



2023 CAMP STAFF GUIDELINES AND ACKNOWLEDGEMENT

Please review the following **2023 Camp Staff Guidelines and Acknowledgement**. Once you have reviewed, please sign below where indicated and return to your Camp Manager.

A. Injuries and Medication

In the event of an injury or emergency, report *immediately* to the Camp Manager and UIW PD at (210) 829-6030.

- ✓ Do not wait to report to see if parents or any other person complains.
- ✓ You may not carry, store, or dispense medication to a participant. If a participant requires prescription or over-the-counter medication during camp, the parent or legal guardian must provide it to the camper.
- ✓ A participant may carry and utilize an asthma inhaler or EpiPen if provided by the parent or legal guardian so long as it disclosed on camp paperwork.
- ✓ In the event an ambulance is needed, call 911 *first*, and then report to UIW PD.

B. Release Forms

Each participant's parent or legal guardian must fill out and sign the **Waiver and Consent to Treat, Likeness Release, and Pick Up Authorization Form** prior to the participant's attendance at the program or camp. If the program or camp includes transportation, the **Transportation Waiver** must also be filled out and signed.

- ✓ If you are aware of a participant without the signed release, stop the camper's participation and notify the Camp Manager.

C. Background Checks

Every camp or program staff member, including volunteers, who are not UIW employees must complete a biannual background check and be cleared by the Office of Human Resources prior to beginning work.

D. Training pursuant to Texas Education Code § 51.976

Each employee and volunteer working certain programs or camps must complete biannual training as mandated by the Texas Education Code.

- ✓ Your Camp Manager will advise you whether you need to complete the training.
- ✓ The course, *Training and Examination Program for Employees of Campus Programs for Minors on Warning Signs of Sexual Abuse and Child Molestation*, can be completed online through the Office of Environmental Health, Safety, and Risk Management.
- ✓ Once you have completed the training, submit your certificate of completion to the Office of Human Resources at uiwhr@uiwtx.edu.

E. Chaperones

Camp Managers: Please provide this signed form to Human Resources.

Participants must be supervised *at all times*.

- ✓ You should never be alone with a participant; two staff members must always be present with a participant.
- ✓ Do not leave participants unattended or in the care of a person that is not a camp employee.
- ✓ Do not allow participants in areas that are off-limits.
- ✓ Do not release a participant to anyone other than those designated on the pick-up authorization unless the parent or legal guardian has provided written authorization to the Camp Manager.

F. Security Measures

You must know where to get help in the event of an emergency, including where to meet and how to get help. You should be discussing these matters daily with your Camp Manager. Additionally, you are required to do the following:

- ✓ Inform participants of the security and emergency measures daily to ensure where to go and what to do in the event of an emergency.
- ✓ Clearly understand, abide by, and enforce greeting and dismissing participants.
- ✓ Understand, abide by, and enforce procedures for restroom breaks.
- ✓ Know and understand the procedures for responding to an emergency such as fire, injury, weather hazard, or lost person.
- ✓ Be familiar with the facilities and know which areas are off-limits to participants.
- ✓ If you have any question about procedures or safety measures, ask your Camp Manager.

G. Health & Safety

You are required to observe basic health and hygiene practices like handwashing, covering your mouth when coughing or sneezing, and staying home when sick.

- ✓ It is encouraged you stay up to date with current vaccines, including booster doses.
- ✓ If a participant has a fever of 100.4 or higher, the participant must be sent home and may not return to the camp or program until he or she has been fever-free for twenty-four (24) hours.
- ✓ Participants may wear a mask if they choose, but it is not required.
- ✓ UIW Health Services will provide basic first aid in emergency situations.

Reporting Obligations pursuant to Chapter 261 of the Texas Family Code

If you suspect the abuse or neglect of one of your participants, it is your duty to report it immediately, and at a minimum, within forty-eight (48) hours to UIW PD, another state or local law enforcement agency, or to the Texas Department of Family and Protective Services.

- ✓ Who is a child? Anyone under the age of 18.
- ✓ Reasonable suspicion is enough—you do not have to know for certain abuse or neglect is taking place.
- ✓ When in doubt, report it.
- ✓ If you are making a report, you must also notify UIWPD and your Camp Manager.

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H. Contact with Minors

- ✓ You may not touch a child in any place normally covered by a bathing suit unless for clear medical reasons and then only with another camp employee present.
- ✓ If there is clothes-changing time, every child must have private quarters, and two counselors must be present during such times and be of the same sex as the children changing clothes.
- ✓ Counselors are restricted from hitting or other physical punishment as discipline.
- ✓ You may not use abusive or derogatory language, including commonly recognized “cuss words”.
- ✓ You may not engage in any behavior or conduct that is contrary to the UIW Mission. Exercise good common sense and judgment.

I. Facilities and Equipment

Inspect facilities and equipment daily for safety and immediately report any dangers or hazards to the Camp Manager and cease use until the danger or hazard has been fixed. Do not damage or allow participants to damage facilities or equipment.

J. Photos and Videos

You may not take or post any photographs or videos of campers in print, digital or electronic, hosted media, web-based service or any other medium without first obtaining a Likeness Release from the participant’s parent or legal guardian.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines. **Please provide this signed form to your Camp Manager.**

Print Name: _____ Date: _____

Signature: _____

Program(s)/Camp(s) I will be working: _____

