

# Training Module 2: Requirements, Recommendations, and Strategies for Working with Minors

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Discover strategies and recommended best practices and apply policy guidelines for working with minors.

April 2020



# Disclaimer

This training module contains general guidelines and information. It is not intended to be a comprehensive summary or to address all possible applications of, or exceptions to, the topics described herein. Various scenarios and issues are covered, but please note that these are to be used as a tool for further guidance and do not represent an exhaustive list of possible scenarios and topics that Program Staff may encounter. This training module should not substitute for additional training to be provided by individual Covered Programs or for guidance on specific situations to be provided by administrators of Covered Programs.



# Requirements



# Communication Plan\*

- All Programs should establish a procedure for notifications of all participants' parents/guardians in the event of an emergency and obtain and keep accessible contact information for participants' parents/guardians, as well as emergency contacts in the event parents/guardians are unavailable.
- All parents/guardians of participating minors should be provided with contact information in order to reach participants while the Program is in session.

\*This will be covered in more detail in the emergency response training module. Also, a [Youth Programs Emergency Management Planning template](#) is available and can be downloaded for use.



# Medical Emergency Plan

## All Programs will obtain:

1. Authorization from all participants' parents/guardians to permit transportation of Program participants to University Health Services or UNC Hospitals as deemed necessary.
2. Authorization for emergency medical treatment in the event the parents/guardians or their designated emergency contact are not available.
3. Disclosure of any allergies or other medical condition or physical limitation that might impact participation in the Program.



# Camper Health Care



A report of all incidents requiring professional medical treatment must be made to the Protection of Minors Office.



All programs are required to collect immunization records of all minors participating in any program.



Non-prescription drugs should be dispensed only under written health care procedures or signed instruction of the parent.



In the event any participants require administration of medications while participating in the Program, necessary procedures must be established with the guidance of the participant's parent or pediatrician.



# Camper Health Care



For camp sessions primarily serving persons with special needs, the camp should have sufficient medical staff, a system for evaluating the camp's ability to serve persons with specific needs, information about the camp's philosophy and approach to serving this population.



It is recommended that a staff member with training in the appropriate level of first aid and CPR be on duty at all times and have access to an AED.



It is required that all drugs be stored under lock.



It is required that information be gathered on campers that includes contact information of adult responsible for each minor, and name and phone of each minor's physician. A health log and reports of all incidents requiring professional medical treatment following [HIPAA](#) guidelines.



# Camper Health Care

**Camps must have an area available that provides...**



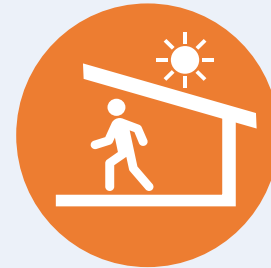
An available toilet



Space for treatment



Drinking water



Protection from the elements





# Supervision Plan

All Programs will establish a plan for adequate supervision for the number and average age of participants, the Program activity and whether overnight accommodations are involved. The Supervision Plan for any overnight stay should specify curfew, rules pertaining to any visitors, and limitations of use of free time\*.

- The general minimum ratios of staff on duty with campers in day and resident camp settings are recognized.
- 80% of staff used to meet supervision ratios must be at least 18 and all staff are at least 16 years old and 2 years older than the minors with whom they're working.
- UNC-Chapel Hill requires adult supervisor (an individual 18 years of age or older whose primary function is that of supervision while in the halls and on campus) ratios to minor participants established by the American Camp Association.

\*Free time recommendations are discussed more thoroughly in the *Guide to Working With Minors*.



# Supervision Plan

Minors must be accompanied by program staff at all times while on campus or in residential halls. This includes dining halls.

## Requirement

Minors must be accompanied by program staff if allowed to walk off campus to other establishments. Keep in mind that minors allowed free time off campus will come in contact with adults who are not part of the program and who have not been vetted. Your program is still responsible for your participants even during free time activities whether on or off campus.



# Staff Training

## Staff must be trained:

- On camper supervision responsibilities during structured and unstructured time including nighttime supervision.
- To speak with and listen to campers respectfully, focus attention primarily on the campers, and promote physical and emotional safety.
- To teach problem-solving skills to achieve positive outcomes, help staff recognize and address bullying, and implement fair and consistent disciplinary steps appropriate to the camper and situation.
- To respond appropriately to socially sensitive issues.



# Staff Training

All camp staff must receive training to minimize the potential of being in a 1:1 camper/staff situation out of the sight of others. Camps may specify exceptions/or any times that a minimum of 2 staff members are required.

## Recommendation

It is recommended that all staff have training on specific job functions and expectations of acceptable performance, training for acceptance and respect of diversity, training (actual instruction time) that addresses the specific topics specified in the standard, training for any late-hired staff, and in-service training to staff.



# Recommendations



# Program Design and Activities

## Camps should:

- Have a written statement of goals, which identifies intended behavioral outcomes, have shared them with staff, and use them to evaluate the program. Also includes informing parents of goals.
- Have multiple sources of feedback on the accomplishment of the established outcomes related to all areas of camp to help improve the quality of camp.
- Allow for campers to experience progression, challenge, and success.
- Identify any eligibility requirements necessary for a camper to participate in each program activity offered.



# Program Design and Activities

## Camps should (continued):

- Inform campers and parents of anticipated activities and gather written permission to participate.
- Provide program activities that help develop comfort, appreciation, awareness, and responsibility toward the natural environment.
- Use equipment that is appropriate to the size and ability of users and stored to safeguard effectiveness. Equipment should be safety checked prior to each use and regularly inspected and maintained in good repair.
- Require campers and staff to wear safety apparel appropriate to the specialized activity.



# Strategies





# Keep Youth Out of Danger

**Keep  
them  
safe!**

**Your priority is to keep children and youth out of dangerous situations**, whether it is crossing a busy street or reducing the risk of heatstroke.

- Kids do not always use good judgement, or some activities are not suitable for younger people. Climbing ladders or operating machinery is risky for youth. Kids don't always know to take shelter in a thunderstorm or tornado.
- Part of your role in working with minors is to anticipate and avoid dangers that may harm youth.



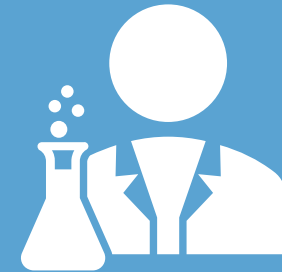
# Keep Youth Out of Danger

## Laboratory Research Activities

If youth are engaged in laboratories or research activities, seek advice on appropriate training and protocols.

The [University of North Carolina at Chapel Hill's Department of Environment, Health and Safety](#) offers training and protocols.

In addition, you will be required to complete a registration form separately from those required by the Protection of Minors policy.



**Additional  
Paper Work  
Required**





# Avoid Being Alone With a Minor

- If possible, do not be alone with a single minor. In general, it is expected that activities where minors are present will involve two or more adults.
- If one-to-one interaction is absolutely required, meet in open, well-illuminated spaces or rooms with windows observable by other adults unless the one-to-one interaction is expressly authorized by the Program Director, a Dean, a Department chair, or if the interaction involves a health care provider providing health care services.
- Inform another staff member prior to the one-to-one contact and make a written document of the one-to-one contact.



# Avoid Being Alone With a Minor

If you need to check on a minor in a private area such as a dorm room, locker room, or restroom, bring another adult along.

## Younger campers

- Should be accompanied to the restrooms by an adult or buddy.

## Older campers (high school)

- Should either utilize a buddy system or have a check in/out system to ensure they return in an appropriate time and are not at risk.



# Always Remain Vigilant

- If you are supervising youth, keep your attention on them.
- Avoid using your personal electronic devices or engaging in conversations with others not participating in the supervised activity.

**Keep  
your  
focus on  
them!**



# Avoid Transportation Complications

Complications often arrive when children are released for the day. Avoid transportation complications by:

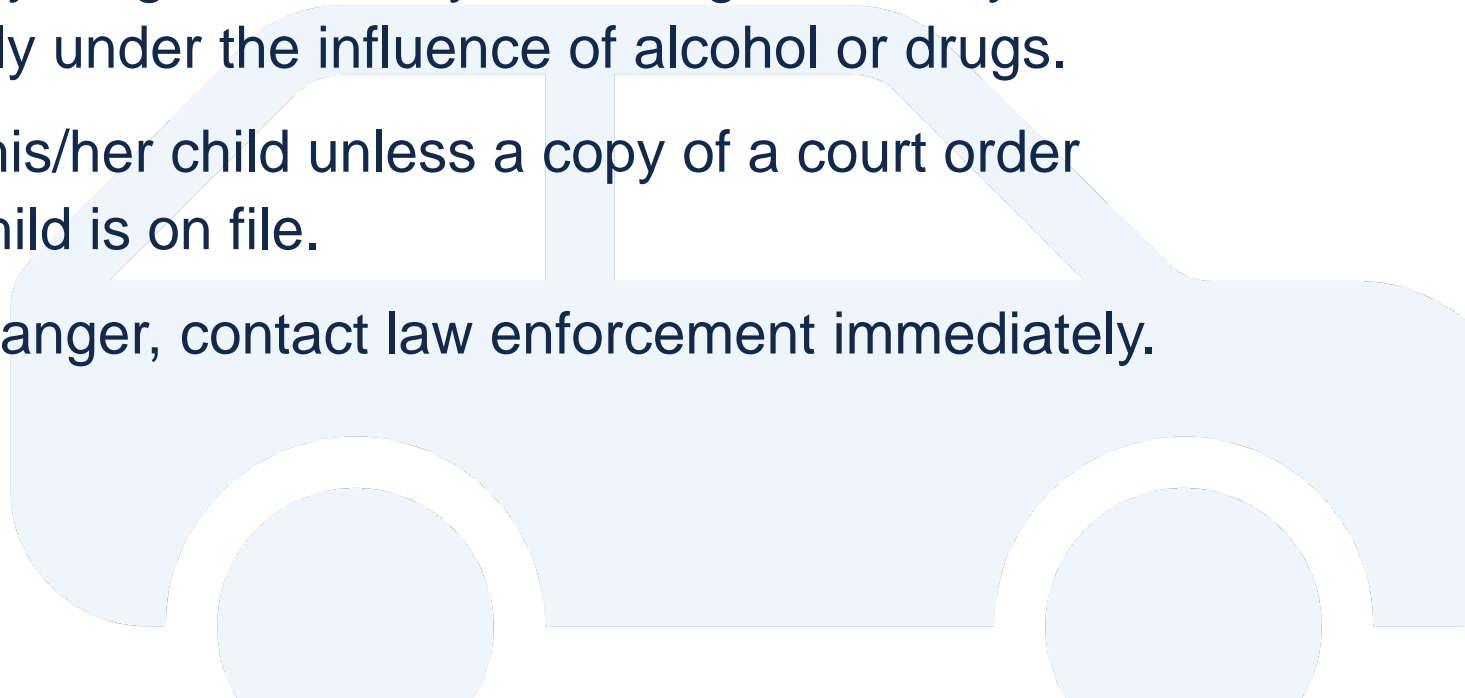
- Knowing who is authorized, and not authorized, to pick up each child.
- Obtaining a written statement if the child is to be released to someone other than those persons designated on the application form (this person should bring identification).
- Having parents sign a transportation form stating whether a child is also allowed to walk, bike, or use public transportation to and from the program.



# Avoid Transportation Complications

## Releasing Minors

- Do not release a child to anyone younger than 16 years of age or to anyone who arrives intoxicated or questionably under the influence of alcohol or drugs.
- Do not deny a parent access to his/her child unless a copy of a court order restraining the parent from the child is on file.
- If you believe a child may be in danger, contact law enforcement immediately.

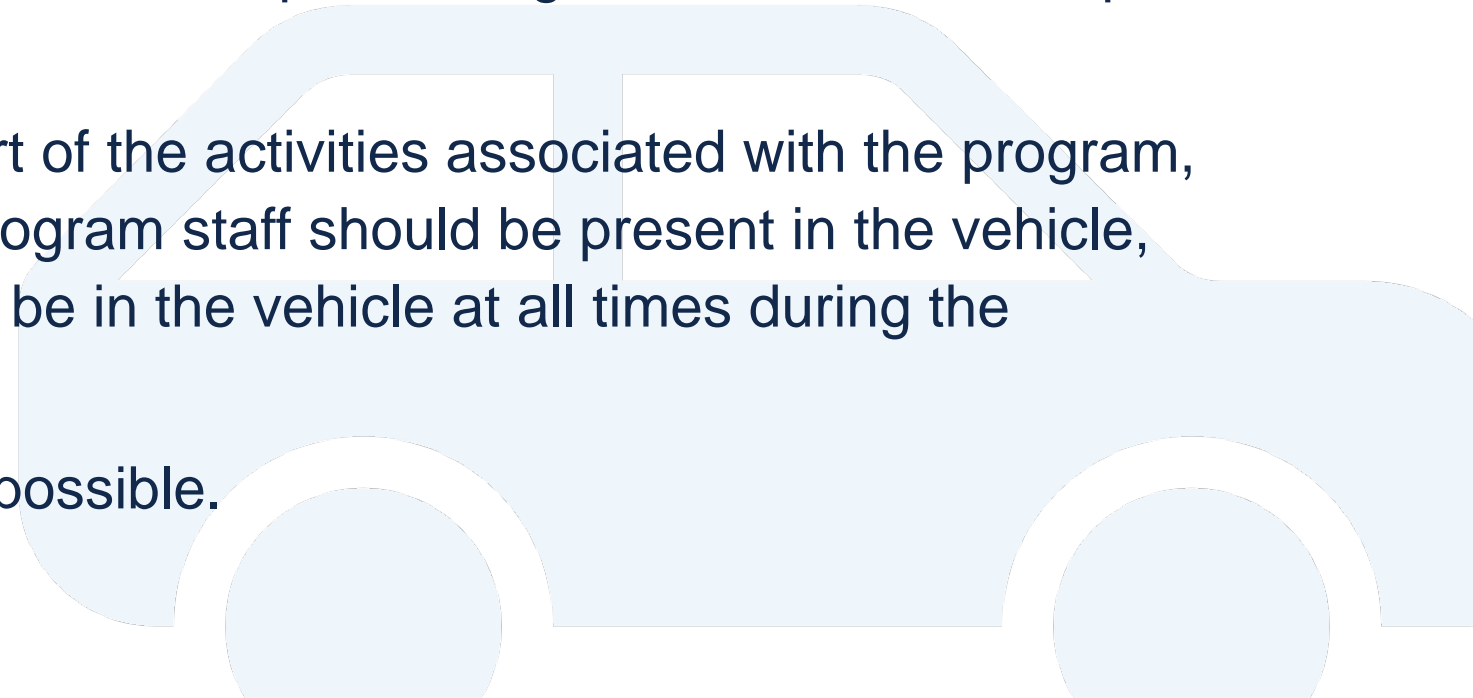




# Avoid Transportation Complications

## Transporting Minors for Program Activities

- Unless you have written permission from a parent or guardian, do not transport a minor yourself.
- When transporting minors as part of the activities associated with the program, more than one member of the program staff should be present in the vehicle, except when multiple minors will be in the vehicle at all times during the transportation.
- Avoid using personal vehicles if possible.







# Keep Children Away From Drugs and Alcohol

UNC-Chapel Hill does not tolerate the use or possession of illicit drugs.

- Do not provide illicit drugs to minors or use drugs in the presence of minors.
- It is illegal in North Carolina to drink alcohol before the age of 21.
- Youth should not possess or consume alcohol. Adults should not drink when they have responsibility for the well-being of youth.





# Keep Children Away From Drugs and Alcohol

It is illegal in North Carolina for anyone under the age of 18 to smoke/use tobacco products.

- UNC-Chapel Hill has a no smoking policy campus wide.
- Children and adults will not be allowed to smoke while on campus.





# Keep Children Away From Drugs and Alcohol

If minors receive or use prescription drugs or over-the counter medications, obtain a medical health form that includes administration instructions and side effects.

- All medications **must** be locked and not accessed by any youth.
- Program staff **must** get the medication for the child and monitor its use.



# Avoid Abuse Allegations

## Abusive Conduct

Do not engage in abusive conduct of any kind toward, or in the presence of a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining.

## Restraint

If restraint is necessary to protect a minor or other minors from harm, all incidents must be promptly documented and disclosed to the program director, the protection of minors coordinator and the minor's parent/guardian.



# Avoid Sexual Abuse and Harassment Allegations

Program staff must not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material (or assist in any way to provide access to such material via any medium) with or around minors.

## In addition, do not:

- Engage or allow minors to engage you in romantic or sexual conversations, or related matters, unless required in the role of resident advisors, counselors, or health care providers.
- Touch minors in a manner that a reasonable person could interpret as inappropriate.
  - Touching should generally only be in the open and in response to the minor's needs, for a purpose that is consistent with the mission of the covered program, and/or for a clear educational, developmental, or health related (e.g., treatment of an injury) purpose.
  - Any resistance or objection from the minor should be respected.



# Other Helpful Tips

## **Do not meet with minors outside of established times for activities.**

- Any exceptions to this provision must require prior written authorization from a parent/guardian of the involved minor and must include more than one program staff member. You must also obtain permission from the Program Director and the Protection of Minors Office.

## **Do not invite individual minors to your home.**

- Any exceptions to this provision must require prior written authorization from a parent/guardian of the involved minor and must include more than one program staff member. You must also obtain permission from the Program Director and the Protection of Minors Office.

## **Do not possess or use any type of weapon or explosive device while in the presence of minors participating in a program.**

- UNC-Chapel Hill does not allow firearms on campus.



## Other Helpful Tips

**Do not engage or communicate with minors through:**

- Email
- Text messages
- Social networking websites
- Internet chat rooms
- Other forms of social media at any time except

Unless there is an educational or programmatic purpose and the content of the communication is consistent with the purpose of the program and it is not a personal account.





# Enjoy Your Role Working With Youth

- Enjoy the opportunity to serve as a role model, teacher, and guide to minors.
- At the same time, maintain boundaries and take your responsibilities seriously.
- Treat youth with respect at all times. Avoid singling one child out from a group to become your special friend.







# When Working with Minors

## DO

Maintain the highest standards of personal behavior when interacting with youth.

Stay vigilant at all times when you are responsible for youth.

Conduct necessary one-to-one interactions with minors in a public environment where you can be observed.

## DON'T

Don't spend significant time alone with one minor away from the group or interact with minors in private.

Don't engage in inappropriate touching or have any physical contact with a minor in private locations.

Don't use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.



# When Working with Minors

## (continued)

### DO

Follow the “rule of three.” Have two adults present with a single child.

Listen to minors. Provide praise and positive reinforcement. If a minor expresses discomfort, tell your supervisor.

Treat all minors in a group consistently and fairly, with respect and dignity.

### DON'T

Don't give personal gifts to, or do special favors for a minor, or do things that may be seen as favoring one minor over others.

Don't engage in rough or suggestive games, including horseplay.

Don't strike or hit a minor. Don't use corporal punishment or other punishment involving physical pain, discomfort, or humiliation.



# When Working with Minors

## (continued)

### DO

Maintain discipline. Challenge minors if they engage in inappropriate behavior, including inappropriate touch or language.

Treat all minors in a group consistently and fairly, with respect and dignity.

Be friendly with minors within the context of the formal program or activity, while observing appropriate boundaries.

### DON'T

Don't date or become romantically or sexually involved with a minor. Don't show pornography to minors or involve minors in pornographic activities.

Don't strike or hit a minor. Don't use corporal punishment or other punishment involving physical pain, discomfort, or humiliation.

Don't share information with minors about your private life or have informal or purely social contact with minor program participants outside of program activities.



# When Working with Minors (continued)

## DO

Know who is authorized to pick up a child and bar others from doing so.

Be aware of how your actions and intentions might be perceived or misinterpreted.

Consult with other adult supervisors or colleagues when you feel uncertain about a situation.

## DON'T

Don't provide alcohol, drugs, or tobacco to minors or use them around minors.

Don't undress or shower around minors or sleep in the same room.

Don't relate to minors as if they were peers, conduct private correspondence, or take on the role of confidant (outside of a professional counseling relationship).



# When Working with Minors

## (continued)

### DO

Have another adult present when you are working with minors in an unsupervised setting.

Enjoy the opportunity to serve as a role model, teacher and guide to minors.

### DON'T

Avoid driving alone with a single child. Don't drive any children in your private vehicle without written parental permission.

Don't tell a child "this is just between the two of us," or otherwise encourage a child to keep secrets from parents or guardians



# Frequently Asked Questions

**Q: Is it mandatory to comply with all the recommendations?**

**A:** Although it is not mandatory that you comply with these recommendations, it is suggested that you do so. These are recommendations made by the American Camp Association and are intended to make camp a safe, enjoyable experience for everyone. **You must comply with all requirements.**

**Q: What if a camper is diabetic and requires insulin?**

**A:** Get the advice of the camper's pediatrician on administration of the insulin and proper storage. Ensure that the camper complies with the pediatrician's recommendations of usage and storage and that the camper administers the insulin under supervision of program staff. Ensure that no other campers have access to that child's medication.



# Frequently Asked Questions

**Q: A camper has allergies and requires an epi-pen. What are my responsibilities?**

**A:** Get a list of specific allergies from the child's pediatrician and/or parent and take precautions not to expose the child to those allergens. Ensure staff is trained by a medical professional on the use of an epi-pen and that the epi-pen is available for use at all times.

**Q: A camper requires daily doses of a prescribed medication. Who is required to administer the medication?**

**A:** In the event any participants require administration of medications while participating in the Program, necessary procedures should be established with the guidance of the participant's pediatrician. Non-prescription drugs should be dispensed only under written health care procedures or signed instruction of the parent. **All drugs be must stored under lock.**



# Frequently Asked Questions

## **Q: What is the ratio of staff to campers?**

**A:** General minimum ratios of staff on duty with campers in day and resident camp settings are recognized by the American Camp Association. 80% of staff used to meet supervision ratios must be at least 18 and all staff are at least 16 years old and 2 years older than the minors with whom they're working.

If you are unsure or have questions, consult American Camp Association for supervision ratios or contact the Protection of Minors Office.





# Frequently Asked Questions

## **Q: Can I have one-to-contact with a minor?**

**A:** If one-to-one interaction is absolutely required, meet in open, well-illuminated spaces or rooms with windows observable by other adults unless the one-to-one interaction is expressly authorized by the Program Director, a Dean, a Department chair, or unless the interaction involves a health care provider providing health care services.

If you need to check on a minor in a private area such as a dorm room, locker room, or restroom, bring another adult along.

- Younger campers should be accompanied to the restrooms by an adult or buddy.
- Older campers (high school) should either utilize a buddy system or have a check in/out system to insure they return in an appropriate time and are not at risk.

**Always document one-to-one interactions and inform another staff member prior to the interaction.**



# Frequently Asked Questions

**Q: What is the protocol when a non-authorized person wants to pick up a child from the program?**

**A:** Know who is authorized, and not authorized, to pick up each child. In addition:

- Obtain a written statement if the child is to be released to someone other than those persons designated on the application form (this person should bring identification).
- Do not release a child to anyone younger than 16 years of age or to anyone who arrives intoxicated or questionably under the influence of alcohol or drugs.
- If it is a non-custodial parent who is demanding to remove the child, contact 911 immediately.



# Frequently Asked Questions

**Q: Is it appropriate for minors to work in a laboratory setting?**

**A:** If youth are engaged in laboratories or research activities, seek advice on appropriate training and protocols. The [University of North Carolina at Chapel Hill's Department of Environment, Health and Safety](#) offers training and protocols.

You will also be required to complete a registration form separately from those required by the Protection of Minors policy.

**Q: Is it okay to give a minor program participant access to my social media page, my personal email, and/or my personal telephone number?**

**A:** Do not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the purpose of the program and available to all program participants. Do not use your personal account to do so.



# Frequently Asked Questions

**Who do I contact in the event of a medical emergency or other program questions?**

- In the event of a medical emergency call 911. When the situation is under control, contact the Protection of Minors Office to report the incident.
- In the event of program questions, contact the Protection of Minors Office.

## Contact Information:

### Protection of Minors Program

Starr Barbaro Sanders, Coordinator  
Protection of Minors on Campus



(919) 843-8995



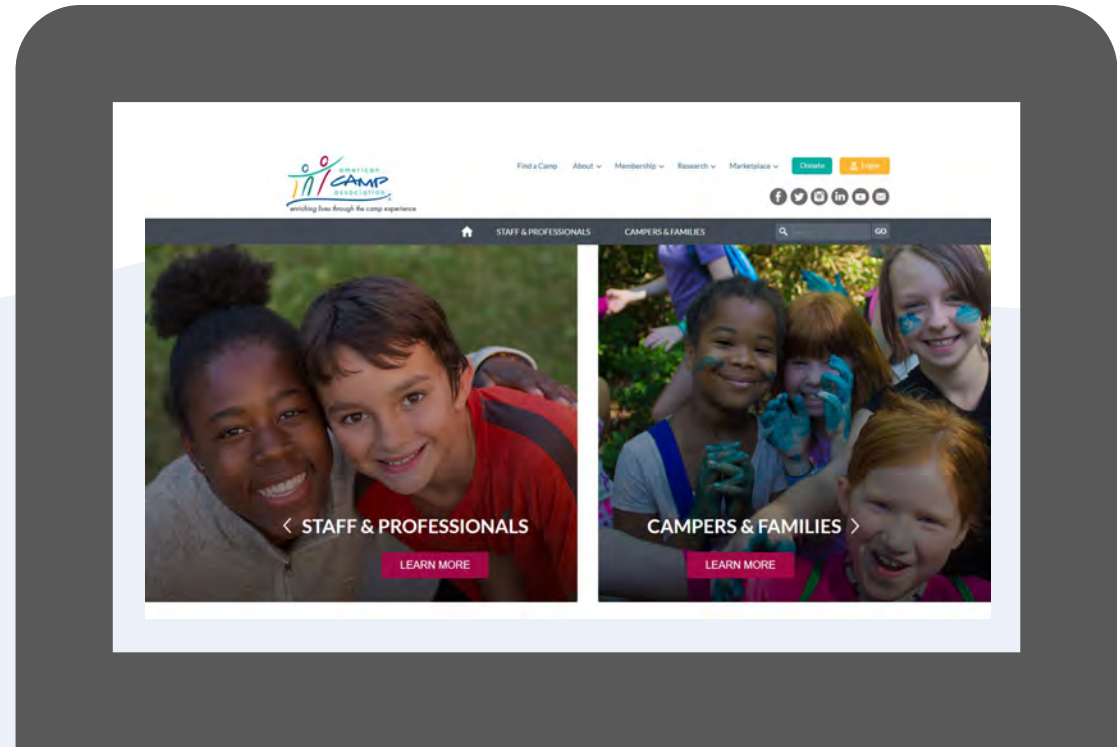
[protectionofminors@unc.edu](mailto:protectionofminors@unc.edu)



# Resources

## American Camp Association

For guidelines, training information and general camp questions, please visit the [American Camp Association](https://www.aacamp.org/) website.



# Recommendations and Strategies for Working with Minors Training Certification

Date: \_\_\_\_\_

Program Name: \_\_\_\_\_

By signing this document, I agree that I have read and completely understand the responsibilities and procedures outlined in Training Module 2: Recommendations and Strategies for Working with Minors.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Designated Individual Signature

Please make a copy of the signed form for your records.