



Clemson University Operating Standards for Youth Programs

Updated 1.1.17

Guiding Philosophy

Clemson University is committed to supporting a safe environment for programs and activities undertaken on its behalf. The University takes a proactive approach to protecting minors, the employees and volunteers of the University with the goal of safeguarding their wellbeing and to providing the best possible experience for minors who are entrusted to our care.

General

Clemson University has a variety of activities, programs and planned events offered by various academic or administrative units of the University. Operated on or off campus, in University facilities or facilities utilized for programming purposes including academic camps, sport camps, traditional camps, 4-H or Cooperative Extension clubs, programs, outreach and public or community service activities, clinics, workshops, conferences and other similar activities. These activities involving minors are integral to the mission and tradition of service as a Land Grant University.

To promote the safety of minors who participate in youth programs that are affiliated with the University. This policy and operating standards outlines what faculty, staff, volunteers, graduate and undergraduate students, and interns that work with minors participating in programs are required to abide by.

CLEMSON UNIVERSITY OPERATING STANDARDS FOR YOUTH PROGRAMS

PRE-COLLEGIATE PROGRAMS (OR YOUTH PROGRAMS) POLICY AND PROCEDURE

POLICY STATEMENT

Scope and Applicability - This policy applies to all Clemson University programs designed for individuals under 18 years of age, whether operated on or off campus, where the program participants are to be left in the care and supervision of Clemson University employees or volunteers. The policy applies year-round--it is **not** limited to programs that are operating during the summer months.

Limitations - This policy is limited to programs in which the University is knowingly supervising the participants, i.e., the youth are (1) registered in a program that places them (2) in the care and supervision of a University employee for a period of time (3) without a parent, guardian, teacher, etc. who is responsible for their supervision. This policy does not include fairs, festivals, entertainment events, sporting events, educational programs offered to schools, youth visiting the campus on their own or simply using university facilities, campus tours, or other programs that might attract individuals under 18 years of age *but do not involve the University's assent to directly supervise the individual.*

Excluded from this policy are:

- Programs designed for individuals 18 years of age or older
- Programs designed for individuals who have graduated from high school

Such programs are excluded even if they might serve some participants who are under 18 years of age.

The Clemson University Operating Standards for Youth Programs apply to all programs covered by this policy. These standards will be maintained, reviewed annually, and updated as appropriate by the Pre-Collegiate Programs Office (PcPO).

All programs covered by this policy must submit the attached Acknowledgement of Understanding of the Clemson University Operating Standards for Youth Programs (*last page*) AND the PcPO Yearly Approval Process (YAP) (*information follows*); yearly submission is required.

The PcPO YAP is now submitted ONLINE. If you haven't been issued a login already, please email pcpoffice@clmson.edu with:

- A subject line of "***Your Program Name Youth Programs Application***",
- If the email is sent from the Director/Owner/Operator of the program, you will receive an email back with your Username and Password and a link to the ONLINE database.

DEFINITIONS

Clemson University Affiliate – Any individual, volunteer, or other non-employee actually or ostensibly acting on the behalf of Clemson University.

Sponsoring Unit - The academic or administrative unit of the University that gives approval for use of facilities in accordance with University Policy.

Director- The Director is the program(s) person that the sponsoring unit has identified as responsible for day-to-day decision-making and supervision of the program participants and staff.

Minor – Individuals under the age of 18; 1) who has not graduated from high school; and 2) who is not enrolled or accepted for enrollment at (a/the) University.

Youth Program(s) – Programs, activities and planned events offered by various academic or administrative units of the University, subject to the **Minor Participants in Programs Affiliated with the University Policy**. This includes but is not limited to academic camps, sport camps, traditional camps, 4-H or Cooperative Extension clubs & programs, workshops, conferences and other similar activities. Residential Treatment Facilities may also be considered Youth Programs and subject the above Policy and Operating Standards for Youth Programs.

Youth programs that are accredited by the American Camp Association (ACA), State of South Carolina approved Child Care Centers or State of South Carolina approved Charter School do not have to submit the Youth Programs Application or the signed Operating Standards. However, such youth programs must submit their ACA annual compliance statement or other letter of certification each year. Please contact the PcPO for additional details.

Program Staff (Personnel) – Individuals age 18 and older, paid or unpaid, who may routinely interact with, supervise, chaperone, or otherwise oversee minors in youth programs. Including but not limited to faculty, staff, volunteers, graduate and undergraduate students, and interns.

Visitor – Individual(s) who are guests of the program for a limited time that does not have and that will not have independent unsupervised access to minor participants.

Direct Contact – Individuals/Positions with the possibility of care, supervision, guidance or control of minors and/or routine interaction with minors

Routine Interaction – Individuals or Positions who/that have routine interaction with minors but may not take custodial care; such as housing personnel, extension agents, volunteers, etc,

Custodial Care – The responsibility for the care, supervision, guidance or control of minor(s) on a temporary basis for the purpose of the minor(s) engaging in the youth program without a parent, guardian, teacher, etc. present who is responsible for their supervision.

Clemson University Operating Standards for Youth Programs (Operating Standards) - Youth Program Standards that any Clemson University employee or affiliate who is or may be undertaking the custodial care of a minor(s) must abide by.

One-on-one Contact – Personal, unsupervised interaction between any program staff and a minor participant without at least one other person being present, i.e., program staff, counselor in training, participant, parent or legal guardian.

Operational Management (OM)

OM-1: Child Abuse/Neglect Reporting

If the program participant discloses any type of assault or abuse (at any time previously or during the program), or any program staff has reason to suspect that the participant has been subject to such assault or abuse, the program staff should inform law enforcement immediately:

- 1) Call 911 – If child is in imminent danger (life threatening or abuse is being witnessed), call the local law enforcement authority at 911.

OR

- 2) Call the University Police at 864-656-2222 - If child is **not** in imminent danger call the University Police and make a report.

In cases where it is believed that returning the child to their parent or guardian places them in imminent danger then call the local law enforcement authority at 911.

If consultation is needed regarding reporting, or if there are questions on the process or other support needed, please contact the PcPO.

OM-2: Incident Reporting

The intent of this standard is to document circumstances, witnesses, and actions in serious situations that result in, or nearly result in, injury, injury or danger to individuals. The program director has the responsibility to determine the level of severity or seriousness of incidents that must be reported.

Examples of “incidents” and “accidents” include fires; natural disasters; danger from intruders or trespassers; crisis arising out of participant, staff, or rental group behavior (e.g. fighting, serious emotional outbursts, threatening others); or other situations posing serious safety threats.

Examples of “near misses” and “emergencies not resulting in injury” may include lost participants, near drowning, or the use of drugs or alcohol by staff or participants.

Will report any incident to the Office of Risk Management and the PcPO no later than 24 hours afterwards. Program Staff are required to complete written reports describing incidents, accidents, “near misses,” and emergencies that may not result in injury. An incident is defined as any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or well being of someone. Examples include abuse, neglect, exploitation, injury, missing person, death, medical emergency, suicide, or attempted suicide.

Demonstration of Compliance

- Copy of blank accident/incident report to be used by staff.
- Randomly selected completed reports.

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Are staff required to complete written reports describing incidents, accidents, “near misses,” and emergencies that may or may not result in injury?

YES NO

OM-3: Parental Permission Form

All youth programs must use the Clemson University Parental Permission Form and Release of Liability for Youth Programs OR another Release of Liability approved by Clemson University Office of General Counsel.

Demonstration of Compliance

Written Documentation:

- Copy of blank form used by youth program
- A sample of minors completed forms

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Does the youth program require parents to sign a release of liability prior to participation in the camp/program?

YES NO

OM-4: Behavior Management and Discipline

In addition to program staff being trained in behavior management and minor supervision techniques to create a physically and emotionally safe environment, it is necessary that youth programs develop written policies and procedures to implement fair and consistent disciplinary steps that are appropriate to the youth program and the situation and do not include corporal punishment.

Minors and parents or legal guardians should be required to sign a rules and disciplinary procedures form. Youth program staff must abide by all university regulations and may be removed from program for non-compliance with rules. At a minimum the following program rules of conduct are required:

- 1) The possession or use of alcohol or drugs is prohibited.
- 2) Fireworks, firearms, guns, knives, archery equipment and other weapons are prohibited unless being used for an officially sanctioned and approved instructional program.
- 3) The operation of motor vehicles by minors is prohibited while attending and participating in a program or activity.
- 4) No violence, including sexual abuse or harassment, will be tolerated.
- 5) Hazing of any kind is prohibited. Bulling including verbal, physical and cyber bullying are prohibited.
- 6) No theft.
- 7) Use of any tobacco products will not be tolerated by minors or youth program staff. The University is a "Smoke Free" campus therefore smoking is prohibited on campus.
- 8) Misuse or damage of University property is prohibited. Charges will be assessed against those minors who are responsible for damage or misusing University property.
- 9) The inappropriate use of cell phones, cameras, imaging and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where minors expect privacy.

Demonstration of Compliance

Written Documentation:

- Policies and procedures for minor behavior management and discipline.

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Does the youth program have written policies and procedures that outline the approach to discipline when necessary and the progressive steps to be used in disciplining a minor?

YES NO

OM-5: Accident and Illness Insurance

Youth program administrators need to purchase insurance coverage for all for all resident youth program minors (\$0.40/person/day).

Other helpful Insurance information can be found on the PcPO website under Insurance Guideline.

Demonstration of Compliance

Written documentation:

- Verification of insurance coverage for minors

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Does the youth program purchase, for all resident youth program minors, insurance coverage for liability, personal injury and property damage?

YES NO

OM-6: Housing, Restroom & Showers

Housing - All youth programs that use Clemson University Housing must comply with all housing guidelines. Clemson University Housing guidelines can be found in the Housing Contract or on the PcPO website under Housing Guidelines.

Overnight - At least two (2) program staff persons are required to be present with youth program groups, both for the sake of safety and to prevent situations with opportunities for abuse. This requirement is necessary during the hours of 11:00 pm to 6:30 am.

The youth program must implement the established supervision ratio for its residential programs during all program hours.

Program staff should not enter a minor's room, bathroom facility, or similar area without another program staff or participant in attendance.

Separate accommodations for adults and minors are required other than the minors' parent or guardians.

Program staff should not share a bed or sleeping bag with a minor

Program staff should not shower, bath, or undress with or in the presence of minor

Demonstration of Compliance

Written documentation:

- Signed Acknowledgement of Understanding of the Clemson University Operating Standards for Youth Programs.

Applies to:

- On Campus Residential youth programs/camps

Does the Youth Program follow all housing guidelines set by Clemson University Housing?
YES NO

OM-7: Clemson University Dining Services

All youth programs that use Clemson University facilities on campus must comply with all Dining Services and conference guidelines. Clemson University Dining Services and conference guidelines can be found on the PcPO website under Dining Services Guidelines.

Compliance Demonstration

Written documentation:

- Signed Acknowledgement of Understanding of the Clemson University Operating Standards for Youth Programs.

Applies to:

- On Campus Residential youth programs/camps
- On Campus programs/camps serving rental groups

Does the youth program follow all Dining Services and Conference guidelines set by Clemson?

YES NO

OM-8: Clemson University Parking Services

All youth programs that use Clemson University facilities on campus must comply with all Parking Services rules and regulations. Clemson University Parking Services rules and regulations can be found on the PcPO website under Parking Services Guidelines.

Demonstration of Compliance

Written documentation:

- Signed Acknowledgement of Understanding of the Clemson University Operating Standards for Youth Programs.

Applies to:

- On Campus Residential youth programs/camps
- On Campus programs/camps serving rental groups

Does the youth program follow all Parking Services rules and regulations?

YES NO

OM-9: Records Retention

Programs minors' information should be retained according to the retention schedule below. Records may include the following types of information: personal data of minors, such as, name, address, date of birth, name of parent/guardian; personal medical data, such as, medication taken, health history, immunizations; special needs, such as, dietary restrictions, allergies, disabilities, behavioral disorders; proof of insurance coverage, assumption of risk statement; and related information. This information may be retained either physically or electronically.

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Record Group Number:

OFFICE OF PRE-COLLEGIATE PROGRAMS

XXXXX PROGRAM MINOR FILES

Description

Used to document the attendance and participation of non-university students that attend academic and non-academic programs, campus and clinics affiliated with Clemson University. Collected information is used for contact purposes in the event of a medical emergency, and consists of personal data of minors, such as, name, address, date of birth, name of parent/guardian; personal medical data, such as, medication taken, health history, immunizations; special needs, such as, dietary restrictions, allergies, disabilities, behavioral disorders; proof of insurance coverage, assumption of risk statement; and related information.

Retention

11 years after date of youth program, destroy

Demonstration of Compliance

Written documentation:

- Written procedure for record retention.

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Does the youth program maintain program minors information, including minor demographics, health forms, program staff or visitor paperwork, etc. in accordance to the above retention schedule?

YES NO

STAFF SCREENING (SS)

SS-1: New Youth Program Staff Screening

For all new **paid and unpaid** youth program staff, including Directors, with custodial care of, or routine interaction with, minors. The following is required prior to having contact with minor minors

- **A personal interview by the sponsoring unit designee, camp director or a designated representative,**
- **At least two (2) reference checks and verification of previous work (including volunteer) history,**
- **A Criminal Background check by the Clemson University Human Resources Office, and**
- **A National Sex Offender Registry Check by the Clemson University Human Resources Office.**

A youth program staff is considered “new” upon initial hiring and/or if there is a break in employment of twelve (12) months or more from a previously held position within Clemson University.

Year-round youth program staff and returning youth program staff from the previous year, including directors, must be screened in according with the Continuing Staff Screening (SS-2) of the Clemson University Operating Standards for Youth Programs (Operating Standards).

This Standard is in accordance with Minors Participating in Programs Affiliated with the University Policy and Clemson University policies and practices on hiring new employees.

Demonstration of Compliance

Written documentation:

- Reference forms
- Staff applications
- Hiring checklist (if used)
- Application and receipt for securing Background Check, & National Sex Offender Registry Check.

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

SS-1: New Youth Program Staff Screening (cont.)

Does the program or activity require screening for all new youth program staff with responsibilities for custodial care or routine interaction with minors that includes:

- 1) **A criminal background check by the Clemson University Human Resources Office for youth program staff with responsibilities for custodial care or routine interaction with minors?**
YES NO
- 2) **A check of the National Sex Offender Registry by the Clemson University Human Resources office?**
YES NO
- 3) **At least two (2) reference checks and verification of previous work (including volunteer) history?**
YES NO
- 4) **A personal interview by the camp director or a designated representative?**
YES NO

SS-2: Annual Youth Program Staff Screening

All full-time, year-round or continuing paid, unpaid and volunteer youth program staff with custodial care of, or routine interaction with, minor minors, including directors, must be screened annually as follows:

- A Voluntary Disclosure Statement must be completed and reviewed by the Clemson University Human Resources Office for youth program staff with responsibilities for custodial care or routine interaction with minor minors. The Voluntary Disclosure Statement must be signed by the youth program staff member attesting, at a minimum, to the non-conviction of violent crimes and crimes against children.
- A National Sex Offender Registry Check must be completed and reviewed by the Clemson University Human Resources office for youth program staff with responsibilities for custodial care or routine interaction with minor minors.

A youth program staff is considered full-time, year-round, or continuing if they have not had a break of employment or volunteer time greater than 12 months.

This standard is in accordance with Protection of Minors in Programs Affiliated with the University Policy and Clemson University policies and practices on hiring new employees.

Demonstration of Compliance

Written documentation:

- Application and receipt for securing Background Check, National Sex Offender Registry Check.

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Does the program require annual screenings for all year round or continuing youth program staff– paid, unpaid and volunteer, with responsibilities for custodial care or routine interaction with minor minors that includes:

1) A voluntary disclosure statement reviewed by the Clemson University Human Resources office?

YES NO

2) A check of the National Sex Offender Registry by the Clemson University Human Resources office?

YES NO

STAFF TRAINING (ST)

ST-1: Pre-Program Staff Training

Each youth program staff that will be participating in programs or activities covered under the Minor Participants in Programs Affiliated with the University Policy are required to attend mandatory training. The training for youth program staff must cover the following basic topics:

1. Recognition, prevention and reporting of child abuse (a.k.a. - Child Abuse Prevention);
2. Recognition, prevention and reporting of bullying;
3. Program Staff Standards of Behavior;
4. Safety and security precautions including crisis/emergency responses and how to request local emergency services;
5. Youth program purpose/focus/mission/intended outcomes and how implemented in youth program structure and youth program activities;
6. Youth program staff interactions, sensitive issues, and developmental needs of minors served;
7. Objective safety considerations, including first aid/CPR, storage and dispensing of medication, minor security, and other operating procedures for youth program activities;
8. Behavior management and minor supervision techniques to create a physically and emotionally safe environment;
9. University responsibility/liability including Title IV and the Jeanne Clery Act and its reporting requirements for Colleges and Universities, along with procedures, and enforcement;
10. If applicable the Clemson University Housing, Dining and Parking Policies.

All youth program or activity Directors must provide a training program for all of their youth program staff. The training program must be in writing, and the Director must review the training program on an annual basis and, if necessary, update it and retrain youth program staff.

Demonstration of Compliance

Written documentation:

- Staff training schedule
- Staff training materials, training manuals, agenda, etc.

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

ST-1: Pre-Program Staff Training *(cont.)*

Does the youth program staff receive training in accordance with the Minor Participants in Programs Affiliated with the University Policy?

YES NO

Is the training relevant to her or his job duties and responsibilities to include acceptable job performance prior to assuming responsibility for minors?

YES NO

Does the program or activity provide training for all staff involved in the youth program and responsible for the supervision of minors that meet the requirements above?

YES NO

ST-2: Late Hire Training

The intent of this standard is to ensure that youth program staffs that are late-hires or replacement staff is appropriately trained in the topics addressed in the initial staff training. The proper training of staff is critical in operating a safe and effective youth program. This training may include individual training sessions, periods of “shadowing” with fully trained staff or self study of topics.

Demonstration of Compliance

- None

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Is training provided for late-hire or replacement staff that are not present for all or part of the initial training prior to assuming responsibility for minors?

YES NO

ST-3: Program Operator’s Training

| All youth program directors/owners/operators must complete Program Operator’s Training prior to the operation of youth program(s). This training can be in a group setting or individually by a qualified trainer from the Clemson University Pre-Collegiate Programs Office.

The intent of this training is to cover the Clemson University Operating Standards for Youth Programs along with any general information related to the operation of programs/camps.

Demonstration of Compliance

Written Documentation:

- Attestation of attendance on the Yearly Application.

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Did the director/owners/operators attend “Program Operators Training” prior to operating their youth program?

YES NO

ST-4: Standards of Behavior

The intent of this standard is to establish an appropriate level of behavior for program personnel.

Program staff participating in programs covered by the Minor Participants in Programs Affiliated with the University shall, at a minimum, not:

- 1) Have one-on-one contact with minors.
- 2) In the case of adults supervising minors, program staff should not enter a minor's room, bathroom facility, or similar area without another program staff in attendance.
- 3) Separate accommodations for adults and minors are required other than the minors' parent or guardians.
- 4) Share a bed or sleeping bag with a minor
- 5) Shower, bath, or undress with or in the presence of minor
- 6) Engage in abusive conduct of any kind toward, or in the presence of, a minor.
- 7) Strike or hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor or allow inappropriate touching between minors.
- 8) Swear, use or respond to sexual innuendo or make sexually suggestive comments.
- 9) Engage in rough or sexually provocative games, including horseplay.
- 10) Pick-up minors or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized by the parent or legal guardian.
- 11) Program staff shall not possess or use alcohol or drugs while on duty, or provide alcohol or illegal drugs to any minor. Program staff shall not provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment. Participants' medicines may be distributed by program staff, following the conditions outlined in CU Operating Standards for Youth Programs.
- 12) Make sexual materials in any form available to minors participating in activities or programs covered by this Policy or assisting them in any way to gain access to such materials.
- 13) In order to maintain a line of professionalism and to protect all parties involved, Program Staff should only communicate with program participant's in/on an open social media forum. Program Staff shall not seek out program participants on social media platforms such as Facebook, Instagram and Twitter, etc. This restriction is enacted during the period of employment and may be lifted after the program end date.

If an allegation of inappropriate conduct has been made against a program staff participating in a program, s/he shall discontinue any further participation in programs and activities affiliated with the program where the allegation was made until such allegations have been satisfactorily resolved.

Demonstration of Compliance

- Copy of blank "Standards of Behavior" document.
- Randomly selected signed documents.

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Are program staff(s) required to read and sign a "standards of behavior" document prior to assuming responsibility for minor?

YES NO

SUPERVISION REQUIREMENTS (SP)

SP-1: Supervision Requirements

All youth activities or programs are required to provide trained youth program personnel who must be at least 18 years of age, in accordance with the following supervision requirements:

The ratio of activity/program staff to activity or program minors must reflect the gender distribution of the minors and should meet the following:

Standards for Residential Activity or Program is:

- One youth program personnel for every four minors ages 5 and under.
- One youth program personnel for every six minors ages 6 & 7.
- One youth program personnel for every eight minors ages 8 to 14
- One youth program personnel for every ten minors ages 15 to 17.

At least two (2) program staff persons are required to be present with youth program groups, both for the sake of safety and to prevent situations with opportunities for abuse. This requirement is necessary during the hours or 11:00 pm to 6:30 am.

Standards for Day/Commuter activity or program is:

- One youth program personnel for every six minors ages 5 and under.
- One youth program personnel for every eight minors ages 6 & 7.
- One youth program personnel for every ten minors ages 8 to 14
- One youth program personnel for every twelve minors ages 15 to 17.

One-to-one scenarios between an adult and a minor should be avoided to the extent possible. For example,

In situations that require personal conferences, the meeting or activity should be conducted in view of other adults or minors (“**out in the open**”).

Definition of Supervision:

Minors 15 to 17

The definition of supervising or supervision, as it pertains to minors 15 to 17, is that youth program staff are not required to be physically present at all times, but are required to be readily accessible **during the hours of 6:30 am until 11:00 pm**. Program staff must be physically present and readily accessible from 11:00 pm to 6:30 am. Minors must always be in groups of 3 or more. Furthermore, youth programs **must** establish written procedures to ensure all minors are accounted for at regular intervals and at the start of each activity.

SP-1: Supervision Requirements (cont.)

Minors 6 to 14

The definition of supervising or supervision, as it pertains to minors 6 to 14, is that youth program staff persons are readily accessible, aware and responsible for the ongoing activity of each minor and are **able to intervene when needed**.

Minors Younger than Age 6

The definition of supervising or supervision, as it pertains to minors younger than 6, is that program staff persons are readily accessible, aware and responsible for the ongoing activity of each minor and **able to intervene when needed** AND that program staff persons shall be in the same area as the minors.

Definition of Classroom:

An organized physical space devoted to arranging instruction in a group-based learning format, (e.g., gym, recreation or sports field, forest, lake, stable, etc.)

Demonstration of Compliance

Written Documentation:

- Work Schedules; and
- Staff Roster

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Does the youth program meet the supervision requirements?

YES NO

Is the rental group leader advised of and will they abide by the supervision requirements?

YES NO

MEDICAL CARE (M)

M-1: Health History

The “Health History Form” is an up-to-date record of the minor’s past and present health that is completed and signed by a custodial adult of a minor or the adult minor. Up-to-date means completed for that program season.

A designated program staff should do a health history review of every minor within 24 hours of the minor’s first arrival at camp. The purpose of this review is to identify any health related needs that may affect participation in activities. This program staff is also responsible for informing direct care staff of the health related issues of minors. The designated program staff should have access to a health professional for consultation as needed.

“Permission to Treat” clause is signed permission to provide routine healthcare, dispense medications and to seek emergency treatments. Refusal to sign the clause for reasons of religion or other requires a signed form specifying actions to be taken in the event the minor needs care or treatment and releases liability from the youth program if the parent or guardian cannot be reached in an emergency.

Demonstration of Compliance

Written documentation:

- Copy of blank health history; and
- Verification notes of health history review

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Does the youth program receive a health history for each minor prior to participation in program activities to ensure that program staff is aware of any particular health issues/needs of the minor?

YES NO

Does the youth program health history include information to identify any medications (prescription and nonprescription) currently being taken by the minor?

YES NO

Does the health history form give details to any mental, physical or psychological conditions requiring medications or other special restrictions while at the youth program?

YES NO

Does the health history form identify allergies and/or dietary restrictions?

YES NO

Does the health history form include “Permission to Treat” clause?

YES NO

M-1: Health History *(cont.)*

Does the health history form include a means of attesting that all immunizations are up to date and include the actual date (month/year) of the last tetanus shot?

YES NO

Does a designated program staff member review the health histories of minors within 24 hours of arrival at program?

YES NO

M-2: Health Exam

The youth program should consider the need for each minor to have a current health exam. Considerations should be made for physical activity, proximity to EMS, length of the youth program, etc. Some youth programs may determine the need for a physical exam that confirms the minor's ability to safely participate in programs activities.

Demonstration of Compliance

Written Documentation:

- Youth program s description of how determination was made to require or not require health examination.
- Health Examination Form (if applicable)

Applies to:

- Residential youth programs/camps

The youth program has determined the need for minors to have a physical exam by a Licensed Medical Personnel within twelve (12) months of attending camp?

YES NO

M-3: Medication Storage and Administration

This standard is intended to have all drugs be under the control of the youth program healthcare provider or a designated “Health Officer” to include medication belonging to minors. Life-threatening conditions (e.g., anaphylactic reaction to a substance, or inhaler, etc.) may require exceptions to this standard such as allowing minor to control and/or storage in first-aid kits.

All youth programs shall designate a Health Officer who is responsible for maintaining medications in a locked and secure location such as a cabinet or storage box **at all times**. Medication that requires refrigeration can be stored in a locked refrigerator or a locked box inside a refrigerator.

Demonstration of Compliance

Written Documentation:

- Written instructions for medication

Observation:

- Drug storage area(s)

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Does the youth program require that all drugs be stored in a locked and secure location?

YES NO

Are prescription drugs given only under the specific instructions of the licensed physician?

YES NO

M-4: Emergency and Nonemergency Medical Assistance

The intent is for youth programs to have a plan for obtaining medical attention for minors in emergency and non-emergency situations. Plans should include how people, on or off site, can get emergency and non-emergency medical assistance.

This standard is intended to make the parent or guardian aware of when the youth program will notify them in the event of an injury or illness. Care and treatment should be appropriate for the staff persons providing care for the youth program and should take into consideration common camp injuries and illnesses that could be reasonably anticipated. This should include first-aid guidelines and identification of instances when professional medical advise/care should be sought.

Demonstration of Compliance

Written Documentation:

- Nonemergency assistance procedure
- Emergency assistance procedure
- Notification of injury or illness procedure

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Does the youth program have a written procedure for obtaining nonemergency medical care?

YES NO

Does the youth program have a written procedure for obtaining emergency medical care?

YES NO

Does the youth program have a written policy made known to parents or guardians that identifies the situations when the parent or guardian will be notified of illness or injury of their child?

YES NO

M-5: Medical/Healthcare Provider

Each youth program must have at least one individual (program staff or visitor) with current FIRST AID & CPR certification on site at all times. If the youth program is 30 minutes or less from Emergency Medical Services (EMS), the youth program must have a program staff trained in First Aid and CPR on duty at all times. If the youth program is more that 30 minutes from EMS, the youth program must have program staff trained in Wilderness First Aid and CPR on duty at all times.

Demonstration of Compliance

Written Documentation:

- Current certifications cards or licenses of staff members meeting this standard.

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Does the youth program have a designated healthcare provider, on or off site that can provide prompt consultations and medical support to the youth program?

YES NO

Is the youth program 30 minutes or less from Emergency Medical Services (EMS)?

YES NO

If the camp is 30 minutes or less from EMS, does the youth program require adults with certification from a recognized provider of training in First Aid and CPR to be on duty at all times?

YES NO

If the camp is more than 30 minutes from EMS, does the youth program require adults with certification from a recognized provider of training in Wilderness First Aid and CPR to be on duty at all times?

YES NO

TRANSPORTATION (T)

T-1: Transportation

All youth programs that transport their minors must verify the acceptable driving record and experience of any drivers. All drivers must be at least 18 years of age, have a driving record that has been reviewed within the last 12 months and have the appropriate license for the vehicle that is being driven.

Demonstration of Compliance

Written Documentation:

- Application and receipt for securing Drivers License Screening; and
- Verification of appropriate license for the vehicle being driven.

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Does the youth program verify that all drivers meet the following requirements?

Are all drivers over the age of 18?

YES NO

Driving record has been reviewed within 12 months for year round employees and within four (4) months for seasonally hired drivers?

YES NO

Driver has the appropriate license for the vehicle that is being driven?

YES NO

T-2: Transporting in 12 or 15 Passenger Vans

South Carolina state law (56-5-195, SC Code of Law) is commonly referred to as Jacob's Law, which provides in effect **Prohibits the transportation of minors in 12 or 15 passenger vans other than short trips around campus (within 5 mile radius of campus as shown directly following the Operating Standards) or when reasonably expected speeds do not exceed 35 miles per hour.** Excepted from this requirement are 12 or 15 passenger vans that have been appropriately modified to mitigate the risk of rollover.

Demonstration of Compliance

- None

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Does the youth program prohibit the transportation of minors in 12 or 15 passenger vans?
YES NO

T-3: Nonpassenger Vehicles

The purpose for this standard is to prohibit/NOT transport minors in the back of a pickup truck or trailer. All minors must be **in their own seat** and **must wear a seatbelt** when being transported in vehicles on public roads except when minors are transported using public transportation or school buses. The only exceptions are:

- When wagons or trailers are used for hayrides, or similar activities, at slow speeds (5-10 miles per hour) **off public roads**, and where protective devices are provided to keep minors from falling out or off of the vehicle
- When minors are participating in a county-approved parade

Rental Groups should be made aware of this standard.

Demonstration of Compliance

- None

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Does the youth program prohibit the transportation of persons in vehicles or parts of the vehicle not designed for passengers?

YES NO

T-4: Private Vehicle Use

The intent of this standard is to prohibit the transportation of minors in personal vehicles for youth program business. In cases where youth programs allow the use of private vehicles to transport minors, then the owner must provide “proof of insurance” and written permission to use their vehicle(s) for transportation for program business. Permission is assumed if the owner is driving his or her own vehicle.

You must verify that individuals transporting children in a personal vehicle for purposes of a Clemson University youth program have valid liability insurance coverage during the transportation. Verification is accomplished by obtaining a copy of the Insurance Card Policy Declarations Page or Certificate of Insurance that demonstrates the coverage period and coverage limits. The following coverage limits are recommended as a minimum:

- 100,000 per person for bodily injury
- 200,000 per accident for bodily injury
- 100,000 per accident for property damage
- 100,000 per accident for both uninsured and underinsured motorist

Demonstration of Compliance

- Randomly selected “proof of insurance” and written authorizations from vehicle owners

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Does the youth program allow the use of personal/private vehicles to transport minors?

YES NO

T-5: Vehicle Safety Procedures

These youth program vehicle safety standards are intended to promote safety, minimize risk and help directors and administrators to consider vital aspects of vehicular safety.

Vehicles are to be operated within the passenger seating limits established by the manufacturer and all passengers are to remain seated and wear restraint devices (when provided and under applicable state regulations) while the vehicle is moving.

Youth programs must have a list of persons in the vehicle. This list can be in the vehicle or readily accessible at another location.

All vehicles used to transport minors or program staff must have a First Aid Kit on board. Youth programs are encouraged to equip vehicles with other “emergency accessories” as necessitated by vehicle use and/or activities.

Youth programs should have a procedure for orderly arrival and departure of vehicles, the unloading and loading of vehicles, and strategies for supervising the area and people in it during that time.

Demonstration of Compliance

Written Documentation:

- Transportation policies that address items in this standard

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

In transporting persons, does the youth program require?

Loading vehicles only within the passenger seating limits established by the manufacturer of the vehicle?

YES NO

All passengers remain seated while the vehicle is moving?

YES NO

All persons wear restraint devices when provided and required?

YES NO

T-5: Vehicle Safety Procedures *(cont.)*

All motor vehicles used by the youth program are equipped with first aid kits?

YES NO

A list of persons on each trip, available either in the vehicle or reliable accessible in another location?

YES NO

Procedures for the orderly arrival and departure of vehicles and for the unloading and loading of vehicles?

YES NO

PROGRAM ACTIVITIES (PA)

PA-1: Youth With Special Needs

All youth programs must comply with state and federal laws and regulations regarding individuals with disabilities. Any questions should be referred to the Office of the General Counsel.

Compliance Demonstration

- None

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Does the youth program follow all applicable state and federal regulations/guidelines regarding individuals with disabilities?

YES NO

PA–2: Spotters and Belayers

All adventure/challenge activities require some level of spotting or belaying. The type of activity(s) varies and will require different levels of instruction and competency. All spotters and belayers should receive activity specific instruction on proper procedures and training.

Demonstration of Compliance

Written documentation:

- Verification of training, Staff training schedule
- Staff training materials, training manuals, agenda, etc.

Applies to:

- Day programs/camps
- Resident programs/camps
- Short-term resident programs/camps
- Programs/camps serving rental groups

Does the youth program require that spotters and belayers be trained on proper procedures and directly supervised until competency is demonstrated?

YES NO

PA-3: Annual Inspection of Adventure/Challenge Courses

A qualified Association for Challenge Course Technology (ACCT) builder/vendor should annually inspect all course elements for integrity of hardware, materials, and equipment and provide the camp with a written report that includes recommendations for repair, replacement, and potential closure of an element.

Youth program adventure/challenge courses as well as “Public” adventure/challenge courses must be properly inspected.

Demonstration of Compliance

Written documentation:

- Procedures outlining inspection
- Inspection report

Applies to:

- Day programs/camps
- Resident programs/camps
- Short-term resident programs/camps
- Programs/camps serving rental groups

Does an accredited builder/vendor from the Association for Challenge Course Technology annually inspect the adventure/challenge course elements for safety?

YES NO

NEW OPERATING STANDARDS ADDITIONS/CHANGES –

All Operating Standards additions/adjustments will be completed by October 15th of the fiscal year. If a standard is added or adjusted after October 15th, the PcPO will issue a memorandum that will be distributed to all program directors/owners/operators, that quantifies why adding/adjusting the standard(s) was necessary.

EXEMPTION REQUESTS –

If you believe there is a reasonable basis for your youth program to be exempt from an Operating Standard, you may submit an Exemption Request to be reviewed by the Advisory Board of the Pre-Collegiate Programs Office. Exemption Requests must be submitted at least thirty days prior to the youth program's start date, but please allow as much time as possible and have a contingency plan for the possibility that your request is denied. Upon request, the PcPO will provide a form/template for the exemption requests.

Acknowledgment of Understanding of the Clemson University Operating Standards for Youth Programs Policy

The Program Director must complete this Form

Youth Program: _____

Sponsoring Unit: _____

Program Director: _____

I acknowledge that I:

- Have read and understand the Clemson University Operating Standards for Youth Programs Policy.
- Have read and understand the Clemson University Operating Standards for Youth Programs.
- Agree to conduct the following checks on all adults program staff associated with the program.
 1. Background Checks
 2. National Sex Offender Registry Check
 3. Voluntary Disclosure Statement (if applicable)
- Agree to provide all program staff with the required training.
- Will report any incident to the Office of Risk Management and the PcPO no later than 24 hours afterwards.

An incident is defined as any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or well being of someone. Examples include abuse, neglect, exploitation, injury, missing person, medical emergency, suicide, attempted suicide or death.
- Understand that failure to abide by the Clemson University Operating Standards for Youth Programs will result in consequences up to and including termination of the youth program, as well as appropriate employee disciplining, up to and including termination of employment. I understand that termination of the youth program will result in the loss of access to on-campus summer housing

By signing this document I agree to abide by the Clemson University Operating Standards for Youth Programs in the operation of my proposed youth program(s).

Signature of Program Director

Date (MM/DD/YYYY)

Signature of Department Chair

Date (MM/DD/YYYY)