

Rock Solid Refuge Staff Manual



Program Regulations:

Staff Members are expected to attend all meetings and take part in all organized activities.

Staff Members are asked to NOT bring personal stereos, iPod/CD Players, personal DVD players & Game Boys, secular music/videos etc...

No tobacco, alcohol, drugs, or other unbecoming behavior will be allowed.

Staff Members are expected to serve as role models for those around them and are required to understand the legal, moral and spiritual responsibilities of caring for minors.

Staff Members are expected to dress in a manner that is honoring to God and respectful to others (no offensive t-shirt labels, no underwear showing, etc). Staff will be expected to dress up for chapel times and come with a reverent attitude.

Staff should become familiar with the Student Handbook for further program regulations. This is very important as it will help you understand what to expect from the students.

While you are employed for Rock Solid Refuge you are not allowed to get any piercing and tattoos. If you already have a piercing or a tattoo please make sure it is discreet and coverable. Piercing is only allowed on the facial area excluding in or around the mouth. This may include up to two piercings that are discreet and left up to the discretion of the directors. If you have any questions in regards to this matter please talk to one of the directors.

Staff Responsibilities:

- Read Student Manual once per week for the first month of work and then once per month after that time
- Supervise and ensure safety of students
- Prepare and lead devotionals
- Lead daily activities (work projects, sports, games, worship, skills, school, etc.)
- Mentorship time (one on one time with students)
- Take one and a half hours off per day (an assigned time for leaders to have a quiet time with God and rest)
- Student free time is intentional relationship building time with students not staff free time.
- Keep personal belongings and personal space clean.
- Ensure students are returning all items they use to their original storage place. This includes sports equipment, working tools, movies, dishes from the kitchen, etc.
- Be ready to help out wherever needed and take initiative to do so if you see a need.

Policies:

Emergency situations – In case of fire, tornado, storm, or other emergency situation: Any time the fire alarm is sounded, everyone meets at the staff house living room. At that point the directors will decide if the whole campus should evacuate to Millar College of the Bible. In case of severe storm or tornado all working staff and students will meet in the downstairs lounge. While the program is operating out of the two story house the procedure is as follows: In case of a fire alarm meet in the quonset. In winter meet in the basement of Orly and Rose's house. In case of a storm or tornado, meet in the basement of the two story house.

Abuse Policies – We will follow the procedures set out in the **Provincial Child Abuse Protocol 2006**

Policies on a student leaving the program-

- 1) Chooses to leave early - we will do all we can to keep them on-site with us. Counselors, under the leadership of the directors will do all they can do to keep them on site. Transportation away from Rock Solid will be primarily the parents' or guardians' responsibility and they will make arrangements with us for the best transportation if they can't be picked up by them directly. This will never be an immediate process but will take at least 24 hours to arrange. Belongings will be held until arrangements are made and agreed upon. Wallets and id will be kept by staff.
- 2) Student runs away - look in the immediate vicinity -search, inform the police, inform neighbors at a practical time, inform parents.
- 3) Under certain circumstances, students may be asked to leave and/or police may be asked to be involved for the situations of illegal activity, severe violence, abuse issues, or if the well-being or safety of others is being threatened by the student when deemed necessary by the directors.

Discipline Policies - Disciplinary infractions will be dealt with on a case by case situation by the D-Board, which will be made up of the directors. Immediate consequences will still be enforced and expected.

Education Policies – Each student will be required to continue their education from the time they come to Rock Solid until they leave. Each student is required to do a minimum 3 hours of school work per week day. Students will be registered under Chinook School Division. Teachers and tutors will be on site to assist students with their school work.

Out Trip Policies –There must be a minimum of two staff on each out trip and they must have the skills required for the trip. At least one trip leader must possess a current certificate from St. John's Ambulance First Aid Course and CPR-C or equivalent. Students must be made aware of expectations of the trip, emergency procedures, and hazards of environments they will enter. Staff need to know limitations of students and must be able to handle emergency situations while under stress. Documentation for first aid information is filled out before every trip. A binder with a checklist will be kept in the van. Who ever is driving must ensure that these documents are in the van before you leave. Please see the secretary if any documents are missing.

Expectation of Days Off:

Staff members are expected to take their scheduled days off and are encouraged to leave the Rock Solid property. If a staff member chooses to stay onsite they should have alone time away from students and other staff, and should only participate in some of the daily activities if they so choose. Staff days off begins at 6PM on the night before your schedule time off. You are required to be back and ready to work by 6PM (supper time) on the last day of your schedule time off. It at all possible, please schedule all personal appointments during your time off.

Additional Information:

If you have any questions please contact us at info@rocksolidrefuge.com or check out our website at www.rocksolidrefuge.com