

February 2014

Based on the discussions held at the National Council of Leaders meeting held in Dallas, February 2013, the ACA National Board (BOD) requested the National Standards Commission (NSC) to review standards related to camper safety. In addition, the BOD had previously requested the NSC to review standards related to criminal background checks. In response to these requests, and being responsive to the emerging environment, the NSC recommends the following revisions and one addition to the ACA accreditation standards. ACA legal counsel has approved the revisions/addition and the ACA National Board received the NSC recommendation for the revisions/addition at their Jan. 2014 meeting.

All of the below revisions/addition to ACA standards would become effective in 2015.

NOW is the time to gain additional thoughts and input from various audiences – from those “within” ACA and those “outside”. This will be occurring over the next six - eight weeks in a variety of methods.

HR.4 ANNUAL STAFF SCREENING

All components mandatory and effective 2015

Text in italics is the new text; text appearing with a strike through is to be removed.

HR.4 Annual Staff Screening

Does the camp require annual screening for all camp staff (*counselors, administrative staff, and support staff*) – paid, volunteer and contracted – ~~with responsibility for or access to campers~~ that includes:

- *HR4.1 A criminal background check for staff eighteen (18) years and older to be initiated prior to the arrival of campers and prior to the start of employment for any late hires.*
- HR.4.2 A voluntary disclosure statement.
- HR.4.3 A check of the National Sex Offender Public Website (www.nsopw.gov).

Adjustments to other standards will be required. For example: (1) delete Criminal Background Checks from HR.5 NEW STAFF SCREENING and (2) verify the wording of HR.3 HIRING POLICIES supports this standard.

Comments from NCOL:

- No real problem with this, and feel most camps are doing this already
- Good as proposed
- Would this need to be done for year round staff who have been in continual employment?
- OK w/ changes
- To whom does this standard apply? Outside vendors? Rental groups? Agency supporters. For camps only, not groups.
- The cost could be a factor
- How do we address folks like contracted folks who come in for maintenance issues (electricians) or board members. The language crossed out actually detracts importance (*I think that is what was written*)
- Looks good – see no issue with changes (for all 4 presented)
- Agree with changes for all four standards

- Are there many camp employees that are never onsite? Are they req'd to be screened? With these edits (the strike through), they would need to be. Not sure it is a big deal it came up in our conversation.
- Should the custodian of an organization's executive office located an hour away from the program location be under this requirement. Consider adding language such as "who are present at the locations where programs are being operated"
- Why 18 and older? Many camps have staff under the age of 18 working at camp
- We need to make sure to consider the relationship with regulatory agencies
- Definition: camp = child care
- When are we going to consider mandatory biometric background checks? Will we consider looking at this after we get the federal law passed?
- Add SEASONAL to camp staff

PD.25 ARCHERY SAFETY

All components mandatory and effective 2015

Text in italics is new text; no deletions. Currently no parts are mandatory

PD.25 Archery Safety

Does the camp require the following for all archery activities:

PD.25.1 Archery range design that includes:

- Arrow stop(s) and a supplementary backstop or specific safety zone behind the targets;
- Clearly delineated rear and side safety buffers, known to the entire camp population; and
- Clearly defined shooting line(s)?

PD.25.2 Clear safety signals and range commands to control the activity at the firing line and during the retrieval of arrows?

PD.25.3 When not in use, are bows and arrows stored in a locked cabinet or closet?

Comments from NCOL

- **25.3** feel only need to lock one or the other, not both
- **25.3** just mention "locked" and let the camp determine how that is done
- **25.3** delete word "are"
- **25.3** maybe say locked
- 25.1C What is clearly define mean?
- 25.3 could it be in a locked room (vs. locked cabinet or closet?)

PD.26 RIFLE, PELLET GUN, AND AIR GUN SAFETY

All components mandatory and effective 2015

NOTE: There is no change to wording of the standard; the change is to make all parts mandatory. Currently, only PD.26.1 is mandatory.

PD.26 Rifle, Pellet Gun, and Air Gun Safety

Does the camp require the following for all firearm activities:

PD.26.1 When not in use, all rifles, pellet guns, and air guns are stored in a locked cabinet or closet, within a locked room or inaccessible area for redundant safety; and all ammunition stored in either a third location or container, requiring a separate key or access system?

PD.26.2 Shooting range design that includes:

- A. A bullet trap, or a supplementary backstop and specific safety zone behind the targets;
- B. Clearly delineated rear and side safety buffers, known to the entire camp population; and
- C. Clearly defined firing line?

PD.26.3 Clear safety signals and range commands to control both the activity at the firing line and during the retrieval of targets?

Comments from NCOL

- Title should be changed to be more inclusive such a firearm safety to include shotguns
- What do side safety buffers look like?
- Does this include Paintball (NOTE: as stated in the applicability in PD, paintball is a specialized activity)
- What about trap/skeet shooting programs?

HR.XX (Number to be Determined) 1:1 CAMPER/COUNSELOR SITUATIONS: Mandatory and effective in 2015

NEW STANDARD

HR.XX 1:1 CAMPER/COUNSELOR RATIOS

9.1 Does the camp provide training to all staff to minimize the potential of any staff member being in a 1:1 camper/staff situation when out of sight of other people?

AND/OR

9.2 Does the camp advise rental groups to provide training to all staff to minimize the potential of any rental group personnel being in a 1:1 camper/personnel situation when out of sight of other people?

Areas of this standard to be addressed in the Contextual Education include (additional conversations and research will be conducted as the Contextual Education is written):

- *Consideration for restroom and shower protocols - designed to minimize the potential for staff being in a 1:1 situation with a camper.*
- *Programming should be designed to minimize 1:1 situations between camper and staff.*
- *Guidance for staff member in the event they find themselves in a 1:1 situation with a camper*
- *Special considerations for the health care setting*

Comments from NCOL

- Concept is good, could it be stated in a more positive manner?
- Still needs work
- Looks good
- This one takes a minute to process and understand. I'm not sure if there is an easier way of wording it.
- Need to make sure to consider special medical needs camps; address personal care attendants
- YES, both points needed
- A little gray/wishy washy – as not mandatory just discussion?
- What about special needs or cancer camps when half the staff are 1:1. Needs to be a caveat for this
- What is demonstrated compliance?
- Like this as a new standard

- Minimize “private” 1:1 situations
- No problems- the added specificity in the Contextual Education is good

Criteria for Mandatory Standard: The requirement of the standard relates directly to the immediate threat to life or potential serious injury of campers and staff.

DRAFT