



Military Kids Camps Risk Management and Safety Tool

Purpose:

- Identify procedures and practices that guide accountability, integrity and reliability
- Provide good stewardship and safe environments for children/youth and paid/volunteer staff
- Consider procedures to assess, minimize and manage risk
- Ensure standards are in place for health, sanitation, safe physical environments, accident prevention, child abuse prevention, paid/volunteer staff training, and supervision of children/youth
- Plan for the “unexpected” as much as possible

Camp programs *MUST* incorporate the following risk management procedures into the planning and execution of all camp experiences.

Training for Paid and Volunteer Staff
1. Staff will be trained on the requirements for: Child Abuse Identification, Reporting and Prevention, Supervision and Program Management, Accident Prevention, Physical Environment, Health & Sanitation & Nutrition
2. Documentation exists that paid and volunteer staff have received training in First Aid, CPR, working with military children/youth, child abuse prevention & reporting, “Touch Policy”, discipline and guidance, administering and storage of medications (as appropriate to assigned role), and evacuation procedures prior to service
3. Procedures are in place for responding to emergency situations (e.g., injury, accident during transportation, inclement weather, missing child, security lockdown, fire evacuation)
4. Paid and volunteer staff receive training on when and how to report all serious incidents and emergencies
Child Abuse Identification, Reporting & Prevention
1. Paid and volunteer staff will be trained to recognize the signs of child abuse and neglect and instructed to follow the standard operating/reporting procedures for the camp as required by the sponsoring Land Grant University
2. Background checks consistent with applicable state law and Land Grant University policy shall be required for all paid and volunteer staff
3. For the protection of children/youth and paid and volunteer staff, one-on-one situations are to be avoided. Measures to avoid or eliminate instances (e.g. transportation and lodging, administering of medication, providing first aid, etc) where one adult (or older youth) is alone or isolated from other adults are in place
4. Episodic volunteers must be in “line of sight” of screened volunteers or staff
5. A “Touch Policy” is in place which addresses appropriate and inappropriate touch and takes into consideration the developmental stages of the children/youth being served
6. Procedures related to guidance, discipline and prohibition of corporal punishment are in place
7. Paid and volunteer staff are visually identifiable (e.g. nametag, shirt, hat) and visitors on-site are registered and wear a tag/badge identifying them as visitors
8. Procedures are in place to prevent unsupervised access to children/youth by strangers (staff from facility being utilized, other users of facility, delivery people, etc.)

Supervision and Program Management

1. Procedures are in place to:
 - Enroll children/youth
 - Sign children/youth in and out (as well as paid and volunteer staff)
 - Release children/youth at close of camp and contingency plans are in place for late pick-ups
2. Supervision ratios of adults to children/youth take into account the age of campers and activity involved
3. Involving Parents/Guardians:
 - Communicate camp program outcomes, dress code, code of conduct, photo release, sign in and out procedures, emergency contact information for program director and alternate, and emergency procedures to parents
 - Collect information for contacting the parent/guardian in case of an emergency
 - Provide parents/guardians access to their children/youth at all times
 - Develop plans for children/youth supervision when parents are visiting
4. Plans for the care and supervision of campers during evening/overnight activities and lodging (e.g. rooming lists, cabin/room checks, chaperones) are in place
5. Unique developmental needs of age groups being served are incorporated in camp program plan (e.g. activity transitions, special needs, age limits)
6. Activity/lesson plans for each session are developmentally appropriate, content driven & experientially delivered
7. Orientation for children/youth includes:
 - Emergency procedures for evacuation or lockdown of property
 - Procedures to be taken in cases of severe weather, fire, natural disaster
 - Actions to take when personal health or physical and emotional safety feel threatened (e.g. bullying, risky behavior)
 - Dress Code and Code of Conduct
8. Paid and volunteer staff roles, responsibilities and accountability are clearly articulated

Accident Prevention

1. Procedures are in place for the safe transportation of children/youth
2. An appropriately trained staff member is on-site and available to administer medication and attend to emergencies at all times
3. Safety plans (e.g. first aid kit, cell phone, emergency treatment permission available) are in place during on and off-site programming including extra staffing during water events, rock climbing and similar activities
4. Accident insurance has been secured for children/youth and volunteers
5. Contingency plans are in place for responding to emergencies (e.g. serious injury, accidents, inclement weather, missing child, security lockdown, fire evacuation)

Physical Environment

1. Procedures are in place to ensure a safe physical environment for all children/youth and staff (e.g. fire/building codes followed, exits clearly marked, equipment checked for safety)
2. Children/youth are informed of emergency evacuation practices, meeting locations, and accountability routines

Health & Sanitation & Nutrition

1. Procedures are in place for children/youth health requirements (whether or not medications will be administered and stored by staff, whether children/youth can self administer a medication, procedure to handle allergies, care of children/youth who become sick after arrival, etc.)
2. Hand washing procedures are in place for children/youth and adults
3. Meal and snack planning follows USDA nutrition requirements
4. Recommended that a mental health professional (e.g., Military Family Life Consultant or similarly trained professional) be on site during residential camps/programs

Plan for a Risk Assessment on-site review prior to use of a facility being used for camps.