

Summer Programming

Office of Risk Management
June Meeting

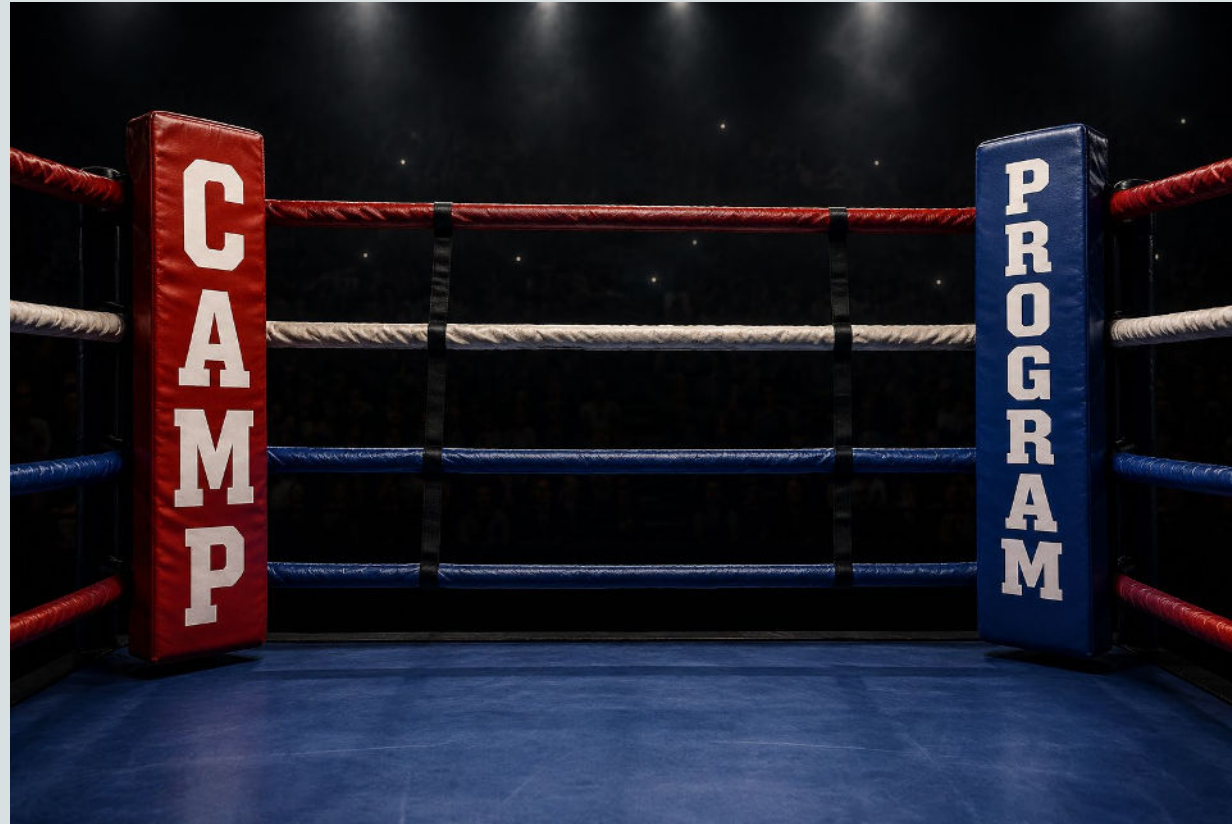
Whose camp or program is it?



If the camp or program is run by a third-party group or individual, this requires that the pastor or principal seeks permission from the Archbishop to allow the third-party operator to run the program on the parish or school campus.

The following best practices that will be discussed in this presentation, apply to all camps or programs regardless of who runs the program. What shifts is the obligation to directly address these best practices when the camp is run by the location verses evaluating a prospective third-party vendor seeking to use your campus to determine if they operate with the following best practices.

Camp verses Program



Definition of a "Camp" Under Maryland Law

Under the Maryland Youth Camp Act (Health-General Code § 14-401), the term “camp” is not defined in isolation, but the law provides specific definitions for different types of camps that are relevant to the Act’s regulatory framework.

Key statutory definitions include:

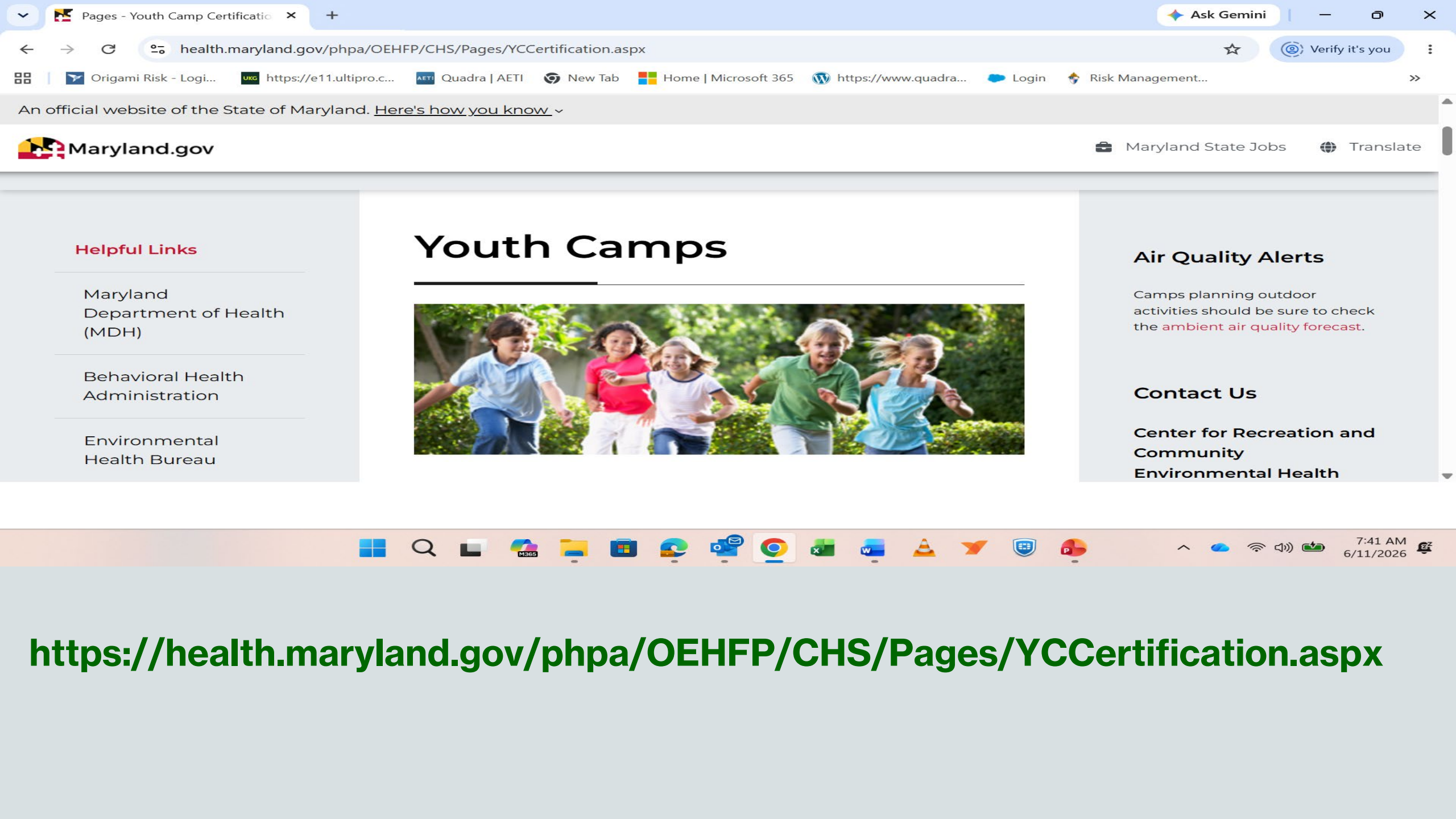
- **Day camp** – A youth camp that:
 - (1) Is operated for all or part of the day but less than 24 hours a day;
 - (2) Is conducted for at least 7 days during a 3-week period; and
 - (3) Provides 3 or more recreational activities, or any 1 specialized activity (e.g., aquatic programs, horseback riding, skiing, rock climbing, motorized vehicle activities, etc.) .



- **Residential camp** – A youth camp operating at a facility or campsite where a camper either lives apart or intends to live apart from their relatives, parents, or legal guardians for at least 5 consecutive days.
- **Travel camp** – A **residential camp** that operates for at least **5 consecutive days** and provides motorized transportation for group movement to or among sites .
- **Trip camp** – A **residential camp** that operates for at least **5 consecutive days** and involves moving from one site to another under individual guidance of a vehicle or animal .

These definitions are part of the Maryland Youth Camp Act and are used to determine whether a facility qualifies for certification, inspection, and compliance under the Act. The Act also defines related terms such as “camper” (any child under 18 attending a youth camp) and “operating” (supervising, controlling, conducting, or managing a camp) [Maryland General Assembly](#).

In short, under Maryland law, a “camp” in the context of the Youth Camp Act refers to a youth camp meeting specific operational and activity criteria, with subcategories like day camp, residential camp, travel camp, and trip camp defined by duration, location, and activities



An official website of the State of Maryland. [Here's how you know](#) ~

Helpful Links

Maryland
Department of Health
(MDH)

Behavioral Health
Administration

Environmental
Health Bureau

Youth Camps



Air Quality Alerts

Camps planning outdoor activities should be sure to check the **ambient air quality forecast**.

Contact Us

**Center for Recreation and
Community
Environmental Health**

<https://health.maryland.gov/phpa/OEHFP/CHS/Pages/YCCertification.aspx>

Registration Forms and Documentation

- Detailed explanation of programming to include activities, locations and other appropriate information.
- Registrations forms to include emergency contact information and medical information as needed.
- Proper release/waiver including language regarding use of photographs.
- If medication is to be administered proper authorization from parent/physician
- If child has a particular health condition, an appropriate action plan on file.
- Agreement as to terms and conditions relative to payments, refunds and other such financial considerations.
- Clear documentation of policies and procedures to include discipline, weather considerations and other topics as relevant to the type of program or camp being offered.

Child Protection and Screening

Staff and Volunteer Selection

- Conduct criminal background checks on all employees and volunteers who work with minors as required by AOB policy.
- Verify references and prior experience.
- Require completion of child protection training.
- Run driving records check for anyone transporting participants.

Safe Environment Practices

- Prohibit one-on-one interactions in isolated settings.
- Establish clear reporting procedures for suspected abuse or misconduct.
- Train staff on mandatory reporting requirements.

All questions regarding Child and Youth Protection questions or concerns are to be directed to Jerri Burkhardt, Director of Child and Youth Protection.

Adequate Staffing Ratios

Maryland State Department of Health Regulations

[Maryland Routine Supervision](#)

American Camp Association (ACA) Standards

[American Camp Association How to Choose a Camp](#)

•**Specialty / Adventure Camps:** [Camp Opportunity of Maryland](#)

•**General Day Camps:** [The Y in Central Maryland](#)



Ratios vary based upon the make-up of participants as well as the type of activities being conducted.

Age and Condition Appropriate Activities

Participant Considerations

- Attention Span
- Condition Considerations:
- Physical Ability

Condition Considerations

- Heat Index
- Air Quality
- Weather forecast

Age and Condition Appropriate Activities

- Protection:** Physical and emotional safety of participants and staff.
- Policy:** Clear safety policies and procedures.
- Planning:** Pre-activity planning and training.
- Procedures:** Step-by-step safety protocols.
- Product/Service:** Understand risks tied to the service offered.
- Purchasing:** Quality equipment and materials.
- People:** Staff and volunteer training, certifications
- Performance:** Monitoring and evaluation of safety practices.
- Prevention:** Hazard identification and mitigation.

Accountability Procedures

- Daily attendance and sign-in/sign-out procedures.
- Written authorization for child pickup.
- Head counts during transitions and field trips.
- Visitor management and identification procedures.

Health and Medical Controls

Participant Information

Maintain:

- Emergency contact information.
- Medical history and allergy information.
- Medication authorization forms.
- Physician and insurance information.

Medication Management

- Designate trained personnel for medication administration.
- Store medications securely.
- Maintain medication logs.
- Follow written medication administration procedures.

Health and Medical Controls

First Aid and Emergencies

- Ensure staff are trained in First Aid and CPR.
- Maintain stocked first aid kits.
- Develop emergency response procedures.
- Establish procedures for severe allergic reactions and other medical emergencies.



Building Inspections

Conduct inspections before program opening:

- Fire extinguishers inspected and accessible.
- Emergency lighting operational.
- Exit routes clearly marked.
- Playground equipment inspected.
- Hazardous materials secured.

Environmental Hazards

- Address slip, trip, and fall hazards.
- Ensure adequate lighting.
- Restrict access to maintenance and storage areas.
- Maintain clean and sanitary facilities.



Transportation Safety

Vehicle Requirements

- Verify proper insurance coverage.
- Conduct pre-trip vehicle inspections.
- Ensure seat belts are available and used.
- Follow manufacturer occupancy limits.

Driver Controls

- Verify valid licenses.
- Review motor vehicle records annually.
- Establish distracted-driving prohibitions.
- Prohibit use of personal vehicles unless specifically authorized.



Field Trip Risk Management

Planning Requirements

- Conduct destination risk assessments.
- Obtain signed parental consent forms.
- Carry emergency contact information.
- Maintain appropriate supervision ratios.

Water Activities

- Use certified lifeguards.
- Establish buddy systems.
- Maintain heightened supervision.

Security Measures

Access Control

- Secure entrances during program hours.
- Require visitor check-in procedures.
- Issue staff identification badges.
- Restrict access to participant areas.

Emergency Preparedness

Develop written plans for:

- Fire emergencies.
- Severe weather.
- Missing child incidents.
- Medical emergencies.
- Security threats.

Conduct drills appropriate for the age group and duration of the program.



Incident Reporting

Require immediate reporting of:

- Injuries requiring medical treatment.
- Allegations of abuse or misconduct.
- Property damage.
- Behavioral incidents.
- Near-miss events.

Prompt documentation often helps prevent future losses and assists with insurance claims if necessary. www.archbalt.org/risk

Documentation and Policies

Maintain written:

- Emergency procedures.
- Staff reference document.
- Participant reference documents.
- Incident reporting procedures.
- Discipline policies.
- Transportation policies.



Questions, Discussions, Comments