



# ECU-Affiliated Youth Programs and Camps Standard Operating Procedures

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## Statement of Purpose

The Affiliated Youth Programs and Camps Standard Operating Procedure (SOP) will guide practices for Affiliated Programs/ ECU-Sponsored Programs. Terms defined in the Minors on Campus Regulation carry the same definitions when used herein. This SOP is designed to assist with the development of guidelines and practices to support compliance with the Minors on Campus Regulation. Procedures outlined in this SOP are mandatory for Affiliated Programs.

Note: There are separate Standard Operating Procedures for third-Party organizers and the ECU Division of Athletics private camps and clinics. These SOPs are available and linked with REG01.15.13

## Exemption Process

If a Covered Program would like to request an exemption to REG01.15.13 due to the unique nature of their event, they must submit an appeal in writing to the Youth Programs and Camps Office (YPCO) 90 days prior to the first session's scheduled start date. Exemption requests must be supported by the appellant's authorizing authority. The request must include:

- A description of program/ camp
- An explanation of why the program/ camp should exempt from the Regulation
- Information on what controls would be in place to reduce risk if not complying with the Regulation
- The name and contact information of the requester, authorizing authority, and Program Director (if different from requestor).

The Youth Programs and Camps Coordinator will review and communicate a decision within 30 days of submission. Any exemptions granted will be valid for the duration of the program or one calendar year, whichever is shorter. For additional information regarding the exemption process, please contact the YPCO at 252.328.4759.

## Program Formation

Affiliated Programs require approval from their area's authority (the Unit's Department Head/ Dean or similar leadership). The following should be considered when planning:

- The resources and costs required for creating a high-quality, safe environment for participating minors
- Appropriate timelines for advertising, recruiting participants, recruiting and vetting qualified staff, training, and creating clear operating procedures for the group
- Seeking guidance from the Youth Programs and Camps Office

Once approved by the appropriate authority, the planners should develop an itinerary detailing proposed activities and tentative locations; they should ensure that all meals, transportation needs, and transitional times are accounted for. The planning entities should seek information

related to contracts to ensure availability, affordability, and safety. Third-party contractors engaging in Covered Program activities like Covered Individuals are required meet the requirements of the REG01.15.13 as a term of their contract, including background checks and training.

## Affiliated Program Compliance Checklist

The following checklist is provided to assist Affiliated Programs in the steps required for compliance with the Youth Programs and Camps Regulation and the Affiliated Programs Standard Operating Procedure. While risk management expands beyond the capabilities of a checklist, Program Directors must complete an online attestation (found at [www.youthprograms.ecu.edu](http://www.youthprograms.ecu.edu)) that these steps are complete:

- Complete program registration on [www.ecu.edu/youthprograms](http://www.ecu.edu/youthprograms)
- Develop participant registration packet that includes:
  - Participants' names, physical address, emergency contacts
  - Relevant medical history (see Medical History)
  - The [ECU Liability Waiver](#)
  - The [media release form](#) (as applicable when recording or photographing minors)
  - Field trip consent forms (as applicable)
  - Scholarship opportunities (all opportunities for scholarships or discounts must be posted if only referenced registration materials, along with selection and notification processes)
- Ensure that each participant registration has no incomplete sections
- Practices for collecting, securing, refrigerating (as applicable) and administering participant/staff medication while on site are established, written, and trained upon
- Establish emergency response and notification procedures
  - Review and comply with the ECU Emergency and Safety Protocols (review the [Office of Environmental Health and Safety Website](#))
  - Make emergency communications and response information accessible to parents whether through letter, handbook, or in-person orientation
- Communicate with your human resources representative about hiring and compensation
- Complete criminal background checks for all Covered Individuals through ECU Human Resources (verify completion through HR or YPCO) (see section on Criminal Background Checks)
- Complete driver's license record checks for individuals responsible for driving minors in University vehicles
- Complete Stewards of Children: Darkness to Light Training with all Covered Individuals once every three years (maintain certificates on file)
- Annually complete and certify the [Protection of Minors on Campus: Recognizing Abuse and Mandated Reporter Training](#)
- Complete and adhere to staff training agenda (review section on Internal Staff Training Topics)
- Complete [Standards of Conduct Agreement](#) with each Covered Individual
- Ensure the Program meets adult to minors ratios disseminated by YPCO for supervision (note: minors must be supervised during "free times")

- Ensure that there are no opportunities for one-on-one staff or participant contact outside of contracted lessons, such as music or sport lessons (see section on Private Lessons)
- Ensure that staff create an updated participant roster and emergency contact list accessible to on-site staff after check-in ends
- Submit program itinerary to the YPCO two weeks prior to the first start date
- Complete a U-Store Registration for collection of payments
- Purchase Accident Insurance for participants and volunteers

## Program Registration with YPCO

After thoroughly preplanning, the organizer should register their event with the Youth Programs and Camps Office (YPCO). Registration is electronic and typically completed by the Program Director; however, the Program Director can also designate a Program Contact to communicate with the Youth Program and Camp Coordinator. In the absence of designation, the Program Director will become the Program Contact. The registration link is located on the [Youth Programs and Camps website](#) under registration. The program registration should be submitted at least 60 days before the commencement of a Covered Program. The YPCO will confirm receipt of the registration, review the program details to ensure safety and compliance, and either approve or deny the program based on compliance with REG01.15.13. If there are any concerns regarding the registration, the YPCO will notify the Program Contact of those concerns.

Each unique program opportunity should be registered. For example, if a program operates throughout the academic year using the same staff and participants in an after-school program, the after-school program and its various sessions only require one registration. If a new session date is created after registration is complete with the same staff but possibly different participants, the Program Contact must submit another registration form.

## Hiring Practices

It is the responsibility of the Program Director or a designee to promote appropriate hiring practices per ECU guidelines for their Affiliated Program staff. New programs should consult with Human Resources and/or their Human Resources representative regarding their recruitment plan. Program Directors should review the links below to ensure their compliance with commonly referenced policies, rules, and regulations:

- [Employment of Related Persons \(Anti-Nepotism\) Policy](#)
- [Notice of Nondiscrimination & Affirmative Action Policy](#)
- [Supplemental Pay for EHRA Employees](#)
- [Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence](#)
- [The Office of Equity and Diversity Website](#)

The Coordinator for Temporary Services in Human Resources can assist groups unfamiliar with short-term employment in identifying employment classifications (ex: student, EHRA non-

teaching temp, SHRA temp, etc.) and clarify the guidelines associated with each classification. It should be noted that staff need to be aware of the related persons policy for both paid and unpaid staff, even if employment is voluntary in nature.

## Background Checks

Per REG01.15.13, Covered Individuals must complete a satisfactory criminal background check (CBC) administered by Human Resources at the start of the Covered Program and returning staff must have criminal background checks renewed every three years. Junior staff (staff under the age of 18) do not require background checks. Background checks must have the following components:

- (a) Statewide felony and misdemeanor check in all states where the person has resided or worked during the last seven years
- (b) Social Security number trace
- (c) National sex offender registry check

If a criminal background check reveals a criminal history, Human Resources and the YPCO will review the results. Convictions involving drug distribution activity or felony possession; sexual offenses, including stalking, crimes of violence, child abuse or other child endangerment charges (including neglect and abandonment); murder; kidnapping; and other crimes of moral turpitude will result in an immediate disqualification of an individual from working with minors. Failure to report a conviction or guilty plea is also grounds for disqualification and termination.

The Coordinator for Youth Programs strongly recommends that programs take on additional vetting practices such as conducting interviews and reference checks. When hiring student staff, employers may consider checking conduct records; this can only be done with the expressed consent of applicants.

## 2019 Cost of Criminal Background Checks

<b>EHRA Faculty</b>	USD 58.44
Criminal Felony & Misdemeanor	unlimited
Federal Criminal	unlimited
National Sex Offender Registry	1
SSN Trace	1
Widescreen Plus National Criminal Search	1
<b>EHRA Non-Faculty</b>	USD 58.44
Criminal Felony & Misdemeanor	unlimited
Federal Criminal	unlimited
National Sex Offender Registry	1
SSN Trace	1
Widescreen Plus National Criminal Search	1
<b>SHRA/CSS New Hire</b>	USD 37.38
Criminal Felony & Misdemeanor	Unlimited
National Sex Offender Registry	1

SSN Trace 1

<b>Temporary/Casual</b>	USD 37.38
Criminal Felony & Misdemeanor	Unlimited
National Sex Offender Registry	1
SSN Trace	1

While these costs reflect the 2019 cost of background checks, in order to allow ECU to continue to serve its communities, HR charges the lowest rate (in 2019 this was \$37.38 per person) for CBCs for all minor-serving program staff to complete background check. Programs will be billed for each CBC completed by Human Resources via the FOAP identified on the [Background Check and Training Spreadsheet](#).

### Initiating Background Checks

In order to initiate CBCs, Program Directors must complete the [Background Check and Training Spreadsheet](#) and submit it to the YPCO as soon as possible. Every Covered Individual must be listed on the employee list, even if the employee is known to have previously been screened. Failure to list employees on the employment list or appropriately send updates on staff changes will result in noncompliance and disciplinary action(s). Once submitted, the YPCO will share the [Background Check and Training Spreadsheet](#) with Human Resources to commence the CBC screening.

It is vital that Program Directors accurately capture identifying information about their staffs. Nicknames, misspellings, or failure to provide complete names may result in a failed CBC. If a background check is failed for these reasons or because an applicant incorrectly identifies their own information, a new background check will be ordered at the expense of the Affiliated Program. Program Directors should request preferred emails and confirm legal names (displayed on social security cards) before submitting these forms.

Once Human Resources screens the [Background Check and Training Spreadsheet](#) employee list for existing background checks, those without a valid CBC on file will receive an email from HireRight prompting them to complete a background check. HireRight is a third-party background screening company contracted by the University and Human Resources Department. Emails from HireRight occasionally get caught in employees' spam folders, so staff should be informed that the email is coming to avoid unnecessary delays. Staff should be aware that HireRight also sends a separate email request for I-9 information (as appropriate). Candidates occasionally mistake the two. Staff should also be notified that HireRight requests sensitive personally identifiable information for the Social Secure trace.

Occasionally, if a staff member incorrectly relays any information, a discrepancy notification will arise. If a discrepancy arises, the YPCO and/ or Human Resources will contact the staff member to request that the staff member complete a Social Security Number verification with Human Resources.



The YPCO and/or Human Resources can provide updates to the Program Director about the status of CBCs; however, it is ultimately the responsibility of the Program Director to ensure that their candidates have successfully completed their CBCs prior to the start of their Covered Program. If an employee or candidate does not complete their CBC before the start of the program, they are prohibited from interacting with minors in a Covered Program setting unless a management plan is in place with the YPCO.

## Insurance Requirements

All Affiliated Programs are required to purchase accident insurance through the Office of Enterprise Risk Management. ECU has organized a multi-group policy through The Hartford insurance company; which runs from April 1-April 1 each calendar year. Each unique event hosted by a department should be separately registered with the Office of Enterprise Risk Management in order to account for variability in participants and volunteers. Groups should avoid “double-counting” the same participants between sessions as they only need to pay for a participant under the policy one time. Bystanders are not covered by this policy. In order to register, Program Directors must email the [ECU Sponsored Camps/ Programs Accident Insurance Participation Form](#) to the current Risk Management and Insurance Program Specialist. Enrollment should be completed prior to the start of the program. After the program, the Risk Management and Insurance Program Specialist will contact the Program Director to confirm participant and unpaid staff numbers. Billing for the policy occurs between February and March at the end of the policy year; FOAPs need to remain active until billed to prevent delays in payment for all organizations. If a program wishes to file an accident claim, the Program Director should contact the Risk Management and Insurance Program Specialist to fill out a [Hartford Claim Form](#).

## Participant Registration

Covered Programs must collect the following information in relation to minors: parent/guardian contact information; parent/guardian home address (must be physical address and not P.O. Box); emergency contact information; relevant medical history (see below); consent for medical treatment (which is a part of the ECU standard liability waiver); and a [ECU Liability Waiver for Minor Participants](#). Program registration materials should further include field trip consents if the group intends to take the participants off-site; forms specific to contracted services (such as liability waivers specifically created for higher-risk activities, like ropes courses); and agreements about parent/ guardian responsibilities. In accordance with the University Schedule, forms associated with participants must be maintained in a secure location (consult with Records Retention Staff if staff cannot find identify a location) for no fewer than five (5) years after receipt. After, all forms should be shredded or destroyed for participant confidentiality and safety after five years unless forms are being used in an on-going investigation. The sections below will provide further guidance for each of the sections of the participant registration.

## Registration Forms

The following forms should be incorporated into the registration packet (as applicable):

- [ECU Generic Minor Liability Release](#)\* required by all Affiliated Programs
- [ECU Photo Release](#)
- Consent for Private, Individual, or 1:1 Lessons
- Tentative daily schedules
- Field trip information
- Program contact information
- Scholarship information/ discount information
- Participants equipment/ money/ snack needs

## Medical History

The depth of medical histories may vary dependent upon the activities and special populations associated with the program. Standard relevant medical histories include:

- Primary care physicians and contact information
- Treatments or medications the participant has been receiving and common side effects
- Disabilities that may require accommodations (please contact Disability Support Services for assistance because accommodations offered at the University may differ from the participant's K-12 settings)
- Allergies and known reactions (ex: sun allergy that causes rash vs. peanut allergy that causes anaphylaxis)
- Special dietary needs
- Other information that the parent would like staff to know (for example, participant is a known sleepwalker)

In addition to medical histories, programs are required to procure signed consent forms for administering medications (whether over the counter or prescribed medications). Participants should be able to self-administer medications as most staff are not trained healthcare providers. Should staff have any questions or concerns about expectations surrounding participant medications, they should consult with Disability Support Services and/or the YPCO. Certain medications, by the nature of those medications, generate added risk for staff and may require a medication management plan. The consent to administer medications should be completed or verified at check-in when the medication is given to staff to prevent confusion in dosage or medication changes. Staff should verify that the medication is in its original prescription bottle with the participant's name on the bottle. Additionally, all personal medication containers should be placed into individual Ziplock bags with the participant's name on the Ziplock and stored in a locked, secure area close to the participant group. Staff should additionally be prepared to refrigerate medication. Medical histories should be kept accessible in the event of a medical emergency. By limiting the number of staff responsible for medications, programs are able to reduce risk.

## Field Trip Permission

When transporting students in any vehicle, parents/guardians should sign a form permitting the program to transport their minor. Program staff should be prepared for travel with an emergency

contacts list, participant medications, and a basic first-aid kit (as applicable). All transportation must occur in University-owned vehicles and never a personal vehicle.

## Parent/Guardian Responsibilities

As a recommendation by the YPCO, each program should create a written agreement regarding the responsibilities of the parents or guardians to meet the expectations of the covered program. These expectations should include information about the pick-up and drop-off procedures (or possible self-transport procedures); disruptive conduct responses; participant expectations; and equipment or gear expectations. For instance, how might a parent contact staff about an early or late pick-up?

## Disruptive Conduct and Financial Repercussions

As mentioned above, the YPCO encourages Covered Programs to communicate their procedures about disruptive conduct with parents in writing so that policies can be referenced as needed. Because disruptive conduct can result in the need to remove a participant for the safety or well-being of other participants, the YPCO further encourages Covered Programs to add communications about financial responsibilities. Financial responsibilities may include policies on forfeiting fees if participants are removed from programs due to behavior or billing information if a participant causes damage charges (example: lost room keys). There may also be special circumstances in which a parent is entitled to a refund, such as when registration cancellation occurs before the Covered Program.

## Program and Site Logistics

### University Resource Protections

Program Directors are expected to ensure that proper controls are in place to account for and protect the resources of the University in the operation of all programs, as well as compliance with all applicable University policies. Resources include money, equipment, space, supplies, data, and any other items used or accessed in the operation of the Affiliated Program.

### Cash Management

Marketplace U-Store is a secure eCommerce tool that enables ECU departments to create shopping carts within their websites for event registration. Summer camps should operate through TouchNet to manage funds when collecting camp fees or collecting damage fees other secured practices that will generate receipts while keeping consumer information secure. Instructions regarding U-Store set up can be found on [ECU's Information Technology and Computing Services: Touchnet eCommerce Tool website](#).

### Scholarships

Camp Directors must first receive approval from their Department Heads/Deans before communicating information about scholarships. Programs offering scholarships must have an application process, submission deadlines, and detailed candidate qualifications. Scholarship recipients should meet all qualifications and complete their application entirely in order to be selected. Staff should beware of the perception of misuse of University resources if participants bear a relationship to camp staff. If a discount is offered to faculty/staff working with the program, the discounts should be applied to all ECU faculty and staff.

Note: When using income as a qualification, programs should consider using [Federal Poverty Level Guidelines](#) issued by the US Department of Health and Human Services to help determine how family size might influence overall need. Programs should never collect tax forms or other forms that contain personally identifying information unless they have received permission from the University's Identity Theft Protection Committee.

### External Contractors

If a company providing services to an Affiliated Program has Direct Contact with participants through the course of providing services to the Affiliated Program, the company shall acknowledge in contract that its authorized agent has read and understands REG01.15.13 and that the company agrees it is responsible for complying with the regulation, including conducting background checks during hiring. Before entering into an agreement with an external contractor, all contracts will be reviewed and approved either by Materials Management or the Office of University Counsel.

### Transportation

Staff should never transport minors without signed permission from a parent/guardian. Further, staff are prohibited from transporting minors in a personal vehicle. Only University-controlled vehicles should be used to transport participants. Staff should never be alone with minors in a vehicle unless the staff member is a parent or legal guardian to the minor. Affiliated Programs that operate University vehicles must comply with the procedures regarding University Owned Vehicles. Program staff who transport minors must have a valid driver's license and a cleared a three-year DMV background check in the states in which the driver was licensed prior to operating any ECU owned, rented or leased vehicles. Driver verification checks must be renewed once every three years if staff are expected to transport minors. Check with your department to see if your Department administers their own driver verification or if it is administered by Parking and Transportation department. Instructions for Parking and Transportation's Central Motorpool are located [here](#). All approved drivers must adhere to state safety and passenger laws and regulations on driver behavior and insurance.

### Overnight Stay

Participants involved in overnight programs should receive individual bed assignments and will not share beds. Minors should never be assigned traditional double bedrooms nor suites with an adult unless the participant is the child of the adult. If adults must share sleeping quarters with minor participants in large room settings (example: large cabins), adult bed assignments should

be separated from minors with adults nearer the door. Each environment presents unique risks; therefore, staff must be vigilant in maintaining separation of minors from staff. And Staff to minor ratios should be maintained throughout the night (see Staff Training section for additional information about ratios). Additionally, Covered Individuals should always have key access to the exterior doors of buildings with multiple locking doors in which participants are staying in order to respond to emergency situations.

## Staff Training

### TEDI BEAR Stewards of Children Training

All Covered Individuals over the age of 18 are required to receive Tender Evaluation, Diagnosis and Intervention for a Better Abuse Response (TEDI BEAR) Stewards of Children: Darkness to Light Training every three years. Staff under the age of 18 should not receive the formal training due to the sensitive nature of the training; however, brochures can be provided to aid in the training of junior staff. Program Directors are required to keep certificates in personnel files as proof of completion. In-person TEDI BEAR trainings are provided free of charge through the TEDI BEAR Children's Advocacy Center located at 2303 Executive Circle, Greenville, NC. Public trainings are offered on a monthly basis ([visit website to view Public Trainings](#)), but Program Directors can schedule group training sessions (as availability allows) with the TEDI BEAR Children's Advocacy Staff. The Program Director can contact Children's Advocacy Center Staff directly at 252-744-8334. The Program Director should reserve a classroom or meeting space for the three-hour TEDI BEAR training. Audio-visual equipment is required.

For Affiliated Programs that do not have an opportunity to hold a group training or access to the Greenville or another TEDI BEAR Children's Advocacy Center, employees can complete the training online for \$10/ person at <http://www.d21.org/education/stewards-of-children/online/>. Program Directors can also pre-pay for groups to complete the online training (Darkness to Light: Stewards of Children Training).

### Mandated Reporter Training

Staff are required to complete an annual mandated reporter training through [Protection of Minors on Campus: Recognizing Abuse and Mandated Reporter Training](#). After completing the self-paced PowerPoint, staff certify completion.

Program staff should also communicate with the Clery Coordinator to determine if their staff require Clery Training.

### Internal Staff Training Topics

Youth program staff should receive annual training (or on-boarding if program is continual) on the following topics:

- a. Orientation: facilities including lights, first aid kit, technology, restrooms, etc; each other; and the schedule

- b. Responsibilities and expectations: monitoring and supervision ratios; bed checks or entry into participant's rooms and locker room procedures; appropriate boundaries and professionalism; and professionalism.
- c. Policies, procedures, and enforcement: procedures for drop-off and authorized pick-up (or self-transport); medicine collection and administration; personal care times (maintaining separation from minors); standards of conduct; and disciplinary concerns regarding minors.
- d. Appropriate crisis/emergency responses when on or off University Property: this includes providing local emergency response numbers; accident or emergency procedures; highlighting safety features within the University such as blue lights; ECU Alerts; and the intercom alert system; reviewing adverse weather procedures (for example: what to do if it starts thundering when you're supposed to be walking between buildings)
- e. Safety and security precautions: this encompasses reminders about not propping doors; using discretion when walking at night; escorting minors across busy streets; and more.
- f. Confidentiality issues involving youth: these include issues related to medical accommodations; program scholarship status; and personal information shared on a need-to-know basis.
- g. Child abuse prevention, abuse awareness, and mandated reporting: reviewing policies for prevention as well as protocols for the area (see section on Mandatory Reporting of Child Abuse or Neglect)

Below, YPCO standards for several of these topics are expanded upon. As programs examine their itineraries, procedures unique to their activities will arise (for example: boating safety).

## Ratios

Staff are required to maintain appropriate standards of supervision; which are determined by the needs of the participants in the group. Programs that serve special populations, such as participants with cognitive disabilities or critical illness, should consider whether additional support is needed.

*Standards for residential (overnight) camps and programs are:*

- One staff member for every five participants ages 4 and 5
- One staff member for every six participants ages 6 to 8
- One staff member for every eight participants ages 9 to 14
- One staff member for every ten participants ages 15 to 17

*Standards for non-residential camps and programs are:*

- One staff member for every six participants ages 4 and 5
- One staff member for every eight participants ages 6 to 8
- One staff member for every ten participants ages 9 to 14
- One staff member for every twelve participants ages 15 to 17

Although the ratios are divided into groups of participants per one staff member, program staff should strive for at least two Covered Individuals at every site. There should never be one-on-one contact with participants unless otherwise agreed by lawful parent/guardian. Likewise, a Covered Individual should never enter a participant's overnight space, restroom facility, or similar location without a secondary Covered Individual.

### Special Populations

The YPCO recommends basic training regarding the needs of special populations for staff unfamiliar with the special populations that they serve. For example, staff supporting a camp that serves minors with diabetes should receive a foundational training on the needs of their group, including symptoms of distress or medical concerns.

### Private Lessons

Parents and guardians should sign agreements in their participant registrations for private lessons. Private lessons should be held in easily viewable areas, such as rooms with windows built into the door. When this is not possible, doors should be propped open to allow for additional visibility. The environment should remain easy to disrupt, meaning that doors should be unlocked, and lessons should occur when the building is open.

### Mitigating Risk of Inappropriate Conduct

There are times and situations in which staff can be proactive in order to reduce the risk of inappropriate conduct. Each program presents unique risks. As a result, staff should discuss beforehand processes for:

- Escorting groups of participants to the restroom to avoid one-on-one contact
- Ensuring that minimally two staff members are present during vulnerable times, such as shower/ locker room times
  - Note: participants pose risks to one-another's safety as well
- Removing any window coverings or blinds throughout the duration of the program
- Do not allow opportunities for staff to inadvertently be alone with program participants (for example, in vehicles)
  - If needed, call another covered individual or parent so that the participant is not alone with the staff member

### Staff Conduct

Staff should review the [Standards of Conduct](#) for general employment expectations. The Program Director should create additional expectations related to staff communications, dress codes, and professional behaviors in their unique program environment(s). This would be a good time to address what supervision looks like while traveling between buildings, during rest periods, and during overnight stays. Staff should always remain aware of role modeling behaviors (ex: smoking) and capable of responding to any situation when supervising staff. The [Standards of Conduct](#) forms should remain as a part of the staff personnel files.

During Staff Conduct Training, staff should emphasize the expectations for cell phone use, including prohibited communication with campers in private settings (such as text messaging), and not photographing minors unless for promotional purposes with explicit consent.

### Additional Personnel Forms

All staff should fill out a Health History (similar to the health histories of the participants), a request for emergency contact Form, and a [Photo or Media Release](#) (if the group is considering documenting any of the activities for promotional materials).

### Emergency Procedures

Each staff shall create an emergency procedure for:

- Adverse weather procedures advising when and where to seek shelter or when to cancel activities, including procedures for extreme heat/ cold (based on the heat index/ wind chill when groups participate in outdoor recreation), pop-up thunderstorms, tornadoes, and hurricanes
- Who to call for medical emergencies
  - Staff need to be aware of the physical address for off-site locations
- Protocols for who should notify emergency contacts and when during an incident
- Suicidal thoughts or actions
- Alcohol, drugs, weapons, and other prohibited items procedures
- Who to contact for maintenance concerns
- Reporting incidents
- Suspected child abuse or neglect (see below section titled reporting)

### Mandatory Reporting of Child Abuse or Neglect

Per NC Legislation ([§ 7B-301. Duty to report abuse, neglect, dependency, or death due to maltreatment](#)) any person or institution having reason to suspect that a child is abused or neglected shall report it to the proper authorities. The North Carolina Department of Social Services defines child abuse as, “the intentional maltreatment of a child and that can be physical, sexual, or emotional in nature,” and defines child neglect as “the failure to give children the necessary care they need.” Additionally, all staff or volunteers who are associated with ECU programs are mandatory reporters and are expected to report abuse immediately.

Camp staff should never directly question or solicit information from any child suspected of having been abused or neglected, nor the person suspected of inappropriate behavior. Suspected child abuse or neglect must be reported to the Pitt County Department of Social Services at 252-902-1110 or 252-902-1111. Please be ready to provide identifying information and the whereabouts of the child. For abuse or neglect in other NC counties, please visit [The Local DSS Directory](#) to determine the appropriate Department of Social Services.



For instances in which the immediate welfare of a child is at risk or for situations in which a crime has occurred, contact ECU Police or law enforcement for the jurisdiction in which the abuse is suspected to have occurred. If there is a medical emergency or if the jurisdiction is not known, please dial 911.

If an incident of abuse or neglect is alleged to have occurred at or during an ECU youth program or activity, the program director shall first notify DSS or the police (who will notify DSS), and then the parents or legal guardians of the alleged victim.

Program staff may notify their leadership team of the allegations if notification does not interfere with an investigation. Staff may need to move to a next level of program management notification in such incidents. After reporting concerns, the YPCO must be notified. Notifying the YPCO does not relieve staff of the duty to report to other University entities or law enforcement.

For additional help with reporting child abuse and neglect or to speak with a counselor, contact Childhelp® at 800.422.4453. Note: Reporting suspected child abuse is a protected activity and it is illegal to retaliate against any person who has made such a report in good faith.

## Disruptive Conduct

Each staff should train on communicating behavioral expectations and the program's disruptive conduct philosophy. These same expectations should be communicated to parents/guardians (see above regarding registration). Examples of outcomes include pulling a participant from the activity and asking them to sit to the side; sending a note home; phoning parents/guardians; sitting down for a group meeting, etc. Staff should be aware that certain types of conduct can result in the participant's immediate removal from the program and the process involved with removing a participant.

## Parent/Guardian Obligations

Staff should be trained on the procedures of participants being checked into and out of the program site. This includes outlining procedures for who is permitted to transport participants. Staff should create a separate procedure for participants who self-transport. There should also be a procedure for a late drop-off and the repercussions of late parent/guardian pick-ups. Or can a participant self-transport? Likewise, staff should be informed of what to do if a participant is improperly prepared for the program activities.

## Orientation

Each program shall devote adequate time to orientation for campers and parent/ guardians. Orientation should include information about:

- General facilities (restroom locations)

- Emergency procedures
- Applicable program policies
  - Health and hygiene
  - Cell phone/ electronics policies
  - Curfews
  - Visitation policy
  - Drugs, alcohol, and tobacco
  - Dress codes
  - Tampering with fire equipment
- How disruptive conduct will be addressed
- How to contact your child during camp

Orientation should occur at the start of each new camp session.

## Documenting Unique Situations

Should any situations or emergencies occur during or surrounding an affiliated program, staff should document as much information as possible about the incident. The Program Director should keep record of:

- The impacted participant's name
- What day and time the accident happened
- What was occurring when the injury occurred
- Who was present during the accident
- How staff responded
- Who was notified (Parents, YPCO, emergency medical services, etc.)
- Was the participant offered the opportunity to use the accident coverage insurance (note: the Program Director should contact the Risk Management and Insurance Program Specialist to fill out a [Hartford Claim Form](#))
- Was the participant able to return? If no, is a refund applicable?

Staff are expected to notify the YPCO of any major situations, including times when ECU Police or emergency medical services are contacted. Additionally, staff are expected to inform the YPCO of situations of alleged Prohibited Conduct as defined by ECU's Interim Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (REG06.40.03), including sexual assault, offensive touching, sexual exploitation, stalking, etc.

## Noncompliance and Sanctioning

The Youth Programs and Camps Coordinator has the right to complete site visits or request documentation regarding records for all Covered Programs. Especially serious, repeated or multiple violations of this policy by a Covered Program may constitute cause for the YPCO to sanction groups, including, but not limited to, limiting the Covered Program's access to the University or University resources, probation, or suspension from any and all association with the University. When recommending sanctions against a Covered Program, the YPCO shall

state, in writing, the reason for such recommendation(s) and copy the Program Director, Authorizing Authority, the Vice Chancellor for Student Affairs and Provost.

Before acting on such recommendation(s) the YPCO shall provide the Covered Program the opportunity to, in writing, respond to the proposed sanctions. Such responses must be provided to the YPCO no later than 15 calendar days after the Program Contact receives notice of the recommendation. The Vice Chancellor for Student Affairs/Designee shall consult with the Provost/Designee to reach mutual agreement on what action or sanction, if any, is in the best interests of the University and the youth participating in the Covered Program. After such consultation, the joint and unappealable decision of the Vice Chancellor of Student Affairs/Designee and the Provost/Designee shall be provided to the Covered Program.

Authorized University Officials retain the right to take immediate action as necessary to protect youth, staff, volunteers, employees, and other persons associated with a Covered Program and to enforce University policies and procedures and protect property. This includes taking immediate action to sanction or limit program operations. After such action is taken, the Covered Program retains all the rights of review set forth above in this Regulation.