



University of Oregon Youth Program Administrator Handbook

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PURPOSE AND VISION FOR YOUTH PROGRAMMING

The University of Oregon offers diverse youth programs, including academic, athletic, and arts camps aimed at providing enriching, safe, and educational opportunities for minors. The university's Protection of Minors and Reporting of Child Abuse Policy and associated procedures establish clear guidelines and standards for youth programs.

QUICK REFERENCE CHECKLIST

Use this page as a prelaunch and operations checklist. Launch and operations checklist.

60-90 days before:

- Create a registration process for parents to register their children.
- Start recruiting participants via appropriate marketing channels.

30-60 days before:

- Register program; enroll insurance (required annually).
- Draft schedule, staffing plan, and supervision ratios.
- Confirm accessibility needs collection in registration.
- Begin housing/facility reservations (8-12 weeks ideal).
- Prepare emergency plan and communication templates.
- Confirm required forms: waiver, model release, emergency/medical.
- Post internal deadlines (background checks; training completion).

Hiring & training:

- Notify HR about seasonal/camp hires.
- Complete background checks (renew every 2 years).
- Process volunteer service forms; send copies to Risk Management, retain records.
- Train Staff and Volunteers by completing the Protecting Children Online Course, CSA and any other Safety Required trainings.
- Conduct orientation: boundaries, reporting, communication rules.

Pre-program finalization:

- Submit Youth Program Summary Report (≥ 2 weeks prior).
- Confirm driver certification (if applicable); no personal vehicles.
- Verify first aid kits, medication protocols, and incident forms.
- Share Code of Conduct with youth/families; collect acknowledgments.

During program:

- Monitor ratios, boundaries, and communication guidelines.
- Document and report incidents promptly (“when in doubt—report”).
- Review accessibility and accommodation effectiveness.

After program:

- Conduct debrief; log improvements.
- Update records per retention guidance.
- Send evaluation surveys; capture lessons learned.

UNIVERSITY POLICIES & DEFINITIONS

What is a University Youth Program?

All events, operations, endeavors, or activities designed for participation by minors and organized by the University of Oregon in which university employees or volunteers are responsible for the care, custody, or control of minors. A minor is any person under the age of 18. Typical youth programs include, but are not limited to:

- Instructional programs
- Day camps
- Overnight camps
- Sports camps
- Virtual camps

University Youth Programs are not:

- Undergraduate or academic programs, classes, or activities in which all individuals under the age of 18 are enrolled students or students admitted for enrollment.
- Events open to the public that minors may attend, but where the university is not accepting care, custody, or control for the minor(s), as those terms are defined in the implementing procedures.
- Non-youth programs where minors are working for the university as employees, volunteers, or interns. University employees and volunteers will be required to comply with the conduct requirements when working with minors.
- University employees or volunteers who may have accidental contact with minors but do not work directly with minors in a youth program. All university employees will be required to comply with mandatory reporting requirements under this policy and any implementing procedures under the law.
- Campus tours, orientations, or visits by minors considered to be prospective students.
- Activities and programs subject to regulations that already provide for the protection of minor or participants. For example, licensed childcare facilities and institutional review board approved research.
- University day care centers as they fall under separate regulatory requirements.
- Other programs may be designated from time to time by the appropriate university official in advance and in writing as exempted from this policy.

Protection Of Minors and Reporting of Child Abuse Policy

The university's [Protection of Minors and Reporting of Child Abuse Policy](#) and associated procedures establish clear guidelines and standards for youth programs. All employees of the University of Oregon are, by law, mandatory reporters of child abuse and neglect. See Oregon Revised Statute 419B.005. For incidents that relate to university authorized activities, all university employees are expected to make the report immediately to the University of Oregon Police Department (541-346-2919). For all other reporting situations, reports may be made to either the local law enforcement agency or the DHS Child Abuse Hotline (1-855-503-7233); reporting to the University of Oregon Police Department satisfies this requirement.

Protection of Minors and Reporting of Child Abuse Procedures

The procedures cover the following requirements for youth programs:

- Mandatory Reporting
- Criminal Background Checks
- Supervision Requirements
- Training
- Registration
- Maintaining a safe environment for youth
- Emergency and Safety planning response

<https://safety.uoregon.edu/protection-minors-and-reporting-child-abuse-procedures>

Title IX

Title IX prohibits discrimination, harassment, and retaliation based on sex in education and employment. It includes protections against sexual harassment, sexual violence, and gender discrimination. Learn more or report: <https://investigations.uoregon.edu/title-ix> (See Appendix A: Title IX Overview & Reporting for more information)

Clery Act

The Clery Act requires colleges to report campus crime statistics, issue timely warnings, and publish an annual security report to promote transparency and safety.

More info: <https://clery.uoregon.edu/> (See Appendix B: Clery Act & Campus Security Authority (CSA))

Records Retention

Retain hiring documents, background check clearances, and volunteer forms per UO records retention requirements.

Insurance Requirement

Departments must register youth programs and enroll in camp and clinic insurance prior to program start; coverage renews annually and is not automatic. *See page 6 for more details.*

Transportation Requirements

Drivers operating any vehicle used for university-business travel must act in accordance with all applicable laws, state regulations, and University of Oregon policies and procedures.

Prior to driving on University business employees and other authorized users should:

- Complete the [driver certification process](#).
- Complete the [Personal Vehicle Use Form](#). (if applicable)
- Review the [Vehicle Policy](#) and [Travel Policy](#).
- Understand and review [how to report a claim](#).
- Request [Accident Packet and Proof of Insurance](#).

<https://safety.uoregon.edu/vehicle-use>

Definitions

To the extent there is a conflict between the definitions below and any term defined in the Youth Protection Policy, the Youth Protection Policy definition controls.

Youth Program: all events, operations, endeavors, or activities designed for participation by minors and organized by the University of Oregon in which university employees or volunteers are responsible for the care, custody, or control of minors. Youth programs includes but are not limited to day camps, overnight camps, clinics, instructional programs, and sports camps. Youth Program also includes third party programs involving the care, custody or control of minors that use university facilities through a contractual relationship or other formal partnership with a university unit or department. Youth Program does not include the following:

- Undergraduate or graduate academic programs, classes, or activities in which all individuals under the age of 18 are enrolled students or students admitted for enrollment.
- Events open to the public that minors may attend, but where the university is not accepting care, custody, or control for the minor(s), as those terms are defined in the implementing procedures.
- Non-Youth programs where minors are working for the university as employees, volunteers, or interns. University employees and volunteers will be required to comply with the conduct requirements when working with minors.
- University employees or volunteers who may have incidental contact with minors but do not work directly with minors in a youth program. All university employees will be required to comply with mandatory reporting requirements under this policy and any implementing procedures and under the law.

Minor: a person under the age of 18 years

Mandatory Reporter: an individual required by law and/or university policy to report suspected child abuse and neglect.

Care, custody, or control of minors: when an adult is present and has primary responsibility for supervision of minors at any given point throughout the Youth Program. At least one adult must have care, custody, or control of minors at all times during the Youth Program.

Working in youth programs: when a university employee or volunteer, as part of their duties in the youth program, is present with minors who are participating in a youth program, but the adult does not necessarily have care, custody, or control for the minors because another designated adult has care, custody, or control of the minor

University employee: a faculty member, staff member (including an officer of administration), student employee (including a graduate employee), temporary employee, or anyone else employed by the University of Oregon.

Volunteer: any individual providing services on behalf of the university for no remuneration or expectation that he or she will be compensated except for the reimbursement of actual expenses. This includes interns or students.

Virtual Youth Program: Any program where the University is hosting an online or remote program in which the audience is targeted for youth and where the university will have direct online access to minors.

Youth Program administrator: a person who is responsible for a youth program which may include human resources, financial, marketing, and strategic operations.

Private one-on-one interactions: An intentional or purposeful interaction where one individual to whom the policy applies is alone with one minor.

Third Party Youth Program(s): means non-University organizations and entities that lease, license, or otherwise use any University property in order to operate programs or activities involving Minors. This does not include private events such as birthday parties, or weddings.

PLANNING & REGISTRATION

What is a Youth Program Administrator (YPA)?

The YPA is the primary person responsible for the design, coordination, compliance, and safe operation of a UO affiliated youth program. Units with multiple activities may designate multiple YPAs.

Core Responsibilities of a YPA

- Register program; enroll insurance annually.
- Ensure staff/volunteer background checks and required training.
- Maintain supervision standards, conduct expectations, and housing rules.
- Communicate expectations to staff, youth, and families.
- Maintain compliance documentation and reporting records.
- Review and update the emergency plan; coordinate with campus partners.

Steps To Compliance

A Youth Program Administrator (YPA) is responsible for overseeing the compliance and safety of youth programs. Key duties include:

- Registration and compliance
- Training and documentation
- Reporting and communication

Step 1: Program Registration, Insurance, and Required Documentation

Every UO youth program must complete the Youth Program Registration Form **at least 30 days prior** to the start date. Registration ensures compliance and allows the University to provide necessary support.

Key Requirements:

- [Annual Registration and Insurance Enrollment](#): All programs must register and enroll in insurance coverage each year.
- [Waiver of Liability](#): Required for all minors participating in university-sponsored activities. Departments must retain these records for three years.
- [Model Release Form](#): Required if photos or videos will be taken during the program.
- [Emergency Contact and Health Information](#): Programs must collect emergency contacts, pick-up authorization, and health permissions. The Emergency Contact and Medical Information Documentation Form may be used, or departments may use their own version approved by the Office of General Counsel.

Accident Insurance Requirement

Accident camp and clinic insurance is available for UO department sponsored youth programs. In addition to following the university's [Protection of Minors and Reporting of Child Abuse Policy and associated procedures](#), all youth programs must be [registered online with UO](#). Registration and insurance enrollment can be done using this [link](#). **The insurance policy renews annually on January 1.** Youth programs covered in past year(s) are not automatically renewed.

Step 2: Hiring Staff – Screening and Behavioral Expectations

- **Hiring Requirements: Notify HR of intent to hire** summer camp employees. Visit the [seasonal Employment webpage](#) for more information.
- **Complete background checks** for volunteers, employees, and students working with minors. Background check clearance is required every two years. Visit the Background Check Guidelines webpages for instructions and form.
- [Background Check Guidelines for Hiring Authorities](#)
[Background Checks: Information for Candidates for Employment](#)
- **Complete the volunteer service form** and submit a copy to Risk Management and Insurance. Visit the [Volunteers webpage](#) for instructions and form.
- **Retain records** which include hiring documents, background check clearance, and volunteer forms, according to UO records retention requirements.
- **If employing minors** it's important to comply with regulations that govern the employment of minors, which include strict limitations on the number of hours a minor may work and the types of work permissible. Departments should use [BOLI labor regulations](#) for their volunteers under the age of 18.
- **All programs** must follow the [American Camp Association](#) guidelines for [staff ratios](#) (see Appendix C: Staff-to-Youth Supervision Ratio Tables)

Step 3: Train Staff and Volunteers

Training ensures staff and volunteers understand University policies and their responsibilities for youth safety.

- **Review Policy.** All staff and volunteers must review [the Protection of Minors and Reporting of Child Abuse Policy](#).
- **Complete Protecting Children online course.** Employees and volunteers working in youth programs are required to complete one-time online training on the practices and conduct requirements of the university's Protection of Minors policy.
 - University employees access [Protecting Children Course through MyTrack](#). Login at the top right of the page using your DuckID.
 - If you are unable to login to MyTrack [complete Protecting Children Course \(no login required\)](#).
- **Complete Campus Security Authority online course.** Mandatory training requirement for paid youth program employees. Youth Program Administrators and youth program staff that are paid university employees are considered Campus Security Authorities (CSA) - this includes student workers. **CSA's must complete mandatory Campus Security Authority Online Training to understand their reporting responsibilities.**
 - University employees access the [Campus Security Authority Training through MyTrack](#). Login at the top right of the page using your DuckID.
 - If you are unable to login to MyTrack [complete Campus Security Authority Training \(no login required\)](#).
- **Submit Compliance Documentation**
 - Submit a Youth Program Summary Report to [Risk Management](#) **at least 2 weeks prior to your event.**
 - [Download Youth Program Summary Report Spreadsheet](#)

Supervision Requirements

- The number of supervisors required at a youth program shall be determined by taking into account all aspects of the program, including the age of participants, number of participants, the nature of the activity, and the age and experience of the adult supervisors. In setting an appropriate ratio, it is recommended that the program administrator consult the [American Camp Association \(ACA\) standards](#).
- Youth programs shall establish a procedure for checking minors in and out of the program. Minors who are school age (K-12) may be checked in or out in an alternative way (e.g. transport by bus, walking home) if the minor has written permission of parent or legal guardian to check in and out in the manner described in writing.

Staff-To-Youth Supervision Ratios (see full tables in Appendix D: Weather Safety Information)

The University of Oregon requires that youth programs follow American Camp Association guidelines for staff ratios. Programs may require additional staff based on the needs of the type of program and participants ability.

Code Of Conduct

The [University's Code of Conduct for Employees](#) applies to program staff, while the participant Code of Conduct must be developed by each unit specifically for youth in their programs.

Conduct Requirements

In addition to mandatory reporting requirements, university employees and volunteers shall report known violations of these procedures to their supervisor, youth program administrator, or anonymously report to the [Reporting Hotline](#)

When working in youth programs, individuals agree to:

- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and be a positive role model for minors.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by the youth program, this policy, and the university.
- Endeavor to provide a safe and healthy experience for all participants.
- Endeavor to avoid private one-on-one situations with a minor.
- Refrain from engaging in any criminal activity.
- Refrain from making comments of a sexual nature in the presence of a minor or making sexually explicit materials available to a minor.
- Comply with all applicable civil rights laws and policies, including and not limited to equal opportunity and nondiscrimination policies.
- Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the youth program, such as food or shelter, to participants.
- It is expected that all communication and providing of programming should be completed through official University channels and not personal accounts. We should endeavor to avoid private one-on-one situations and limit direct electronic communication (1:1) between the minor and University staff, students, and volunteers. The Director of each youth program must be aware and authorize the use of unofficial university channels or personal accounts with the understanding parents and caregivers will

always be cc'd on all meeting invitations and communications. This includes private chats and direct messaging within a software application.

Training

- Youth Program administrators and sponsoring departments are responsible for confirming that university employees and volunteers complete training on the following topics:
 - Child abuse awareness and prevention
 - Reporting suspected child abuse and neglect
 - Mandatory Clery training is required for all UO paid employees
 - All requirements of the policy and these procedures
 - Review program emergency and safety planning and response
- Human Resources and partner departments will provide resources to Youth Program administrators and sponsoring departments to facilitate completion of the training requirements. Such resources are currently available online: <http://hr.uoregon.edu/minors-campus>.

Step 4: Risk Management & Emergency Preparedness Plan

Youth programs must have an emergency preparedness plan in place prior to the start of the program. UO-sponsored youth programs and third party contracted youth programs who operate, or host youth programs must also have procedures in place for responding to known health conditions and health emergencies experienced by youth.

Emergency Preparedness Planning Guide

All programs must have an Emergency Plan on file. Risk Management offers a [customizable template](#), and staff should review the plan before the program begins. Providing a clear, accessible resource helps ensure consistency, reinforces compliance with university policy, and promotes a culture of safety and accountability across all youth programs.

PROGRAM SAFETY: REQUIREMENTS & RECOMMENDATIONS

Required Forms for Participants

All required participant forms must be integrated into registration and completed/signed by a parent/legal guardian before approval. Maintain secure record retention per university standards.

Core Forms:

- Model Release form (only required if photos will be taken for marketing purposes)
- Waiver of Liability form (completed by all participants)
- Emergency Contact and Medical Information Documentation form

Check In/Check Out

Daily check-in/check-out is required. Staff must keep participant information readily accessible and account for all participants at transitions and head counts.

- Verify photo ID and release only to individuals listed on the Pick-Up/Drop-Off form.
- Record time, staff initials, and recipient name at pick-up.
- Two-adult rule for monitoring dismissal areas whenever feasible.

Participant & Parent Handbook

Creating and distributing a Participant and Parent Handbook is strongly recommended. The handbook should be provided prior to program start and include clear information on program expectations, drop-off/pick-up procedures, participant code of conduct, supervision practices, safety protocols, and emergency procedures.

Accessibility Resources for Youth Programs

All University of Oregon youth programs must ensure that activities, facilities, and materials are accessible to participants with disabilities. Program administrators are responsible for planning ahead and coordinating with campus accessibility services to meet individual needs and comply with the Americans with Disabilities Act (ADA) and University policy. For more information on UO Accessibility Accommodations visit:

<https://investigations.uoregon.edu/workplace-accommodations>

Key Steps for Accessibility Planning:

- **Early Identification:** Ask families during registration if participants require accommodations (e.g., mobility assistance, interpreters, adaptive equipment).
- **Coordinate with Experts:** Contact the University's Accessible Education Center (AEC) and Facilities Services as soon as needs are identified to arrange appropriate resources.
- **Physical Access:** Confirm that all program spaces, including housing, dining, and activity areas, meet accessibility standards.
- **Communication Access:** Provide alternative formats for program materials (e.g., large print, digital copies) and arrange for interpreters or assistive technology if needed.
- **Staff Training:** Ensure staff understand accommodation plans and know how to support participants respectfully and effectively.

Virtual Program Requirements and Best Practices

Virtual programs should comply with the requirements of this Guide to the extent applicable. In addition, Virtual Youth Programming Best Practices have been developed.

All virtual programs should utilize UO approved software, such as [Zoom](#) or [Canvas](#) as both are FERPA Compliant. Information Services has created resource pages for Zoom and Canvas, including troubleshooting and FAQs.

Rules for Using Zoom to Conduct Online Programs for Minors:

- Two adults are required in all meetings. One of the adults must act as the "meeting host."
- Parent/guardian permission forms must be obtained before students can participate in a session.
- The host must check that all students present have submitted these forms.
- The host must send the meeting link, call in number, and meeting ID to registered participants and their parents or guardians. Only program staff, participants, and their parents or guardians should receive the link.
- Consider starting the meeting in waiting room if both adult hosts are not logged on.
- The meeting host controls all muting, video functions, chat, etc., so that instructors can focus on their presentations. Hosts should also handle back-end technology troubleshooting (e.g., assisting users who cannot log on) and communication with participants before and during the workshop.
- The host is the first line of defense against inappropriate behavior and must act quickly to cut off participants who violate expectations.
- The private chat function must be disabled.

- The host will place students in breakout rooms (if they are being used) and visit these rooms throughout the session for supervision).

Parents and/or Guardians Involvement

While your program may be offering guided activities, youth programs cannot “take supervision” of children in a virtual setting. Therefore, it is important to communicate the following with parents/guardians:

- **Update and provide your programs parental/guardian consent form.** The form should include supervision expectations and requirements for the duration of the virtual program.
- **Inform parents/guardians of the setting requirements** and materials needed to conduct virtual program activities.
- Encourage parent/guardians to be aware of their child’s online activities.
- Communicate with parents/guardians if you intend to send a resource box (camp in a box), including any safety considerations.

Social Media and Electronic Communication Guidelines

All communication and delivery of programming for youth participants must occur through official University channels, not personal accounts. This ensures transparency, accountability, and compliance with university policies.

To protect minors and maintain appropriate boundaries:

- Avoid private one-on-one situations whenever possible.
- Limit direct electronic communication (1:1) between minors and University staff, students, or volunteers.

If the use of unofficial University channels or personal accounts is necessary, the following conditions must be met:

- The Youth Program Administrator should approve and authorize this use in advance.
- Parents and caregivers must always be copied (cc’d) on all meeting invitations and communications.
- This requirement applies to private chats and direct messaging within software applications as well as email or text messages.

Recommended Practice: Group Chats for Staff

To ensure transparency and streamline communication, programs are encouraged to set up group chats for staff members rather than relying on individual messaging. Group chats:

- Provide a shared space for updates and coordination.
- Reduce the likelihood of isolated one-on-one communication.
- Allow program leadership to monitor conversations for compliance and support.

These guidelines help ensure that all interactions are transparent and safeguard both minors and University representatives.

Coordinating with Housing and Campus Facilities

For programs that include overnight stays or use specialized campus spaces, early coordination with University Housing and other campus facilities is essential. Program administrators should begin these arrangements as soon as program dates are confirmed, ideally during the initial planning phase. This ensures adequate time for securing residence hall accommodations, dining services, meeting rooms, and any special equipment or access needs.

Engaging these partners early helps avoid scheduling conflicts, ensures compliance with campus policies, and provides a smooth experience for participants and staff. Contact [University Housing](#) and relevant facility managers at least 8–12 weeks before your program begins to confirm reservations, review safety requirements, and establish communication protocols for check-in, supervision, and emergency procedures.

Overnight Program Requirements

Overnight programs present a unique set of challenges that should be managed carefully. Please be aware of the following safety precautions:

- **Additional supervision is required for overnight programs.** See Appendix C of this Guide for acceptable supervision ratios based on the participant age group.
- **Youth Program Personnel should not enter participant rooms alone.** If it is necessary to enter a room to check on a participant, two Youth Program Personnel should be present.
- University Housing staff are responsible for building operations and are **NOT** intended to serve as supervision for participants.

The program must adopt and implement rules and regulations for proper supervision of participants in university housing. The following should be included:

- A **curfew time** which is age-appropriate for participants.
- **Guests of participants** (other than other minor participants) **are restricted to visitation** in the building lobby and/or floor lounges, and only during approved hours specified by the program.
- The program must comply with all security measures and procedures specified by University Housing and Campus Safety & Security.

Health and Safety Guidelines

These guidelines outline procedures for managing medical information, medication, first aid, and emergency care for youth programs to ensure participant safety and compliance with university standards.

Medical Information Management

Medical information is **confidential** and intended solely for use by authorized camp staff. It must be treated as private, individually identifiable information, with access restricted to the minimum number of personnel necessary for program operations.

Storage and Security:

- Physical records must be stored in a locked location when not in active use.
- Electronic records must be maintained on secure, encrypted University systems.
- Sensitive details, such as insurance policy numbers, must always be stored securely.

Collection of Information:

In-person programs must use the [Youth Program – Medical Information and Release Form](#) to collect participant health details.

If a program needs to collect any additional medical information beyond what is included in the standard camps and clinics forms, the program must consult with the Office of General Counsel before collecting or storing that information. This review ensures that:

- only necessary medical details are collected,
- privacy and data handling obligations are correctly identified, and
- the program is not inadvertently creating HIPAA related obligations or other compliance risks.

Youth programs operated within the following units should review their HIPAA obligations or requirements as the University of Oregon has designated itself as a hybrid covered entity. The following units have been designated to be within the university's health care component:

- University Health Services, including Counseling Services
- Athletics Medicine
- Early Childhood CARES (ECC)
- HEDCO Clinic
- Student Health Insurance Program (SHIP)

<https://safety.uoregon.edu/hipaa>

Designation of a First Aid Area

Designate a first aid area equipped with single-use supplies (bandages, gauze, tape, triangular and roller bandages, scissors, tweezers, antiseptic, thermometer, splints, lubricant, soap, exam gloves, eye wash).

Take a first aid kit with these minimum supplies on all off-campus trips.

Food Allergy Accommodations

Programs must be prepared to support participants with food allergies or special dietary needs. UO Dining has extensive experience managing food allergies and can help ensure appropriate accommodations.

When allergies are present, program staff must be trained to recognize the signs of an allergic reaction and know how to respond promptly and appropriately.

Anaphylaxis and Epinephrine Auto-Injector Requirements

If there is a child attending a youth program who carries an anaphylaxis and epinephrine auto-injector, there must be a trained program staff member in the immediate vicinity (an area in which an individual is physically present and can see, hear, direct, and assess the activities of the child) of the youth participants at all times. American Red Cross training is available online and covers the signs and symptoms of anaphylaxis and how to care for a person having a severe allergic reaction, including how to administer epinephrine using an auto-injector device. The course, which includes video, activities that reinforce key information and a learning assessment, will take approximately 30 minutes to complete. The cost of this course is \$35.00.

Seeking Medical Care

Emergency: Call 911, notify parent/guardian, and have two staff accompany the participant if the parent/guardian is not present.

Non-Emergency:

- If UO Health Center is open, call the Medical Clinic to determine availability.
- If closed, transport to nearest urgent care (University does not endorse providers).

UO Health Center: 150 E 13th Avenue, Eugene OR 97403 | 541-346-2770 | health.uoregon.edu

After-Hours Urgent Care: Best Med Urgent Care | 598 E. 13th Avenue, Eugene OR | 541-636-3473

UOPD (University Police): Non-Emergency – 541-346-2919 | Emergency – 911

Minors in Laboratories and Similar Facilities

Youth programs involving laboratory activities must comply with all state, federal, and University Environmental Health and Safety (EHS) standards. Minors participating in STEM programs are required to follow all applicable lab safety requirements to ensure health, safety, and environmental protection.

The [EHS](#) team collaborates with academic units to provide:

- Lab safety training tailored for minors and program participants.
- Orientation resources that outline essential safety practices.
- Training templates to assist units in meeting compliance standards.

Program administrators must ensure minors receive safety instruction **before any lab activity**, including PPE requirements, chemical handling protocols, and emergency procedures.

CONDUCT, BOUNDARIES, AND REPORTING GUIDELINES

Maintaining professional boundaries and responding appropriately to concerning behavior are important components of creating safe, positive environments for youth participants. The following guidelines are intended to support existing University policies and help staff and volunteers understand expectations for working with minors.

Professional Boundaries & Reporting

Purpose: Set clear expectations for interacting with minors and explain what to do if you are concerned about behavior or possible abuse.

Staff and volunteers are encouraged to:

- Maintain clear and professional boundaries.
- Bring forward any concerns or observations of questionable behavior.
- Follow University mandatory reporting procedures when they have reasonable cause to suspect abuse or neglect, consistent with state law and University policy.

Behavioral Expectations and Red Flags

During hiring and orientation, it can be helpful to review the expectations outlined in the University's Protection of Minors Policy and related procedures. The following examples reflect behaviors that may warrant attention or clarification:

Situations that require additional supervision or consultation:

- One-on-one interactions that are out of view of others.
- Communication occurring outside program-sanctioned methods or platforms including on social media or electronic.
- Deviations from established supervision plans or program expectations.

Behaviors that may be considered red flags:

- Attempts to isolate a minor or create situations with limited visibility.
- Providing a minor with excessive personal attention, gifts, or favoritism.
- Seeking contact with minors outside the context of program activities or outside approved communication channels.
- Roughhousing, tickling, or physical horseplay.

Recommended response:

- Share any concerns promptly with the program director or designated supervisor.

- Follow University reporting procedures when there is reasonable cause to suspect abuse, misconduct, or policy violations.
- Reinforce these expectations regularly during training to help build a culture of safety, transparency, and accountability.

Source: Praesidium Academy, *Red Flag and Grooming Behaviors: Research on Preventing Child Sexual Abuse*, <https://www.praesidiuminc.com/red-flag-grooming-behaviors/>

PROGRAM OPERATIONS – INCIDENT RESPONSE & REPORTING

Employee Reporting Responsibilities

The University of Oregon endeavors to create an environment that is free of all forms of discrimination and harassment for students, faculty, and staff. Employees contribute to this commitment by speaking up when they experience or learn of another's experience that diminishes a respectful workplace. UO prohibits discrimination on the basis of race, color, sex, national or ethnic origin, age, religion, marital status, disability, veteran status, citizenship status, parental status, sexual orientation, gender identity, and gender expression in all programs, activities and employment practices as required by Title IX, other applicable laws, and policies.

Under UO policies, employees have reporting responsibilities. Visit the [Office of Equal Opportunity and Access](#) for an overview of employee reporting responsibilities.

Mandatory Reporting of Child Abuse and Neglect

Pursuant to the Oregon Child Abuse Reporting Statutes and the university Protection of Minors policy, all university employees have a duty to make a report to the Oregon Department of Human Services or a law enforcement agency when there is reasonable cause to believe any child with whom the employee comes in contact has suffered abuse or that any person with whom the employee comes in contact has abused a child. For instances that relate to university authorized activities, university employees are expected to make the report immediately to the University of Oregon Police Department (541-346-2919). Youth Program volunteers are expected to make the report immediately to their supervisor.

Visit the university's [Mandatory Reporting of Child Abuse and Neglect webpage](#) for information about making a report and to view more resources to help you understand reporting obligations.

Reporting Protocol for Other Types of Incidents

In addition to the major 911 incidents and mandatory reporting requirements for suspected child abuse, University programs follow internal [reporting protocol](#) that should also be followed to provide effective response to other types of incidents including:

Non-emergency Crimes

Report non-emergency crimes to the University of Oregon Police Department. In Eugene call 541-346-2919 or use [this form](#) to report online.

Safety

Report non-emergency workplace health or environmental safety concerns using this the Environmental Health & Safety reporting [form](#)

Bias, Discrimination, Sexual Misconduct, or Harassment

Report incidents of discrimination, harassment, and retaliation using the appropriate OEOA reporting [form](#)

Hazing

Report hazing or harmful incidents that may violate the Student Conduct of Code using the student conduct reporting [form](#)

Injury Reporting

Youth programs may encounter injuries ranging from minor first-aid needs to incidents requiring emergency medical care. To support an appropriate response, programs may consult the **Youth Programs Emergency Management Planning Guide** for detailed steps on addressing medical emergencies, contacting emergency responders, and notifying parents or guardians.

Depending on who is injured, different reporting pathways may apply:

Youth Participants or Third-Party Visitors

Programs may refer to the University's **Third-Party Incident Reporting** guidance to document incidents involving participants or visitors who are not University employees.

University Employees

Supervisors and program leads may consult the **Employee Injury/Illness Reporting** webpage for information on workers' compensation procedures, OSHA requirements, and internal documentation processes.

Medical Emergencies

For life-threatening or urgent situations, calling 911 remains the appropriate first step. When on the Eugene campus, UOPD (541-346-2919) may also be contacted to support emergency response and coordination.

Documenting injuries—even those that seem minor—can help programs identify trends, support follow-up, and ensure compliance with University procedures.

Best Practices for Reporting

The practices below can help ensure timely and effective reporting:

- **Submit concerns promptly**, even when some details are still unknown.
- **Provide factual information**, including dates, times, and observed behaviors.
- **Communicate with program leadership** so they can assist with next steps.
- **Limit information-sharing** to those with a role in safety or compliance.

Why Staff Sometimes Hesitate to Report—and How to Address It

People may hesitate to report because they:

- Worry about creating additional stress for others.
- Believe they should resolve the issue on their own.
- Are unsure what options exist or whether a report is warranted.

Unreported concerns can reappear later during evaluations, audits, or investigations, and may create additional risks for the program or the University. Encouraging early reporting helps support safety and transparency.

Training Staff to Report

Youth programs can help build a culture of safety by:

- **Reinforcing the message:** *“If you see something, say something.”*
- **Normalizing reporting** as a professional responsibility.
- **Reminding staff** that retaliation for reporting is not permitted.
- **Providing examples** of reportable situations and clear instructions on how to submit concerns.

Best Practices for Reporting:

- **Act quickly:** Do not delay reporting while gathering details—submit what you know.
- **Document facts only:** Avoid speculation; include date, time, location, and names of those involved.
- **Notify leadership:** Inform your program director as soon as possible after submitting a report.
- **Maintain confidentiality:** Share information only with those who need to know for safety and compliance.

Why Staff Sometimes Withhold Reports—and Why That’s a Problem

- Fear of retaliation or adding stress to other staff.
- Believe they should “handle it themselves.”
- Worry about options or “making a fuss.”
- Unreported incidents can resurface later during evaluations, audits, or investigations—creating greater risk for the program and the University. **Always report immediately.**

Training Staff to Report:

- Emphasize during orientation: *“If you see something, say something—when in doubt, report.”*
- Normalize reporting as a professional responsibility, not a sign of failure.
- Reinforce that retaliation for reporting is prohibited.
- Provide examples of reportable incidents and clear instructions on how to report.

Source: Praesidium Academy, *The Reporting Problem: How to Remove Barriers to Reporting*, <https://www.praesidiuminc.com/the-reporting-problem/>

AFTER THE PROGRAM

Post-program evaluation is essential for maintaining high standards of safety, quality, and participant experience. This process ensures that lessons learned are captured, improvements are implemented, and compliance requirements are met. By reviewing outcomes and feedback, programs can strengthen operations, enhance staff training, and create an even better experience for future participants.

Evaluation & Continuous Improvement

- Conduct staff debrief; review incidents, near misses, and accommodations.
- Survey youth/families; analyze participation and inclusion outcomes.
- Update training, schedules, and protocols based on findings.
- Document improvements for next cycle and share with leadership.

CONTACTS & RESOURCES

Campus Partners

- Youth Program Safety Team – youthprograms@uoregon.edu
- Risk Services / Insurance – riskmanagement@uoregon.edu
- Human Resources (Background Checks) – hr@uoregon.edu
- General Counsel – generalcounsel@uoregon.edu
- University Health Services – health@uoregon.edu
- Title IX Office – titleix@uoregon.edu
- UOPD (Non-Emergency) – 541-346-2919

Emergency Contacts

- UOPD Emergency: 911
- UOPD Non-Emergency: 541-346-2919
- Oregon DHS (24/7 abuse hotline): 1-855-503-SAFE (7233)

Resource Links

[Youth Programs: Protecting Minors](#)

[Registration and Insurance Enrollment](#)

[Background checks policy](#)

[ORS Mandatory reporting of child abuse](#)

[HR website on mandatory reporting](#)

[Risk Management website \(resources for volunteers, waivers\)](#)

[UOPD website for reporting suspected child abuse](#)

[Oregon DHS website for reporting suspected child abuse](#)

Resource Articles

Praesidium Academy, *2025 Praesidium Report: Executive Summary*

<https://www.praesidiuminc.com/2025-praesidium-report-executive-summary/>

Praesidium Academy, *Unseen Threats: Online Child Sexual Abuse and Opportunities for Preventing it;*

<https://www.praesidiuminc.com/unseen-threats-online-csa/>

Praesidium Academy, *Beyond Compliance: Cultivating a Culture of Commitment in Safeguarding Vulnerable Populations - Exploring the 3 C's Continuum and the Power of Organizational Leadership in Abuse Prevention*

<https://www.praesidiuminc.com/beyond-compliance-cultivating-commitment/>

Praesidium Academy, *Operating Safe Offsite and Overnight Programs*

<https://www.praesidiuminc.com/operating-safe-offsite-and-overnight-programs/>

Praesidium Academy, *8 High-Risk Activities for Day Camps and Overnight Camps*

<https://www.praesidiuminc.com/dayovernightcamps/>

Praesidium Academy, *Telling your Safety Story (Part 2): Sharing Your Commitment with Your Community*

<https://www.praesidiuminc.com/tell-your-safety-story-part-2/>

Praesidium Academy, *Understanding Negligent Hiring: Preventing Sexual Abuse Through Comprehensive Screening Practices;*

<https://acrobat.adobe.com/id/urn:aaid:sc:US:abc9de68-6025-4b22-83ce-dec0c27a9403>

Praesidium Academy, *Managing High Risk Locations and Activities*

<https://www.praesidiuminc.com/managing-high-risk-locations-activities/>

LIST OF APPENDICES

Appendix A: Title IX Overview & Reporting

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Appendix C: Staff-to-Youth Supervision Ratio Tables

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APPENDICES

Appendix A: Title IX Overview & Reporting

Title IX is a federal statute that prohibits discrimination, harassment, and retaliation on the basis of sex in any term or condition of employment in higher education and in educational benefits, opportunities, and access. This includes a prohibition against all forms of sexual harassment, sexual violence, and sex and gender discrimination. Title IX applies to students, faculty, and employees.

Key Points:

- Prohibits sexual harassment, sexual violence, and gender discrimination.
- Applies to students, faculty, and employees.
- Reports can be submitted online or to the Title IX Office.

Report and learn more:

<https://investigations.uoregon.edu/title-ix>

Appendix B: Clery Act & Campus Security Authority (CSA)

In 1990, the federal government enacted the Jeanne Clery Disclosure of Campus Security Police and Crime Statistics Act (Clery Act), which requires any college or university that receives federal student financial aid to report certain crime statistics, issue campus alerts, and provide a detailed annual security report, among other compliance requirements. The Clery Act is named after Jeanne Clery, who in 1986, was raped and murdered in her dorm room at Lehigh University. Following her death, Jeanne's parents fought for legislative reform to enhance campus safety. They felt that students and their families had a right to know more information regarding the safety of college campuses. The goal of the Clery Act is to provide transparency and ensure that students, prospective students, parents and employees have access to accurate information about crimes committed on campus and campus security procedures.

Campus Security Authority (CSA)

A Campus Security Authority (CSA) is an individual identified under the federal *Clery Act* as having a significant responsibility for student and campus activities. At the University of Oregon, this includes many faculty and staff who oversee or support programs that involve students and youth, including youth programs, summer camps, and outreach events. *For more information about the University's Clery-related processes, visit:*

Key Points:

- Annual Security Report.
- Timely warnings for campus threats.
- CSA (Campus Security Authority) responsibilities include reporting crimes.

More info:

<https://clery.uoregon.edu/>

Appendix C: Staff-to-Youth Supervision Ratio Tables

Staff Ratios - Resident/Overnight Program		
Number of Staff	Per # of Youth Participants	Age Range
1	5	4-5 years
1	6	6-8 years
1	8	9-14 years
1	10	15-17 years

Staff Ratios - Day Program Only		
Number of Staff	Per # of Youth Participants	Age Range
1	6	4-5 years
1	8	6-8 years
1	10	9-14 years
1	12	15-17 years

Updated from American Camp Association – December 2025

Appendix D: Weather Safety Information

Air Quality Index (AQI) Wildfire Smoke and Children

The UO has established guidelines for outdoor activities during times of poor air quality due to wildfire smoke. Per UO guidance, outdoor youth programs should be suspended or moved indoors when AQI is greater than 100. University and third party hosted programs on university property are required to follow these guidelines and have plans in place to protect children during smokey conditions.

The Division of Safety and Risk Services has established a notification tool to notify supervisors for certain air quality thresholds to meet OSHA requirements for outdoor workers. Youth program leads should sign for the AQI notification tool.

- [Read Wildfire AQI Guidance](#)
- [Sign Up for AQI Notification](#)

Thunder or Lightning

Outdoor activities should be curtailed and moved indoors when lightning is in the area. UO guidance is that outdoor activities should pause when lightning is within 8 miles of campus.

Emergency Planning Resources

- Watch [Plan, Prepare, and Practice video](#)
- Review the [Emergency Management and Continuity webpage](#) for emergency preparedness information.
- Sign up for [UO Alerts](#) and encourage families to do the same.

Appendix E: Transportation & Driver Certification

Drivers must complete UO driver certification before transporting youth. The University of Oregon has a user-friendly process for driver certification that allows the driver to self-certify, upon an endorsement from their department.

To drive any vehicle for university-business travel, a driver must be certified through the University of Oregon Driver Certification process prior to driving any vehicle for university-business travel. To be driver certified a driver must meet minimum driver and driving requirements and complete an online form.

Completion of the online form requires a signature from a supervisor or department coordinator; this person cannot be a student or yourself. Driver certification is valid from the date the online process is completed through September 30th.

Youth program staff and volunteers should not use their personal or non- approved vehicles to transport youth program participants under any circumstances.

Requirements:

- Complete online certification form.
- Meet minimum driver requirements.
- Personal/non-approved vehicles are prohibited.

More info:

<https://transportation.uoregon.edu/Requirements>

Appendix F: Forms & Templates

[Child Sign In and Sign Out Form](#)

[Emergency Contact Health Release Form](#)

[Model Release Form](#)

[Program Summary Report](#)

[Request access to the Youth Program Administrators Teams Channel](#)

[University Volunteers FAQs](#)

[Volunteer Service Form](#)

[Waiver of Liability Form](#)

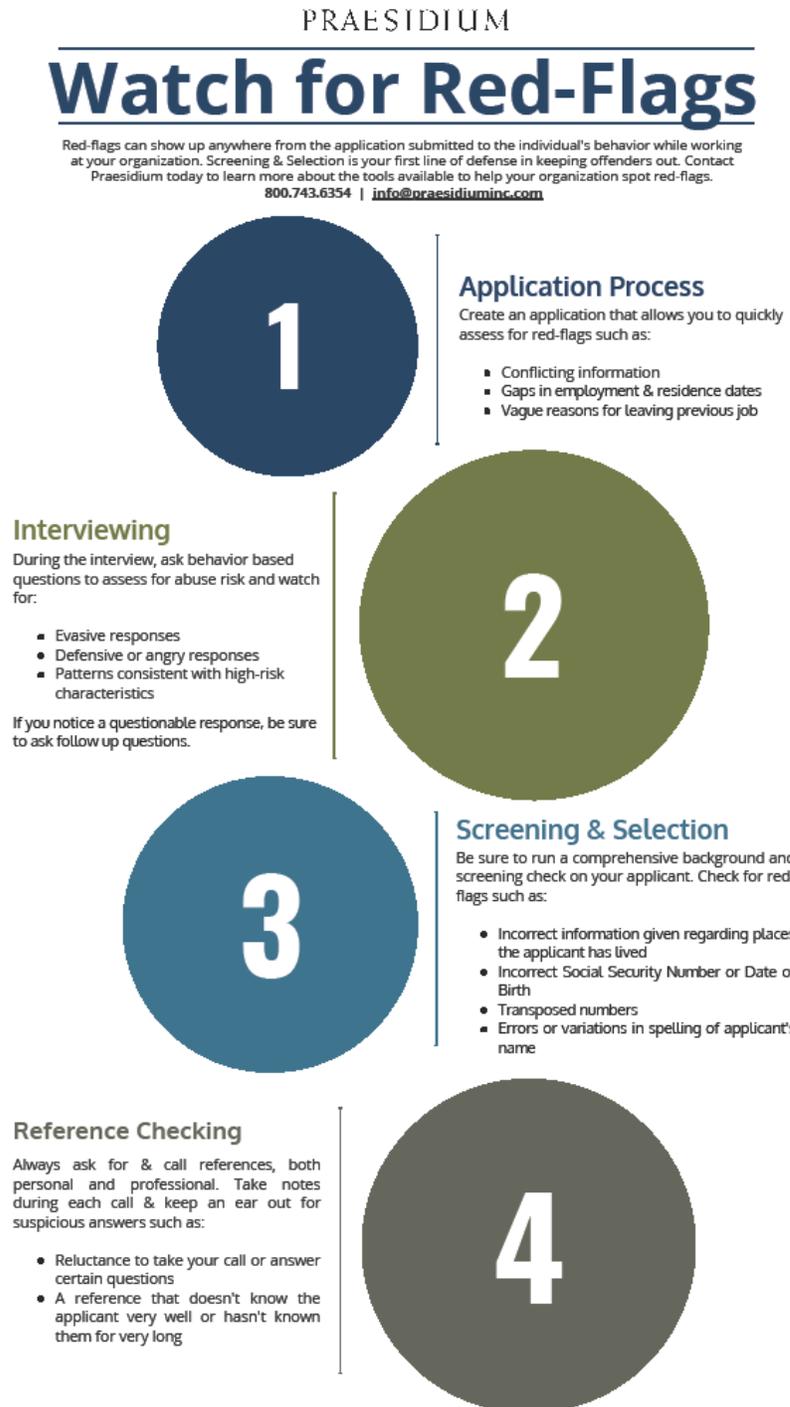
[What You Can Do About Child Abuse](#)

[Youth Mental Health Resources](#)

Appendix G: Visual Guides for Staff Training

Graphic 1: Watch for Red-Flags

This visual from Praesidium summarizes common warning signs of inappropriate or unsafe behavior in youth programs.



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Source: Praesidium Academy, "Watch for Red Flags"

Graphic 2: Red Flag Child Sexual Grooming Behaviors: Level of Concern Guide

Red Flag Child Sexual Grooming Behaviors: Level of Concern Guide



Interpretation Key:

Enhanced Risk represents behaviors that are 1.68-3.46 times more likely in cases of child sexual abuse.

Moderate Risk represents behaviors that are 3.47- 6.70 times more likely in cases of child sexual abuse.

High Risk represents behaviors that are at least 6.71 times more likely in cases of child sexual abuse.

Source: Praesidium Academy, *Red Flag and Grooming Behaviors: Research on Preventing Child Sexual Abuse*, <https://www.praesidiuminc.com/red-flag-grooming-behaviors/>

Graphic 3: 7 Ways to Overcome Reporting Barriers Through Over-Communication

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7

**WAYS TO
OVERCOME
REPORTING
BARRIERS
THROUGH
OVER-
COMMUNICATION**



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www.PraesidiumInc.com



SET THE TONE AT THE TOP

Leaders must openly discuss both positive and negative observations, demonstrating that feedback is valued and acted upon.



ENCOURAGE REGULAR COMMUNICATION

When employees frequently share minor concerns, they feel more comfortable reporting significant issues.



BE PRESENT AND INVOLVED

Regular check-ins with staff create a culture where feedback is expected and welcomed.



TAKE ACTION

Always take reports seriously and communicate the actions taken in response.



REFRAME REPORTING

Focus on maintaining standards by addressing boundary violations and red-flag behaviors to prevent abuse.



PROVIDE CLEAR REPORTING CHANNELS

Offer multiple, anonymous reporting mechanisms and regularly communicate them.



USE INCIDENTS AS LEARNING OPPORTUNITIES

Share lessons learned from reports to reinforce policies and celebrate successes.

Source: Praesidium Academy, *The Reporting Problem: How to Remove Barriers to Reporting*;
<https://www.praesidiuminc.com/the-reporting-problem/>

Graphic 4: Summer Camp Safety: 6 Key Strategies for Abuse Prevention



Summer Camp Safety: 6 Key Strategies for Abuse Prevention

Summer offers youth valuable opportunities for growth, friendship, and independence through camps and enrichment programs—but it also brings unique safety risks, such as field trips, swimming, and overnight stays. With clear policies, oversight, and intentional planning, program leaders can create safe, engaging environments that protect and empower every participant.

1



Establish & Enforce Clear Safety Policies

Strong, clear policies are key to abuse prevention, setting behavior expectations and response protocols—especially for seasonal staff.

2



Implement Robust Screening & Hiring Practices

A thorough, structured screening process is your first line of defense in hiring safe, qualified staff to work with youth.

3



Prioritize Practical, Job-Ready Staff Training

Staff need training that goes beyond basics—focusing on prevention, recognizing red flags, and building a safe camp culture through real-world examples.

4



Supervise with Intention & Clarity

More campers and less structure increase risk—active, intentional supervision is key during high-risk moments like shared spaces and unstructured time.

5



Use Feedback & Incident Data to Adjust Programming

Tracking incidents and feedback in real time helps improve safety protocols during the season, even with limited data.

6



Educate Families & Youth

Clear communication with parents and guardians about safety policies, reporting, and boundaries empowers everyone to build a culture of trust and accountability.

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Learn more at: <https://www.praesidiuminc.com/summer-camp-safety/>
Or by emailing us at info@praesidiuminc.com

Source: Praesidium Academy, *Summer Camp Safety: Essential Abuse Prevention Strategies for Youth Programs*;
<https://www.praesidiuminc.com/summer-camp-safety/>

Graphic 5: 8 High Risk Activities for Day & Overnight Camps



8

HIGH RISK ACTIVITIES FOR DAY & OVERNIGHT CAMPS

<p style="font-size: 2em; font-weight: bold; margin: 0;">1.</p>  <p style="text-align: center; font-weight: bold; margin: 5px 0;">ONE-ON-ONE INTERACTIONS</p> <p style="font-size: 0.8em; margin: 0;">Always engage the "rule of three or more" and train counselors on what to do if they find themselves in a one-on-one situation.</p>	<p style="font-size: 2em; font-weight: bold; margin: 0;">2.</p>  <p style="text-align: center; font-weight: bold; margin: 5px 0;">AGE OF COUNSELORS</p> <p style="font-size: 0.8em; margin: 0;">Ensure all counselors are adequately trained to help establish boundaries when advancing from camper to counselor.</p>
<p style="font-size: 2em; font-weight: bold; margin: 0;">3.</p>  <p style="text-align: center; font-weight: bold; margin: 5px 0;">COUNSELOR-IN-TRAINING</p> <p style="font-size: 0.8em; margin: 0;">Such programs can provide invaluable experiences for campers. But they must have structure.</p>	<p style="font-size: 2em; font-weight: bold; margin: 0;">4.</p>  <p style="text-align: center; font-weight: bold; margin: 5px 0;">BATHROOMS AND SHOWERS</p> <p style="font-size: 0.8em; margin: 0;">Stand close enough to hear what is going on, but not directly inside the area.</p>
<p style="font-size: 2em; font-weight: bold; margin: 0;">5.</p>  <p style="text-align: center; font-weight: bold; margin: 5px 0;">TRANSITIONS AND FREE TIMES</p> <p style="font-size: 0.8em; margin: 0;">Assign staff to certain areas, activities, or campers to ensure campers are going to proper locations and being monitored.</p>	<p style="font-size: 2em; font-weight: bold; margin: 0;">6.</p>  <p style="text-align: center; font-weight: bold; margin: 5px 0;">OVERNIGHTS</p> <p style="font-size: 0.8em; margin: 0;">Ensure overnight policies and bathroom procedures are in place. They should address where counselors and campers sleep.</p>
<p style="font-size: 2em; font-weight: bold; margin: 0;">7.</p>  <p style="text-align: center; font-weight: bold; margin: 5px 0;">CABINS</p> <p style="font-size: 0.8em; margin: 0;">Position counselors' beds to minimize potential abuse risks. Counselors should monitor cabins after campers are asleep.</p>	<p style="font-size: 2em; font-weight: bold; margin: 0;">8.</p>  <p style="text-align: center; font-weight: bold; margin: 5px 0;">TRANSPORTATION</p> <p style="font-size: 0.8em; margin: 0;">Strategic placement of counselors to minimize abuse risks. Counselors should sit alone with one in the back to watch entire group.</p>

TAKE THE TIME TO EVALUATE YOUR CAMP IN THESE 8 AREAS

Identifying and addressing these different high risk activities can help leadership **foster a culture of safety** and **ensure that campers and counselors have a wonderful camp experience**.

To read our full article on the 8 High Risk Activities for Day and Overnight Camps, please visit: <https://www.praesidiuminc.com/dayovernightcamps/>

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www.PraesidiumInc.com

Source: Praesidium Academy, To read our full article on the 8 High Risk Activities for Day and Overnight Camps, please visit: <https://www.praesidiuminc.com/dayovernightcamps/>



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