected individual with their contact information including their phone number and email address in the instance they need to contact the ED.

After the Incident report has been completed, the employee must provide a copy to the Assistant Executive Director. The Assistant Executive Director will speak with the ED, who will make the decision on the next step, which may include contacting the local authorities.