

Operation: Military Kids Quality Camp/Residential Youth Programming Risk Management and Safety Tool



Purpose:

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

Incorporate the following risk management procedures into the planning and execution of all camp/residential experiences resourced through OMK funding and/or bearing the OMK Brand.

Training for Paid and Volunteer Staff

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| 1. Staff will be trained on the requirements for: Child Abuse Identification, Reporting and Prevention, Supervision and Program Management, Accident Prevention, Physical Environment, Health & Sanitation & Nutrition |
| 2. Documentation exists that paid and volunteer staff have received training in First Aid, CPR, working with military children/youth, child abuse prevention & reporting, “Touch Policy”, discipline and guidance, administering and storage of medications (as appropriate to assigned role), and evacuation procedures prior to service |
| 3. Each paid and volunteer staff receives the <i>Identifying and Reporting Child Abuse in Child and Youth Program Settings</i> pamphlet and the locally developed “Touch Policy” (sample provided by the Army CYS) prior to service. Procedures in place for the suspension of staff involved pending CPS investigation. |
| 4. Procedures are in place for responding to emergency situations (e.g., injury, accident during transportation, inclement weather, missing child, security lockdown, fire evacuation) |
| 5. Paid and volunteer staff receive training on when and how to report all serious incidents and emergencies (see OMK Serious Incident Information form) |

Child Abuse Identification, Reporting & Prevention

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| 1. OMK Paid and volunteer staff are mandated reporters for any incident of suspected child abuse or neglect and must follow the reporting requirements of the Department of Defense and the state where the activity takes place |
| 2. Background checks consistent with applicable state law and determined jointly by the OMK State Team shall be required for all paid and volunteer staff. <ul style="list-style-type: none"> ▪ For regularly scheduled paid and volunteer staff with on-going or repeated contact, at a minimum would include local law enforcement criminal background check and state sex offender registry check. At least two professional or personal references should be obtained. ▪ Episodic volunteers (Limited role in one program event) at the minimum should be referred for their service from a trusted source and names and contact information kept on file |
| 3. For the protection of children/youth and paid and volunteer staff, one-on-one situations are to be avoided. Measures to avoid or eliminate instances (e.g. transportation and lodging, administering of medication, providing first aid, etc) where one adult (or older youth) is alone or isolated from other adults are in place. Episodic volunteers must be in “line of sight” of screened volunteers or staff. |
| 4. A “Touch Policy” (sample provided by the Army CYS) is in place which addresses appropriate and inappropriate touch and takes into consideration the developmental stages of the children/youth being served |
| 5. Procedures related to guidance, discipline and prohibition of corporal punishment are in place |
| 6. Paid and volunteer staff are visually identifiable (e.g. nametag, shirt, hat) and visitors on-site are registered and wear a tag/badge identifying them as visitors |
| 7. Procedures are in place to prevent unsupervised access to children/youth by strangers (staff from facility being utilized, other users of facility, delivery people, etc.) |

Supervision and Program Management

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

Accident Prevention

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

Physical Environment

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

Health & Sanitation & Nutrition

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

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