

# Youth Programs Policy Manual

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## Introduction

These policies govern University of Iowa programs that include participants who are under the age of 18 and who are not accompanied by a responsible adult.

Both residential and non-residential programs are included, as are programs that take place off campus or at branch locations such as Iowa Lakeside Labs. For example, a program that brings students to campus for an overnight stay would be covered. A museum program in which parents leave children on campus to participate is covered. A program that involves elementary school students visiting the Natural History Museum with a teacher are not covered. Hawkeye visit days, which involve students visiting campus with parents or guardians to preview our programs, are not covered.

All youth programs must abide by the Youth Programs Policy Manual. Due to their unique nature, athletic camps run by the University of Iowa Department of Athletics are excluded from this manual.

## Organization

The Office of the Executive Vice President and Provost exercises ultimate authority over youth programs. All youth programs must be registered with the Provost and Executive Vice President or delegate. Each program shall have a designated program director whom is responsible for ensuring policy compliance, for updating contact information, and for registering with the Office of the Provost. The program director shall report to a Vice President through an appropriate organizational unit. Each organizational unit shall appoint an administrator who will be responsible for that unit's youth programs.

It is the responsibility of the organizational unit to which the program reports to monitor and to ensure such compliance with this manual.

The Director shall administer the program and coordinate internal and external communication. The Supervisor may be the same person as the Administrator.

## Proposals for new camps

Camps that are to be affiliated with The University of Iowa must be proposed by a fulltime faculty or staff member. Applications should be submitted to the Administrator in the appropriate organizational unit. A proposal for a new camp must be approved by the organizational unit that will supervise the camp, by the risk management committee, by the appropriate Vice President and by the Provost before the camp can be advertised or opened.

## Risk Management Committee

The risk management committee shall be appointed by the Executive Vice President and Provost, and may consist of representatives from:

- Representatives from the Directors, on a rotating basis
- The Office of the Provost
- General Counsel's Office
- Office of Risk Management
- Housing
- Public Safety
- Student Health
- Business Office

This committee shall:

- Develop and distribute the Youth Program Policy Manual
- Review campus policies for sponsored youth programs
- Provide advice on liability waivers
- Review programs on a periodic basis and assess the need for revision in existing guidelines by reviewing
  - Incidence of participant injury and illness;
  - Unfavorable events and situations;
  - Issues reported by staff;
  - Changes in legal requirements and legal issues experienced at other institutions
  - Any activities that present unusual problems or concerns.
- Identify what types of incidents must be reported and to whom they must be reported.
- Convene meetings with program directors as appropriate.

## Responsibilities of the Director

- Crisis preparedness
  - Prepares an inclement weather protocol
  - Prepares for emergency medical care plan
- Health and Safety
  - Coordinates a review of participant and counselor health histories by University medical staff
  - Assures individuals with special needs (medical, physical, other) are identified and made known to camp administrators
  - Monitors the pre-camp inspection of the facilities and equipment and that inspections are documented periodically by the appropriate staff; Assures facilities are safe and in good condition
  - Assures drinking water and toilet facilities are available at off-campus sites
  - Assures emergency medical services are available
  - Maintains an injury, illness, and incident log including:
    - Names of participants involved
    - Nature of the injury, illness or incident

- How it occurred
- Emergency action taken
- Other actions taken including parent notification (if applicable)
- Narrative section to expand in detail including the name(s) of the staff involved and the action taken by each during and after the event
  - Retains all permission slips, medical forms, consent forms, and emergency contact information, assuring that appropriate forms are signed by the participant and parent or guardian prior to allowing the participant to engage in activities
  - Assures appropriate and expeditious action is taken for rule violations or other unacceptable behavior
  - Assures participants are appropriately supervised
  - Performs appropriate notification about incidents
- Communication
  - Retains emergency contact information for parents/guardians
  - Coordinates emergency contact with parents/guardians and campus crisis communications
- Training and orientation
  - Oversees the orientation and training of camp counselors
  - Prepares and ensures delivery of an orientation for participants
  - Assures sufficient time is allocated to the participant orientation and employee training programs

## Required Policies

### Cash Handling Procedures

Each program shall have a written cash handling procedure that complies with all University processes and regulations. (<http://www.uiowa.edu/~cashhand/index.html>)

### Criminal Background Checks

Programs will conduct an annual criminal background check on each person who works directly with children or who would be alone with children in the course of the job; this check must be completed before the person is allowed to participate materially in any youth program. This includes both paid employees and volunteers. Programs should identify which positions will require criminal background checks and which will not. For example, a volunteer invited to speak to a group, but who will not interact with children alone, may be exempt from such a background check. Programs should develop a list of disqualifying offenses and mitigating circumstances in evaluating the information from a criminal background check. Employment application forms should reflect the requirement that a background check be performed. Before taking adverse employment action on the basis of a report of criminal history, employers are obligated to provide the applicant with a copy of the report and an opportunity to respond/explain the history.

Note that faculty and graduate students do not routinely undergo criminal background checks as part of their University employment.

## Incident and Accident Reporting

Programs will have clearly defined policies for reporting incidents and for maintaining records of such reports. Incidents to be covered by the policy include sexual misconduct, injuries, illnesses, law violations, Code of Student life violations, and bill and cash handling issues. Incidents that involve a violation of University of Iowa policies must be reported to the administrator. Potential violation of local, state, or federal laws must be reported to the University of Iowa Police and the Administrator. The Administrator shall under both circumstances inform the appropriate Vice President. All incidents of sexual misconduct must be reported as specified by the University Policy on Sexual Misconduct; child abuse must be reported to the proper authorities as required by University policy and State of Iowa Code.

## First Aid/CPR/Bloodborne Pathogens training

All camps shall have clearly defined procedures for managing situations requiring first aid, minor medical care, and medical emergencies. Consistent with the recommendations of the American Camp Association, at least one or more fulltime staff member(s) shall be certified in Standard, Community, or Basic First Aid and Bloodborne Pathogens training with age-appropriate CPR if access to EMS is 30 minutes or less (<http://www.acacamps.org/accreditation/firstaidcpr>). All camps with access to EMS greater than 30 minutes must have at least one or more fulltime staff member(s) certified in wilderness first aid and age-appropriate CPR. Participants should be informed about procedures regarding injuries, medical care and medical emergencies; participants should know which staff member is first-aid/CPR and Bloodborne Pathogens certified.

## Emergency Preparedness Requirements.

Programs shall provide information to participants in preparation for bad weather or evacuation. (<http://www.uiowa.edu/~our/opmanual/ii/22.htm>)

## Orientation requirements for participants

All programs shall provide an orientation for participants. Topics to be covered will include:

- Camp Rules and Regulations
- Discipline procedures for participants
- Facilities that are off limits and activities that are not permitted
- Camp harassment policy (hazing, harassment, sexual misconduct)
- Policy on alcohol and illicit drug consumption
- Camp security
- Emergency evacuation procedures

- Inclement weather program
- How to report injury or illness
- How to report a hazard
- How to report other concerns

## Pick Up and Drop Off Locations

Day camps shall provide for safe pick up/drop off locations; these locations shall be clearly communicated to parents and guardians. These locations shall be supervised by a camp employee. In areas designated as pick up/drop off sites without adequate parking, parents should be reminded that stopping and double parking in the traveled portion of a street is illegal and unsafe. If adequate legal parking space is not readily available, they may be required to park farther away and walk to pick up their child and escort them to their vehicle.

## Staffing

The appropriate Counselor to participant ratio of 1:10 for age 15 and older, 1:8 for age 11-14, and 1:6 for age 8-10 shall be maintained. One on one contact between one program participant and one program employee should be minimized; to the extent possible, a program participant should not be alone with a program staff member.

## Reference Checks

When possible, all volunteers and employees should provide references before being employed by the program. The Director is responsible for checking references to ensure that the person has the appropriate background and skills to contribute to the program.

## Crisis Management

The Office of Strategic Communication and Marketing (OSCM) is the primary point of contact for media inquiries. In the event of a crisis, all communication with external constituents, excluding parents, guardians and participants, should be coordinated with OSCM. Programs should have a clear protocol for handling communications with parents and guardians and participants in the case of a crisis. Parents and guardians should be informed about who to contact regarding their children in a crisis situation.

## Liability Waivers

Directors shall maintain copies of appropriate liability waivers. All waivers used by the program shall be approved by Risk Management.

## Contact Information

Each program shall distribute (in hard copy or on a website) to its employees, volunteers, and participating families an outline of the reporting structure for each program, to include:

- Contact information for the program director (Director)
- Contact information for the program director's direct supervisor (Supervisor)
- Contact information for the administrator in each organizational unit who has been assigned responsibility for the Unit's youth programs (Administrator)
- Contact information for the Vice President or designee to which the unit reports (VP)
- Contact information for the Office of the Provost.
- Contact information for University Police.

## Appendix A: Medical Protocol

1. All camps shall have clearly defined procedures for managing situations requiring first aid, minor medical care, and medical emergencies.
2. Prior to the start of camp, all camps shall require participant's parent(s)/guardian(s) to complete a medical information form and encourage completion of a consent for treatment form. No camp will allow a student to participate in activities without a completed medical history form. This information should accompany the camper when seeking medical care unless it is an emergency.
3. All camps must have at least one or more fulltime staff member(s) trained in appropriate first aid level, age-appropriate CPR, and Blood Borne Pathogen training. (see <http://www.acacamps.org/accreditation/firstaidcpr> for certification process)
4. All camps are required to inform participants about procedures regarding injuries, medical care, and medical emergencies.
5. All camps must inform all participants which staff member(s) is/are first-aid/CPR and Blood Borne Pathogens certified.
6. All camps will retain detailed documentation of injury/illness to participants. At a minimum the following information will be collected and reported to Director of Youth Programs in addition to any other appropriate University unit requiring information:
  - a. Names of participants involved
  - b. Nature of injury, illness, or incident
  - c. How it occurred, date, and time it occurred
  - d. Emergency action taken
  - e. Other actions taken including parent notification
  - f. Narrative section to expand in detail including the name(s) of the staff involved and the action taken by each during and after the event

## Appendix B: Discipline Protocol

1. All camps shall have clearly defined procedures for managing situations requiring student discipline.
2. Prior to the start of camp, all camps shall require the participant and the participant's parent(s)/guardian(s) to complete an agreements form. No camp will allow a student to participate in activities without a completed agreement form.
- 3 All camps are required to inform participants about procedures regarding program rules including reporting, discipline action, rights, responsibilities, and definition.
4. All camps are expected to respond expeditiously to reported rule violations.
5. All camps are expected to protect due process rights of students.
6. All camps are expected to take appropriate action in response to rule violations. Sexual misconduct, harassment, discrimination, suspected child abuse, and potential violation of local, state, or federal laws have specific reporting protocol that must be followed.
7. All camps are expected to make available necessary resources to protect alleged victims.
8. All camps will retain detailed documentation of disciplinary actions to participants. At a minimum the following information will be collected and reported to Director of Youth Programs in addition to any other appropriate University unit requiring information:
  - a. Names of participants involved
  - b. Nature of rules violation
  - c. How it occurred
  - d. Action taken to protect the alleged victim
  - e. Action taken to discover facts
  - f. Disciplinary action taken
  - g. Other actions taken including parent notification
  - H. Narrative section to expand in detail including the name(s) of the staff involved and the action taken by each during and after the event

## Appendix C: Incidents and Accident Reporting Protocol

The Youth Programs Policy Manual list a number of incidents that require reporting and maintaining records of reports. This list includes: accidents; bill and cash handling issues; child abuse; Code of Student Life violations, injuries, law violations, and sexual misconduct. All camps will retain detailed documentation of incidents and accidents. At a minimum the following information will be collected and reported to Director of Youth Programs in addition to any other appropriate University unit requiring information (see additional reporting requirements below):

### Incidents log/Dated

- a. Nature of incident (examples: cash handling issue, room issue, hazard, fire alarm, or flood in laundry)
- b. How was incident discovered
- c. How was incident addressed
- d. Current state of incident (resolved, still being investigated, etc.)
- e. Narrative section to expand in detail including who was incident reported to

### Accidents/Property Loss/Physical Injury

Any incident that may involve a claim or be covered by insurance (e.g. property damage or loss to a University facility or equipment, physical injury to staff or participant, or vehicle accident) shall be reported to Risk Management. The appropriate forms along with when to use which form can be found on the [Risk Management Forms page](#).

### Child Abuse

Child abuse MUST be reported to the proper authorities as required by University policy and State of Iowa Code. All staff of Youth Programs are mandatory reporters. Call the Child Abuse Hotline at 1-800-362-2178. Please be ready to provide identifying information and the whereabouts of the child. You may remain anonymous. If you believe the child is in imminent danger, CALL 911 immediately. Download the Guide for Mandatory Reporters in [Adobe PDF format](#).

### Crisis Management/Media Inquiries into Incidents

Direct all media inquiries to The Office of Strategic Communication and Marketing in the event of a crisis. In the event of a crisis, all communication with external constituents, excluding parents, guardians and participants, should be coordinated with OSCM. Programs should have a clear protocol for handling communications with parents and guardians and participants in the case of a crisis. Parents, guardians, participants should be informed about who to contact regarding their children in a crisis situation.

### Harassment and Discrimination

All incidents of harassment and discrimination MUST be reported as specified by the University Policy on Harassment and Discrimination. It is important for you to inform participants that you are a mandatory reporter in such cases and that confidentiality should not be assumed. You can provide a participant with a list of confidential resources (see <http://www.uiowa.edu/homepage/safety/confidentiality.html>).

### *To File a Complaint*

In most cases, complaints may be filed on an informal or formal basis. The goal of an informal complaint is to remedy the conflict and restore a positive work/academic environment or determine a resolution which effectively stops the behavior. With a formal complaint, an investigation is conducted to establish whether there is a reasonable basis for believing that a violation of University policy has occurred.

To file a formal complaint, contact one of the following:

- Equal Opportunity and Diversity (319) 335-0705
- Office of Student Life (319) 335-3557

To file an informal complaint, contact one of the following:

- Dean, director or departmental executive officer
- Unit human resources representative
- Equal Opportunity and Diversity

To file a criminal complaint, contact:

- University of Iowa Police

Note: When making a formal, informal, or criminal complaint, do not assume confidentiality. For more information, see the page on Confidentiality.

### Sexual Misconduct

All incidents of sexual misconduct MUST be reported as specified by the University Policy on Sexual Misconduct. The UI Sexual Misconduct Response Coordinator serves as the contact person for students making formal complaints about sexual misconduct, stalking, and/or domestic violence.

Monique DiCarlo  
(319) 335-6200  
[Monique-dicarlo@uiowa.edu](mailto:Monique-dicarlo@uiowa.edu)

### Violations of Iowa policies and local, state, or federal laws

Incidents that involve a violation of University of Iowa policies MUST be reported to the Administrator. Potential violation of local, state, or federal laws MUST be reported to University of Iowa Police and the Administrator. In both instances, the Administrator shall inform the appropriate Vice President.

## Appendix D: Extreme Weather/Hawk Alert Protocol

1. All camps shall have clearly defined procedures for managing extreme weather events and Hawk Alerts.
2. All camps must inform students about extreme weather and Hawk Alert procedures including how to contact the Director if a participant becomes separated from the group.

### Sample Procedures (Tornado)

1. Remain calm. When a tornado warning is sounded (it will be a long steady whistle/horn noise), all participants must proceed to the directed tornado shelter in the building they are in. If you are not in a building and one is nearby, proceed to the nearest building and take shelter if time permits. If no building structure is around, find the nearest low level land and lie down protecting your head.
2. Staff should conduct a roll call of all participants and report back to the camp Director to verify all participants are accounted for in shelters if events permit.
3. Participants should be provided Director's phone number. Participants should locate the nearest shelter and seek cover. After seeking cover, the participant should call the Director if they are not with a staff member and have not been accounted for in an official roll call if events permit.
4. After the warning has passed, all participants should be accounted for. In debate we establish the dorm as our meeting place and conduct a quick room check to verify all students are counted.
5. Advise participants to call home to inform parent(s)/guardian(s) that they are well.

### Sample Procedures (Heat Advisory)

1. Inform participants a heat advisory is in effect for that day.
2. Provide detail about how a person can stay hydrated and cool during this period. Provide information about drinking water and avoiding fluids that speed dehydration. Warn against long exposure to the outside elements. Be sure to schedule breaks for rehydration purposes.
3. Provide information about symptoms of dehydration.
4. If activities will occur off site, the camp will provide or ensure participants have access to drinking water.

### Sample Procedures (Hawk Alert)

1. Remain calm. There are a number of reasons for Hawk Alerts. Listen to the message closely and follow the details. Many Hawk Alerts are for information purposes, some will alert to more serious events and require action.
2. The Director will inform all staff if a Hawk Alert is issued to assure staff and participants are aware of all alerts. This will require staff to be able to be contacted.

3. If extreme measures for safety are required, staff will comply with all University Public Safety orders.

4. The Director will inform all staff when an alert has expired.

5. If an alert occurs during a transition period and students are not in direct supervision of staff, all staff will conduct a roll call upon convening class/program and report to the camp director.

#### Sample Procedure (Missing Student)

1. Remain calm. Conduct a roll call at the beginning of each session. If a student is not accounted for, ask if anyone has seen the student. If no one knows of the student's whereabouts, wait 10 minutes to see if the student shows up for the event.

2. After 10 minutes, call the Director to report a student missing. If you have set up a location for students who do not know where to go can meet until a staff member arrives and helps them out the Director should be able to assist the student in finding your location. If the student is not there, the Director can check other classrooms and the student's dorm room to locate the student. If none of these options work, the Director should have phone numbers available to call to locate the missing student.

3. If all of these efforts fail, the Director will contact Public Safety and report a missing student.

It is easier to prevent these events by ensuring students know their schedules, have a location to meet if they are lost, staff has direct access to student's phone, students are provided access to the Director's phone in case of emergency.

#### Sample Procedure (Winter Weather-cancellation)

1. Monitor the weather and cancel the camp if there are travel advisories in the area. If campers arrive and then the weather deteriorates there is a risk the parent will be unable to safely pick up the student. This would create a situation of housing the campers overnight.

2. Follow the actions of local area school districts.

3. All programs are cancelled if the University cancels services due to weather.

4. Be prepared to make this decision early enough to contact all participants. Plus, contact local radio stations, TV stations, and other broadcasters listing the program as cancelled.

#### Sample Procedure (Winter Weather-early dismissal)

1. Follow the actions of the local area school districts. If campers arrive and then the weather deteriorates there is a risk the parent will be unable to safely pick up the student. This would create a situation of housing the campers overnight.

2. All programs are cancelled if the University cancels services due to weather.

3. Contact all parents of participants announcing the early dismissal of program. Plus, contact local radio stations, TV stations, and other broadcasters listing the program as early dismissal.

## The University's Extreme Weather Protocol

### CHAPTER 22: EXTREME WEATHER PROTOCOL

(President 3/18/91; amended 9/93; amended 12/01; amended 4/11)

#### [22.1 General Policy](#)

#### [22.2 Procedure for Postponing or Canceling University Activities](#)

#### [22.3 Attendance during Extreme Weather Conditions](#)

##### 22.1 GENERAL POLICY.

(4/11)

Whenever possible, the University continues to function during inclement weather. Regularly scheduled classes meet to the extent that students and faculty are able to travel to campus and attend classes. Units of the University providing essential services must remain open and in operation. These include University Hospitals and Clinics, Dental Clinics, Public Safety, University Housing and Dining, State Hygienic Laboratory, and Facilities Management. Staff in these units will be expected to make every reasonable effort to report to work. Administrative functions on the campus continue to the extent that faculty, staff, and administrators can travel to and conduct business on campus. Individuals should use good judgment and avoid serious risks in traveling to campus or in attending classes.

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##### 22.2 PROCEDURE FOR POSTPONING OR CANCELING UNIVERSITY ACTIVITIES.

When weather conditions are so extreme that central administration decides it is necessary to postpone or cancel any University activity, the public will be notified as follows: the Director of University News Services will inform the relevant administrators in The University of Iowa Hospitals and Clinics, College of Dentistry, Oakdale Campus, Office of the Executive Vice President and Provost, and Continuing Education and make a public announcement on the status of University activities except for announcements concerning the University Hospitals and Clinics and the University Dental Clinic which will be made by the UIHC Joint Office for Marketing and Communications and the College of Dentistry. If cancellations are to be announced, care will be taken to make a public announcement at the earliest possible time.

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##### 22.3 ATTENDANCE DURING EXTREME WEATHER CONDITIONS.

(12/01)

University employees will be expected to make every reasonable effort to report to work as scheduled, even in severe weather conditions. When provided advanced warning, employees are expected to anticipate difficulties and delays in transportation. Upon evaluation of their individual circumstances, employees are expected to make reasonable judgments to avoid serious risks when traveling to and from work. Employees are encouraged to actively communicate with their supervisor or other proper authority regarding their timeliness and attendance during extreme weather conditions, in order to assure proper staffing. When delayed, employees may be expected to report to work as soon as they become available,

unless otherwise excused by their supervisor, in order to meet operational needs. Supervisory staff are expected to utilize their discretion reasonably and humanely in relation to this policy.

Absences due to severe weather conditions may be addressed in the following manner, as applicable:

- a. Employees may be authorized to perform work at home or an alternate location, to the extent such is available, practical, and feasible, and provided appropriate accountability.
- b. Employees may be authorized to make up the time absent through an alternate work schedule within the same work week.
- c. Employees may utilize accrued compensatory time (merit) or accrued annual leave (vacation), if available, to remain in pay status, or be placed on leave without pay.
- d. Employees covered by a collective bargaining agreement should refer to their bargaining agreement for any additional terms or conditions provided therein.

(See also [III-22 Absences](#).)

## Appendix E: Orientation Protocol

1. All programs shall provide an orientation for participants. Topics to be covered will include:

- Camp rules and regulations
- Discipline procedures for participants
- Facilities that are off limits and activities that are not permitted
- Camp harassment policy (hazing, harassment, sexual misconduct)
- Policy on alcohol and illicit drug consumption
- Camp security
- Emergency evacuation procedures
- Inclement weather program
- How to report injury or illness
- How to report a hazard
- How to report other concerns