

GUIDELINES FOR INTERNALLY OPERATED CAMPS AND ENRICHMENT PROGRAMS

CAMP PLANNING AND DESIGN

- Develop a plan for a target audience, staffing needs, location/space needs, activities, housing needs, food service, parking etc.
- Review the [Camps Advisory](#) and related university policies.
- Utilize the [Risk Self-Assessment Worksheet](#) designed to help each program assess the risks associated with various camp activities.
- Complete the additional [Supplemental Assessment Form](#) if aquatics, housing, transportation or lab activities are included in the camp program.
- Complete the [Camp Emergency Plan](#) which includes detailed information on:
 - Drop Off and Pick up Procedures
 - Reporting Accidents, Emergencies or Crimes
 - Incident Reporting and Documentation
 - Staff Code of Conduct

REGISTRATION/ROOM RESERVATIONS

Each program must complete the [PEC Registration Form](#) annually, no later than 60 days before the program start date. Programs are also required to reserve event space in [25live](#). Space reservations will not be confirmed until the PEC registration process is complete.

BACKGROUND CHECKS

Mason Employees who will be interacting with minors during a program, event or camp must pass a background screening annually. Until a successful background screening is completed, no one may work with or around any minor. The Camp/Program/Event Coordinator should submit the [Coordinator Form](#) to Human Resources to request background screenings for camp/event staff. ([University Policy 2221](#))

CHILD ABUSE AND NEGLECT REPORTING

The Code of Virginia § 63.2-1509, requires certain individuals to report suspected instance of child abuse and neglect. In 2012, the Virginia General Assembly added “any person employed by a public or private institution of higher education” to the list of mandated reporters. Mandated reporters, including all Mason employees, must immediately report known or suspected mental or physical abuse or neglect of a child made known to them in their professional or official capacity directly to the Department of Social Services toll-free child abuse and neglect hotline, 1-800-552-7096. Visit the [Human Resources’ website](#) for more information and training links.

SUPERVISION

- Supervision is defined as having the child/teen within line of sight. The university requires a minimum of at least: (Supervision requirements are based on ACA recommendations)

Age Range	Number of Adults	Number of Children	Overnight Children
5 years & younger	1	6	5
6-8 years	1	8	6
9 -14 years	1	10	8
15-18 years	1	12	10

- Depending on the age of the children and the activities involved, higher or lower supervision ratios may be advisable or applicable as determined by the supervisor over the area or upon consultation with Risk Management.
- Lower ratios for overnight supervision may be appropriate where there are sufficient numbers of chaperones who are on-call and are able to maintain line-of-sight vision of the participants' rooms.
- Higher ratios may be appropriate depending on the nature of the activity or the needs of the camp participants.
- Adults providing supervision or care to children/teens must be at least 19 years of age. At least one adult must be 21 years of age or older.

PROGRAM STAFF CODE OF CONDUCT

Program staff should be positive role models for children/teens and act in a caring, honest, respectful and responsible manner that is consistent with the mission of the University. Staff are required to comply with all applicable laws and university policies.

- Children/Teens should not be secluded with adults. If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other authorized adult or program staff, unless the one-on-one interaction is expressly authorized by the program administrator or is being undertaken by a health care provider.
- At no time may a child/teen be unattended or in the care of a person that is not a Program authorized adult.

TRAINING

All authorized adults and program staff who will be interacting with children/teens will be required to undergo training specific to the unique requirements of their role and the program. Some camp administrators may require additional training not listed below. (** indicates training provided by Camp Program*)

Required Training:

- Emergency Plan Procedures*
- Drop-off and Pick-up Procedures*
- Incident Reporting and Documentation*
- Staff interaction and Bullying/Camper Behavior Problems*
- Driver Training, as required by [University Policy 1411, Vehicle Use](#) (if applicable)
- [Mandated Reporters Training \(Abuse and Neglect\)](#)

FORMS

Program Administrators shall collect and maintain the following forms from each camp participant:

Required forms:

- [Camp Acknowledgment of Risk \(Classroom Activities\) or Camp Acknowledgment of Risk \(Physical Activities\)](#)
- [Medical Authorization to Treat](#)
- [Authorization of Drop-off/Pick-up](#)
- [Media, Photo and Video Release](#)

Additional forms (if applicable):

- [Self-Administration of Medication Authorization](#)
- [Participant Code of Conduct](#)
- [Minors Internship Guide](#)
- [Volunteers and Minors in the Laboratory Guide](#)

Exceptions to the above may be appropriate depending on the nature of the event as determined by the supervisor in consultation with Risk Management.