

Safety Expectations

Safety is our first concern. During their 10-day training camp staff are trained to take account of safety in all activities. We expect you to consider these safety expectations before the camp staff arrive. If you cannot meet a standard or have questions please feel free to call.

___ Ratios

Sustain a minimum ratio of 1 adult to 8 campers to keep all participants safe and to spread out supervision. Camp staff count when meeting the ratio. The ratio also promotes relationship building. One congregational adult volunteer is expected to participate in programming with each cabin group.

___ Swimming – Afternoon Activity

If you go to a pool for an afternoon activity, then ask the pool to provide a letter stating that:

- Lifeguards hold a current, nationally recognized, lifeguard certification, as well as First Aid and CPR certification.
- Campers will receive an orientation to the facility
- Weather conditions are assessed by the pool staff
- The facility and equipment is in good repair
- Rescue equipment is readily available and appropriate

___ Health History Forms

Health History Forms must be available on-site for each camper. A master copy is included in the Publicity Packet – mailed in February.

The review and attention to medical needs of campers is addressed by the congregation alone.

Camp staff are not trained to dispense medication. Prescription medicine must be under lock and key during the Day Camp. Name one congregational volunteer to administer medication and first aid.

___ Registration Policies

1. Take note of who drops off a child and who picks up a child
2. Obtain written parental/guardian permission when a camper needs to be picked up by someone other than the parent or guardian who dropped them off
3. Call parents/guardians to verify any unexpected absences

___ Emergency Plans

The church is responsible to develop a Risk Management plan and emergency procedures for accidents and lost campers.

The Risk Management Plan must have:

- Written procedures for accident prevention and reduction, and emergency management which are implemented through the following:
- Identification of risks and possible emergency situations
- Provision of protective devices when appropriate
- Reduction of risks through camper and staff education
- Establishment and enforcement of regulations

___ Insurance

Congregations must be covered by accident insurance

Parent's insurance is primary

Your church's liability insurance should be secondary

___ Telephone Facilities

A telephone must be available for use for safety and emergency situations. Also a phone should be available for the Camp Coordinator to use for business calls.

Risk Management Plan For Day Camp

Crossways adheres to Wisconsin State Codes and nationally recognized industry standards. We expect all programs associated with Crossways to adhere to the same. The purpose of risk management is to eliminate potential risks or to prevent risks from causing harm. The intent of this risk management plan is to protect campers, staff, the local congregation, and Crossways.

There are a variety of kinds of risks that are associated with Day Camp. These risks include site, transportation of campers for field trips, and release of campers at the end of each day. This plan deals with risks by elimination and reduction.

The Risk Management Plan will include:

- I. Day Camp Emergency Procedures and Phone Numbers
- II. Search procedures for a Lost Camper
- III. Fire Emergency Procedures
- IV. Daily Check-In and Check-Out Procedures
- V. Emergency Transportation
- VI. Field Trips
- VII. Potential Risks of individual site

Day Camp Emergency Numbers:

Emergency911
Hospital/Clinic
Emergency Room
Pastor
Church
Congregational Coordinator

I. Day Camp Emergency Procedures:

A. In the event of an emergency, a staff member or adult volunteer should notify the following people in the order listed below:

- 1) Congregational Coordinator _____
- 2) Summer Camp Coordinator _____
- 3) Crossways Day Camp Director - erika page

B. Medical Information:

- 1) All health forms will be kept _____
- 2) Emergency numbers are posted _____
- 3) The first aid kit will be kept _____
- 4) The first aid kit and health forms will be taken on all field trips.

C. In Life Threatening Emergencies:

- 1) Give first aid as able
- 2) Send an adult to call 911
- 3) Send an adult or able camper to get the Congregational Coordinator and Camp Coordinator
- 4) The Congregational Coordinator will contact the parents or emergency contact
- 5) The Camp Coordinator will contact Crossways Day Camp Director
- 6) If the child needs further medical attention, the parents or emergency contact will be consulted in decision making, if time allows.

- 7) If medical attention is sought, send a copy of the campers' health form and medical release form with the camper
- 8) An accident report form must be filled out and a copy provided to Crossways

D. In Non Life Threatening Medical Situations or Accidents:

- 1) Give first aid as necessary and able
- 2) Inform the Congregational Coordinator
- 3) The Congregational Coordinator will inform the Camp Coordinator
- 4) The Congregational Coordinator will call the parents of the child, if necessary.
- 5) If the child needs further medical attention, the parents or emergency contact will be consulted in decision making, if time allows.
- 6) If medical attention is sought, send a copy of the campers' health form and medical release form with the camper
- 7) If a camper receives medical attention, an accident report form must be filled out and a copy provided to Crossways

II. Search Procedures for a Lost Camper:

- A. Notify the Camp Coordinator and the Congregational Coordinator of missing camper
- B. Give agreed upon signal to assemble all campers by counselor group
Signal _____ Gathering Location _____
- C. Send searchers to primary risk areas, ie. Road, pool
Primary risk areas: _____
- D. Do not alarm campers.
- E. Each counselor will count their own group
- F. Camp Coordinator will check with each counselor group, counting all campers
- G. Interview quickly all group members to gather any information regarding the missing person's last whereabouts, possible intentions, and destinations.
- H. Write down all specific information, physical description, clothes worn, behavior observed, etc.
- I. Assign searchers to search areas.
- J. Assign adults to remain with the campers – keep them calm, entertain them, etc.
- K. Post an adult at the entrance to the room the rest of the campers are assembled in
- L. Campers cannot search.
- M. If the missing person has not been found within a specified time, the Congregational Coordinator will call the parents of the missing camper and the police department.
Specified time _____
- N. The Camp Coordinator will call Crossways Day Camp Director

III. Fire Emergency Procedures:

- A. The fire alarm is located _____.
- B. The fire extinguisher is located _____.
- C. Crossways summer staff will be trained to use a fire extinguisher
- D. If you are the first person to discover a fire:
 - 1) Remove all campers from the area of danger.
 - 2) If possible extinguish the fire
 - 3) Sound the Day Camp site alarm
 - 4) Send an adult to call 911
 - 5) Send another person to notify the Camp Coordinator and Congregational Coordinator
 - 6) The Camp Coordinator will meet the rescue squad
- D. Upon hearing the fire alarm:
 - 1) All campers and staff immediately walk to a designated place outside of danger, assemble in counselor group
Designated Location _____
 - 2) Each counselor will count all his or her campers.

- 3) The Camp Coordinator will check with each counselor group, counting all campers
 - a) If a camper is missing the Congregational Coordinator will follow the Missing Camper Procedure when appropriate or the Congregational Coordinator will work with the rescue squad to find any missing campers.

IV. Daily Check-in and Check-out Procedures:

- A. The Congregational Coordinator (or designated adult volunteer) is responsible for checking in AND checking out all campers each day.
- B. A written log will be kept of the person checking in and checking out each child
- C. If a different individual picks the child up, other than the parent/guardian who dropped the child off, the parent/guardian a written permission note will be on file with the Congregational Coordinator
- D. If any camper does not arrive that is registered for Day Camp, the Congregational Coordinator will call the parent to verify where the child is.
- E. A plan will be developed and enforced for the control of vehicular traffic, including campers arrival and departure
 - 1) Ensure orderly and safe arrival and departure of vehicles and campers.
 - 2) Ensure orderly loading and unloading of vehicles.
 - 3) Make a clear designation of traffic flow, parking, and free-from-traffic areas.

V. Emergency Transportation:

- A. A vehicle will be available at all Day Camp locations for any medical emergencies.
Vehicle _____
- B. A designated adult will be available to drive the emergency vehicle
Driver _____
- C. When possible another adult will accompany the driver and camper.

VI. Field Trip Procedures:

- A. All trips away from the church/Day Camp site must be planned in advance
- B. The plan will include:
 - 1) Route to be taken.
 - 2) Departure and return times.
 - 3) Roster of participants.
 - 4) Inclement weather plans.
- C. The plan will be communicated to a designated person remaining at the Day Camp site.
- D. A "safety officer" will be designated for each field trip
- E. The Congregational Coordinator will designate a "home-spot" where the campers will be told to return to if they get lost or in case of emergency
Home spot _____
- F. A ratio of 1:8 adult to camper will be maintained at all times
- G. For all swimming field trips, a letter is on file from the pool certifying that the Lifeguards are currently certified in Lifeguarding, CPR and First Aid
- H. A plan will be developed and enforced for the control of vehicular traffic, including campers arrival and departure
 - 1) Ensure orderly and safe arrival and departure of vehicles and campers.
 - 2) Ensure orderly loading and unloading of vehicles.
 - 3) Make a clear designation of traffic flow, parking, and free-from-traffic areas.

VII. Potential Risks specific to our site

List potential risks and ways to reduce risk at your site: construction, heavy traffic, weather, etc.