

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 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 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 list 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;