

Preparing for Summer Recreation Program Risks

Use the checklist below as a guideline and to do list when preparing for summer recreational programming.

Employee & Volunteer Screening

- ✓ Ensure you are following all state laws regarding background check requirements.
- ✓ Develop job descriptions and outline the roles for each employee/volunteer and communicate those during the interview process so there is no confusion on expectations.
- ✓ Have all employees/volunteers employment history been vetted and references checked?
- ✓ Have all existing employees received an annual criminal background check prior to the summer?
- ✓ Have all seasonal employees received an annual criminal background check prior to hiring?
- ✓ Have all volunteers and chaperones received an annual criminal background check prior to hiring?
- ✓ Are all new employees screened during the interview process with situational questions pertaining to working with children?
- ✓ Have all employees/volunteers received first aid and CPR training prior to starting employment?



Policies

- ✓ Does your policy manual outline the roles and responsibilities for each staff member and volunteer?
- ✓ Does the policy state that no staff member or volunteer should be left alone with a child at any time, including during transportation?
- ✓ Do policies include procedures that account for camper medication needs and allergic medications such as epi-pens?

Risk Transfer

- ✓ Has your attorney reviewed your hold harmless agreement/waiver?
- ✓ Is your waiver customized to the summer recreation program? (Generic waivers are not advised)
- ✓ Does the waiver inform the parents/guardians with as much detail as possible about each program that will be provided and detail the timeline for each activity?
- ✓ Does the waiver provide contact information for questions?
- ✓ Do permission forms request medical information such as allergies, special accommodations that may be needed, or medicine that may need to be administered with specific times/dosages, etc.?
- ✓ If vendors are used for activities such as kayak tours or swimming lessons, are certificates of insurance provided with appropriate limits?
- ✓ Is your entity named as an additional insured on their policy?
- ✓ Are vendors properly licensed? (Certified guide, swimming instructor, etc.)

Supervision

- ✓ What are your staff/camper ratios? (Ratios should vary based on the risk level of the activity)
- ✓ Do you have a back up plan in the event a staff member cannot attend in order to maintain your ratios?
- ✓ Are campers supervised at all times?
- ✓ Has the location of the program been inspected for hazards such as broken glass, discarded needles or weapons?
- ✓ Are playgrounds inspected and free from hazards? Is safety surfacing adequate?
- ✓ Are students monitored for hydration on hot days?
- ✓ If the activity will be held in a location where other non-campers will have access what are the security measures to ensure campers are kept safe and away from them?



Emergency Preparedness

- ✓ Have the Police, Fire, EMS, and Public Works departments been notified of each planned recreation program so that they can be prepared to respond accordingly if needed?
- ✓ Is there a plan in place for inclement weather? Has this plan been communicated to the parents/guardians?
- ✓ Is there a plan in case students go missing? Are all scenarios considered?
- ✓ Is there a back up communication plan in case cell phone service is limited?



Training

Have all staff members and volunteers been trained on:

- ✓ Their roles and responsibilities?
- ✓ What to do in the event of an emergency including injuries and allergic reactions?
- ✓ How to manage behavioral issues?
- ✓ Are campers educated on their expectations prior to each activity?
- ✓ Are bullying prevention measures in place?

Aquatics

- ✓ Are swimming pools and beaches free from safety hazards?
- ✓ Are lifeguard to swimmer ratios appropriate? Ratios will vary based on swimmer ages.
- ✓ Are lifeguards properly trained and certified?
- ✓ Are floatation devices provided?
- ✓ Are AEDs onsite and accessible?
- ✓ Are life jackets in good condition and inspected?
- ✓ Are swimming tests conducted to assess skill level?
- ✓ Are depth markers intact and accurate?
- ✓ Is the pool ADA compliant?



Transportation

- ✓ How will campers be transported? Ensure personal vehicles will not be used.
- ✓ Are drivers properly trained on the vehicle they will be driving?
- ✓ Are motor vehicle records checked for each driver?
- ✓ Ensure drivers are not transporting campers alone.
- ✓ Ensure vehicles are properly inspected and maintained
- ✓ If transportation will be contracted to a third party, ensure they have proper certificates of insurance and the drivers are properly licensed/trained.

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