- 12. Discipline!— Any discipline used should be constructive, not humiliating or isolating. Physical punishment is not an appropriate form of discipline and is prohibited.
- 13. Photography Photographing minors is prohibited, except for Program-related purposes where the parent or guardian has executed a Photo and Media Release. Use of any device capable of recording and transmitting visual images in shower areas, restrooms, or other areas where privacy is expected is strictly prohibited.
- 14. Gifts Staff may not provide gifts to minors independent of items provided by the Program.
- 15. Administering Medication Medication must only be administered by a licensed healthcare professional. Do not provide or administer any type of medication to a minor to include over-the-counter medicaiton.
- 16. Substance Use Prohibited Do not use, possess or be under the influence of alcohol, illegal drugs, or any prescription medication that impairs your ability to perform your duties during the Program.
- Do not condone others' use of alcohol or illegal drugs during the Program.
- Recognize that UNG is a tobacco-free campus and that smoking, vaping, and tobacco use is prohibited.
- 17. Non-Discrimination –

Missing Minor

- Should a minor go missing during your program follow these steps:

 1. Program staff should conduct a check of the immediate area.
 - 2. Check with other campers to see if they know the campers' location.
 - 3. Check where the camp

CPR/First Aid Protocol

All camps/minors programs should have at least one CPR/AED/First Aid Certified staff member present at all times. Should the program be held in multiple locations, a trained staff member should be present at each location. Ensure you are aware of your trained staff member prior to the start of the program.

Injury or Sickness

In the event a minor is injured or sick, follow these guidelines:

- In the event that a minor is sick or injured in a non-life threatening way, remove the minor from the situation, and report it to the camp director. They will take it from there.
- , In the event that a minor is sick or injured in a life-threatening way, immediately call UNG Police at 706-864-1500 and report the situation and location. In addition, report the situation to the camp director, and perform first aid/CPR if necessary. If UNG Police has been called, the camp director should notify the Director of Regulatory Risk for Youth Progarms and the Office of Risk Management as soon as possible.
- , If a minor is transported to the hospital before a parent or guardian arrives, one staff member will accompany the minor to the hospital with the appropriate roster information, medical forms, and medical release.
- Minors <u>cannot</u> be transported in staff member's personal vehicles.

be respected in situations such as toileting, showering and changing clothes; when it is necessary to supervise minors, at least two staff should be present and only to the extent that the health and/or safety requires. **Touching** Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Always avoid

Minors must still be supervised during periods of removal from activities. Minors should not be sent to a dorm room or any other area away from staff supervision. Having a disciplined minor sit to the side of the activity is an acceptable program procedure. Staff should continue to engage with the minor and return them to program activities as soon as possible, reminding them that proper behavior is expected. Any discipline after a verbal reminder or temporary removal from an activity should be addressed first with the camp director.

Any problems or concerns regarding minors or parents should be immediately communicated to the camp director.

If a disciplinary issue arises that requires communication with a parent or guardian, the camp director will be responsible for making the contact.

Problems regarding staff members conduct should be communicated to the camp director.

Communication

! Staff members are not allowed to friend/follow/interact with minors on Facebook or other social communication sites while employed by the program, other than on the official program/camp pages and sites. If you choose to connect with minors after your employment ends, we highly recommend you restrict what they can see on your site to only appropriate content (i.e. no photos of drinking, smoking, etc.)

Program Specific Information

