

YOUTH PROGRAMS FOR MINORS CHECKLIST

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