

Orientation

Camp directors are required to hold an orientation for authorized adults before the program starts. These guidelines will ensure camp directors provide consistent information to their authorized adults.

Program Goals

Outline the purpose of the program to the authorized adults and explain the learning objectives and outcomes for campers attending the program. Please provide them with camp contact information and phone numbers.

- ◆ Purpose of program
- ◆ Expected learning outcomes for campers
- ◆ Key camp contacts and phone numbers

Authorized Adult Responsibilities

In addition to the tasks the program assigns to each designated individual, there are expectations that staff is required to meet. Please review the responsibilities below with the authorized adults for the program.

- ◆ Designated individual role in the program
 - Explain what their role is in the program
- ◆ Arrival/departure times
 - What time should they arrive/depart each day
 - Time off policies
 - Sick Policies
- ◆ Check-in/Check-out
 - Review check-in/Check-out policy
 - Verification of driver's license for parent drop-off/pick-up
 - Sign-in/Sign-out sheet for campers who can self-check-in/check-out; or those campers who have permission to bus/bike/drive/walk
- ◆ Parking
 - Parking lot authorized adults will park in
 - If the program provides parking vouchers
- ◆ Breaks and lunch breaks (campers must be supervised during breaks, ensure you have enough authorized adults to meet this requirement)
 - Length of lunch break
 - Length of breaks
- ◆ Authorized Adults duties
 - Ensuring the safety of each camper
 - Following instructions of the camp director and executing or implementing the program's supervision and instruction plan.

- ◆ Authorized adults attitude
 - Maintain a professional demeanor at all times with campers
 - Have a cordial, helpful, friendly attitude
 - Be aware of all prohibited conduct rules
- ◆ Dress code
 - Appropriate vs inappropriate attire
- ◆ Camper orientation (when, where, content)
- ◆ Ensuring the safety of each camper
- ◆ Serving as a role model
- ◆ Enforcing the rules and immediately communicate any issues that occur to the camp director
- ◆ Monitoring the behaviors of campers to ensure they adhere to the program's code of conduct/rules
- ◆ Mandatory reports/reporting
 - All camp directors and authorized adults must report to Child Protective Services as well as ISU Police if they believe a child is being abused or neglected

Supervision

- ◆ Camper supervision
 - No unsupervised free time
 - This includes breakfast, lunch, snack, and dinner breaks
 - Trips off campus
 - Exploring the campus
 - Common areas of the dorms
- ◆ Headcounts
 - Take an initial attendance to ensure all campers are accounted for before leaving a destination
 - When traveling from place to place ensure authorized adults complete an initial headcount and another upon arrival
 - Divide campers into small groups and use the buddy system (grouping of 3)
 - Ensure small groups are within the approved ratios
- ◆ Curfew
 - Review curfew information with all authorized adults
- ◆ Restroom breaks
 - Ensure campers know where restrooms are located
 - Campers are allowed to use the restroom without supervision if they are over the age of 12
 - Campers under the age of 12 need to be supervised. Campers must let the designated individual know where they are going. Campers are given five (5) minutes to use the restroom. After five minutes have elapsed, authorized adults are to go to the restroom and ask the camper if they are ok.

- ◆ Traveling with Minors on campus
 - Be mindful of pedestrian safety
 - Always stay on sidewalks, use crosswalks and look both ways when crossing the street
 - Authorized adults should stand in the road to block oncoming traffic as Minors cross the street
 - Authorized adults should be interspersed throughout the group to ensure camper safety
- ◆ See Something, Say Something!
 - Remind authorized adults of the importance of See Something, Say Something
 - Do not wait until something happens before they say something.
 - Remind authorized adults to communicate with campers on a regular basis and have the authorized adults relay to the campers to communicate with them or the camp director, to report anything that makes them feel unsafe or uncomfortable.
 - Camp Directors must rehearse interrupting inappropriate behavior with authorized adults.

Prohibited Conduct

Indiana State University has a zero-tolerance policy for any camp director or designated adult who violates and prohibited conduct rules.

- ◆ Review prohibited conduct rules
 - Have one-on-one contact with minors there must be two or more Authorized Adults present during activities where minors are present.
 - 2:1 Rule – 2 authorized adults to every one (1) camper or two (2) campers to every one (1) designated individual
 - In the case of adults supervising minors overnight, Authorized Adult should not enter a minor's room, bathroom facility, or similar area without another Authorized Adult in attendance, consistent with the policy of not having one-on-one contact with minors.
 - However, this paragraph does not apply when there are high school students, including prospective athletes, participating in pre-enrollment visitation hosted by ISU student(s).
 - Separate accommodations for adults and minors are required other than the minors' parents or guardians.
 - However, this paragraph does not apply when there are high school students, including prospective athletes, participating in pre-enrollment visitation hosted by ISU student(s).
 - Engage in abusive conduct of any kind toward, or in the presence of, a minor.
 - Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor, including but not limited to verbal abuse, or restraining

- Pick up minors from or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian.
- Authorized Adults shall not provide alcohol or illegal drugs to any minor.
 - Reiterate ISU policy of zero tolerance
- Make sexual materials in any form available to minors participating in programs or activities covered by the ISU Policy on Youth or these procedures or assist them in any way in gaining access to such materials.
- ◆ Authorized adults also shall not have any direct electronic contact with minors without another Authorized Adult being included in the communication.
 - However, this paragraph does not apply when there are high school students, including prospective athletes, participating in pre-enrollment visitation hosted by ISU student(s).
- ◆ Review social media protocols with authorized adults
 - All social media profiles must be set to private during the duration of the program
 - Do not friend/follow campers on social media
 - Campers cannot friend/follow authorized adults on social media
 - Authorized adults are only allowed to communicate through the program's social media group accounts
 - Do not communicate with campers after the program has ended
- ◆ Review email, text messaging, telephone protocols
 - Authorized adults cannot communicate with campers via email, text messages, or telephone unless the camp director and authorized adults are on the communication.
 - All authorized adults must use approved text apps to communicate with campers during the program
- ◆ Review media protocols
 - Authorized adults are not allowed to take pictures or videos of campers on their personal cell phones
 - Authorized adults are not allowed to post pictures or videos on their personal social media accounts of any camper
 - Indiana State University does not cover authorized adults under the Media Release Consent Form.

Camper Behavior Management

- ◆ Review the camper code of conduct
- ◆ Chain of command (disciplining campers, speaking to parents, etc.)
- ◆ When is it appropriate to complete an incident report form?
 - All incidents of illness
 - Medical accident/injury
 - Code of conduct violations

- ◆ Camper Behavioral Issues
 - Be fair
 - Give a verbal warning
 - Do not admonish the whole group
 - Mediate conflict between campers
- ◆ Boundaries
 - Always be present
 - Positive Reinforcement
- ◆ Prohibited discipline
 - Bullying
 - Review signs of bullying and the appropriate way to manage campers
 - Peer-to-Peer Abuse
 - Review signs of peer-to-peer abuse and prevention methods

Medication Policy

- ◆ If your program does not distribute medication, omit this section.
- ◆ Review the medication policy with authorized adults
 - Assign the authorized adults responsible for dispensing medication
 - Show the authorized adults where the medication lockbox is
 - Train assigned authorized adults how to log the medication through approved methods.
- ◆ Participants' medicines may be distributed by program staff, under the following conditions:
 - The participant's family provides the medicine in its original pharmacy container labeled with the participant's name, medicine name, dosage and timing of consumption. Over-the-counter medications must be provided in their manufacturers' container.
 - Staff shall keep the medicine in a secure location, and at the appropriate time for distribution shall meet with the participant.
 - The staff member shall allow the participant to self-administer the appropriate dose as shown on the container.
 - Any medicine that the participant cannot self-administer must be stored and administered by a licensed healthcare professional associated with the campus, or, if no one is available, arrangements must be made with another health care professional in advance of the participant's arrival. The event coordinator should consult with the location's health service and the Office of Affirmative Action ADA coordinator to discuss reasonable accommodations in the above situation.
 - Personal "epi" pens and inhalers may be carried by the participant during activities.

Emergencies

- ◆ Practice ISU approved Program Emergency Plan
 - Show the authorized adults the alarm device used for emergencies and how many times it will be sounded.
 - Explain the emergency response tasks assigned to each authorized adult.
 - Take the designated individual to the two (2) assembly areas, escape routes in case of fire, shelter in place for inclement weather, and/or if the building has to be evacuated (this includes dormitories)
- ◆ During an emergency, remain calm, maintain order
 - Think safety first
 - Account for all campers
 - Show authorized adults where the first-aid kit is located
 - Review which authorized adults can administer first-aid/CPR/AED
 - Show authorized adults where emergency forms are located
 - Tell authorized adults when the camp director should be notified due to safety concerns
- ◆ Review when to call 911, ISU Police, or take the camper to a medical facility
 - Remind authorized adults they cannot transport minors in their personal vehicle.
- ◆ Missing/Lost Camper Procedure
 - Practice the missing/lost camper procedure
 - Authorized adults must account for campers at all times
 - Regularly check attendance, specifically when campers are in transition
 - Immediately notify the camp director if a camper is unaccounted for
 - The camp director and authorized adults will immediately search the area where the camper was last seen.
 - If the camper is not located, take the following actions
 - The camp director call ISU Police and wait for them to arrive
 - The camp director contact parents
 - The camp director will contact the University Engagement Office
 - Camp directors and authorized adults will continue searching until the police arrives