2004 Southwestern University Summer Camps
Employee Policies

In an ongoing effort to insure a safe camp environment, Southwestern University has implemented a Youth Interaction Safety Policy. This policy includes interaction guidelines listed below. All employees are required to review the youth interaction policy on an annual basis. Please read, initial and sign the guidelines in the appropriate sections. Departments are responsible to collect and file forms on an annual basis.

PART A: (to be completed by all camp coaches, trainers and counselors)

CAMP STAFF PRECAUTIONS

All counselors are required to read and initial the following:

_____ Always be in view of others

_____ Never be alone with a single camper; supervise in pairs whenever possible

_____ All physical contact should be appropriate (i.e. high fives, bones). Inappropriate contact such as chest bumps, hugs, kisses, butt slaps or sitting on laps is prohibited.

_____ Respect the privacy of campers

_____ Use discretion on what you share with campers (i.e. opinions, inappropriate comments, etc.)

_____ Use of alcohol, drugs or tobacco products is prohibited

_____ No informal communication with campers after the conclusion of camp

_____ All campers must have adult supervision until released to a parent or guardian

_____ No campers are to be transported in personal vehicles

_____ A camper requiring medical attention is to be directed to the athletic trainer or the Director

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES

_____________________________________________
SIGNATURE

_____________________________________________
PRINT NAME

_____________________________________________
DATE
PART B: (to be completed by overnight camp coaches, trainers and counselors only)

OVERNIGHT CAMP EMPLOYEES

Staff who will be employed as overnight counselors in the residence halls must read and initial the following:

_____ Never have a camper in private quarters

_____ Make sure that the boys and girls are separated by some barrier other than a wall (i.e. floors or wings) and are supervised in the residence halls by same sex counselors

_____ Report a sick camper immediately to the athletic trainer and/or the Director who will handle parent contact if necessary

_____ Regularly check the community bathrooms for messes or damage; do not enter a bathroom or shower stall to assist a camper without another counselor present

_____ Make sure all campers follow University guidelines relative to safety (i.e. fire alarm, severe weather, etc.)

_____ Never leave campers alone in the residence halls.

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES

_____________________________________________
SIGNATURE

_____________________________________________
PRINT NAME

_____________________________________________
DATE
PART C: (to be completed by all coaches, trainers and counselors)

COUNSELOR JUDGMENT

Ask yourself the following questions regarding situations or decisions you may find yourself in as a youth camp counselor.

_____ What are the physical risks involved in this activity/decision?

_____ Are there any foreseeable risks? What dangers can be avoided?

_____ Who is this activity/decision for, the campers or me?

_____ What would I do if the campers or parents were watching?

_____ What would I do if the Director were watching?

_____ Will my action/decision cost me my job?

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES

_____________________________________________
SIGNATURE

_____________________________________________
PRINT NAME

_____________________________________________
DATE