YOUTH PROGRAMS FOR MINORS
CHECKLIST

☐ All planned activities are consistent with the institution’s mission.
☐ Each camp has a qualified camp director.
  o Camp director is qualified and has received annual training on youth safety.
☐ Training is Provided to Camp Directors to Include:
  o How to plan and organize a safe youth program;
  o How to plan activities and make schedules;
  o Maintaining constant supervision of program participants;
  o How to maintain a positive, respectful and encouraging environment;
  o Detecting and reporting abuse and neglect;
  o Responsibilities and expectations;
  o Relevant institution policies
  o Safety & security procedures;
  o Staff Code of Conduct;
  o Pre-camp training of staff and volunteers;
  o Orientation / instructions for youth participants;
  o Identifying and addressing safety risks associated with that program’s activities to include special events, trips, water safety, etc.
☐ Pre-camp Staff & Volunteer Training:
  o Purpose & mission of the camp;
  o How to maintain a positive, respectful and encouraging environment;
  o The planned schedule of activities;
  o Assignments and responsibilities of staff;
  o Preventing bullying, hazing, or sexual harassment;
  o Staff Code of Conduct;
  o Cell phone and electronics policy;
  o Maintaining constant supervision;
  o Safety and security protocols;
  o Social media and privacy rules;
  o Reporting and responding to incidents of misconduct;
  o Participant conduct management and disciplinary procedures;
  o Resolving conflicts between program participants;
  o Detecting and reporting abuse or neglect;
  o How to report other concerns;
  o Process for reporting injury or illness;
☐ Orientation / Instructions for Participants as May Be Appropriate:
  o Program schedule;
  o Rules and regulations;
  o Safety plans and procedures;
  o Conduct expectations;
  o How to report problems or concerns.
☐ Safety & Security planning
  o Staff and volunteers are properly screened;
  o Risks associated with specific activities are identified and addressed to include special events, trips, competitions and water safety;
  o Safety and security protocols are in place to include a requirement of constant supervision, taking and retaking attendance, having a lost child protocol and where appropriate having an attendance log and establishing a buddy system;
  o Policies / rules in place for participant, volunteer and staff conduct;
  o Appropriate camp-to-counselor ratio provided (consideration of age & activity);
  o Guest visitation rules in place;
  o Check-in & check-out procedures in place;
  o Prescription and other medication procedures in place;
- Inclement weather protocols with contingency plans are in place;
- Established protocol for injury or illness;
- Protocol for reporting and responding to participant, staff or volunteer misconduct;
- Emergency notification procedures in place;
- Inspection of facilities to be used.

☐ **Appropriate Forms & Waivers**
- Parental consent & release of liability;
- Medical information & release;
- Sports physical, as appropriate;
- Authorization to administer medications;
- Media release;
- Pick-up authorization.

☐ **Facility Usage**
- Facilities have been reserved and there are no scheduling conflicts.

☐ **Transportation**
- Transportation needs have been identified;
- Authorized vehicles and drivers have been arranged.

☐ **Camp Employment**
- Institution employees educated on proper use of leave;
- Structured volunteer program is in place.

☐ **Third Party Programs**
- An approved Facility Use Agreement has been completed and relevant risks addressed;
- Appropriate insurance obtained
  - General liability
  - Other insurance as appropriate