CAMP PLANNING, SAFETY & TRAINING

Presented by: Brenda Stopher, OIAC Consultant & Arch Smith, State 4-H Leader & Director of 4-H

Audit – Consultation – Ethics & Compliance – Enterprise Risk Management – Investigations
SURVEY SUMMARY

Does your institution host programs for non-student minors (i.e. summer camps, athletic clinics, science camps)?

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<th>Answer</th>
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Presented by: Brenda Stopher, OIAC Consultant
SURVEY SUMMARY, continued

For the 29 that have programs are they institution-owned, third party-owned, both, none or other?

Presented by: Brenda Stopher, OIAC Consultant
SURVEY SUMMARY, continued

• For FY15, provide the estimated number of programs for non-student minors at your institution (i.e. summer camps, athletic clinics, science camps, etc.).

  ➢ Approximately what percentage were institution-owned?
  ➢ Did any have an overnight component?

Presented by: Brenda Stopher, OIAC Consultant
SURVEY SUMMARY, continued

• For FY15, estimate the number of participants you had in both institution-owned and third party-owned programs.

• Approximate the FY15 total gross revenue for programs:
  ➢ institution owned
  ➢ third party owned

Presented by: Brenda Stopher, OIAC Consultant
PROGRAM CONSIDERATIONS

• Need for Approval Process
• Alignment of programs with organizational mission
• Supervision Ratios
• Designation of Camp Director
• Safety & Security Planning
• Training

Presented by: Brenda Stopher,
OIAC Consultant
PROGRAM CONSIDERATIONS

- Screening of Staff *
- Appropriate Use of Legal Documents *
- Insurance concerns *
- Detecting & reporting abuse *
- Overnight Concerns

* Topic will be addressed in a later presentation

Presented by: Brenda Stopher,
OIAC Consultant
DETECTING & REPORTING ABUSE

At an absolute minimum, training for staff must include:

• Basic warning signs of abuse or neglect of minors.
• Guidelines for protecting minors from emotional and physical abuse and neglect.
• Requirements and procedures for reporting incidents of suspected abuse or neglect or improper conduct.

Presented by: Brenda Stopher, OIAC Consultant
Safety Planning Considerations

The guidance for this topic was provided by Bruce Holmes, Director Safety & Security:

- Emergency Contact Information
- Campus Emergency Response Plan
- Campus Emergency Notification Systems
- Know evacuation plans/Identify Meeting Points

Presented by: Brenda Stopher, OIAC Consultant
Georgia 4-H

- Annually reach more than 175,000 youth
- County 4-H staff deliver programs in 159 Georgia counties
- Annually use more than 5,500 volunteers
- County 4-H staff participate in more than 5,100 in-school club meetings each year
- County staff conduct weekly out-of-school programs
- Approximately 9,300 students attended a 4-H summer camp last summer

Presented by: Brenda Stopher, OIAC Consultant
Georgia 4-H, continued

• Deal with “4-H Owned”, Third Party Owned and “Blended” programs

• Offer a wide range of programs across a wide range of demographics
  ❖ **We are still “cows to cooking,” but…Georgia 4-H has something for everyone!**
  ❖ Archery to Agriculture Awareness
  ❖ Communications to Consumer Judging
  ❖ Forestry to Foods and Nutrition
  ❖ Performing Arts to Portfolios
  ❖ Public Speaking to Poultry
  ❖ Robotics to Rifles

Presented by: Brenda Stopher, OIAC Consultant
Georgia 4-H, continued

- 4-H prepares adults to work with youth in many settings:
  - In school
  - After school
  - Day programs
  - Overnight programs

Presented by: Arch D. Smith
State 4-H Leader/Director
Planning a Youth Event

- Prepare a well-outlined agenda or schedule that is available before the event
- Provide adequate adult supervision
- Develop a roster with contact information, ICE
- Have an adult assignment list: who does what, when, and where
- Ask for medical information for programs that last all day or overnight

Presented by: Arch D. Smith
State 4-H Leader/Director
4-H Volunteer Screening Procedure

- Signed 4-H Volunteer Agreement
- Application for background check
- Reference check from two individuals
- Email confirmation from HR that applicant has passed background check
- Online Risk Management Training with 100% correct answers on accompanying test

Presented by: Arch D. Smith
State 4-H Leader/Director
At the Event

- Designate who is in charge – should be an adult experienced in working with youth
- Clear understanding of the role(s) of the individuals in various situations
- Ensure that facilities are well lit and that adults are aware of egress
- Attendance role should be checked more than once a day
- If it is an outside program, have an alternate plan to move to safety in case of inclement weather

Presented by: Arch D. Smith
State 4-H Leader/Director
Adult Supervision

- Always strive for a minimum of two adults at any activity involving youth
- For overnight settings: 1) have a 1:10 ratio and some events as low as 1:8 and 2) adults should be housed in separate sleeping areas from children, if possible
- Inform parents if the adult will be sharing a room with the group of youth in an overnight setting
- Ensure that volunteers know the content they are teaching

“Best Spuds”
Sara Kahley – Fayette County

Presented by: Arch D. Smith
State 4-H Leader/Director
Behavior Guidelines

- Youth and adults should agree to abide by a code of conduct
- Let children know in writing what the expected behaviors are and then review expectations at the beginning of the event
- Code of conduct also informs participants of consequences of misbehavior
- Ask for automobile keys from youth who have driven to the event

Presented by: Arch D. Smith
State 4-H Leader/Director
First Aid

- First Aid Guidelines should be established before the event
- Identify medical professionals who may be assisting with the event
- Be prepared for medical emergencies with at least a first aid kit or station and appropriate training
- Make sure you have consent before administering medication(s)
- Complete a written report on actions taken on all medical situations

Presented by: Arch D. Smith

State 4-H Leader/Director
Medical Information

• Name, address, date of birth of student and phone number of parent or guardian
• List of current medication(s) and dosage or special requirements

*Optional Information to Request*

• Name of physician
• Allergies
• Recent illness or injury
• Pre-existing conditions

Presented by: Arch D. Smith
State 4-H Leader/Director
Overnight Considerations

- Provide to adults a list of names and room and or cabin assignments
- Establish a curfew
- Segregate youth by age
- Conduct a room check to ensure everyone is present
- Assign adults to night patrol
- Identify all means of egress, including windows

Presented by: Arch D. Smith
*State 4-H Leader/Director*
4-H Risk Management Training

Handbook for Screened Adults Working with Youth

Risk Management Training Video

Presented by: Arch D. Smith
State 4-H Leader/Director
Resources Available...

http://www.georgia4h.org/documents/

- "Common Form" Examples discussed later in day
- See 4-H Website for examples of:
  - Volunteer Agreement Form
  - Reference Check Document
  - Incident Report

Presented by: Arch D. Smith
State 4-H Leader/Director
QUESTIONS?