

**January 2016**

**LIST OF CHANGES TO THE  
ACA ACCREDITATION PROCESS GUIDE (2012)**

The following list indicates standards to which revisions/corrections were published on ACA's Web site in January 2016. On the page where the change has been made, there is a double number sign (##) by the line that includes the revision as well as the date "January 2016" at the bottom of the revised page.

This packet includes all pages to which revisions were made as well as the "other side of the page" (e.g., changes were made to HW.23 on page 94, and we have included page 93 as well). This will allow you to simply pull out the old page and insert the new/revised page. (Note: If you have the PDF version of this packet, the entire document can be printed front to back.)

Some minor changes are included in the list below but are not included in the packet of revised pages (there is a note beside these changes). You are encouraged to write the changes directly into your APG.

**Specific Changes**

**HW.23**

Page 94

Staff Health History is no longer mandatory. The "Mandatory (All)" has been removed.

**HR.8.B**

Page 133b

One-on-One Camper/Staff Interaction is a new standard.

**Mandatory Standards**

Page 251

HW.23 has been removed from the mandatory standards section.

**Mandatory Standards**

Page 252

HR.8.B has been added to the mandatory standards section.

**Table of Standards**

Page 270

HW.23.1 Staff Health History is no longer Yes in the Mandatory column.

**Table of Standards**

Page 271

HR.8.B One-on-One Camper/Staff Interaction has been added to the table.

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**Index**

Pages 294, 295, 300

Delete page number 251 wherever HW.23 is mentioned. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)

**Index**

Page 296

Add "one-on-one camper/staff interaction (HR.8.B), 133b, 252." (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)

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## HW.22 RECORD MAINTENANCE

HW.22.1 Does the camp maintain all health forms and records gathered or produced during the camp season for the period of statutory limits?

YES NO

### Contextual Education

Health forms and records include, as applicable, health histories, health exam forms, permission-to-treat forms, health logs, medication logs, and incident reports. Camps may also consider including each year's health policies, treatment procedures, and protocols, along with information on healthcare providers and insurance providers.

While state laws vary, minors usually have up to two (2) years after they reach the age of majority to instigate litigation on their own behalf. Records of staff persons who have had exposure to bloodborne pathogens are required by OSHA to be maintained for the period of employment plus thirty (30) years. Other staff health records are to be maintained for thirty (30) years, according to OSHA.

### Compliance Demonstration

Visitor interviews:

- Director/staff description of recordkeeping process

**Applies to:**

- **Day camps**
- **Resident camps**

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## **STAFF HEALTH INFORMATION**

### **HW.23 STAFF HEALTH HISTORY**

HW.23.1 Does the camp require each seasonal staff member to submit a current, signed health history (and qualified medical personnel's statement if the camp requires a physical\*) that includes all of the following information:

- A. Based on the staff member's job description, clarification of any camp activities from which the staff member should be exempted or limited for health reasons as indicated by qualified medical personnel (only applicable if the camp requires staff to have a physical);\*
- B. Record of allergies;
- C. Date (month/year) of last tetanus shot;
- D. A statement indicating if the staff member requires any medication that might impair their ability to perform the essential functions of their position (if so, the staff member must discuss details with the camp healthcare provider);\*
- E. Whom to contact in case of emergency; and
- F. Permission to treat in case of emergency? YES NO

**Written documentation required**

**Applies to:**

- **Day camps**
- **Resident camps**

### **Contextual Education**

A "health history" is a current record of one's past and present health status that is completed and signed by the staff member (or by a custodial adult if staff member is a minor). "Current" means prepared specifically for the camp season.

The required signature serves as evidence that the staff member has supplied complete and accurate health information related to the job description.

Disclosure by the staff of a medical condition or medication that could impair his/her ability to perform the essential functions of the position may indicate that the staff member is entitled to a reasonable accommodation under the ADA. The camp should consult legal counsel with any questions and/or concerns. Such disclosure should also be treated with the strictest of confidence and be shared only on a specific need-to-know basis.\*

NOTE: If camps have staff members who do not have immunizations, for religious or other reasons, a "record" can be a signed refusal or a signed waiver form.

If staff members refuse to sign a permission-to-treat form, for religious or other reasons, the camp should have a signed form that specifies action to be taken if the person needs care or treatment and releases the camp from liability.

*(cont.)*

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## HR.8 CAMPER SUPERVISION RATIOS AND STAFF AGE *(cont.)*

instruction, and crafts. Ratios and qualifications for supervision of specific program activities are covered in the standards dealing with those specific areas.

For HR.8.2 and HR.8.3: Persons who don't meet the age requirements may be used by camps in other positions, such as food service or maintenance, or as additional program personnel to assist staff.

Age ratios apply to programs staffed by the camp as well as to the instructions given to rental groups for supervision of youth.

### Compliance Demonstration

Written documentation:

- Supervision policies and ratios for campers and rental groups

Visitor interviews:

- Director/staff description of supervision practices

Visitor observation:

- Randomly selected camper groups and activities



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## HR.8.B ONE-ON-ONE CAMPER/STAFF INTERACTION##

HR.8.B.1 Does the camp provide training to all staff to minimize the potential of any staff member being in a one-on-one camper/staff situation when out of sight of others? YES NO

AND/OR

HR.8.B.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 one-on-one camper/personnel situation when out of sight of others? YES NO

### Contextual Education

Appropriate supervision and interaction between campers and staff are key to camper/staff safety. Policies and staff training should be provided to all camp staff (counselors, administrative staff, and support staff) to make them aware of the need to avoid situations where they might be in a one-on-one situation with a camper when out of sight of others. Consideration should be given to:

- Restroom and shower protocols
- The healthcare setting
- Special needs campers needing personal care assistance
- Desire or need for staff/camper one-on-one conversations
- Program design

Methods to consider are: operating under the “rule of three,” being in auditory or visual range when a situation does require one-on-one interaction, and providing settings that are in sight of others but not in the “middle of it all.” ACA resources include spring 2014 *CampLine* article ([www.acacamps.org/campline/spring-2014/supervision](http://www.acacamps.org/campline/spring-2014/supervision)) and the ACA recorded webinar *Camper Supervision Under the Microscope: What Your Staff Are Missing and What You Can Do About It*.

### Compliance Demonstration

Written documentation:

- Training schedule that indicates when this staff training occurred or where information is shared with rental group when applicable

Visitor interviews:

- Director description of what and how information is covered

Visitor observation:

- Groups of campers and staff during visitor tour of camp and program

### MANDATORY (All)

#### Written documentation required

#### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

# HR.9 SUPERVISION RATIO EXCEPTIONS

Does the camp identify and/or advise rental groups to identify: <sup>‡</sup>	
HR.9.1 Exceptions (if any) to the general ratios in HR.8 for segments of the day when greater or fewer staff are required for supervision?	YES NO
HR.9.2 Activities, locations, or situations where a minimum of two staff members are required to be present?	YES NO

**Written documentation required**

**Included in self-assessment**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

## Contextual Education

In HR.9.1, any exceptions to the general ratios should be in accordance with the type of activity, the area, and the characteristics of the participants. Camp policies may specify no exceptions. Exceptions for times such as free time, rest hour, after lights out, early morning, field trips, and overnights must be well-defined and justified because statistics indicate that these are the times when accidents and incidents are most likely to happen in camps.

When the camp serves campers with special physical, medical, cognitive, or behavioral needs who require additional staff support to participate in camp (e.g., physically or mentally disabled, emotionally disturbed), the following ratios of staff and counselor-support personnel to campers are suggested:

<i>Camper Description</i>	<i>Staff</i>	<i>Campers</i>
Needing constant and individual assistance or supervision	1	1
Needing close but not constant assistance or supervision	1	2
Needing occasional assistance	1	4
Needing minimal assistance	1	5

In HR.9.2, camps must consciously determine when at least two staff persons are required to be present with camper groups, both for the sake of safety and to prevent situations with opportunity for child abuse. Examples of relevant activities and situations include overnights, trips, and showers.

## Compliance Demonstration

Written documentation:

- Supervision and ratio policies for camp and rental groups

Visitor interviews:

- Director/staff description of supervision practices

Visitor observation:

- Randomly selected camper groups and activities



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## HW.26 EMERGENCY CARE PERSONNEL

HW.26.1 Does the camp provide, or advise rental group leaders to provide, adults with the following qualifications to be on duty for emergency care:

- A. Age-appropriate CPR/AED certification from a nationally recognized provider, and
- B. For youth groups, first-aid certification from a nationally recognized provider?

## OM.6 FIREARMS CONTROL

OM.6.1 For all firearms not used in programming, does the camp require that firearms and ammunition be stored under lock when not in use?

**Operational  
Management  
Standards**

## HR.3 HIRING POLICIES‡

Does the camp have written hiring policies that:

HR.3.3 Define additional/periodic screening requirements for all year-round camp staff based on the camp property (directors, counselors, administrative staff, and support staff) beyond the new-hire period (HR.5) and annual screening process stated in HR.4, consistent with their role and relationship with campers, including a criminal background check at least every five years?‡

**Human Resources  
Standards**

## HR.4 ANNUAL STAFF SCREENING‡

Does the camp require annual screening for all camp staff based on camp property (directors, counselors, administrative staff, and support staff; seasonal and year-round)—paid, volunteer, and contracted that includes:

- HR.4.1 A voluntary disclosure statement (completed in compliance with state regulations)?
- HR.4.2 A check of the National Sex Offender Public Website or verification that a check of the sex offender registry of all fifty (50) states has been completed?
- HR.4.3 FOR RETURNING SEASONAL STAFF ONLY: A criminal background check for staff eighteen (18) years of age and older to be initiated prior to the arrival of campers or prior to the start of employment for any late hires?‡

**MANDATORY**

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## **HR.5 NEW STAFF SCREENING<sup>‡</sup>**

Does the camp require screening for all new camp staff based on camp property (directors, counselors, administrative staff, and support staff; seasonal and year-round)—paid, volunteer, and contracted that includes:

- HR.5.1 A criminal background check for staff eighteen (18) years of age and older to be initiated prior to the arrival of campers or prior to the start of employment for any late hires?<sup>‡</sup>

## **HR.8.B ONE-ON-ONE CAMPER/STAFF INTERACTION<sup>##</sup>**

- HR.8.B.1 Does the camp provide training to all staff to minimize the potential of any staff member being in a one-on-one camper/staff situation when out of sight of others?

AND/OR

- HR.8.B.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 one-on-one camper/personnel situation when out of sight of others?

## **PD.9 OVERNIGHTS AND TRIPS (INCLUDES TRIP/TRAVEL PROGRAMS)**

Does the camp require training for campers and staff, based on written procedures, for overnights, trips, and excursions that mandate:

- PD.9.1 Persons using camp stoves or flammable liquids are instructed in their proper use and care and supervised until competency is demonstrated?

**MANDATORY**

**Program Design and  
Activities Standards**

Standard Number	Standard Name/Title	Mandatory	Written Documentation Required	Included in Self-Assessment	Complete?
SF.1.1	Emergency Exits—In Addition to Main	Yes			
SF.1.2	Emergency Exits—From Second Floor	Yes			
SF.2.1	Care of Hazardous Materials	Yes			
SF.3.1	Contact with Local Officials				
SF.4.1	Water Testing		Yes		
SF.5.1	Utility Systems		Yes		
SF.6.1	Electrical Evaluation		Yes		
SF.7.1	Condition of Facilities				
SF.8.1	Power Tools				
SF.9.1	Fire and Safety Equipment Evaluation		Yes		
SF.10.1	Playgrounds				
SF.11.1	Smoke Detectors				
SF.11.2	Carbon Monoxide (CO) Detectors				
SF.12.1	Permanent Sleeping Quarters				
SF.13.1	Bunk Guardrails				
SF.14.1	Handwashing Facilities				
SF.15.1	Food Service Areas				
SF.16.1	Refrigeration		Yes		
SF.17.1	Food Service Supervisor		Yes		
SF.18.1	Food Temperatures				
SF.19.1	Sanitized Utensils and Surfaces				
SF.20.1	Dishwashing		Yes		
SF.21.1	Dish Drying and Storage				
SF.22.1	Food Handling Procedures		Yes		
SF.23.1	Dishwashing Procedures		Yes		
TR.1.1	Medical Emergency Transportation	Yes	Yes		
TR.2.1	Nonpassenger Vehicles				
TR.3.1	Private Vehicle Use		Yes		
TR.4.1	Arrival and Departure				
TR.5.1	Transportation Information for Parents		Yes	Yes	
TR.6.1	Supervision		Yes		
TR.7.1	Accident Procedures		Yes	Yes	
TR.8.1	Safety Procedures		Yes	Yes	
TR.9.1	Transportation Orientation		Yes		
TR.10.1	Emergency Equipment				
TR.11.1	Leased, Rented, or Chartered Vehicles		Yes		
TR.12.1	Mechanical Evaluations		Yes		
TR.13.1	Safety Checks—Tires		Yes		
TR.13.2	Safety Check—List		Yes		
TR.14.1	Driver Requirements		Yes		
TR.15.1	Training for Drivers		Yes	Yes	
HW.1.1	Healthcare Provider—Day Camps		Yes		
HW.1.2	Healthcare Provider—Resident Camps		Yes		
HW.1.3	Healthcare Provider—Special Medical Needs Camps		Yes		
HW.1.4	Healthcare Provider—Nonmedical Religious Camps		Yes		
HW.2.1	First-Aid and Emergency Care Personnel < 30 minutes away	Yes	Yes		
HW.2.2	First-Aid and Emergency Care Personnel > 30 minutes away	Yes	Yes		

Standard Number	Standard Name/Title	Mandatory	Written Documentation Required	Included in Self-Assessment	Complete?
HW.2.3	First-Aid and Emergency Care Personnel—Nonmedical Religious Camps	Yes	Yes		
HW.3.1	Away from Main Camp				
HW.4.1	Staff Training		Yes		
HW.5.1	Camper Health History	Yes	Yes		
HW.6.1	Health Exam				
HW.7.1	Health Screening for Resident Camps		Yes		
HW.8.1	Health Information Review and Screening for Day Camps—General				
HW.8.2	Health Information Review and Screening for Day Camps—Special Medical Needs				
HW.9.1	Permission to Treat		Yes		
HW.10.1	Parent Notification—Info to Parents		Yes		
HW.10.2	Parent Notification—Documentation of Communication with Parents		Yes		
HW.11.1	Healthcare Policies—Reviewed at Least Every Three Years		Yes		
HW.11.2	Healthcare Policies—Scope and Authority Guidelines		Yes		
HW.12.1	Treatment Procedures		Yes		
HW.13.1	Inform Staff of Special Needs				
HW.14.1	Special Medical Needs of Participants <sup>†</sup>				
HW.15.1	Healthcare Center				
HW.16.1	Healthcare Equipment, Supplies, and Emergency Assistance		Yes		
HW.17.1	Availability of an AED				
HW.18.1	Supervision in Healthcare Center				
HW.19.1	Medication Storage and Administration		Yes		
HW.20.1	Contact Information		Yes		
HW.21.1	Recordkeeping—System		Yes		
HW.21.2	Recordkeeping—Reports of Incidents		Yes		
HW.22.1	Record Maintenance				
HW.23.1	Staff Health History		Yes		
HW.24.1	Health Screening for Resident Camp Staff				
HW.25.1	Contact Information for Staff Members Who Are Minors		Yes		
HW.26.1	Emergency Care Personnel	Yes	Yes		
HW.27.1	Healthcare Planning		Yes		
HW.28.1	Health Information		Yes		
OM.1.1	Risk Management—Identified and Analyzed		Yes	Yes	
OM.1.2	Risk Management—Implemented		Yes	Yes	
OM.2.1	Incident Analysis		Yes		
OM.3.1	Insurance Coverage—General Liability		Yes		
OM.3.2	Insurance Coverage—Loss on Buildings		Yes		
OM.3.3	Insurance Coverage—Business Personal Property		Yes		
OM.3.4	Insurance Coverage—Motor Vehicle		Yes		
OM.3.5	Insurance Coverage—Workers' Compensation		Yes		
OM.3.6	Insurance Coverage—Coverage for Campers		Yes		
OM.4.1	Personal Property Policy		Yes	Yes	
OM.5.1	Incident Reporting		Yes		
OM.6.1	Firearms Control	Yes			
OM.7.1	Intruders		Yes		

<sup>†</sup> October 2012; <sup>‡</sup> September 2014

Standard Number	Standard Name/Title	Mandatory	Written Documentation Required	Included in Self-Assessment	Complete?
OM.8.1	Emergency Plan and Rehearsal		Yes	Yes	
OM.9.1	Safety Orientation		Yes		
OM.10.1	Missing Person Procedure		Yes	Yes	
OM.11.1	Emergency Communications—System To and From Incident		Yes	Yes	
OM.11.2	Emergency Communications—Contacting Parents		Yes	Yes	
OM.11.3	Emergency Communications—Media		Yes	Yes	
OM.12.1	Campers in Public Areas		Yes		
OM.13.1	Camper Security—Release of Minors		Yes		
OM.13.2	Camper Security—Verification of Absentees		Yes		
OM.14.1	Rental Group Agreement		Yes	Yes	
OM.15.1	Rental Group Responsibilities		Yes	Yes	
HR.1.1	Director Qualifications—Supervisory Experience		Yes		
HR.1.2	Director Qualifications—Professional Development		Yes		
HR.1.3	Director Qualifications—Age				
HR.1.4	Director Qualifications—Serving Campers with Special Needs				
HR.2.1	Special Needs Staff Requirements				
HR.3.1	Hiring Policies—Application and Screening Processes		Yes	Yes	
HR.3.2	Hiring Policies—Policies Reviewed		Yes	Yes	
HR.3.3	Hiring Policies—Screening Requirements for Year-Round Staff	Yes <sup>†</sup>	Yes	Yes	
HR.4.1	Annual Staff Screening—Voluntary Disclosure Statement	Yes	Yes		
HR.4.2	Annual Staff Screening—NSOPW	Yes	Yes		
HR.4.3	Annual Staff Screening—Criminal Background Check <sup>†</sup>	Yes	Yes		
HR.5.1	New Staff Screening—Criminal Background Checks	Yes	Yes		
HR.5.2	New Staff Screening—Reference Checks and Work History		Yes		
HR.5.3	New Staff Screening—Personal Interview		Yes		
HR.6.1	Job Descriptions/Information		Yes	Yes	
HR.7.1	Personnel Policies		Yes	Yes	
HR.8.1	Camper Supervision Ratios and Staff Age—In General		Yes	Yes	
HR.8.2	Camper Supervision Ratios and Staff Age—80% > 18 Years Old		Yes	Yes	
HR.8.3	Camper Supervision Ratios and Staff Age—Staff Minimum Age		Yes	Yes	
HR.8.B.1	One-On-One Camper/Staff Interaction—Staff Training <sup>##</sup>	Yes	Yes		
HR.8.B.2	One-On-One Camper/Staff Interaction—Advise Rental Group <sup>##</sup>	Yes	Yes		
HR.9.1	Supervision Ratio Exceptions—General Ratios		Yes	Yes	
HR.9.2	Supervision Ratio Exceptions—Minimum of Two Requirements		Yes	Yes	
HR.10.1	Job Training				
HR.11.1	Diversity				
HR.12.1	Precamp Staff Training		Yes		
HR.13.1	Late-Hire Training				
HR.14.1	In-Service Training				
HR.15.1	Camp Staff Responsibilities for General Camp Activities		Yes		
HR.16.1	Staff/Camper Interactions		Yes		
HR.17.1	Behavior Management and Discipline—Teach Campers Skills		Yes	Yes	
HR.17.2	Behavior Management and Discipline—Bullying		Yes	Yes	
HR.17.3	Behavior Management and Discipline—Fair and Consistent Discipline		Yes	Yes	
HR.18.1	Sensitive Issue Policy				
HR.19.1	Supervisor Training—Monitoring Performance		Yes		

Standard Number	Standard Name/Title	Mandatory	Written Documentation Required	Included in Self-Assessment	Complete?
HR.19.2	Supervisor Training—Identify and Correct Behaviors		Yes		
HR.19.3	Supervisor Training—Use Performance Review System		Yes		
HR.20.1	Staff Observation		Yes		
HR.21.1	Staff Time Off—Daily				
HR.21.2	Staff Time Off—During Total Employment				
PD.1.1	Camp Goals and Outcomes—Overall Goals		Yes	Yes	
PD.1.2	Camp Goals and Outcomes—Behavioral Outcomes		Yes	Yes	
PD.1.3	Camp Goals and Outcomes—Training for Staff		Yes	Yes	
PD.1.4	Camp Goals and Outcomes—Informed Parents		Yes	Yes	
PD.2.1	Camp Experience Evaluation		Yes		
PD.3.1	Program Progression				
PD.4.1	Program Eligibility		Yes	Yes	
PD.5.1	Social Development				
PD.6.1	Activity Information and Permission		Yes	Yes	
PD.7.1	Environmental Activities				
PD.8.1	Program Equipment Maintenance and Safety Checks—Checked, Good Repair, Storage		Yes		
PD.8.2 †	Program Equipment Maintenance and Safety Checks—Removal of Equipment		Yes		
PD.8.3 †	Program Equipment Maintenance and Safety Checks—Size and Ability		Yes		
PD.8.4 †	Program Equipment Maintenance and Safety Checks—Prior to Each Use		Yes		
PD.8.5	Program Equipment Maintenance and Safety Checks—Records of Maintenance		Yes		
PD.9.1	Overnights and Trips (includes Trip/Travel Programs)—Camp Stoves and Flammables	Yes	Yes		
PD.9.2	Overnights and Trips (includes Trip/Travel Programs)—Drinking Water		Yes		
PD.9.3	Overnights and Trips (includes Trip/Travel Programs)—Safe Food Handling		Yes		
PD.9.4	Overnights and Trips (includes Trip/Travel Programs)—Food Utensils		Yes		
PD.9.5	Overnights and Trips (includes Trip/Travel Programs)—Campsites and Natural Areas		Yes		
PD.10.1	Emergency Information		Yes		
PD.11.1	Details and Designated Person		Yes		
PD.12.1	Supervisor Qualifications		Yes		
PD.13.1	Adventure/Challenge Supervisor Qualifications—Certification		Yes		
PD.13.2	Adventure/Challenge Supervisor Qualifications—Experience		Yes		
PD.14.1	Horseback Riding Supervisor Qualifications—Certification		Yes		
PD.14.2	Horseback Riding Supervisor Qualifications—Experience		Yes		
PD.14.3	Horseback Riding Supervisor Qualifications—Age		Yes		
PD.15.1	Staff Skill Verification		Yes		
PD.16.1	Supervision of Activity Leaders		Yes		
PD.17.1	First-Aider		Yes		
PD.18.1	Safety Orientation		Yes		
PD.19.1	Competency Demonstration				
PD.20.1	Access of Specialized Activity Areas		Yes		

† October 2012