



Policy Manual

University of North Texas

Classification
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SUBJECT: YOUTH CAMP

APPLICABILITY: TOTAL UNIVERSITY

Section I: Purpose

The purpose and scope of this policy statement is to establish guidelines for the operation of youth camps.

Section II: Definition

Youth camps are defined as camps held on University of North Texas (UNT) property or utilizing the UNT name that have a participant group, made up in whole or in part, of individuals under the age of eighteen who are not registered students of UNT.

Section III: Establishment and Publication of Youth Camp Guidelines

The President shall establish and publish guidelines consistent with this policy and applicable state and federal law for the operation of youth camps. Any youth camp in operation on the UNT property or utilizing the UNT name, whether operated by UNT or by a third party, shall be required to comply with the established guidelines. A Camp Director or Sponsor who is an employee of UNT shall be required for each youth camp and shall be responsible for performing pertinent duties as specified in the guidelines. For each camp in operation, the UNT Camp Director/Sponsor shall certify in writing on an annual basis that he or she has reviewed the Youth Camp Guidelines and the camp is in compliance with the Guidelines. Certification shall occur by the filing of a completed Youth Camp Compliance Verification Form with the UNT Compliance Office prior to the first start date of a camp.

Section IV: Enforcement

UNT Camp Directors/Sponsors, the Director of Compliance, and Risk Management personnel shall be responsible for routinely inspecting youth camps for compliance with established Youth Camp Guidelines. Other departments may conduct spot inspections of youth camps to verify compliance with guideline requirements of particular concern to the department.

UNIVERSITY *of* NORTH TEXAS

Youth Camp Guidelines

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Youth Camp Guidelines

1. YOUTH CAMPS

1.1 Applicability. These Guidelines apply to youth camps held on University of North Texas property or utilizing the University's name that have a participant group made up, in whole or part, of individuals under the age of eighteen who are not registered students of the University of North Texas (K through 12th grade groups visiting campus for the purpose of conducting campus tours or solely as patrons of one-day educational or entertainment events are generally not considered to be a youth camp for the purposes of these Guidelines). All camps coming under these Guidelines must be operated by or sponsored by a University Center, Department or College.

1.2 University Operated Camp. A University Operated Camp is operated solely by the University, without affiliation with a third party organization. A University Camp Director shall be responsible for the day-to-day operations of the University Operated Camp and for fulfilling the Camp Director requirements set forth in these Guidelines.

1.3 Third Party Camps. Except for the use of University facilities, a Third Party Camp is not otherwise affiliated with UNT. A Third Party Camp must have a University Sponsor, who shall be responsible for fulfilling the sponsorship requirements set forth in these Guidelines. A Third Party Camp Director shall be responsible for the day-to-day operations of the Third Party Camp and fulfilling the Camp Director requirements set forth in these Guidelines. The University Sponsor shall be responsible for providing a copy of these Guidelines, with all attachments, to the Third Party Camp Director. The University Sponsor shall also be responsible for maintaining copies of all information provided by a third party organization or Third Party Camp Director for the duration of a Camp and thereafter in accordance with the Record Retention Policy.

1.4 For the purposes of these Guidelines, subsequent references to "Camp(s)" shall include both University Operated Camps and Third Party Camps and the requirements shall be the same for both, except as otherwise noted.

2. PRE-CAMP REQUIREMENTS

(These requirements must be met prior to the start date of a Camp)

2.1 General

- a. **Identification of Responsible University Camp Director/Sponsor.** A University Camp Director or Camp Sponsor will be identified for each Camp.
- b. **Third Party Camp Contract.** For any Third Party Camp, the University Camp Sponsor shall contact the Vice Chancellor and General Counsel's Office to develop and obtain approval of a contract between the University and the third party organization operating the Camp. The University Camp Sponsor shall be responsible for having the approved contract fully executed in accordance with

the University's standard contract policies and procedures and shall maintain the fully executed contract on file while the Third Party Camp is in session and thereafter in accordance with the schedule provided in the Record Retention Policy.

- c. **Insurance.** The University Camp Director/Sponsor, and the Third Party Camp Director for Third Party Camps, shall contact Risk Management to arrange for general liability and accident medical insurance coverage for a Camp as determined to be necessary by Risk Management.
- d. **Criminal Background Check.** As more fully described below, a Criminal Background Check shall be conducted on all employees and volunteers associated with a Camp.
 - 4 **Safety and Medical Care Procedures.** As more fully described below, appropriate safety and medical care procedures shall be developed and implemented for each Camp.
 - 5 **Training.** As more fully described below, employees and volunteers assisting with a Camp shall receive training prior to the start date of the Camp.
 - 6 **University of North Texas Risk Assessment Worksheet.** As more fully described below, the University Camp Director or the Third Party Camp Director shall complete the University of North Texas Assessment Worksheet and potential exposures shall be addressed with Risk Management. For Third Party Camps, the Third Party Camp Director shall provide the University Sponsor with a copy of the completed Assessment Worksheet and with verification in writing that potential exposures have been addressed with Risk Management.
 - 7 **University of North Texas Compliance Verification Form.** Prior to the start date of the camp, the University Camp Director/Sponsor shall complete the University of North Texas Compliance Verification Form attached hereto as Attachment A and shall submit the completed form to the Compliance Office.
 - 8 **University of North Texas Driver Request Form.** For University Operated Camps that will require the use of University vehicles, the University Camp Director and the applicant for driving privileges shall be required to submit a University of North Texas Driver Request Form attached as Attachment K to Risk Management and to follow the standard procedures for approval of the request for driving privileges.

2.2 Criminal Background Check Guidelines

- a. All employees and volunteers assisting with Camps, including those for Third Party Camps, shall be required to complete a UNT Camp Staff/Volunteer Criminal Background Check Form, a copy of which is attached as Attachment B. Completed Criminal Background Check Forms shall be maintained by the University Camp Director/Sponsor.

- b. The University Camp Director/Sponsor shall contact Human Resources to have a criminal background check performed on all camp employees and volunteers for the State of Texas. The criminal background check must be completed by the start date of camp or by the date that camp staff paid by UNT are required to be placed on the payroll, whichever comes first. For checks to be completed by Human Resources:
 - 1. The UNT approved Criminal Background Check Form must be used.
 - 2. Suggested no less than 3 month lead time in order for Human Resources to conduct a background check and for checks that reveal a prior criminal history to be addressed.
 - 3. There will be a charge per background check, payable to Human Resources. The amount of the charge will be set annually by Human Resources. For Third Party Camps, this will be paid by the Third Party Organization.
 - 4. The University Camp Director/Sponsor should keep documentation that the background check process has been initiated and in progress.
 - 5. Human Resources will provide a list of names with status of the completed checks to the University Camp Directors/Sponsors and to the Compliance Office prior to the start of a Camp.
- c. The University retains the right to conduct additional checks regarding the criminal background or sex offense status of employees and volunteers assisting with Camps, including Third Party Camps.
- d. In the event that the prior criminal history of an employee or volunteer is revealed, then the University Camp Director/Sponsor, the Compliance Office and the Human Resources Department shall assess the background information that has been obtained and shall make a determination together as to the appropriate course of action.
- e. For Third Party Camps, the Third Party Organization must certify in writing that a current background check has been completed on all employees and volunteers assisting with the Third Party Camp who are not residents of the State of Texas. The Third Party Organization must provide UNT with proof of background checks or a written statement indicating background checks have been completed. Any indication of a prior criminal history must be included and justified in the written statement. Third Party Camp Contracts shall include, as a provision of the contract, the requirement that individuals affiliated with the camp, as staff or volunteers, will have current background screening conducted prior to a camp start date.

- f. UNT reserves the right to determine whether an employee or volunteer of the Third Party Organization may assist with the Third Party Camp.
- g. Criminal Background Check Information will be provided as requested by UNT to verify criminal background checks have been conducted. UNT reserves the right to conduct its own criminal background check on employees and volunteers of a Third Party Camp.
- h. If a staff member is replaced just before or during the camp; a background check on the replacement must be conducted prior to the replacement being allowed any interaction with camp participants.
- i. While camp is in session, criminal background check records/forms should be readily accessible to UNT administrators, state officials, and/or any other auditor.
- j. Criminal background check records/forms must be maintained by the University Camp Director/Sponsor in accordance with the University's record retention schedule or for five (5) years after the camp, whichever is longer.
- k. Criminal Background Checks shall be completed on employees and volunteers assisting with a Camp on an annual basis.

2.3 Safety and Medical Care Provisions

- a. For University Operated and Third Party Camps, the parent or guardian of each camp participant must complete and submit a medical information and release form (use the UNT Youth Camp Medical Information and Release Form attached as Attachment C or one developed specifically for a particular camp that has been approved by both the Office of General Counsel and Risk Management). These forms shall be maintained by the Camp Director for the duration of the camp and thereafter in accordance with the Records Retention Policy.
- b. For University Operated Camps, the parent or guardian of each camp participant must also complete a liability release, waiver, indemnification and agreement not to sue form (use the UNT Unconditional and General Liability Release, Waiver, Indemnification and Agreement not to Sue Form attached as Attachment D or one developed specifically for a particular camp that has been approved by both the Office of General Counsel and Risk Management. The name of the particular camp must be inserted in the appropriate space on the form prior to being sent to the parent or guardian). These forms shall be maintained by the University Camp Director for the duration of the camp and thereafter in accordance with the Records Retention Policy.

- c. The University or Third Party Camp Director shall develop written Safety and Medical Procedures for the Camp, which shall be posted for easy access at the Camp site.
- d. Safety awareness information, specific to camp activities, shall be provided to all camp staff and volunteers. Safety awareness information may include training on First Aid and CPR but shall include training on recognition of child abuse, and training on prevention of heat exhaustion and heat stroke.
- e. Every camp must have a person on site trained in CPR and basic first aid.
- f. For camps with vigorous physical activity, a qualified first aid attendant, physician, registered nurse, or LVN must be on site at all times.
- g. Camp staff and volunteers shall be advised as to when non-emergency medical care may be available to camp participants from the University of North Texas Student Health and Wellness Center, as more fully described in Attachment E.
- h. Camp Staff and volunteers shall be trained as to the appropriate procedure for handling medical emergencies. Youth camp participants with injuries or illnesses that are life threatening or that involve major trauma or loss of consciousness should be immediately transported to the nearest hospital emergency room for treatment. For injuries and illnesses requiring emergency care, participants should be transported to Denton Community Hospital or to Denton Regional Medical Center.

2.4 Training

- a. Prior to the start date of a Camp, all Camp staff and volunteers shall be required to attend training. At a minimum, the training shall address:
 - Standard safety and medical procedures and other safety and medical information provided in these Guidelines.
 - The identification and appropriate procedures for reporting sexual abuse and child abuse and neglect (see hand-outs attached as Attachment F). Staff and volunteers should be informed that if they suspect an occurrence of sexual abuse or child abuse and neglect, they should inform the Camp Director immediately. The Camp Director shall be responsible for immediately notifying the UNT Police and the Compliance Office.
 - Safety information that will be provided to Camp Participants, including but not limited to the Emergency Telephone Information sheet, Play It Safe sheet, and Fire Safety sheet collectively attached as Attachment G.
 - The appropriate reporting procedure to follow in the event of a safety incident involving the Camp and/or a University vehicle. The Incident Report Form to be used is attached as Attachment I and the Vehicle Incident Report Form to be used is attached as Attachment J. These forms are to be given to the

University Camp Director/Sponsor, to be submitted to Risk Management, with a copy to the Compliance Office.

- Food safety and requirements for food obtained from off-campus caterers (see Attachment M).
- b. Persons participating in training shall be required to sign an acknowledgment that they have received the training and this acknowledgment shall be retained in the Camp Office in accordance with the Record Retention Policy or a period of five (5) years, whichever is longer.

2.5 Risk Assessment

- a. The University Camp Director/Sponsor should consider the full impact of all activities conducted during the course of a camp and take appropriate measures to reduce or eliminate the potential for exposure of camp participants to reasonably foreseeable hazards. To help in assessing a camp in regard to risk, the University Camp Director/Sponsor shall complete the Youth Camp Risk Assessment Worksheet attached as Attachment H.
- b. The Youth Camp Risk Assessment Worksheet shall be completed at least five business days prior to the start of the Camp to which it pertains. The University Camp Director/Sponsor shall address any potential exposures identified in the completed Worksheet with Risk Management prior to the start date of the Camp.
- c. The completed Worksheet, along with documented action to address any risks and exposures discovered, will be maintained on file by the University Camp Director/Sponsor in accordance with the University's record retention schedule or five (5) years, whichever is longer.
- d. The Youth Camp Risk Assessment Worksheet is designed for use by University Camp Directors/Sponsors to assess risk associated with various camp activities. The Worksheet cannot encompass all of the possible scenarios for camp activities and risks; therefore, a University Camp Director/Sponsor should design program activities taking into consideration the safety of all participants. A University Camp Director/Sponsor may obtain assistance from Risk Management to address questions regarding the design of safe camp activities and to identify potential hazards or heightened risks.

3. CAMP REQUIREMENTS

3.1 General

- a. A safety orientation shall be provided on the first day of Camp to all Camp Participants. At a minimum, Camp Participants shall be provided with the safety information attached as Attachment G.

- b. Throughout the duration of the Camp, the University or Third Party Camp Director shall adhere to all of the requirements set forth in these Guidelines as well as the specific requirements set forth on the Audit Document attached as Attachment L.
- c. Camp Directors shall maintain medical logs and medical information forms on site with camp participants. Camp office records shall include, risk assessment forms completed prior to the start of each camp, staff procedures manual, written job descriptions, a copy of these Guidelines, and evidence that required training has been completed (names and dates of training, and signed acknowledgments by persons who have been trained).
- d. Risk Management and/or Compliance shall conduct random, unannounced safety, security and compliance inspections using the University of North Texas Youth Camp Compliance Audit Form attached as Attachment L. After an audit inspection, Risk Management and/or Compliance will be responsible for coordinating the implementation of any subsequent remedial measures that have been identified with the University Camp Director/Sponsor and the Third Party Camp Director, if any. The Compliance Office will be the depository for all UNT official records necessary for external agencies or for litigation.
- e. Camp Directors will record and report all incidents with potential for injury or illness. The report forms to be used are attached as Attachment I and J. In any case involving physical altercation, when a camper is injured or becomes ill and is transported or when it is necessary to summon police officials, Camp directors shall submit an incident report to the Compliance Office and Risk Management as soon as possible, but no later than within 24 hours following the incident. The Compliance office will report any incident required by law to the appropriate state/federal agency.
- f. All documents and forms used for planning, coordination and conduct of camps shall be retained on file in the office of the University Camp Director/Sponsor in accordance with the Record Retention Policy or for a period of five years, whichever is longer.
- g. Questions regarding camp safety shall be referred to the Camp Director. The Camp Director may request assistance from the Compliance Office and Risk Management as needed.

ATTACHMENT A

**UNIVERSITY OF NORTH TEXAS
YOUTH CAMP COMPLIANCE VERIFICATION FORM**

1. **NAME OF YOUTH CAMP:** _____

2. **CONTACT INFORMATION FOR UNIVERSITY CAMP DIRECTOR OR SPONSOR:**

Name _____ Department or Mail Stop _____

Email _____ Phone _____ Fax# _____

Evening phone _____ Mobile phone _____

3. **SPONSORING DEPARTMENT:**

a) Name of Department _____

b) Department Head _____ Phone# _____

4. **THIS PROGRAM IS A:**

University Operated Camp

Third Party Camp

5. **FOR THIRD PARTY CAMPS, LIST INFORMATION FOR CONTACT WITH THE THIRD PARTY ORGANIZATION AND NAME OF THIRD PARTY CAMP DIRECTOR:**

Third Party Organization _____

Email _____ Phone _____ Fax# _____

Third Party Camp Director _____

6. **DATE(S) CAMP WILL BE IN SESSION (Include beginning date and end date. For Camps with multiple sessions, provide dates for each session, if the information provided in this Verification Form accurately applies to all of the sessions listed. If the information to be provided differs, or more room is needed, then provide in attached sheet):**

Session 1 _____ Session 2 _____ Session 3 _____ Session 4 _____ Session 5 _____

7. **APPROXIMATE NUMBER OF PARTICIPANTS PER SESSION:**

Session 1 _____ Session 2 _____ Session 3 _____ Session 4 _____ Session 5 _____

8. **AGES OF CAMP PARTICIPANTS:** _____

9. **APPROXIMATE NUMBER OF CAMP EMPLOYEES/VOLUNTEERS:**

Session 1 _____ Session 2 _____ Session 3 _____ Session 4 _____ Session 5 _____

10. **INDICATE WHETHER THIS CAMP IS [check one]:**

_____ Day camp only -OR-

_____ Camp where participants are housed overnight.

11. **COMPLIANCE VERIFICATION CHECKLIST: The University Youth Camp Director or Sponsor shall initial in the space provided beside each item listed below to indicate compliance with the item listed. (for Items B through H, the University Sponsor is verifying that the Third Party Camp Director has provided written verification of compliance):**

A. For third party camps, a contract approved by the Office of Vice Chancellor and General Counsel has been entered into with the third party organization and a fully executed contract is on file _____

B. Appropriate Insurance has been arranged through Risk Management and a Certificate of Insurance is on file _____

C. All Employees and volunteers assisting with a Camp have completed the standard Criminal Background Check Form and completed forms are on file _____

D. Per Youth Camp Guidelines, criminal background checks have been conducted and are on file _____

E. A Camp Assessment Worksheet has been completed and potential exposures resolved with Risk Management _____

F. All camp employees and volunteers have received training in accordance with the Youth Camp Guidelines _____

G. Youth Camp Guidelines have been reviewed and the youth camp is in compliance with all requirements _____

H. If an audit of this type of camp has been conducted, subsequent remedial measures have been adopted or an alternate plan has been approved by the Compliance Office and Risk Management _____

Signature of University Camp Director/Sponsor

Date

ATTACHMENT B

ATTACHMENT C

ATTACHMENT D

UNIVERSITY OF NORTH TEXAS
UNCONDITIONAL AND GENERAL LIABILITY RELEASE,
WAIVER, INDEMNIFICATION AND AGREEMENT NOT TO SUE

1. I, the undersigned parent/legal guardian of _____, authorize said child's participation in (include the name of camp here) ("CAMP"), including all related activities. I fully understand all of the dangers, hazards and risk that are associated with and may occur as a result of my child's participation in the CAMP and related activities. I understand that these dangers and risks may result in property damage, impairment to health and well being, and/or physical injury, including serious or even deadly injuries.

2. In consideration of my child being permitted to participate in the CAMP, I agree to assume full responsibility for all risks. I further agree to release, waive, and covenant not to sue the State of Texas, the University of North Texas, the University of North Texas System, the Board of Regents for the University of North Texas and the University of North Texas System, as well as officers, agents, employees and any students acting as employees of the University of North Texas and the University of North Texas System (referred to collectively as "Releasees"), from and against any and all liability, claims, demands, actions, causes of action, suits in equity, whatsoever arising out of or related to any loss, damage, or injury, including death, **WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE**, that may be sustained by my child while participating in the CAMP or in any related activity or while in or upon the premises where the CAMP and related activities are being conducted or while being transported to, from or in connection with the CAMP. I further agree to indemnify the Releasees from liability, claims, demands, actions, causes of action, or suits in equity arising out of loss, damage or injury that occurs as a result of my child's negligent or intentional act or omission while participating in the CAMP and in related activities.

3. I understand and agree that Releasees are granted permission to authorize medical treatment, if necessary, for my child and that such action by Releasees shall be subject to the terms of this Release, Waiver, Indemnification and Agreement not to Sue. I understand and agree that Releasees assume no responsibility for any injury or damage to my child or for any related cost which might arise out of or in connection with such authorized medical treatment, **WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE**. I understand that I am strongly urged to obtain adequate health insurance to pay any medical costs that may be attendant as a result of injury to my child.

4. It is my express intent that this Release, Waiver, Indemnification and Agreement not to Sue shall bind myself, my child, the other members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased.

5. In signing this Release, Waiver, Indemnification and Agreement not to Sue, I acknowledge and represent that I have carefully read the document and understand its contents and that I sign as my own free act and deed. I further state that I am at least eighteen (18) years of age and fully competent to sign; and that I have executed this Release for full, adequate, and complete consideration fully intending to be bound by the same.

6.1 further agree that this Release, Waiver, Indemnification and Agreement not to Sue shall be interpreted in accordance with the laws of the State of Texas. If any term or provision of this Release shall be deemed to be illegal, unenforceable, or in conflict with any law, then the validity of the remaining portions of the Release shall not be affected thereby.

PLEASE READ CAREFULLY BEFORE SIGNING

Print Camper's Name: _____

Parent/Guardian Signature: _____ Date: _____

I agree to the terms of this Release, Waiver, Indemnification and Agreement not to Sue and I agree to follow all instructions and procedures in order to maintain my safety while attending the CAMP.

Camper's Signature: _____ Date: _____

ATTACHMENT E

Medical Services Available to Camp Participants at the University of North Texas Student Health and Wellness Center

Youth camp participants with injuries or illnesses that are life threatening or that involve major trauma or loss of consciousness should be immediately transported to the nearest hospital emergency room for treatment. For injuries and illnesses requiring emergency care, participants should be transported to Denton Community Hospital or to Denton Regional Medical Center.

When a youth camp is in session, the University of North Texas Student Health and Wellness Center will be available to provide treatment to active youth camp participants for non-emergency injuries, illnesses, and conditions. Non-emergency injuries, illnesses, and conditions that may be treated by the UNT Health and Wellness Center include but are not limited to:

1. colds, sinus infections
2. allergy shots
3. upset stomach
4. nose bleeds
5. minor abrasions
6. cuts and scrapes
7. poison ivy, rashes
8. insect bites
9. minor sprains and strains
10. diarrhea
11. vomiting
12. sunburn
13. minor burns
14. minor eye infections (conjunctivitis)

(Note: National Youth Sports Program camps will continue to contract with the Health Center for physicals as specified in the NYSP grant.)

Before youth camps begin, University Camp Directors/Sponsors will be responsible for providing the UNT Student Health and Wellness Center with the names and dates for each camp. When a youth camp participant comes to the UNT Student Health and Wellness Center for treatment, he or she shall be accompanied by a camp staff member. The youth camp staff member shall provide the UNT Health and Wellness Center with a copy of the camp participant's Medical Information Form. On behalf of the camp participant's parent or legal guardian, the camp staff member will sign the Notice of Privacy Practice that patients are required to receive in accordance with federal law (the Camp Director shall be responsible for mailing a copy of this notice to the parent or legal guardian). The Health and Wellness Center will charge a walk-in camp participant the "usual and customary" fees for service, to be paid by cash, check or credit card. The camp participant will be responsible for filing with his or her own insurance. If medical insurance providing coverage for camp participants was purchased through Risk Management, then the camp participant should provide the information/invoice for medical services to Risk Management.

ATTACHMENT F

For Camp Counselors

Guidelines on child sexual abuse and exploitation

A number of publications, addressing various aspects of the missing- and exploited-child issue, are available free of charge in single copies by contacting the National Center for Missing & Exploited Children's Publications Department at



Charter B. Wang International Children's Building
699 Prince Street
Alexandria, Virginia 22314-1175
U.S.A.

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National Center for Missing & Exploited Children

The National Center for Missing & Exploited Children (NCMEC), established in 1984 as a private, nonprofit organization, serves as a clearinghouse of information on missing and exploited children; provides technical assistance to the public and law-enforcement agencies; offers training programs to law-enforcement and social-service professionals; distributes photographs and descriptions of missing children worldwide; coordinates child-protection efforts with the private sector, networks with nonprofit service providers and state clearinghouses on missing-person cases; and provides information on effective legislation to help ensure the protection of children per 42 USC § 5771 and 42 USC § 5780.

A 24-hour, toll-free telephone line, 1-800-THU-LOST (1-800-843-5678), is available in the United States and Canada for those who have information on missing and exploited children. The toll-free number when dialing from Mexico is 001-800-843-5678, and the "phone free" number when dialing from Europe is 00-800-0843-5678. The CyberTipline for online reporting is available worldwide at www.cybertipline.com. The TDD line is 1-800-826-7653. The NCMEC business number is 703-274-3900. The NCMEC facsimile number is 703-274-2200. The NCMEC web-site address is www.missingkids.com.

For information on the services offered by our NCMEC branches, please call them directly in California at 714-508-0150, Florida at 561-848-1900, Kansas City at 816-756-5422, New York at 716-242-0900, and South Carolina at 803-254-2326.

There are other safeguards camp directors can take to help ensure that the children who attend have a positive experience. These include

- making certain the camper-to-counselor ratio is adequate to provide proper supervision. Be sure to keep in mind that younger children require more supervision.
- providing structured activities with variety geared towards promoting teamwork and self-esteem.
- providing proper training to camp counselors encouraging them to work with the children and properly implement the activities offered by the camp.
- making certain that field trips are adequately supervised with provisions for handling emergencies.
- performing a background screening and thorough reference checks on potential employees. Check the prospective employee against the appropriate state's sex-offender registry.

We all want the experience at summer camp to be a happy, carefree one for our children in which boys and girls experience independent living, develop an appreciation for nature, and work on their social skills. In order for us to provide our children with this carefree environment, however, we as adults must act responsibly and face the fact that child victimization and sexual abuse are harsh realities. A realistic approach to child safety is essential to protecting those for whom we really care.

And the laws that mandate this carry criminal and civil penalties for failure to comply. We suggest that you contact the reporting agency in your state to determine your legal responsibilities for reporting. You may want to invite a representative from the agency to a staff training session.

There are several situations that you may encounter involving suspected child-sexual abuse in your camp. These include a camper who indicates, through behaviors or statements, that he or she was sexually abused prior to coming to camp; camper who claims that he or she was sexually molested while at camp; and minor camp staff member who may have been sexually abused at home or camp. All these situations require your immediate attention and action.

In cases of previous sexual abuse, you must report the suspected abuse, even if it may have occurred in another state. The child-protective services in your state can arrange for their counterparts in the other state to investigate.

In cases of sexual abuse at camp, it is especially important to make a prompt report. Your camp staff should be informed during the pre-camp training that any criminal conduct involving the camp staff will be reported to authorities—especially any criminal conduct in which the health or safety of the campers may be threatened. Make it clear to camp staff that inappropriate behavior of any kind will not be tolerated.

Do not be afraid to report abuse to the authorities. Also it is not enough simply to file the abuser—you must carefully document the allegations. These cases deserve to be pursued through the criminal process and, if the evidence supports the allegation, strict sanctions applied. Only in this way can we truly protect children.

Guidelines for Camp Counselors

Summer camp is an experience that millions of our children enjoy every year. It is also a time in which caretaking responsibilities may be transferred from the child's family to others such as camp counselors. In meeting your caretaking responsibilities you may encounter obstacles because the children placed in your care come from an unknown background, have had experiences you may not know about, and may bring problems that you do not have the experience or training to properly address. In spite of these disadvantages, you are in a position to be a source of strength and help to children placed in your care.

Reporting Child Abuse and Sexual Exploitation

Child abuse is a subject that we all hear and read about frequently. It is a term that encompasses mental, physical, and sexual victimization of children. Most camp counselors are not trained to make judgments about whether a child has been a victim of any kind of child abuse. It is important to know that in every state there are agencies that are required to examine reports of suspected abuse and use their expertise in handling the cases.

If you suspect that a child assigned to you is a victim of child abuse, you should report this to your camp director or nurse. They will discuss your suspicions with you and possibly talk to the child. In all states, persons with knowledge of suspected child abuse are required to report the case to a child-protective-services agency. In some states, failure to report carries criminal penalties—especially for child-care professionals such as teachers or nurses. In fact the laws in your state may require you to report suspected

child abuse to an appropriate child-protection agency even if you have already reported it to the camp director or nurse. Your camp director will be able to explain these responsibilities during staff orientation.

Detecting Sexual Exploitation

Some forms of abuse may not leave obvious physical evidence. There are, however, behavioral signs that may indicate victimization. This is especially true of children who have been sexually molested. You should be alert to the signs of sexual abuse including

- behavioral changes, extreme mood swings, withdrawal, fearfulness, and excessive crying.
- nightmares, fear of going to bed, or other sleep disturbances such as bed-wetting.
- inappropriate sexual activity, an unusual interest in sexual matters, or a knowledge of sexual matters beyond the child's years.
- a sudden "acting out" of feelings or aggressive or rebellious behavior.
- regression to infantile behavior.
- a fear of certain places, people, or activities—especially being alone with certain people. Children should not be forced to give affection to an adult or teenager if they do not want to do so. Be alert to signs that your child is trying to avoid someone, and listen carefully when your child tells you how he or she feels about someone.
- pain, itching, bleeding, fluid, or rawness in the private areas.

You should note that some of these behaviors may have other explanations. A child who comes to summer camp is entering a strange environment and may experience homesickness or anxieties that can lead to behaviors similar to the signs of sexual molestation. Do not, however, simply discount the behavior as homesickness. Immediately bring it to the attention of the camp director or nurse. You are in a position to be a comfort and aid to the campers placed in your care. Even if the child's behavior is a result of homesickness, his or her camp experience will be much more enjoyable if the cause of the distress is addressed, and the child feels comfortable discussing it.

What to Do

At some point your campers may tell you that someone has molested them. This may have occurred at home or camp. If this happens, we want you to be prepared to help the child. Follow the guidelines noted below if a child indicates that he or she may have been the victim of abuse or exploitation.

DON'T panic or overreact to the information disclosed by the child.

DON'T criticize the child or claim that the child misunderstood what happened.

DON'T blame the child.

DO respect the child's privacy. Take the child to a place that is comfortable and where the other campers cannot overhear you. It is important that you discuss the child's situation only with the camp director and nurse or with the child-protective-services agency for your state. It should not become the topic of conversation in the staff lounge. Camp is a hard place to keep information confidential. Your campers should not have to pay the price of your indiscretion and become the subject of camp gossip.

DO encourage the camper to tell the camp director or nurse. Make sure that the child feels reassured in coming forward. Tell the child that it is okay to talk with appropriate adults about what happened. Try to avoid repeated interviews about the incident because this can be stressful for the child.

Precautions Against Accusations of Sexual Abuse or Exploitation

Child abuse is a serious criminal offense. As a camp counselor with the responsibility of caring for children, you may be placed in sensitive situations making you vulnerable to charges of child molestation. Groundless accusations can be minimized by

- having other staff members present when supervising showers, changes into swimming suits, or other circumstances in which the child may be dressing or undressing.
- respecting the privacy of the child. Do not become intrusive or curious more than is necessary to monitor the health and safety of the child.

• respecting the child's wishes regarding displays of affection. Children have the right to reject displays of affection if they feel uncomfortable about them. Remember that not every child comes from a background in which affection is openly displayed.

- protecting your own privacy. In some camp living situations, counselors room with their campers. There will be a natural curiosity about boyfriends or girlfriends, personal relationships; and, with some of the older campers, sexual activity. You should use common sense in discussing sensitive subjects with your campers, and you should not go into the details of your private life. Be careful about what you say in front of the children because sexually suggestive remarks, even made in jest, can be misinterpreted by a child.

Sexual exploitation should not be confused with physical contacts that are true expressions of affection. A warm and healthy relationship can exist between the camper and camp staff if staff members respect the child and place reasonable limits on their physical interaction.

Guidelines for Camp Directors

One of the hardest things for us to accept and understand is the fact that there are people who sexually molest or abuse children. The facts, however, are undeniable. Sexual victimization is a serious problem. Given the number of children who attend camp each summer, we can no longer deny the existence of this abuse, nor can we deny our responsibility to report suspected abuse to child-protective services.

Resource and Reference Information

Texas Department of Protective and Regulatory Services Website: <http://www.tdprs.state.tx.us/> The Child Abuse Hotline is 1-800-252-5400. Calls are answered 24 hours a day, seven days a week.

Texas Family Code, Chapter 261. Subtitle E. Protection of the Child. Chapter 261. Investigation of Report of Child Abuse or Neglect. Subchapter A. General Provisions.

Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

"Identifying Issues in Child Maltreatment: Physical Abuse, Neglect, and Emotional Abuse" (2001). California Social Work Education Center (CalSWEC), University of California, Berkeley, School of Social Welfare.

"Child Abuse and Neglect: Guidelines for New Hampshire School Employees: Recognizing and Reporting Suspected Child Abuse and Neglect" (21 ed. 2002). The State of New Hampshire Office of the Attorney General Department of Education, Division for Children, Youth and Families.

Indicators of Child Abuse

No one sign speaks of abuse, however, two or more should be considered as an indication of possible abuse.

Physical Abuse

Physical Indicators:

- Surface area injuries
- Non-accidental bruising patterns
- Loop or wrap around injuries
- Injuries in various stages of healing
- Complications from old injuries
- Imprint of instrument on skin
- Cigarette burns
- Signs of overall poor health

Behavioral Indicators:

- Unable to explain injury or explanation inconsistent with injury
- Unusually fearful, non-spontaneous
- Overly eager to please adults
- Discomfort about undressing in front of peers

Sexual Abuse

Physical Indicators:

- Headaches, stomachaches, and overall not feeling well
- Pain in anal or genital area
- Recurring vaginal or bladder infections
- Sexually transmitted disease
- Oral, genital, or anal bleeding
- Redness, swelling, itching, or trauma to the genital or anal area
- Pregnancy

Behavioral Indicators:

- Sudden change in behavior
- Fears and phobias, retreat to fantasy
- Disturbed sleeping patterns
- Changes in relationships to adults (avoidance or clinging)
- Problems in school
- Withdrawal from friends and family
- Running away
- Inappropriate and obsessive sexual awareness, promiscuity
- Depression, low self-esteem, self-critical
- Appearance of retardation

- Child states an adult is bothering him or her
- Verbalization of sexual assault
- Discomfort or extreme sensitivity to physical contact
- Discomfort about undressing in front of peers
- Having friends who are several years older
- Acquisition of unexplainable toys, money, or clothes
- Regression to more childish behavior
- Delinquent acts
- Suicidal gestures or attempts
- Plays parental role

Emotional Abuse

General Indicators:

- Angry
- Hostile
- Low self-esteem
- Emotionally disturbed
- Attachment disorder
- Anxious
- Depressed
- Suicidal ideation and suicidal attempts
- Impatient
- Feel responsible

Behavioral Indicators: *Many of these behaviors and conditions are reactions to distress.*

- Aggressive
- Withdrawn, apathetic, passive
- Behaviorally disturbed
- Temper tantrums
- Poor impulse control, hyperactive
- School failure
- Suicidal attempts or gestures
- Over eager to please
- Superficial relationships
- Harms others
- Harms animals
- Sleep disorder
- Enuresis
- Developmental delays
- Eating disorders
- Runs away
- Seeks adult contact
- Unable/unwilling to communicate with others
- Sabotages self
- Views abuse as being warranted
- Is withdrawn
- Has unprovoked fits of yelling or screaming
- Exhibits inconsistent behavior at home and school
- Exhibits a gradual impairment of health and/or personality

ATTACHMENT G

PLAY IT SAFE

University of North Texas is a great place to go to summer camp and we think an even better place to go to college. We strive to provide a safe campus environment, but even the safest places can have potential for danger. Be aware of your surroundings when you are out and about on campus.

Always let your camp sponsor know when you are leaving main group activities even if it is just to go to the bathroom, back to your room, or to another camp activity. Stay in groups or, at the very least, stay with a “buddy” from your camp.

The University of North Texas campus is filled with friendly people, but since anyone can come onto the campus grounds, not everyone you meet may be someone you should trust.

Here are some general guidelines to follow for your own safety:

- Stay with your camp group
- Let your counselor know if you ever need to leave your group
- Go only where you tell your counselor you are going and return immediately to your group
- Do not carry on conversations with strangers outside of your camp group
- Whenever possible, walk in groups and/or with your counselor
- If you can not walk with a group, always go with a “buddy”
- Alert your counselor or some other camp adult staff member if you see anyone:
 - Hanging around your camp when that person is not a part of your camp
 - Hanging around the dorm your camp is staying in
 - If anyone approaches you
- Do not try to help anyone who looks lost even if you know how to get to where he/she wants to go. It’s best to have your counselor assist anyone who is lost
- Do not sneak out after dark (aside from the fact that you can be sent home for this offense, it can be a dangerous prank to play)
- If you become lost or separated from your camp group, do not go to a stranger for help. Look for an emergency phone booth (these are call boxes with blue lights on the top)-press the push to talk button and a University Police Officer will find you. Do not under any circumstances get into a car with a stranger or allow a stranger to walk you back to your camp

- If your camp provides t-shirts, wear them. Group t-shirts make it easier for members and counselors of your camp to keep up with the campers
- Never wear clothing that has your name shown in large letters, use only camp issued name tags
- Do not give your room access pass to anyone, not even another camper
- Let your parents know if you continue to correspond with any adult you meet at camp after your camp ends
- If anything happens that does not seem right let your counselor know immediately
- If you have problems with your counselor talk to another adult staff member in your camp
- If another camper asks you to do something that you don't feel comfortable about, speak to a counselor about it
- If you, or another camper, seem to be having a hard time dealing with being away from home or returning home after camp is over, let your counselor know
- If you have medicine that you brought from home let your counselor know so that they can be sure it is kept in a safe place
- Jewelry, CD collections, and other valuables are safest when left at home.
- Make sure your name is written on your personal items such as the inner labels of clothing, grooming items, and personal valuables
- Keep meal cards and cash in a safe place
- Never leave an outside door propped open
- Never let someone you do not know into the building with your door key. If he/she belongs in the building, then he/she will have his/her own key.
- Never let anyone in your room, unless you know the person and the person is a part of the Camp.

If you are ever uncertain as to what to do in a particular situation, then find your counselor and let your counselor decide what to do.

FIRE SAFETY FOR CAMPERS

While you are at camp your home away from home could be a high-rise dorm room or some other adventurous housing experience that may be very different from your own home. Your camp director and the University of North Texas want to make sure that you are as safe as possible while you are enjoying the activities of your camp. There are a few things that you can do to help make sure your visit is a great and safe experience.

First of all, if your camp is one where you will be staying overnight, let's look at where you will be sleeping.

The first thing you should do is become familiar with where your room or sleeping space will be. Make sure you know where the emergency exit stairs are located. If you cannot locate the emergency exit stairs, ask your counselor or someone else involved with your camp to show you. Remember if fire alarms sound or you smell smoke NEVER EVER, EVER get on the elevators, even if they appear to still be working. You don't want to be on your way down in one when it stops working. If you leave your room in an emergency, be sure to take your key in case you have to get back into your room to wait for help or use the telephone. Your counselor may give you information on where to meet in case you have to leave your room in an emergency. Make sure you know where that place is. If you are not sure, ask your counselor. If you need to leave your room in an emergency, don't wander off from the area. Only leave the area if you are told to do so by firefighters, police officers, or you camp counselors. Once you are out of the building find your counselor and let him or her know that you are no longer in the building. If there is an emergency, your counselor will assist you in calling home as soon as it is possible. During an emergency, once you are out of a building, do not return inside the building until your counselor lets you know that it is okay to go back inside. If you are in a high-rise dorm or some other building and you are on the third floor or higher and you cannot get out of the building, it may be safest for you to stay inside your room to protect yourself from smoke. If your phone is working, call 911 to report that you are in the building. Give the floor you are on and your room number. Keep smoke out of the room as best as you can by stuffing wet sheets, towels, and clothes around the door. Stay down and close to the floor, the air will be better there. Do not lock the door and do not open the door without checking it with your hands to see if the door is hot. If it is hot, leave the door closed.

It is probably a bad idea to set out on your own in a smoke filled building in which you don't know your way around. Firefighters equipped with special clothes and equipment stand a better chance of reaching you if you stay where they can find you (in your room). If you walk around in smoke without special equipment you won't get far before the smoke will make you pass out. If you are close enough to the ground that you can get out through a window always consider that window as a good idea as a backup exit plan if you cannot get out the door. If you are too high off the ground, make a sign that says "HELP" and put it in your window.

Emergencies are serious. Never ever make a false alarm. First of all it will get you in BIG TROUBLE and second of all no one will know which ones are false and which ones are real. Even if someone tells you it is okay to pull a fire alarm or make a 911 prank call as a joke, it is NOT okay. You could get into serious trouble with the police.

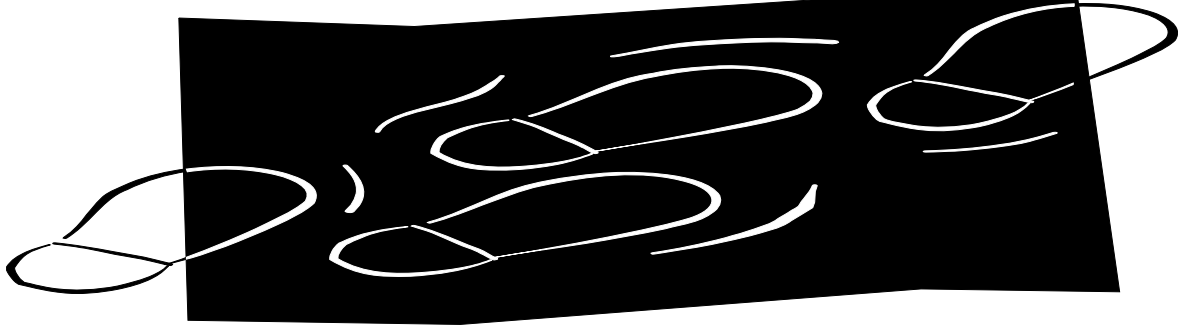
Emergency Telephones

There are 43 Emergency Telephones located throughout the UNT campus. These are distinguished by the blue light on top. The light is activated when the talk button is pushed. "Emergency" is stenciled clearly on the poles for easy recognition of telephone location around the campus.

NON-EMERGENCIES: Calls can be made at these emergency phones by calling Police dispatch. There is no charge. (Example of non-emergency use includes vehicle repair help.)

EMERGENCIES: Simply press the push-to-talk button. This will put you into the UNT Police Dispatch System. The University Police dispatcher will immediately know your exact location. (Examples of emergency use would be medical assistance, traffic accidents, fires, suspicious persons, crime reports, or other law violations or any other reason for Police assistance.)

The emergency telephones are provided for the safety and security of all students, faculty, staff, camp participants and visitors. Abuse or misuse through prank, false, or harassing calls will be investigated.



Steps to Food Safety at the University of North Texas (a guide for summer camp visitors)

Step 1 - Always wash hands with soap and warm water after using the restroom and before handling food.

Step 2 - Refrigerate perishable foods and leftovers promptly (i.e. tuna, chicken or egg salads, luncheon meats, cheeses, milk etc). Discard all unused food that cannot be maintained at proper temperatures. Cold foods must be held at °45 or below (ice chests are **not** an acceptable cold storage medium) and hot foods must be held at °140 or above at all times. **Note:** UNT does not provide refrigeration or heating facilities.

Step 3 - Always wash fresh fruits and vegetables before eating.

Step 4 - Do not share water bottles or ice.

Step 5 - If using off campus caterers, notify Dining Services so that the caterer can be provided with a copy of the University of North Texas Food Event Guidelines, and made aware that the food event will be inspected by the office of Risk Management. This is to assure compliance with the State of Texas Food Establishment Rules regarding temporary food events.

The university recommends that you do not bring perishable food items with you to summer camp; however, if you choose to do so, please follow the steps outlined for keeping food safe.

NOTE: Recommended snacks: Pre-packaged non-perishable items, i.e. chips, cookies, bottled water, granola bars, dried fruit and nuts, dry cereal, trail mix.

Have a safe camp! We're glad that you chose UNT!

ATTACHMENT G

Youth Camp Risk Assessment Worksheet

Name of camp director compiling worksheet: _____

(Phone number)

(Email address)

Name of Camp: _____

The camp director referenced above is (Circle one):

University Camp Director

Third Party Camp Director

Mission and Purpose of Program:

A. General Program Activities

1. Is all program time scheduled (minimal or no free unsupervised time)? YES / NO / NA

If Yes, what have you done to minimize unsupervised activities or time on schedule?

If No, what can you do to minimize unsupervised activities or time on the schedule?

2. Have you considered the portion of free unsupervised time children might have and evaluated this factor's relationship to managing risk? YES / NO / NA

Why is it necessary to have unsupervised time as part of the program?

What proactive steps can you take to educate program participants about strategies as well as expectations for minimizing risks?

3. Have you developed a comprehensive training program for all staff and volunteers that will serve as supervisors and/or instructors for the program? YES / NO / NA

Who will facilitate training?

What material will be covered during training?

How frequently and when will training take place?

How will you assure that staff and volunteers have learned materials covered in training?

4. Have you the evaluated the adult supervisor to participant ratio? YES / NO / NA

What is the ratio of supervisor to participant?

How was this ratio determined to be appropriate for the type of event/activities?

5. Are recreational events or activities that involve physical activity included in the programming? (Examples: running, jumping, swimming, climbing activities at heights greater than six (6) feet, lifting weights, contact or field competition sports, etc.) YES / NO / NA

If yes, please list. *(You may attach an additional sheet if necessary.)*

What proactive steps have you taken to minimize the risks associated with each of the physical activities listed above?

6. A. Do any of the activities for this program involve the operation of hand or power tools such as saws, exacto knives, drills, scissors, or scalpels? YES / NO / NA
If yes, list tools that will be used and why they are used as part of the program AND continue through question 6D.
If no, go to question 7A.
- B. Has the sponsor arranged for review of the safe use, proper handling, and supervision of participants engaged in use of such devices? YES / NO / NA
How will the review be conducted so that participants as well as supervisors understand safe handling protocols?
- C. Is the equipment in proper working condition? YES / NO / NA
What process is in place to check safety of equipment on regular intervals during the program?
- D. Is activity appropriate safety equipment (such as, but not limited to, safety goggles) provided to all individuals participating in the activity? YES / NO / NA
7. A. Will any activity of this program involve participant use of, or access to, firearms, bows and arrows, or pressurized projectiles? YES / NO / NA
If yes, list items that will be used and why they are used as part of the program AND continue through question 7E.
If no, go to question 8A.
- B. Has the equipment been inspected to ensure proper working condition?
YES / NO / NA
What process is in place to check safety of equipment on regular intervals during the program?
- C. Will instruction on the safe use or handling of the equipment be provided to supervisors and participants? YES / NO / NA
Who will facilitate this training and what resources have been used to assure training is accurate?
How will you assure that participants understand training?
- D. Has the sponsor arranged for adequate adult supervision during the use or handling of this equipment? YES / NO / NA
What is the appropriate supervisor structure?
- E. Have measures been taken to restrict access to this equipment when not in use?
YES / NO / NA
What measures have been identified to limit access?
Who will have access?
8. A. Will any activity involve the use of chemicals or ignitable or noxious gases?
YES / NO / NA
If yes, list items that will be used and why they are used as part of the program.
- B. If yes, is specific training in the safe use of these materials being provided to participants? YES / NO / NA
Who will facilitate this training and what resources have been used to assure training is accurate?
How will you assure that participants understand training?
9. A. Will any activity involve water sports (diving, swimming, scuba, or wading)
YES / NO / NA
If yes, list these activities and continue through questions 9H.

If no, go to Section B- Housing.

- B. If diving, swimming, or scuba diving; will certified lifeguards be on duty at the immediate location of the activity? YES / NO / NA
- C. Has consideration been given to the provision of the following?
1. Adequate adult supervision? YES / NO / NA
What will the supervisor to participant ratio for water activities be?
 2. Assessment of swimming skill proficiency in relation to the activity?
YES / NO / NA
What type of skill assessment will be used?
 3. Is the person conducting swimming skill proficiency assessments qualified to make proficiency determinations? YES / NO / NA
Who will facilitate the assessment?
- D. Will a “buddy system” be utilized to ensure that campers do not enter the water alone? YES / NO / NA
- E. Will participants be provided a review of safety consideration appropriate for the water activity? YES / NO / NA
Who will facilitate this training and what resources have been used to assure training is accurate?
How will you assure that participants understand training?
- F. Are alternative activities planned in the event of bad weather? YES / NO / NA
Who will determine if weather is not suitable for water activities?
What are the alternate activities that you have planned?
Have proactive risk management plans been developed for these activities?

B. Housing

1. Will participants be housed overnight? YES / NO
2. If yes, will they be housed in University Residence Halls? YES / NO
Which halls?
What other groups are being housed in the same facilities?
Are there any unique characteristics about the facility being used that need to be considered for children staying there?
3. Will participants be housed in facilities other than Residence Halls?
YES / NO / NA
What facilities?
What other groups are being housed in the same facilities?
Are there any unique characteristics about the facility being used that need to be considered for children staying there?
4. Has consideration been given to the restriction of access to the housing area?
YES / NO / NA
How will access be restricted?
Who will be responsible for making sure access is restricted?
Who will have access to housing areas?
5. Will participants be provided instruction on security, loss prevention, and other housing related safety and security issues? YES / NO / NA
What information will be included in the instruction?
When will this information be covered?

Who will facilitate material?

How will you assure participants understand information?

6. Will participants be oriented on exit locations in the event of an emergency? YES / NO / NA

7. Will participants be instructed on emergency exit procedures, common meeting or reporting areas in the event of a building evacuation?
YES / NO / NA

8. Has consideration been given to determining an appropriate number of participants assigned to an established sleeping area/space? YES / NO / NA

9. Has consideration been given to the provision of housing supervision? YES / NO / NA

What is housing supervision ratio?

10. Will a curfew be established and communicated to participants? YES / NO / NA

What is curfew?

11. Is there a process to determine if all participants have been accounted for at curfew, lights out, or other determined points in the day or evening to ensure participants are present or accounted for?
YES / NO / NA

How will curfew be enforced?

12. Have procedures been established for managing the situation if a participant is absent and unaccounted for (e.g. who should be informed, at what point should security or police authorities be advised, when will parents be advised?) YES / NO / NA

What are procedures and who has been trained on them?

Are procedures for responding to this or any other crisis documented?

What training has been done for supervisors of the program as well as volunteers regarding crisis response?

13. In situations when groups of student participants bring their own adult counselor or supervisor (ex. coaches, drill team advisors, guidance counselors) have provisions been made to brief these individuals on safety, camp established expectations, camp rules, or other provisions?
YES / NO / NA

14. Are background checks conducted on program staff, counselors, teachers, or other adults who will work closely with participants? YES / NO / NA

If no what steps have been taken to minimize risks associated with adults being in isolated locations with children?

What types of background checks are done?

Who conducts the background checks?

How is information maintained regarding background checks?

15. Are background checks conducted on adults who will share housing facilities with participants (including adults in homes that will host participants overnight)? YES / NO / NA

If no what steps have been taken to minimize risks associated with adults being in isolated locations with children?

What types of background checks are done?

Who conducts the background checks?

How is information maintained regarding background checks?

16. Will participants be provided information on who to see or contact if they have an emergency?
YES / NO / NA

How will this be provided?

17. Will participants be briefed on expectations with regard to conduct (e.g. horseplay, pranks, etc.)?
YES / NO / NA

How will this be covered and who will facilitate behavior expectations?

18. Will participants be briefed on safety provisions specific to the facility in which they are housed (Ex. Prohibitions to sitting in windows, on ledges, and railing of high-rise buildings)?
YES / NO / NA

What information will be included in the instruction?

When will this information be covered?

Who will facilitate material?

How will you assure participants understand information?

C. Transportation

1. Will participants be transported to and from the camp assembly location by parents, guardians, high school representatives or other individuals who are not directly affiliated with the program?
YES / NO

What mode of transportation will be used?

What arrangements have been made for safe drop-off and pick-up procedures?

2. Will participants be transported to and/or from activities by employees or volunteers of program?
YES / NO

When will participants be transported?

What safety training has been done to minimize risks associated with travel?

What systems are in place to make sure that all transported participants are accounted for at each phase of transportation?

3. Will participants be shuttled between varied locations of activity by means secured by the sponsoring unit other than public transportation? YES / NO / NA

When will participants be transported?

What safety training has been done to minimize risks associated with travel?

What systems are in place to make sure that all transported participants are accounted for at each phase of transportation?

4. Will participants be transported in vehicles other than University owned vehicles?
YES / NO / NA

A. If yes, has the sponsor determined that the vehicles are reasonably sound and reasonably capable of safely completing the trip? YES / NO / NA

B. If yes, has the sponsor obtained evidence of insurance on the vehicle? YES / NO / NA

C. Has the insurance coverage amounts in relation to the participants transported by the vehicle been considered with Risk Management? YES / NO / NA

5. Will participants be transported over twenty-five (25) miles from the general camp activity site in relation to camp program activities? YES / NO / NA

6. Although camp participants are not considered "University Students," the University policy on Student Travel is a good reference for planning camp or program field trips. Has the camp sponsor reviewed the University Policy 18.4.5: Student Travel Policy Procedures?
YES / NO / NA

7. Has the camp sponsor reviewed University Standard Administrative Procedure 24.01.01.M0.01: Van Safety Procedures prior to transporting participants in 12 or 15 passenger vans?
YES / NO / NA

8. When multiple vehicles are used to transport participants, do all drivers know the destination location and will they be provided individual driving direction? YES / NO / NA

9. Will drivers be briefed on anticipated driving or traffic conditions in relation to transporting participants? YES / NO / NA
10. Have safety considerations been discussed with all drivers (Ex. Entering and exiting traffic while driving in caravans, roadside and emergency stopping, communication provisions, separation contingency plans, automotive problems or flat tires)? YES / NO / NA
11. Does the sponsor know whom to call in the event of a vehicle breakdown? (University vehicles or personal vehicles) YES / NO / NA
12. Will drivers be instructed on what to do in the event of an automotive accident? YES / NO / NA
13. Does the sponsor know whom to call in the event of an automobile accident involving a University owned vehicle? YES / NO / NA
14. Has the camp director obtained Texas roadside emergency assistance telephone numbers for the areas in which the camp will be traveling? YES / NO / NA
15. Has the camp director arranged for weather conditions to be reviewed prior to the Initiation of travel for more than twenty-five (25) miles from the main camp activity location? YES / NO / NA
16. Will the sponsor have in his/her possession numbers to contact parents or guardians of participants in the event that it becomes necessary to do so while away from the main activity site? YES / NO / NA
17. Will the sponsor have in his/her possession other contact numbers that may be relevant in the event of an emergency that occurs while traveling (e.g. Risk Management Services, Compliance Office, the head of the sponsoring department, the camp director if not accompanying on the trip)? YES / NO / NA
18. Has the sponsor assessed the appropriate loading and unloading sites for the buses, vans, and/or cars to avoid participant loading/unloading in or around traffic? YES / NO / NA
19. Will a First Aid kit be present in the vehicles used for transporting participants? YES / NO / NA

D. Charter Services

1. Will this camp or program use chartered transportation services of any kind (buses, boats, airplanes, etc.)? [Note: Chartered service is defined as services secured to transport participants by land, sea, or air in which one or more vehicles and operators are provided for this purpose.] YES / NO
2. If yes, has or will the sponsor confirm(ed) with the charter service that the charter service maintains appropriate certifications and is certified according to the mode of transportation and that the certificates or licenses are up to date? YES / NO / NA
3. Has or will the sponsor confirm(ed) that the charter services carries liability insurance and that the policy is current? YES / NO / NA
4. For boat charters, has or will the camp sponsor confirm(ed) the availability of appropriately size life jackets for all camp participants? YES / NO / NA
5. Has the sponsor considered arrangements for communicating proper safety measures to participants prior to loading? YES / NO / NA

What information will be included in the instruction?

When will this information be covered?

Who will facilitate material?

How will you assure participants understand information?

- 6. Does the sponsor have enough information about the business practices and safety records of the charter service to maintain reasonable confidence in the ability of the company to deliver quality and safe service to participants? YES / NO / NA

E. First Aid

- 1. Has the sponsor made arrangements to provide first aid training to staff and volunteers? YES / NO / NA

If yes, check those that apply:

- classroom instruction
- video instruction
- web-based instruction
- literature review
- other (please explain) _____

- A. Will individuals with first aid or other medical training (may include police or security forces) be present (in the actual vicinity of activities) during program activities? YES / NO / NA
- B. Will medical trainers or technicians be “on call” for the purpose of providing first aid? YES / NO / NA
- C. If none of the above, please provide an explanation of how first aid will be administered for the camp or program (attach additional pages if necessary).

- 2. Will a First Aid Kit be provided immediately to the location of the program activities? YES / NO / NA

If no, please explain.

If yes, has the sponsor considered which first aid kit items are most appropriate for the contents of the First Aid Kit according to the activities of the program? YES / NO / NA

- 3. Has or will the sponsor inspect the contents of the First Aid Kit to ensure that used, out of date, or damaged items have been replaced? YES / NO / NA
- 4. Will program staff be provided information on recognition of and treatment of heat exhaustion or heat stroke? YES / NO / NA
- 5. For strenuous outside activity conducted between May and September, will heat exhaustion preventative measures be taken? (Ex. The provision of cool drinks and frequent encouragement or reminder to consume them, breaks or rest periods from extended periods of physical activity, staffers alert for the symptoms of the onset of heat exhaustion.) YES / NO / NA
- 6. Will the camp sponsor collect information from participants regarding special medical considerations (such as food allergies, insect stings or bites, allergic reactions, activity restrictions, injuries sustained prior to camp or program participation that might be aggravated or re-injured while participating in camp activities, possession or use of prescription medication, allergic reactions to medications) YES / NO / NA

How is this information gathered?

What arrangements have been made for participants to receive prescription medications from parent or guardian?

7. If yes, will the camp sponsor provide for the appropriate security of sensitive medical information? YES / NO / NA

How will information be maintained?

8. Is there a process in place to ensure that restrictions are appropriately applied (e.g. providing that alternative foods and other preventative measures are taken to avoid exposure when allergies are noted and ensuring that arrangements are made to prevent specific contacts in the case of severe allergies)? YES / NO / NA
9. In cases where medication needs to be dispensed to participants, has the camp director considered issues related to securing the medication, scheduling dispensation, refrigeration, or other storage needs, return of the medication to the participants or parents at the close of the camp session? YES / NO / NA
10. In cases where camps will prepare and or serve their own foods, have plans been made to maintain proper storage or transportation temperatures, proper sanitation, and food handling? YES / NO / NA
11. In cases where an external party will be preparing and serving food to the camp, has Risk Management approved the caterer? YES / NO / NA
12. Has consideration been given to redesigning any elements of the camp or program that might lead to acceleration of competition into conflict and/or fighting? YES / NO / NA

I have completed or reviewed the University of North Texas Risk Assessment Form and have given consideration of its contents to the camp for which I am the director.

Printed Name of Director

Signature of Director

/

Date

ATTACHMENT I

YOUTH CAMP INCIDENT REPORT FORM

(PLEASE PRINT)

Instructions:

Please complete the following information within 24 hours of any incident involving injury to or affecting the health or safety of a camp participant. Upon completion of this form, please forward a copy to The Compliance Office and Risk Management. Immediately call to report incident to Risk Management Department at 565-2109.

Youth Camp Name: _____

Participant's Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian's Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone No: () _____

Advisor's Name: _____ **School:** _____

Emergency Phone No () _____ School Phone No: () _____

Date of Incident: _____ Time of Incident: _____

Description of Injury/Illness: _____

Name(s) of Witnesses of Injury/Illness

Phone No.

_____ () _____

_____ () _____

_____ () _____

Individual Transported to Hospital ____ Yes ____ No

Name of Individual Completing Report: _____

Phone No: () _____ Date Report Completed: _____

ATTACHMENT J



UNT Automobile Incident Procedure Risk Management Services (RMS)

When there is an incident involving a University-owned or rental vehicle, take any emergency actions that are necessary and follow these steps:

1. Contact the police immediately so an official accident report will be prepared. Let the police know if there are injuries that could require emergency equipment/personnel be dispatched to the scene.
2. Contact Becky Vawter or Keesha Trim in RMS at 940-565-2109. After normal business hours, contact the UNT Police at 940-565-3000.
3. Obtain the following information to complete the *Vehicle Incident Report*:

Other Driver/Vehicle Information:

Name _____ Telephone # () _____ - _____

Address _____ City _____ State ____ Zip _____

Color _____ Make _____ Model _____ License plate # _____

Auto Insurance Carrier _____ Policy# _____

Auto Insurance Carrier Telephone # () _____ - _____

Notice specific details of the damages to all vehicles/property involved. The details will need to be provided on the *Vehicle Incident Report*.

4. Provide the University's automobile insurance information to the police. The *Texas Liability Insurance Card* is enclosed.
5. Complete the enclosed *Vehicle Incident Report* immediately and return the original to Risk Management Services with 24 hours of the incident. RMS is located at 700 North Texas Blvd.

Refer all inquiries about the incident from individuals, insurance carriers, or attorneys, to Becky Vawter or Keesha Trim in Risk Management Services. Do not make statements about the incident to anyone without first notifying RMS and receiving permission to do so.

The UNT driver must collect information and complete both pages of this form immediately after an accident occurs. The original should be hand delivered to the Risk Management Office, 700 North Texas Blvd, within one business day of the accident. A copy should be forwarded to the Facilities Automotive Services. If you have any questions, please call Becky Vawter @ 940-369-7075 or Keesha Trim @ 940-369-8150. Rev 1-09

General Information:

Date of Incident: _____ Time: _____ AM PM

Location of Incident: _____

Authority Contacted: _____ Report #: _____

Responding Officer (RO): _____

Explain any traffic violations/citations given to any drivers. _____

Weather Condition: _____

Road Condition: _____ Visibility: _____

Detailed description of physical conditions at location of vehicle incident: _____

Detailed description of activity leading to vehicle incident: _____

Detailed description of any other factors that contributed to this incident: _____

Details of injured persons in the UNT vehicle (provide their name, relationship to UNT, and injury):

Witness name(s) and telephone #: _____

Please describe the incident in detail, mentioning any statements made by you or any other involved parties:

UNT Driver Information:

Name: _____ SS#: _____
Driver license #: _____ State of Issue: _____ Date of Birth: _____
Home address: _____ City/State/Zip: _____
UNT Department: _____ Telephone #: _____
Home Telephone #: _____ Work Telephone #: _____
Purpose for using the vehicle: _____

UNT Vehicle Information:

Year: _____ Make: _____ Model: _____ Dept: _____ UNT #: _____
VIN: _____ License Plate #: _____
Describe damage to UNT vehicle: (Be very specific): _____

Other Vehicle Driver Information:

Driver Name: _____ Driver Address: _____
City: _____ State: _____ Zip: _____ Telephone #: () _____
Driver DL#: _____ DL State: _____ Driver DOB: _____
Owner Name: _____ Owner Telephone #: () _____
Insurance Company Name: _____ Telephone #: () _____
Insurance Policy #: _____ Agent: _____

Other Vehicle Information:

Year: _____ Make: _____ Model: _____ License Plate #: _____ State: _____
Please list passenger names, telephone # and any injury: _____

Describe damage to other vehicle: (Be very specific): _____

Signature of UNT Driver _____ Date _____ Signature of Supervisor _____ Date _____

ATTACHMENT K

University of North Texas

Driver Request Form

INSTRUCTIONS: The driver applicant and supervisor must complete and sign this form before the applicant will be considered for driving privileges of university owned and/or rented vehicles. The *University Driver Safety Requirements* must be provided to the driver applicant for review and consideration when completing this form. All required information needs to be printed. If you have any questions, call ext. 2109.

Deliver completed *original* to the Risk Management Office, 217 N. Texas Boulevard.

Rev 03-06

Action Requested:

_____ Add Driver _____ Delete Driver _____ Change Driver Information Date: ____/____/____

Driver Information: (Please clearly print all information)

Name (as it appears on driver license): First _____ Middle _____ Last _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Cellular Phone #: _____ Work Phone #: _____

DL #: _____ DL State of Issue: _____ DL Expiration date: ____/____/____ Date of Birth: ____/____/____

DL Class (circle): A B C M CDL Other: _____ UNT student? ___ No ___ Yes

Personal Auto Insurance Carrier: _____ Policy # _____

Driver Employment & UNT Affiliation (This section must be completed and signed by Supervisor)

UNT allows both employees and volunteers to drive UNT vehicles as long as the driver has proper approval and agrees to comply with UNT rules and regulations and all applicable laws. Please indicate the status (employee or volunteer) and complete the necessary information:

EMPLOYEE DRIVER:

Department: _____ Supervisor: _____ Phone #: _____

Is employee's job at UNT contingent upon him/her maintaining an acceptable driving record for insurance and safety purposes? ___ No ___ Yes

If employee has a CDL license, will he/she be driving UNT vehicles requiring a CDL? ___ No ___ Yes

VOLUNTEER DRIVER:

UNT Department/Club: _____ Phone #: _____

Approved by: Name: _____ Title: _____

Drivers' Affiliation to UNT Department/Club: _____

Purpose/Need for Driving Privileges: _____

Supervisor Signature _____ **Date** _____

Release

The information represented on this form is true and correct. I understand that this information may be used by the University's automobile liability insurer and/or the Risk Management Office to access, review and evaluate my driving history record from the Department of Public Safety for granting and/or revoking driving privileges as an employee and/or a volunteer driver for the University of North Texas or affiliated entities. I also acknowledge that I have read, understand, and agree to abide by the University Driver Safety Requirements. I understand that failure to do so may result in revocation of my driving privileges of UNT vehicles and/or disciplinary action. **If I am found to be negligent in an accident involving a University vehicle or one rented for University business/activity, I understand that I and/or my personal auto insurance carrier may be held liable.**

Signature of Driver Requesting Driving Privileges **Printed Name** **Date**

For Risk Management Use Only - Driver Rating: ___ Superior ___ Good ___ Average ___ Probationary ___ Unacceptable

ATTACHMENT L

UNIVERSITY OF NORTH TEXAS

YOUTH CAMP COMPLIANCE AUDIT FORM

Name of Youth Camp: _____

Circle One: Third Party Camp University Camp

Date(s) of Audit Inspection: _____

“C” indicates Compliance, “X” indicates need for a Subsequent Remedial Measure, “W” indicates a written waiver has been obtained from Risk Management, Compliance or the Vice Chancellor and General Counsel’s Office:

A. STAFF		D. MEDICAL AND NURSING CARE	
1. Qualified University Camp Director/Sponsor		21. First aid kit available at all times.	
2. Staff adequate (1:10 adult supervisors / campers ratio)		22. Emergency procedures posted for immediate access by camp staff.	
3. Written position descriptions on file for employees and volunteers.		23. Emergency medical care procedures have been established in writing and reviewed in staff training.	
4. Written personnel and practice procedures regarding camp available.		24. For camps with vigorous physical activity, qualified first aid attendant, physician, registered nurse, or LVN in camp at all times.	
5. Record of each staff member’s qualifications on file.		25. Campers with communicable diseases isolated and supervised according to directives from Risk Management.	
6. Criminal history background checks completed and on file.		26. Bound medical log kept by camp director and available at all times for inspection.	
7. Staff members and volunteers informed regarding personnel and camp procedures.		27. Serious accidents, illness, or death reported on Youth Camp Incident Report Form as soon as possible, no later than within 24 hours.	
8. Potentially hazardous camp activity directly supervised by qualified adult.		28. Health cards kept on file for all campers.	
9. Staff trained on use of Youth Camp Incident Report Form.		29. Medical log and health cards secured from unauthorized access.	
10. Necessary staff training has been conducted.		30. Telephone or other communication device always available.	
B. OPERATIONS		31. Procedures for handling potentially hazardous activities have been reviewed in staff training.	
11. Contract with outside organization sponsoring or operating a Third Party Camp approved by Office of Vice Chancellor and General Counsel, fully executed and on file.		32. Prescription medication properly stored and dispensed.	
12. Releases and Waivers approved by Office of Vice Chancellor and General Counsel.		33. Emergency transportation available at all times.	
13. Appropriate Insurance arranged through Risk Management and Certificate of Insurance on file.		34. Camp shall have person on site trained in basic first aid and CPR.	
14. Food brought from off campus approved by Risk Management and Food Services prior to being consumed.		E. MAINTENANCE AND SAFE USE OF MOTOR VEHICLES	
15. Camp activities are being conducted in a safe manner.		35. Vehicles used for transporting children capable of passing DPS inspection.	
16. Camp Participants briefed on safety in initial orientation.		36. Proper conveyances used on public roads.	
17. In compliance with other UNT Youth Camp Guideline requirements not specifically addressed on this Form.		37. Vehicles equipped with first aid kit.	
C. RECREATIONAL SAFETY AND EQUIPMENT		38. Drivers properly licensed and trained for vehicle they are operating.	
18. Equipment kept in good condition and does not present a hazard.		39. Drivers properly insured.	
19. Tools properly maintained and used.			
20. Staff inspects all equipment daily.			

COMMENTS/SUBSEQUENT REMEDIAL MEASURES:

Inspected by: _____

Camp Director/Sponsor: _____

Printed Name: _____

Printed Name: _____

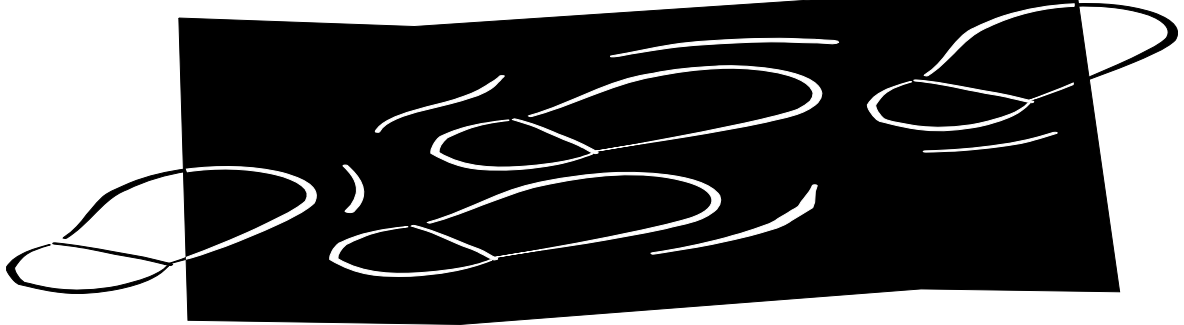
Signature: _____

Signature: _____

Date: _____

Date: _____

ATTACHMENT M



Steps to Food Safety at the University of North Texas *(a guide for summer camp directors)*

Step 1 - Be sure that your group members are encourage to always wash their hands with soap and warm water after using the restroom and before handling food.

Step 2 - Remind your group members to refrigerate perishable foods and leftovers promptly (i.e. tuna, chicken or egg salads, luncheon meats, cheeses, milk etc.). Discard all unused food that cannot be maintained at proper temperatures. Cold foods must be held at °45 or below (ice chests are **not** an acceptable cold storage medium) and hot foods must be held at °140 or above at all times.

Step 3 - Always wash fresh fruits and vegetables before eating.

Step 4 - Do not share water bottles or ice.

Step 5 - If using off campus caterers, notify Dining Services so that the caterer can be provided with a copy of the University of North Texas Food Event Guidelines, and made aware that the food event will be inspected by the office of Risk Management. This is to assure compliance with the State of Texas Food Establishment Rules regarding temporary food events.

The university recommends that you do not bring perishable food items with you to summer camp; however, if you choose to do so, please follow the steps outlined for keeping food safe.

NOTE: Recommended snacks: Pre-packaged non-perishable items, i.e. chips, cookies, bottled water, granola bars, dried fruit and nuts, dry cereal, trail mix.

Have a safe camp! We're glad that you chose UNT!



Camp Food and Snack Services

(Please send this form to Risk Management and Environmental Services)

In addition to, or in place of, food provided for campers by the University of North Texas Dining Services, the following entities will be providing food for camp participant:

Outside Food Service Provider	Dates and times that food will be served by this provider:			
Name: _____	Day (s)	Date(s)	Time(s)	Where will this food be served?
Address: _____				
Phone Number: () _____				

Outside Food Service Provider	Dates and times that food will be served by this provider:			
Name: _____	Day (s)	Date(s)	Time(s)	Where will this food be served?
Address: _____				
Phone Number: () _____				

Outside Food Service Provider	Dates and times that food will be served by this provider:			
Name: _____	Day (s)	Date(s)	Time(s)	Where will this food be served?
Address: _____				
Phone Number: () _____				

Outside Food Service Provider	Dates and times that food will be served by this provider:			
Name: _____	Day (s)	Date(s)	Time(s)	Where will this food be served?
Address: _____				
Phone Number: () _____				

Outside Food Service Provider	Dates and times that food will be served by this provider:			
Name: _____	Day (s)	Date(s)	Time(s)	Where will this food be served?
Address: _____				
Phone Number: () _____				