

Orientation for Designated Individuals

Instructions

Camp directors are required to hold orientation for designated individuals prior to the start of camp. This PowerPoint was put together to assist Camp Directors and ensure important information is included in each camp's orientation.

Some information provided during orientation will be camp specific and other information is applicable to all UT Dallas-sponsored camps. Even though some of the information was covered in online training, it is important to cover it again in person.

Slides 2-6 should be updated with camp specific information for each topic. More topics and slides may be added as needed.

Slides 7-16 (beginning at Sign-In/Sign-Out Logs) contain information applicable to all UT Dallas-sponsored camps. This information should not be altered. Carla Garner with the Programs for Minors office can attend designated individual orientations to deliver the information on these slides upon request. Carla can be reached at ext. 3815 or pace@utdallas.edu.

PACE Name

Designated Individual Orientation

Camp Goals

Purpose of Camp

Expected Learning Outcomes for Campers

Key Camp Contacts and Phone Numbers

Designated Individuals

- Designated Individuals role in the camp.
- Arrival time/departure time.
- Parking.
- Breaks and lunch – Participants still need to be supervised.
- Duties.
- Attitude.
- Dress code.
- Camper supervision (ratio, method of accounting for all campers).
- Camper orientation – when, where, content, etc...
- Safety precautions – assess area for hazards (broken glass, broken chair, exposed wiring, outdoor drain cover loose, etc.).

Disciplinary Actions

Who besides the Camp Director is allowed to talk to parents?

At what point is the Camp Director alerted?

When is it appropriate to complete an Incident Report?

What is acceptable behavior and what is not acceptable behavior?

- Verbal warnings
- Time-out
- Incident report – document injuries, illnesses, bad behavior, etc. if a camper has to be dismissed from camp you will need the details of what occurred.
- Contact parents

Emergency Actions

- During an emergency remain calm, maintain order, account for all campers, determine who should be called.
 - Where First-Aid kit is located (for day camps and overnight).
 - Who can administer first-aid.
 - Where are participant emergency forms located.
 - Life threatening emergencies call 9-1-1.
 - Non-life threatening emergencies call UT Dallas Police at 972-883-2222.
- Go over documented emergency plans approved by Emergency Management with Designated Individuals. Include escape routes in case of fire, shelter areas in case of inclement weather and reunification area for when the building has to be evacuated.

Sign-In/Sign-Out Logs

All camp participants must be signed in by the person delivering them to camp or must sign themselves in if given permission on the Pick-Up Authorization form. This establishes custody exchange.

Minors can only leave for lunch if their parent or legal guardian sign the log. If parents or legal guardians pick up their minors for lunch the Pick-Up Authorization must be reviewed for authorization and matched to a drivers license before they can sign the minor out. Upon return the minor must be signed back in to the camp.

Campers can only be released to persons listed on the Pick-Up Authorization. Verify identity by checking their drivers license and have them sign the daily log to document custody exchange.

If a person other than those listed on the Pick-Up Authorization form is trying to pick up the minor, call the parent that completed the form to verify it is ok to release the minor and have that person sign the log. If not ok, call UT Dallas Police 972-883-2222.

Supervision

Must have a minimum of three people to a group. No one-on-one contact with campers outside the presence of others. If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with a window observable by other Designated Individuals or program staff.

No social contact with campers outside of established times for program activities without another designated individual being included. This includes meeting, dating, texting, emailing, social networking, websites, etc.

Use the buddy system and/or have a Designated Individual escort the minors to the restrooms and to fill water bottles. Do not send a minor by himself or herself. We have no way of controlling who accesses buildings or restrooms. Make sure campers know where the closest restrooms are located and where water bottles can be filled.

All campers must be supervised by designated individuals during lunch and breaks. Including in the dining hall and in common areas of the Residence Halls.

Campers may only explore the UT Dallas campus with Designated Individuals (at least one must be 21 years of age). This includes visiting the Student Union, University Recreation, McDermott Library, etc.

- Keep groups within the approved camper/Designated Individual ratio.
- Be mindful of pedestrian safety. Always stay on sidewalks and use crosswalks, remember to look both ways before crossing streets.
- Remember University classes and testing occur year round; keep noise at a respectful level.

Sign up for UTD Alert (Text UTDALERT to 888-777 to enroll).

If you see something, say something! Don't wait until something bad happens before you say something. If you notice a camper or peer acting inappropriately, tell the camp director.

Set social media accounts to private. No social contact with campers outside of camp. Ensure all communication is through the camp website or includes the camp director and parents.

Report allegations of Child Abuse and Sexual Exploitation (1-800-252-5400 or [Texas Abuse Hotline](#)). Texas law requires anyone with knowledge of suspected child abuse or neglect to immediately report it to the Department of Family and Protective Services (DFPS).

Lost/Missing Camper Protocol

Designated Individuals must account for minors they are responsible for at all times.

- ✓ Regularly check attendance, specifically when minors are in transition between locations.
- ✓ Immediately notify the Camp Director if a minor is unaccounted for.
- ✓ Camp Director and Designated Individuals should search the area where the minor was last seen.

If the minor is not located after the aforementioned steps have been completed:

- ✓ Call 911. The camp director should contact the police and wait for them to arrive.
- ✓ Contact parents. The camp director should contact parents to apprise them of the situation.
- ✓ Camp Director and program staff should continue the search until police arrive.

When police arrive, let them assume command to locate the missing camper.

Incident Reports

Document, Document, Document!

Complete incident reports to document behavioral issues, rule violations, illness, minor injuries, medical emergencies, etc.

It is always better to document an incident right after it happens than trying to recall details a day or two after the fact.

The Incident Report form is available on Programs for Minors webpage.

Emergency Plans

Emergency Plans agreed to by Emergency Management:

- ✓ Escape routes in case of fire.
- ✓ Location of designated storm shelters.
- ✓ Reunification area in case of evacuation.

- Escort campers out of buildings and/or proceed to safe area designated in the camp Emergency Plan.
- Remain with assigned camp group and take attendance immediately.
- If all campers are accounted for, maintain order and follow the instructions of emergency personnel.
- If a camper or Designated Individual is missing when attendance is taken, Designated Individuals should notify emergency personnel and follow their instructions.

Field Trip Procedures

Never transport campers in personal vehicles. If in an accident, the driver and owner of the vehicle will be personally liable. **Always** use an alternative mode of transportation.

When on a field trip with minors, program staff should follow these procedures:

- ✓ Complete an initial count of all campers.
- ✓ Divide campers into small groups and use the buddy system.
- ✓ Take attendance often:
 - Prior to departing.
 - Immediately when everyone is in the vehicle.
 - Several times throughout the day once you have arrived at the destination.
 - Prior to returning to the vehicle.
 - Again when minors are in the vehicle for the return trip.

Residential Camps

- Minors must be supervised while in common areas of Residence Halls.
- Male and female campers may not commingle without supervision, especially in suites.
- No hugging, kissing, hand holding, sitting in laps, etc. among campers.
- Participants from other camps may not enter residential suites.
- Minor participants should not be in the same suite as adult participants (18 and older).
- Perform nightly room checks at a designated time. Visually account for campers, do not just ask.
- Roll call before leaving the Residence Hall to ensure everyone is accounted for.
- Minors are not allowed to stay by themselves in their room if they are not feeling well:
 - If contagious, they must go home.
 - Can be given over the counter medication (Tylenol, Pepto-Bismol, etc.) **only** if a signed Over the Counter Medication Form is on file.
 - Attend session with other participants but sit out and does not participate.
 - Designated Individual must remain in Residence Hall and periodically check on the minor if unable to leave the room. Must inform parents.