The operational risk management assessment tool includes those basic administrative practices that relate to producing a safe and protective environment for minor participants and staff. The assessment tool includes a list of measures that address emergencies, protection of participants, and other areas of risk management and strategic planning for youth programs.

**ON – SITE DIRECTOR**

Does the on-site director for day and overnight programs have previous administrative or supervisory experience in an organized youth program working with minors?

**FACILITIES AND EQUIPMENT**

Does the youth program check the conditions of the facility, equipment, vehicles, grounds and activity areas for safety prior to the start of the event?

**INSURANCE COVERAGE**

Does the youth program have applicable insurance coverage in place that addresses:

- required amounts ($25,000.00) for health and accident coverage, and for
- required amounts ($1,000,000.00) for sexual abuse and molestation coverage

**JOB DESCRIPTION**

Does youth program staff have job descriptions available for review regarding their roles, expectations and responsibilities as part of the program?

**STAFF ORIENTATION**

Does the program have pre-program orientation for all program staff directly involved in programming and program participants supervision that includes at least the following topics:

- program purpose, focus, mission and intended outcomes
- developmental needs of program participants to be served
- objectives, safety considerations and operating procedures required for program activities
- behavior management and program participants supervision techniques to create a physically and emotionally safe environment
- clear expectations for staff performance and conduct
- recognition, prevention and reporting of child abuse, and
- emergency procedures and the role of staff in implementation
SUPERVISOR TRAINING

Does the program provide written guidelines and specific training for supervisors to help them:

☐ monitor performance of staff and;
☐ tools to identify, reinforce, or correct staff behavior

MANDATORY REPORTING

Does the youth program require staff to report incidents of alleged abuse or neglect of a minor participant that may have occurred on site or off site?

STAFF TO CAMPER RATIO

Does the program have written policies or procedures that identify required staff to camper ratios as recommended by The American Camp Association?

OPERATING PROCEDURES

Has the youth program developed written operating policies and procedures for:

☐ minor participants of the youth program and,
☐ staff assisting with the youth program prior to assuming responsibility for minor participants

WEATHER EMERGENCIES

Does the youth program have written site specific emergency procedures established to respond appropriately to foreseeable emergencies, including:

☐ natural disasters, weather emergencies, and
☐ building and site evacuations necessary to such events

EMERGENCY COMMUNICATION PROCEDURES

Does the program have written emergency communication procedures, reviewed with staff that specify:

☐ a protocol of communication from staff to program administration, health and community emergency services as appropriate (e.g. health, law enforcement)?
☐ procedures for contacting parents or guardians of minor participants, and
☐ procedures for communicating with the media

MISSING PERSON

Does the program have written search and rescue procedures for missing, lost or runaways, and has staff be trained on their responsibilities to implement those procedures?
TRANSPORTATION INFORMATION TO PARENTS

Are parents and guardians of minor participants provided with written information that includes: ☐ ☐
  o pick-up and drop off times
  o sign in/sign out procedures
  o safety procedures
  o a practice for communicating changes to normal p/u drop off times

HEALTH HISTORY

Does the youth program receive from each minor participant a current signed health history, ☐ ☐
requesting all the following information?
  o Parent contact information
  o description of any program activates a minor participant should be exempted for health
  o related concerns
  o past medical treatment, if any
  o allergies, dietary restrictions,
  o immunizations, including date of last tetanus shot,
  o current medications
  o description of any current physical, mental or psychological conditions requiring medication,
    treatment
  o or activity restrictions

MEDICAL PROVIDER

Does the program have a qualified health-care provider on-site to provide health care support for ☐ ☐
reasonably anticipated illnesses or injuries?

SPECIAL MEDICAL AND HEALTH NEEDS

In order to meet special needs of minor participants, does the program have the following ☐ ☐
resources available:
  o a system for evaluating the programs ability to meet the needs of minor participants with
    special needs, and;
  o information regarding health management practices available to consumers for education on
    the programs approach to medical concerns
MEDICAL LOG

Does the youth program have a bound medical log or record keeping system that list child name, listing date, camp health officer and treatment prescribed? □ □

MEDICATION MANAGEMENT

Does the program require all medication to be locked in a secured location by the on-site medical professional administering the medication and,
  o for prescription drugs, dispensed only under the specific directions of a licensed physician, and
  o for non-prescription drugs, under the signed instruction of the parent or guardian or the individual’s physician? □ □

RECORD MAINTENANCE

Does the youth program maintain for a period of 2 years all health forms and records obtained or produced during the program season? □ □

EMERGENCY TRANSPORTATION

Does the youth program have emergency transportation available by the youth program or community services? □ □

PARENTAL NOTIFICATION

Does the youth program have written information available to parents when they will be notified of an illness or injury to a minor participant? □ □