

## HW-16 HEALTH-CARE CENTER

Does the camp have a health-care shelter or center available to handle first aid and emergency cases that provides:

- Protection from the elements,
- Space for treatment of injury and illness,
- A lockable medication storage system,
- Available toilet(s),
- Available water for drinking and cleaning?

And, except for day camps,

- One bed per 50 campers and staff, and
- Isolation, quiet, and privacy?

YES NO

**INTERPRETATION:** "Available" toilets and water refers to the fact that these items should be located in or next to the health-care area so that ill or injured persons have easy access. Sufficient amounts of water for drinking and cleansing should be on hand.

It is most desirable to have any medicinal drugs locked in a cabinet at all times, particularly if narcotics are involved. However, in cases where there is full-time medical staff and the health-care facility or first-aid area is in a permanent building, it is acceptable to have the entire building or room where medication is kept locked when not under direct supervision of the health-care staff. Those drugs needing refrigeration may be stored in a locked refrigerator, or in a locked container within the refrigerator. While health-care facility concerns cannot be specified for camps operating without a base site, these programs should still provide a lockable storage system for medications.

**COMPLIANCE DEMONSTRATION:** Visitor observation of the facility in use.



**Does not apply to camps with no base site.**

**Applies to:**

- Day camps
- Resident camps

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## HW-17 AVAILABILITY OF AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED)\*\*

### Does Not Apply to:

- Nonmedical religious camps.
- Trip or travel camps or other off-site programs.

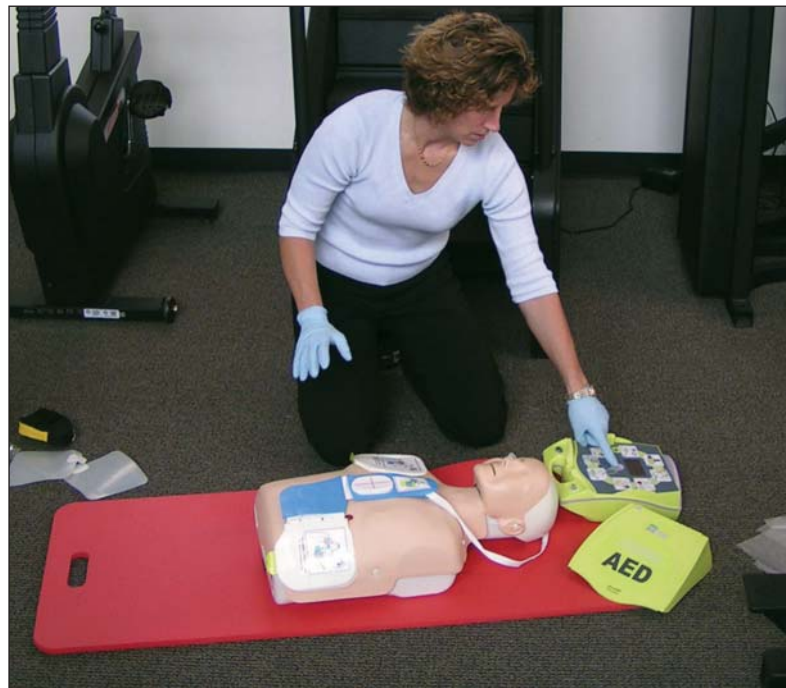
### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

Does the camp have access to an AED (automated external defibrillator) available to the majority of the camp population, within the timeframe recommended by authoritative sources, and managed by trained personnel? The AED may be located on the camp property or available through another provider. YES NO

**INTERPRETATION:** Examples of authoritative sources include American Red Cross, American Heart Association, American Academy of Pediatrics, OSHA. The camp administration should determine the placement of the AED(s) based on population served and activities conducted.

**COMPLIANCE DEMONSTRATION:** Explanation of process used to determine where the AED will be located, who is trained in use of the AED and who is responsible for the maintenance of the AED.



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## HR-4 STAFF SCREENING

## MANDATORY (HR-4A)

Does the camp have written evidence of a policy in practice that requires screening for all camp staff with responsibility for or access to campers that includes::

HR-4A: Annually for all camp staff—paid, volunteer, and contracted:

- A voluntary disclosure statement, and
- \*\* A Check of the National Sex Offender Public Website OR written verification that a check of the Sex Offender Registry in all 50 states and U.S. territories has been conducted. YES NO

HR-4B: For new camp staff 18 years and older, paid, volunteer, and contracted, a criminal background check? YES NO

HR-4C: For new camp staff, at least two reference checks and verification of previous work (including volunteer) history? YES NO

HR-4D: For new camp staff, personal interview by the camp director or a designated representative? YES NO

**INTERPRETATION:** \*The camp must implement established screening policies for its own operation. All camp staff (e.g., volunteer, employed, and contracted; full-time and part-time, international) who could have unsupervised access to children must be included in the screening process. This requirement includes on-site operational personnel, as well as staff members working from a central office who come to the camp as a part of their responsibility. Guest-program specialists who provide leadership in a limited area and are never with campers in an unsupervised situation would not be subject to screening.

A “voluntary disclosure statement” is a signed statement that, at minimum, attests to the non-conviction of violent crimes and crimes against children. It may include further information about other criminal behavior, previous addresses, and other data relevant to the camp and position. The policy should be reviewed by legal counsel. The “voluntary disclosure statement” may be included on the application form or with the release of information form, or may be a separate document. The statement should be secured from ALL staff, including international staff. A statement must be signed by all staff annually, regardless of previous or continued employment.

The Dru Sjodin National Sex Offender Public Website (a free service at [www.nsopw.gov](http://www.nsopw.gov)) will only reflect certain types of criminal sexual behavior. A criminal background check seeks additional records of other types of criminal behavior. Criminal background checks are available through a variety of agencies and private vendors, each with its own level of coverage, accuracy, timeliness of providing information, and cost.

- **Applies to:**
- **Day camps**
- **Resident camps**
- **Short-term resident programs**

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Consult the ACA Accreditation Standards Resource CD-ROM for detailed information on criminal background checks.

The camp must have a specific plan for securing criminal background checks based on state laws, availability of data, cost, and type of staff. For staff from other countries, criminal background checks are increasingly provided through the international placement agencies. Availability of criminal background checks for international staff and volunteers vary by the country of origin. The international placement agencies have recommendations concerning the minimum types of checks that should be performed. Consult the ACA Accreditation Standards Resource CD-ROM for further information on criminal background checks.

Securing a criminal background check, references, verification of previous work, and interviews applies to the hiring of new staff, seasonal and year round. Staff are considered "new" upon initial hiring, and if there has been a break in employment of 12 months or more. Year-round staff, including directors, must be screened upon entry and thereafter according to the policy of the camp (see Standard HR-3).

Some "seasonal staff" may be year-round employees of the parent organization (agency staff, clergy, religious educators). These persons may be treated as "year-round staff" PROVIDED THAT the parent organization has a policy in practice for screening and supervising that meets the criteria of the standard.

"Verification" of work history means evaluation of the timeframes of previous jobs to determine reasons for any gaps in employment and spot checking to verify that the applicant was employed or licensed as claimed. Standards in other areas, such as transportation, aquatics, and program, also call for specific types of record checks or documentation of skills which may be undertaken as part of the screening process. The standard does not require visitors to be given access to confidential files. "Written evidence of the screening process in practice" may include the application or receipt for securing background checks.

"Personal interview" means face-to-face or by phone for all applicants, including internationals, conducted by the camp director or a designated representative. In addition to interviews conducted by a staff placement agency, camps should make their own contact with applicants before hiring to confirm the applicant's language and communication skills, identify their expectations for the job, determine their suitability for the specific job offered, and provide specific information to the applicants about the camp program and location.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for sample forms and additional information on screening practices related to international staff.

**COMPLIANCE DEMONSTRATION:** \*Visitor observation of written evidence of the screening policy in practice; director description of the screening process.

### **WRITTEN DOCUMENTATION IS REQUIRED**