

	Discovery of Prohibited Items (Weapons, Fireworks, Drugs, Alcohol)	Sending A Kid Home (Disciplinary action for a Camper or Project Serve kid)	Accident (Campers, YFC Staff, Project Serve, Volunteers)
Things You Need to Know	<ul style="list-style-type: none"> <li>• If there is an <b>IMMINENT THREAT</b> involving weapons being displayed/waived by a camper or intruder – <b>CALL 911 IMMEDIATELY, INITIATE CODE GREY</b> and get everyone as <b>FAR AWAY</b> as possible from the threat. <b>DO NOT</b> try and apprehend an individual by yourself.</li> <li>• If there is reasonable suspicion that a camper possesses prohibited items, it is in the best interest of everyone’s safety to inspect personal belongings (not the individual).</li> <li>• If prohibited items are found, they are to be confiscated. Fireworks, alcoholic beverages, and illicit drugs are to be safely disposed of or destroyed. Weapons will not be returned.</li> <li>• Discovery of prohibited items or refusal of a person to consent to a search if consent is requested are grounds for immediately sending the person home at his/her parent’s/guardian’s expense.</li> <li>• Don’t make it a practice to conduct searches. If and when it is deemed absolutely necessary, follow these guidelines. The search policies listed below apply to searching belongings, <b>not the individual</b>. Searching an individual should only occur following approval of the camp director and should be done by <b>local authorities</b>.</li> <li>• YFC is concerned with protecting the personal dignity of any person who is suspected of having prohibited items in his/her possession, search situations should be handled as privately as possible and in a manner designed to minimize embarrassment or humiliation to the individual. Among other things this means that the intrusiveness of searches should be minimized to the greatest degree possible.</li> <li>• Searches should be based on reasonably reliable information implicating a particular person or persons and should be focused on those individuals. In most circumstances, a general search of an entire camp or group would not be appropriate. Only in the most extreme circumstances, such as when reliable information indicates that there are prohibited items somewhere in a camp that pose a grave threat to the safety of a group generally, would such a general search be appropriate. As a rule of thumb, the more serious and immediate the threat to the group presented by the presence of prohibited items, the broader and more intrusive the search may be conducted.</li> </ul>	<p>Consider sending a kid home in the following situations:</p> <ul style="list-style-type: none"> <li>• If the camper threatens to injure another person at camp, and staff members believe the camper intends to carry out this threat.</li> <li>• If the camper violates any rule presented at the outset of the week as a “must obey or go home” rule.</li> <li>• If a camper initiates or participates in hazing or bullying</li> <li>• If prohibited items are discovered in his/her possession</li> <li>• If a camper refuses to consent to a search of his/her personal belongings as noted in Column 1.</li> <li>• If a camper refuses to submit to the authority of those in charge of the week of camp.</li> <li>• If a camper(s) maliciously causes damage to personal property, vehicles or camp facilities</li> <li>• The final decision for sending a kid home should come from the YFC Camp Director with counsel from Head Leaders and the YFC staff member that brought this student to camp.</li> </ul>	<ul style="list-style-type: none"> <li>• To the best ability, first aid should be administered by a qualified person. If it’s a <b>LIFE THREATENING</b> situation, <b>CALL 911 IMMEDIATELY</b>.</li> <li>• If it’s not life-threatening, work with the medical team at camp to determine if proper care can be administered at camp.</li> <li>• <b>If the injured person is YFC Staff/PS/Volunteer and more than first aid is necessary – CONTACT RISK MGMT IMMEDIATELY FOR NEXT STEPS</b></li> <li>• <b>If a minor is involved ATTEMPT TO CONTACT PARENTS</b> and give them information about the situation. Consider their advice/direction if necessary. If the camper is not insured, explain that YFC participant accident insurance will assist in covering the expenses.</li> <li>• The camper’s leader should be as involved as possible in this process since they are the one with a relationship with this student. If the leader is able, have them communicate with parents.</li> <li>• Get directions to the nearest medical facility from the medical team or camp staff and coordinate transportation with a Head Leader.</li> <li>• Take the camper’s Health, Consent &amp; Release Form to the medical facility. If the camper is not currently insured, take a copy of YFC’s insurance information.</li> <li>• <b>UPDATE PARENTS</b> after the camper’s condition is diagnosed and continue to update as needed.</li> <li>• If possible, obtain copies of the emergency room/hospital reports and the medical bills.</li> <li>• Complete and forward the <b>INCIDENT REPORT FORM</b> along with their <b>CONSENT FORM</b> and any hospital reports to <a href="mailto:riskmanagement@yfc.net">riskmanagement@yfc.net</a> within <b>24 hours of the injury</b>. <b>Call the Risk Mgmt Dept at the NSC (303) 843-9000 with any questions.</b></li> </ul>
Action to Take	<ul style="list-style-type: none"> <li>• When there is reasonable suspicion to perform a search, at least two staff members should confront the person privately and outline the reasons for suspicion. At least two staff members should be involved in all stages of an inquiry and search.</li> <li>• If the person admits to the violation, take the action listed above to get rid of the prohibited items and determine whether the violation warrants sending the person home.</li> <li>• If a search is necessary, request that the person observes the search of his/her belongings. If prohibited items are found, take the action listed above and determine if the person should be sent home.</li> <li>• Staff should prepare a written report of all actions taken, conversations conducted and discoveries made as soon as possible after the occurrence of an incident subject to these procedures. <b>A copy of the incident report should be kept on file at camp and another copy should be forwarded to <a href="mailto:riskmanagement@yfc.net">riskmanagement@yfc.net</a> within 24 hours for review and retention.</b></li> <li>• If it is determined that an entire cabin or group of people should have their belongings searched, all subjects of the search should be invited to be present during the search.</li> </ul>	<ul style="list-style-type: none"> <li>• The YFC Camp Director may transfer physical custody to the minor’s parent/guardian by having that person pick up the minor at camp and independently arranging for transportation home.</li> <li>• If we have a signed Health, Consent &amp; Release Form on file for the camper in question, YFC Camp already has permission to send a kid home at the expense of parent/guardian. We are responsible to make efforts to contact the parent/guardian to communicate about how the camper will be sent home. If a parent/guardian is contacted, they should give further written consent acknowledging the mode of transportation to be used and that physical custody of the minor passes to the parent/guardian when the minor leaves camp, not when the minor arrives home.</li> <li>• If parents/guardians are unable to be contacted, the YFC Camp Director should make the decision about how to send the student home. All efforts to communicate with the parent/guardian should be documented.</li> </ul>	<p><b>INCLUDE ALL OF THE FOLLOWING ON THE INCIDENT REPORT:</b></p> <ul style="list-style-type: none"> <li>• Type/Write out the following on the YFC/USA Incident Report form: <ul style="list-style-type: none"> <li>○ What happened? Write down as many details as possible regarding the accident. Include witness names and contact information.</li> <li>○ Who transported the camper to the medical facility?</li> <li>○ Which leader is staying with this camper at the medical facility?</li> <li>○ What facility were they taken to?</li> <li>○ What’s the phone number for the facility? Any specific contact person we are working with?</li> <li>○ What is the diagnosis/course of treatment?</li> <li>○ What YFC Chapter did they come to camp with?</li> </ul> </li> <li>• <b>ATTACH A COPY OF THEIR YFC/USA PARENT CONSENT FORM IMMEDIATELY TO THE INCIDENT REPORT</b></li> <li>• Keep these written notes and any copies of reports/bills from the medical facility in a file to have available for parents <u>and</u> YFC files.</li> </ul>

	If a Camper Reports Being Abused	Suicide Threat / Attempt	Sexual Misconduct	Harassment
Things You Need to Know	<ul style="list-style-type: none"> <li>As YFC staff and volunteers you are considered a <b>MANDATORY REPORTER</b> when it comes to allegations of suspected sexual/physical abuse</li> <li>Report to the appropriate legal authorities. If you need assistance in determining where to report, please contact YFC/USA Risk Mgmt at (303)843-9000 or <a href="mailto:riskmanagement@yfc.net">riskmanagement@yfc.net</a>.</li> <li>Please see the list of questions below and obtain as much information as possible right away. The answers to these questions have great significance in determining our responsibility to report abuse and if the camper is safe to return home.</li> </ul>	<ul style="list-style-type: none"> <li>A kid who threatens suicide must always be taken seriously. Do not make a judgment call on whether or not the threat is "serious".</li> <li><b>Do not let a kid who as attempted or threatened suicide to be alone at any time. 2 YFC Staff/Volunteers need to be present with a kid at all times.</b></li> <li>If a medical response is required, follow the steps listed in the section called "Accident".</li> </ul>	<ul style="list-style-type: none"> <li>Sexualized behavior can be defined as, but not limited to, any type of sexual acting out that involves physical touch regardless if is considered consensual or "age appropriate." Youth sexualized behavior could also include any type of non-contact sexual activity including exposing themselves to others, using sexualized names, using inappropriate sexual language, sexual hazing, making sexual gestures, exposing others to pornography, taking and sharing inappropriate pictures of a sexual nature (i.e. sexting), or playing sexualized games (i.e. truth or dare).</li> <li>In order to adequately respond to and track incidents, all sexual activity between youth and sexualized behaviors of youth must be consistently documented.</li> </ul> <p>In the event that an employee/volunteer sees a youth exhibit sexualized behaviors or suspects youth-to-youth sexual activity, the employee/volunteer is instructed to do the following:</p> <ul style="list-style-type: none"> <li>Interrupt the behavior and separate the youth. Do not investigate.</li> <li>Report the behavior to a supervisor or Camp Director</li> <li>The Camp Director is responsible for notifying the parents/guardians of youth involved.</li> <li>Document your report with factual information only. Opinions should not be included on the incident report.</li> </ul> <p>Employees and volunteers should keep their eyes open for suspicious/inappropriate behaviors between adult leaders and youth. In the event that employees/volunteers observe such behavior, they should immediately report their observations. All reports of suspicious behavior with youth will be taken seriously.</p> <ul style="list-style-type: none"> <li>Interrupt the behavior. Do not investigate.</li> <li>Report the behavior to Camp Director. If the report is about the Camp Director, contact Risk Mgmt and/or make an anonymous report using our Toll-Free reporting line: 866.607.SAFE (Hours: 24 Hours, 7 Days a Week)</li> <li>Keep a written record of the incident and your report but do not conduct an investigation. Keep reporting until you are satisfied that action has been taken.</li> </ul>	<ul style="list-style-type: none"> <li>Our goal is to strive to maintain a culture of employees/volunteers/kids to live free from intimidation, threats or violent acts. This includes, but is not limited to intimidating, threatening or hostile behaviors, physical abuse, vandalism, hazing, bullying, or any other act which is inappropriate. In addition, insensitive or offensive comments regarding violent events and/or behavior are <u>not</u> tolerated.</li> </ul> <p><b>Except in cases of emergency, employees are expected to contact the Camp Director if they believe there is a serious threat to the safety and health of themselves or others.</b></p> <p><b>If the Camp Director is contributing to/or creating a hostile environment at camp, please contact the Human Resources Department at the National Service Center at (303) 843-9000</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>In addition to this <b>YFC Camp INCIDENT MATRIX</b>, please take the time to review the <b>YFC Safety Standards</b> (available for download on IMPACT) and familiarize yourself with the camp property's <b>EMERGENCY ACTION PLAN</b> uniquely designed for your facility and their response to natural disasters and emergencies. You may obtain a copy by contacting the YFC Camp office or <a href="mailto:riskmanagement@yfc.net">riskmanagement@yfc.net</a>.</p> <p>Situations may arise that do not "fit" into one of the categories outlined on this matrix. If ever you need assistance in determining next steps, the Risk Management Team is positioned to support you during the camp season. <b>PLEASE CALL/EMAIL WITH ANY QUESTIONS.</b>  <b>Mandy Burgund (303)843-6751 office; (630)670-7915 cell</b>  <b>Greg Monaco (303)843-6722 office; (847)287-4133 cell</b></p> </div>
Action to Take	<ul style="list-style-type: none"> <li>Information concerning the child: <ul style="list-style-type: none"> <li>What is the child's full name?</li> <li>What was the age of the child when the abuse allegedly occurred?</li> <li>What is the age of the child now?</li> <li>Is the child associated with YFC?</li> <li>Where does the child live now?</li> <li>Where is the child now?</li> </ul> </li> <li>Information concerning the alleged abuser: <ul style="list-style-type: none"> <li>Is this person a family member of the child?</li> <li>Is he/she associated with YFC in any way? If so, how?</li> <li>What is their age? Is the alleged abuser a minor?</li> <li>Is there any continuing contact/association between the alleged abuser and abused child?</li> <li>Where is the alleged abuser now (state)?</li> <li>If the abuser is reported to the authorities, is there any risk that he/she could harm the child?</li> <li>Did the abuser come to know the child through YFC? If so, how?</li> </ul> </li> <li>Information concerning the circumstances of the abuse: <ul style="list-style-type: none"> <li>Where did it occur? When did occur?</li> <li>Nature of the abuse? (sexual, physical, neglect)</li> </ul> </li> <li>Information on the individual reporting alleged abuse to YFC: <ul style="list-style-type: none"> <li>What is their position/relationship in YFC?</li> <li>What is the date information was received?</li> <li>How was the information received? (In the course of spiritual counseling, a confession, by another staff, etc.)</li> <li>Is the person who received the info licensed or ordained as a member of the clergy?</li> <li>Is the person who received the information a licensed therapist/psychologist/psychiatrist, a medical doctor, nurse or other health care provider?</li> <li>In what profession or occupation (if any) is this person employed/licensed outside of work with YFC?</li> <li>In what state was the information received, and where is the person who received the info now?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>In the event of threatened suicide, immediately take the individual to the nurses' station for round the clock monitoring</b> until arrangements are made to send the camper home. <b>Someone must be awake and with the kid at all hours through the night.</b></li> <li>Notify the parents immediately and make arrangements for the camper to go home. Make them aware that YFC is unable to continue to provide the constant attention their child needs for the duration of the week in view of the suicide threat/attempt. They need to make every effort to get their child home as soon as possible.</li> <li><b>In the event of a suicide attempt, please follow the steps under the "Accident" section of this card.</b></li> </ul>		