

<p>WASHINGTON ADVENTIST UNIVERSITY Department of Public Safety</p> <p><b>The Protection of Minors Policy</b></p>	<p>Applicability: All University Departments</p>		
	<p>Issue date: <b>7-21-2013</b></p>	<p>Pages number: <b>1 to 8</b></p>	<p>Review: <b>11-7-2016</b></p>
	<p><b>Youth Camp Guidelines</b></p>		

**I. Youth Camps:**

- a. Applicability: These Youth Camp Guidelines (hereinafter “Guidelines”) apply to youth camps held on Washington Adventist University (hereinafter “WAU”) property or to youth camps using the WAU name that have a participant group made up, in whole or in part, of individuals under the age of eighteen (18) who are not registered students of WAU.
  - i. Groups with students in grades K-12 who are visiting the WAU 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 youth camps for the purposes of these Guidelines.
- b. WAU-operated Camp: A WAU-operated Camp is operated solely by WAU, without affiliation with any third-party organization. A WAU Camp Director or the Athletic Director (hereinafter “Camp Director”) shall be responsible for the day-to-day operations of the WAU-operated camp and for fulfilling the “Requirements”, as set forth in these Guidelines.
- c. Third-Party Camps: Except for the use of WAU facilities, a third-party camp is not otherwise affiliated with WAU. A third-party camp must have a University Sponsor (hereinafter “Sponsor”), who shall be responsible for fulfilling the camp Requirements set forth in these Guidelines. Sponsor shall be responsible for providing a copy of these Guidelines, with all attachments, to the third-party camp director. The Sponsor shall also be responsible for maintaining copies for the duration of the camp and thereafter in accordance with the WAU record policies.

**II. General Pre-Camp Requirements:**

- a. Identification of WAU Camp Director/Sponsor: A WAU Camp Director or Sponsor will be identified for each youth camp.
- b. Third-Party Camp Contract: For any third-party camp, the Sponsor shall contact the Vice President of Finance’s office to develop and execute the contract between WAU and the third-party organization operating the camp. The Sponsor shall be responsible for having the approved contract fully executed in accordance with WAU’s standard contract policies and procedures.

- i. Further, the Sponsor shall maintain the fully executed contract on file while the third-party camp is in session and thereafter in accordance with WAU record retention policies.
- c. Insurance: The Camp Director or Sponsor and the director of the third-party camp shall contact Adventist Risk Management to arrange for general liability and accidental medical insurance coverage for a camp as may be necessary.
- d. WAU Compliance Verification Forms: Prior to the start date of the camp, the WAU Camp Director or Sponsor shall complete the WAU Compliance Verification Form and shall submit the completed form to the Department of Safety and Security.
  - i. A copy of the Compliance Verification Form is attached hereto as Attachment A.
- e. WAU Driver Request Form: For WAU-operated camps that require the use of private vehicles, the WAU Camp Director or Sponsor and any person seeking use of private vehicles in association with a camp shall submit a WAU Driver Request Form to Adventist Risk Management and follow all standard procedures for approval.
  - i. A copy of the WAU Driver Request Form is attached hereto as Attachment B.
- f. Code of Conduct: All staff, volunteers, or any other individual associated with a WAU youth camp or a third-party youth camp shall be required to read and sign the WAU Code of Conduct for Interaction with Minors.
  - i. These forms shall be maintained by the WAU Camp Director or Sponsor for the duration of the camp and thereafter in accordance with the WAU record retention policy.

### **III. Criminal and Sex Offense Background Check Guidelines:**

- a. All employees and volunteers employed or associated with any camp, whether WAU-operated or a third-party camp, shall be subject to a criminal background check.
- b. The criminal background check must be completed by the start of the camp or by the date that paid camp staff are required to be placed on payroll, whichever comes first.
- c. WAU's Human Resource Department shall conduct the background checks in compliance with the following:
  - i. The WAU Criminal Background Check Form must be completed. The WAU Camp Director or Sponsor shall maintain copies of the form.

- ii. Each background check has a suggested lead time of three (3) months to allow for the Human Resource Department to conduct each check and to address any matters revealed by the check.
  - iii. The Human Resource Department shall charge a fee to every person on whom a background check is completed. The fee amount shall be set annually by WAU's Finance Office. For third-party camps, this fee shall be paid by the third-party organization.
  - iv. The WAU Camp Director or Sponsor shall be responsible for maintaining documentation evidencing the status of the criminal background check, i.e. in progress, completed, etc.
  - v. The Human Resource Department shall provide a list of names of those persons on whom a background check has been successfully completed prior to the start of any camp.
- d. WAU may complete a sex offender background check of all employees, volunteers, and people associated with any camp, whether WAU-operated or a third-party camp.
- e. In the event that a prior criminal history of sex offender status is revealed, the WAU Camp Director or Sponsor along with the Department of Safety and Security and the Human Resource Department shall assess the information obtained and shall make a determination as to the appropriate course of action.
- f. For third-party camps, the third-party organization must certify in writing that a current criminal background check and sex offender background check has been completed on all employees, volunteers, and personnel working or volunteering with the third-party camp and who will have contact with minors. The written certification must include proof of background checks or written statements indicating the background checks have been completed.
  - i. Any indication of a prior criminal or sex offender history must be included and justified in the written certification.
  - ii. All third-party camp contracts shall include a provision requiring that all individuals affiliated with the camp, as staff, volunteers or otherwise, will have a current background screening completed prior to the camp start date.
- g. WAU reserves the right to determine whether an employee, volunteer of the third-party organization, or any other individual may assist with the third-party camp.
- h. When requested, criminal background and sex offender background check information will be provided to WAU to verify that such checks have been conducted. WAU reserves the right to conduct its own criminal background and sex offender background checks on employees, volunteers, and others affiliated with third-party camps.

- i. If a staff member, volunteer, or other third-party camp affiliated individual is replaced before or during a camp session, a criminal and sex offender background check must be conducted prior to permitting the replacement to have any interactions with camp participants.
- j. While any youth camp is in session, criminal background and sex offender background check records and forms must be readily accessible to WAU administrators, state and county officials, and others with proper authority.
- k. Criminal background check and sex offender background check records must be maintained by the WAU Camp Director or Sponsor in accordance with the WAU record retention policy.
- l. Criminal background and sex offender background checks, if applicable, are to be completed on an annual basis on employees, volunteers, and anyone affiliated with a youth camp.

#### IV. **Safety and Medical Care:**

- a. For WAU-operated and third-party youth camps, a parent or guardian of each camp participant must complete and submit a Medical Information and Release Form.
  - i. Said Form is attached hereto as Attachment C.
  - ii. These forms shall be maintained by the WAU Camp Director or Sponsor for the duration of the camp and thereafter in accordance with the WAU record retention policy.
- b. For WAU-operated camps and third-party youth camps, the parent(s) or guardian(s) of each camp participant must complete a liability release, waiver, and indemnification agreement.
  - i. The liability release, waiver, and indemnification agreement are attached hereto as Attachment D.
  - ii. These forms shall be maintained by the Camp Director or Sponsor for the duration of the camp and thereafter in accordance with the WAU record retention policy.
- c. The WAU Camp Director or Sponsor and/or the third-party camp director shall develop written safety and medical procedures for the camp, which be posted in a prominent place at the camp site.
- d. Safety awareness information specific to camp activities shall be provided to all camp staff, volunteers and affiliated individuals. Safety awareness information may include training on first aid and CPR.
  - i. Safety awareness information shall include training on the recognition of child abuse, child sexual abuse, neglect, the prevention of heat exhaustion, and the prevention of heat stroke.

- e. Every youth camp shall have on site a person trained in CPR and basic first aid.
- f. For youth camps with vigorous physical activity, a qualified first aid attendant, physician or registered nurse 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 WAU Athletic Department.
- h. Camp staff and volunteers shall be trained as to the appropriate procedures for handling medical emergencies. Camp staff or volunteers who know of youth camp participants with injuries or illnesses that are life threatening or that involve major trauma or loss of consciousness shall immediately call 911 and, if appropriate, transport the participant to the nearest hospital emergency room for treatment.

**V. Training:**

Prior to the start date of any youth camp, all camp staff, volunteers and affiliated persons shall be required to attend training, At a minimum, the training shall address:

- a. Standard safety and medical procedures and information;
- b. The identification of sexual abuse, child abuse and neglect.
- c. Appropriate procedures for reporting sexual abuse, child abuse, and neglect.
  - i. Youth camp staff and volunteers shall be required to report any suspicion of sexual abuse, child abuse, or neglect to the camp director immediately.
  - ii. The youth camp director shall be responsible for immediately notifying the WAU Department of Safety and Security and WAU administrators.
- d. Safety information provided to camp participants including, but not limited to, an Emergency Telephone Information sheet.
  - i. WAU's Department of Safety and Security shall be responsible for creating an Emergency Telephone Information sheet.
- e. Appropriate reporting procedures in the event of a safety incident involving the youth camp and/or a WAU vehicle.
  - i. If a safety incident occurs, an incident report form is to be given to the WAU Camp Director or Sponsor. Once completed, the form is to be submitted to Adventist Risk Management with copies to WAU's Transportation Department and the Department of Safety and Security.
- f. All youth camp staff, volunteer, and others participating in any youth camp training shall be required to sign an acknowledgment that he/she has received the training.

- i. The acknowledgment shall be retained by the Camp Director or Sponsor in accordance with the record retention policies.

## VI. Risk Assessment

The WAU Camp Director or Sponsor shall take appropriate measures during the course of a camp to reduce or eliminate any potential exposure to reasonably foreseeable hazards to camp participants.

- a. In assessing the potential risks associated with each camp, the WAU Camp Director or Sponsor shall complete the Camp Self Inspection Form.
- b. The Camp Self Inspection Form is to be used by the WAU Camp Director or Sponsor to assess risk associated with various camp activities.
  - i. The Camp Self Inspection Form shall be completed at least five (5) business days prior to the start of each camp. The WAU Camp Director or Sponsor shall address any potential exposures with the Department of Safety and Security, WAU Facility Services, and in consultation with Adventist Risk Management prior to the start date of each camp.
  - ii. The completed Camp Inspection Form, along with documented actions to address any risks or exposures uncovered, will be maintained by the WAU Camp Director or Sponsor in accordance with the WAU record retention policies.

## VII. Camp Requirements:

- a. All camp participants will be required to attend a safety orientation meeting on the first day of camp. At a minimum, camp participants shall be provided with a safety information sheet, which must provide camp participants with information on where to seek help if it is needed.
- b. Every Program at which Minors are present must have a minimum Adult to Minor ratio of the following:
  - i. Ages 4-5: 1 staff member to 5 overnight participants or to 6 day-only participants.
  - ii. Ages 6-8: 1 staff member to 6 overnight participants or to 8 day only participants.
  - iii. Ages 9-14: 1 staff member to 8 overnight participants or to 10 day only participants.
  - iv. Ages 15-17: 1 staff member to 10 overnight participants or to 12 day only participants.<sup>1</sup>
- c. Throughout the duration of the camp, the WAU Camp Director or the third-party camp director shall adhere to all requirements set forth in these Guidelines.

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<sup>1</sup> These ratios have been set by the American Camp Association. Any future changes to these ratios made by the American Camp Association should be reflected in these Guidelines.

- d. The WAU Camp Director or the third-party camp director shall maintain medical logs and medical information forms on site. Additionally, youth camp records shall be maintained on site, including Risk Assessment Forms, Staff Procedures Manual, written job descriptions, a copy of the Guidelines, and evidence of completed training, including a signed acknowledgment by the trainee.
- e. The WAU Department of Safety and Security shall be permitted to conduct unannounced safety, security, and compliance inspections. After an inspection, the WAU Department of Safety and Security shall be responsible for coordinating the implementation of subsequent remedial measures.
  - i. The WAU Department of Safety and Security shall retain these records in accordance with the WAU record retention policy.
- f. The WAU Camp Director or the third-party camp director shall report all incidents at the camp where a potential for injury or illness existed to the WAU Human Resource Department.
  - i. In any incident actually resulting in a physical altercation whereby a camper is injured, becomes ill, is transported to another location, or the WAU Security and/or local law enforcement is summoned, the WAU Camp Director or the third-party camp director shall submit an incident report to Adventist Risk Management and the Vice-President of Finance as soon as possible, but not later than twenty-four (24) hours following the incident.
  - ii. The WAU Department of Safety and Security will report any incident required by law to the appropriate state and federal agencies.
- g. All documents and forms used for planning the coordination and conduct of camps shall be retained on file in the office of the WAU Camp Director or Sponsor in accordance with the WAU records retention policy.
- h. Any questions regarding youth camp safety shall be directed to the WAU Camp Director or the third-party camp director. Either camp director may seek assistance from the WAU Department of Safety and Security as necessary.
- i. All procedures, instructions, forms, certifications, required inspections, and all other requirements as outlined by Federal and Maryland law with special attention to Code of Maryland Regulations (COMAR) 10.16.06, Certification for Youth Camps shall be completed.

VIII. Allegations of Inappropriate Conduct:

- a. Whenever the WAU Camp Director or Sponsor receives a report of alleged abuse or neglect of a minor at a youth camp:
  - i. The Department of Safety and Security shall be immediately notified, and it shall take the following steps:

1. Take steps to prevent further harm to the alleged victim or other minors, including, where appropriate, removing the alleged abuser from the program or activity or limiting his or her contact with minors pending resolution of the matter.
  2. Determine whether the Takoma Park Police have already been notified and, if not, whether such notification is required or appropriate given the circumstances.
  3. If the parents or guardians of the alleged victim have not been notified and are not the alleged abusers, notify the parents or guardians of the minor involved.
  4. Investigate the report and resolve the matter in a way that safeguards minors, protects the interests of victims, affords fundamental fairness to the accused, and meets relevant legal requirements.
  5. Facilitate WAU's cooperation with any investigation conducted by Takoma Park Police, or other governmental agency.
  6. Take all other steps in investigating and reporting as required by Federal and state law, with special emphasis on requirements under the Federal Clery Act.
- b. Adults participating in programs and activities covered by these Guidelines shall discontinue any further participation in programs and activities covered by this Policy when an allegation of inappropriate conduct has been made against him or her, until such allegation has been satisfactorily resolved.