

Section 6

6. Leading with Safety

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Vehicle Safety

**CAMP FIRE SAFETY
AND SUPERVISION REQUIREMENTS
(A requirement is mandatory.)**

To ensure a healthy and safe environment for all Camp Fire members, the following requirements must be followed:

1. The special "Parent Consent Form for a Trip" must be used for the following:
 - a. Overnight trips.
 - b. Activities involving special risks, such as swimming, skating.
 - c. Activities other than a regular meeting at the regular meeting place including: all field trips and all other activities which require transportation.
2. The Camp Fire Council provides a secondary accident insurance for its members while involved in Camp Fire activities.
3. The use of alcoholic beverages is prohibited:
 - a. By any participant and/or volunteer while involved in any Camp Fire youth activity.
 - b. On Camp Fire owned property.
4. The use of tobacco shall not be offered or consumed:
 - a. At any Camp Fire function.
 - b. On any property owned or leased by Camp Fire.
5. The use of illicit drugs or controlled substances is prohibited:
 - a. On all Camp Fire possessed or owned property.
 - b. By any participant and/or volunteer while involved in Camp Fire activity.
6. Membership: Camp Fire Clubs shall be open to boys and girls; Preschool (3-5 year olds) through grade twelve. The minimum number of youth in a club shall be 6.

In order to provide the most meaningful group experiences for children, it is recommended that there be ten youth members in each club, through Horizon. Larger clubs provide greater opportunities to teach respect for each other and acceptance of differences and to provide specializing experiences which offer boys and girls chances to learn needed skills and leadership abilities, personality development, and an awareness of human relations. Several activities such as sports, games of all sorts, music, creative dramatics, overnights, and the more involved programs for Discovery and Horizon Clubs are more effective and fun with ten or more members.

It is recommended that Kindergarten Starflight Clubs have no more than 10 members for a positive first club experience. No club shall have less than the minimum without approval of the club administrator.

Preschool Little Star Clubs should have from 3 – 6 children for a positive club experience. The small size allows for a positive club experience.

7. Club Supervision: All Program levels must be supervised at all times by a minimum of two adults, at least 18 years of age or older or one adult and one Apprentice Club Leader. The following table explains the Adult/Child Supervision Ratio:

PROGRAM LEVEL	RATIO OF ADULTS TO CHILDREN	
Little Star	1 Adult to 3 children	Always 2 adults
Starflight	1 Adult to 6 children	Always 2 adults
Adventure	1 Adult to 8 children	Always 2 adults
Discovery/Horizon	1 Adult to 10 children	Always 2 adults

8. Any person transporting Camp Fire Youth possesses the appropriate licenses for the vehicle being operated, is at least 21 years of age, and is not in violation of state or local ordinances and insurance regulations.
 - a. There shall be adequate and safe seating for each passenger. (The back of each passenger shall be touching a permanently affixed seat.)
 - b. All vehicles must be covered by valid and current insurance. All adults registering with the club who drive and others who may be drivers on a regular basis must supply the council with the following: the name of their insurance agent, the insurance policy expiration date, the limits of liability. Provide this information on the "National Background & Adult Information and Permission" forms to the leader with the annual club registration or if additional drivers are added during the year. This form must be updated annually.
 - c. All vehicles must be properly licensed.
 - d. The use of seat belts is required for each passenger on public roads in a private vehicle.
 - e. The vehicle must be in safe condition and be regularly maintained.
 - f. The following ratios of adults/youth must be followed when transporting youth in a vehicle:
 - 0-6 youth/minimum 1 adult;
 - 6-15 youth/minimum 1 adult plus driver;
 - 16+ youth/minimum 1 adult per 15 youth plus driver.
 - g. The transportation of youth to and from the meeting/activity is the responsibility of the parents.
 - h. Children up to their 8th birthday unless they are 4'9" (whichever comes first) must be restrained in child restraint system. (June 1, 2007)
 - i. Children under 13 years old must be transported in rear seats where it is practical to do so.
9. Appropriate emergency procedures and supplies are present.
 - a. Age-appropriate written emergency procedures are posted in plain view.
 - b. At least one charged fire extinguisher is accessible by staff from the program area.
 - c. A first aid kit must be available during all Camp Fire activities. A simple first aid kit consists of a triangular bandage, rolls of gauze, sterile pads, adhesive or cloth tape, Band-Aids, plastic garbage bags to wrap on any wound that may have too much blood for gauze and disposable latex gloves. One adult at each meeting should have a current certification in First Aid and CPR for adult and child.
 - d. The location of the nearest medical facility and phone number of that facility shall be known by the adult leaders.
10. Program space accommodates the activities offered.
 - a. Program space allows youth and adults to move freely while carrying out activities.
 - b. Physical environment can be modified to meet the special needs of the youth or the program activities.
 - c. Program space is suitable for all activities offered.
 - d. Furniture is comfortable and of sufficient quantity for all youth participating in the program.
11. Healthy food and drinks are provided.

- a. Drinking water is available and easily accessible to all youth.
 - b. Adequate serving sized of food and drinks are available for all youth at the program.
 - c. Available food and drink is healthy (i.e., there are vegetables, fresh fruit, real fruit juice).
 - d. Food prepared by participants, program staff or food service personnel is prepared, stored and/or held in a safe and sanitary manner.
12. When a club swimming activity is held at a private pool, lake, river, or salt water beach:
- a. Club swimming activities must be held at designated swimming areas.
 - b. The leader or owner must provide one adult, at least 18 years of age, with a current American Red Cross lifesaving certification or equivalent current certification for every 20 swimmers.
 - c. A responsible adult, who knows how to swim, must be present at the swimming site for every 10 swimmers.
- EXAMPLE: 10 swimmers - 1 lifeguard,
20 swimmers - 1 lifeguard and 1 adult,
30 swimmers - 2 lifeguards and 1 adult
- d. Participants must be instructed in safety rules pertinent to the site.
 - e. Adequate rescue equipment for the type of site is readily available and in good repair.
13. When a club wading activity is held:
Wading must be supervised by one adult who knows how to swim and who holds a current first aid certificate, for every ten participants. The adult should inspect the wading area for safety.
14. Before a club participates in the "Controlled Physical Risk Activity" the leader must review the standards for that activity with a Club Administrator or other staff member. A special "Parent Consent Form" for the activity must be completed and signed by the parent/guardian prior to participation in the Controlled Physical Risk Activity. Activities are considered "Controlled Physical Risk Activities" by meeting one or more of the following criteria:
- a. The activity utilizes equipment, animals, or tools whose use by youth requires supervision by a person skilled in their use.

Examples:	Gymnastics	Power Tool	Horse Back Riding
	Shooting Sports	Archery	Rappelling
	Propane Stoves	Ropes Course	Model Rocketry
	ATVs	Go Karts	
 - b. The activity requires injury protection equipment such as helmets, goggles, padding.

Examples:	Fencing	Power Tools	Bicycles
	Rock Climbing	Ropes Courses	
 - c. The activity involves participant use of fire or heat producing equipment or substances.

Examples:	Kilns	Outdoor living skills
	Propane Stoves	Wood burning Tools

CHILD ABUSE POLICIES AND PROCEDURES

A. Child Abuse Definition (from Children's Protective Services)

1. Physical injury by other than accidental means, which causes death, disfigurement, skin bruising, impairment of physical or emotional health or loss or impairment of any bodily function, and/or
2. Substantial risk of physical injury of such child's bodily functioning, and/or
3. Sexual offense against such child as defined in the criminal code, or intentionally touching, either directly or through the clothing, the genitals, anus or breasts of a child for other than hygiene or child care purposes, and/or
4. Acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline which demonstrate a disregard of a child's pain and/or mental suffering, and/or
5. Assault or criminal mistreatment of a child as defined by the criminal code, and/or
6. Failure to provide a child with food, shelter, clothing, supervision or health care necessary to a child's health or safety. Unless there is an imminent risk of harm to a child's welfare, failure to provide for a child's physical or emotional needs shall not constitute the sole basis for filing a dependency petition, and/or
7. Actions or omissions which result in injury to or which create a substantial risk to the physical or mental health or development of a child.
8. Failure to take reasonable steps to prevent the occurrence of 1. through 7.

B. Recruiting, Screening Process

1. All prospective paid staff and program volunteers complete an application form or submit resume. References will be checked and an interview held.
2. A criminal record check will be made and an Employment Eligibility Verification will be done on all paid staff and volunteers who have direct contact with Camp Fire members.
3. Leaders sign a Volunteer Agreement. Resident camp staff, day camp staff and self reliance instructors sign an employment agreement. Regular paid staff (professional, clerical and site manager) sign a letter of agreement.
4. No person shall have direct contact with minors in any capacity, on behalf of Camp Fire, who:
 - (a) has been convicted by law ful authority of child abuse or any sex related crime(s); or
 - (b) within the past ten (10) years, has been convicted by law ful authority of any crime involving or arising out of controlled substance abuse, alcohol abuse, assault, domestic violence, or weapons offense(s); or

- (c) within the past ten (10) years, has been convicted by law ful authority of any crime other than those described in this section, w hich evidences any physical, mental or emotional threat to the safety or general w elfare of minors or family units.
- (d) Within the past ten(10) years, has been convicted by any law ful authority of abuse or any sex related crime(s) against any individual, including another adult.

Camp Fire, its executive staff, and/or its Board of Directors, reserve the right to determine the relative present significance of any acts determined to come under the scope of this section, and to make reasonable decisions based on such review .

5. No person shall transport any person, including minors, on behalf of Camp Fire, w ho:

- (a) shall not be licensed to operate motor vehicles in the State of Washington; and
- (b) shall not be in compliance w ith the Washington State motor vehicle insurance requirements, and such other insurance requirements reasonably imposed by Camp Fire; or
- (c) has, in the preceding three (3) years, been convicted by law ful authority of Hit and Run Driving, Driving While Intoxicated or Under the Influence of Narcotics or other Dangerous Drugs, Reckless Driving, Negligent Driving.
- (d) has accumulated three (3) or more reported convictions of lesser consequence traffic violations during a consecutive three (3) year period shall be subject to review and possible suspension of transport functions.

Camp Fire, its executive staff, and/or its Board of Directors, reserve the right to determine the relative present significance of any acts determined to come under the scope of this section, and to make reasonable decisions based on such review .

C. Training of Paid Staff and Volunteers

1. Training w ill be given to professional staff and w ill include a) w hat child abuse is, b) signs of child abuse, c) appropriate behavior, including good and bad touches tow ard children, and d) council procedures for reporting and handling suspected child abuse cases.
2. Training w ill be given to resident camp staff, extended hour day camp directors and paid self-reliance instructors. This training w ill include: a) w hat child abuse is, b) signs of child abuse, c) appropriate behavior, including good and bad touches tow ard children and d) their procedures for reporting suspected child abuse cases.
3. Training w ill be provided for volunteers w orking w ith children and w ill include: a) w hat child abuse is, b) signs of child abuse, c) appropriate behavior, including good and bad touches tow ard children and d) their procedures for reporting suspected child abuse cases.
4. All program volunteers and paid staff w ill be informed that inappropriate behavior w hich threatens the health and safety of children w ill not be tolerated and that any criminal conduct w ill be reported to the authorities.
5. Educational materials on child abuse w ill be available at the Camp Fire Service Center.

D. Paid Staff and Program Volunteer Behavior With Children

1. At least two adults are present when club program activities are taking place.
2. Paid staff and program volunteers: 1) are trained in appropriate discipline 2) do not discipline children by use of physical punishment or isolation or by failing to provide the necessities of life, such as food, shelter and attention; 3) do not verbally or emotionally abuse or punish children; and 4) are taught appropriate techniques of showing affections, approval, sympathy and support.
3. Paid staff and program volunteers are informed of the desirability of not being alone with a single child unobserved by others, without the knowledge of the program supervisor or other adult.
4. When young children are taken on field trips or otherwise away from their familiar program site, program volunteers and/or paid staff have a simple means of identifying themselves (by name tag or clothing) so children can locate them quickly. Children are instructed to avoid any person not so identified.
5. Paid staff and program volunteers are alert to the physical and emotional state of all children each time they report for a program. Suspected child abuse is reported to the appropriate person.
6. Program volunteers and paid staff respect the privacy of the child. Places are provided for children and adults to change clothes.

E. Responsibilities of and to Parents

1. Parents/guardians are informed about the nature of the program a child is involved in, including a general description of activities, where they will take place and the names of paid staff or program volunteers responsible for a child's program.
2. Any change which will take the child to a different program site is communicated immediately to parents/guardians.
3. Parents/guardians sign a special activity permission slip for any activity scheduled at a time or place other than the regularly scheduled program, involving controlled physical risk activities.
4. Parents are encouraged to take an active interest in the programs their children are participating in. Parents are invited and encouraged to visit program sites and observe programs in operation.
5. A check-in and check-out system is maintained at program sites where children arrive and leave individually. Under no circumstances are children released to anyone other than individual(s) so authorized in writing by the custodial parent/guardian.

PARENT'S CONSENT FORM FOR A TRIP

CAMP FIRE SNOHOMISH COUNTY
4312 Rucker Ave, Everett, WA 98203

Dear Parents: Date: _____

Our club is planning to go on a trip to _____

Date of Trip _____ Time of Departure _____

Place of Departure _____

Time of Return _____ Place of Return _____

Cost of Trip _____ Food _____ Misc. _____

For the safety and supervision of your child, Little Stars, Starflight and Adventure Clubs must be accompanied at all times by a minimum of two adults or one adult and one Apprentice Club Leader*. Little Stars with more than 6 members must have an additional adult for every 3 additional youth. Starflight clubs with more than 12 members must have an additional adult for every 6 additional youth. Adventure clubs with more than 16 members must have an additional adult for every 8 additional youth. Discovery and Horizon clubs must be accompanied at all times by a minimum of two adults 18 years of age or older. Clubs or activities with more than 20 youth must be supervised by an additional adult for every 10 youth. *an adult is age 18 or older with the exception of the Apprentice Club Leader who is 15 through 17 years old, has completed club leader training and has on-going supervision.

The drivers are: _____

If there is any undue delay in getting home, I will get in touch with:

Name _____ **Address** _____ **Phone** _____

The section at bottom of this form must be signed and returned to me before your child goes on the trip. If there is any condition of health that should be watched for while on the trip, please include a statement on it.

Leader's Signature

 I am familiar with the proposed destination, _____ the mode of transportation, the leadership accompanying the club, that all drivers are licensed and at least 21 years old, and other circumstances of this activity. I certify that my child is in good health and can participate in all the normal activities of the club. (State any exceptions below). I understand that reasonable measures will be taken to safeguard the health and safety of the members and that I will be notified as soon as possible in case of an emergency. However, in the event of sickness or accident, I will not hold the club leaders or Camp Fire responsible. In case of sickness or accident, I authorize the calling of a doctor and/or the providing of other necessary medical services at my expense.

Child's Name _____

Parent or legal guardian's signature _____

Phone _____ **Address** _____ **Date** _____

Person other than parent (**for emergency use**):

Name _____ Phone _____

CRISIS COMMUNICATION and EMERGENCY PROCEDURES only in the event of critical accident, serious personal injury, or fatality.

Action to take:

1. Provide all possible care for injured person(s).
2. Secure appropriate emergency help. Call 911.
3. Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or police arrive.
4. Make no statements orally, or in writing, which could be interpreted as assuming or rejecting responsibility for the accident or emergency.
5. If news media appear or call, be friendly but make NO statements. Refer all their queries to Camp Fire Snohomish County, Executive Director.
6. Immediately telephone 425-258-5437, during business hours and talk with one of the following people: Executive Director, Assistant Executive Director or a Club Administrator. After business hours in the event of critical incidents/serious accidents, call your club consultant and/or area manager.

What to say:

7. **Give your name...and phone number from where your are calling.**
STAY ON THE LINE.
8. Be prepared to give facts about:
 - what happened...and what action was taken
 - when and where it happened (exact place/time/date)
 - type of injuries...location of injured...first aid given
 - names, ages, addresses of injured...and name of family member to be notified, telephone number, home address
 - names, ages, addresses of other people involved (IF a club, include leader's name, club location and program level)
 - news media involvement
 - other agencies involved, i.e., fire, police, aid car, hospital

NEWS MEDIA INVOLVEMENT

Alert the Camp Fire Training and Resource Center to potential newspaper or broadcast involvement. Only the designated spokesperson gives information to the media. Refer all news media to the Training & Resource at 425-258-5437, during business hours.

ACCIDENT REPORTING AND INSURANCE

A knowledge of the proper procedure to take in the event of a minor accident or injury is also essential to every adult working with a club. Outlined below are the correct steps to take if a member, visitor or adult with your club should happen to injure themselves during a Camp Fire activity. It is suggested that you keep a copy of your youth registration forms and your parent consent forms for a trip so that you can easily refer to them if the need arises.

1. Contact the child's parent and, if they are available and time allows, have them pick up their child and take him/her to their family physician or hospital.
2. If you cannot reach either of the child's parents and immediate medical attention is necessary, have an adult who is present, or yourself, take the child to the nearest emergency medical facility for treatment.
 - A. Be sure to take the Parent's Consent Form for a Trip or Camp Fire Youth Registration form.
 - B. Make sure the rest of the club has adequate supervision.
3. After treatment, call the Camp Fire Training and Resource Center, 425-258-5437 Monday – Friday, 9:00 a.m. - 5:00 p.m.) and request an Incident Report Form. At other times, call your club consultant.

This is a secondary provider to that of the youth/adults family insurance. If you have any questions please call your club administrator.

Club Administrator _____ Telephone _____

GUIDELINES FOR REPORTING SUSPECTED CASES OF CHILD ABUSE

If a leader/volunteer has reasonable cause to suspect child abuse or neglect, she/he should immediately:

- * contact Child Protective Services with the information, OR
- * contact the Assistant Executive Director for that area and provide the information, thus "causing a report to be made."

The Assistant Executive Director or leader will contact Child Protective Services within 48 hours. Leaders should be aware that she/he may need to discuss suspicions with CPS.

All information is to be kept confidential. Information is to be discussed only with appropriate council staff present.

Washington statute defines child abuse or neglect as "the injury, sexual abuse, sexual exploitation or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed thereby."

Any person making a good faith report concerning suspected child abuse or neglect is provided civil and criminal immunity by Washington State statute.

INSURANCE REQUIREMENTS FOR TRANSPORTATION OF YOUTH

Any person transporting Camp Fire Youth MUST possess the appropriate licenses for the vehicle being operated, is at least 21 years of age, and is not in violation of state or local ordinances on insurance regulations.

- a. No person shall transport any person, including minors, on behalf of Camp Fire Snohomish County Council, who has in the preceding three (3) years, been convicted by lawful authority of Hit and Run Driving, Driving While Intoxicated or Under the Influence of Narcotics or other Dangerous Drugs, Reckless Driving, Negligent Driving.
- b. Any person who has accumulated three (3) or more reported convictions of lesser consequence traffic violations during a consecutive three (3) year period shall be subject to review and possible suspension of transport functions.
- c. There shall be adequate and safe seating for each passenger. (The back of each passenger shall be touching a permanently affixed seat.)
- d. All vehicles must be covered by valid and current insurance. All adults registering with the club who drive and others who may be drivers on a regular basis must supply the council with the Insurance Coverage Request Form which includes: the name of their insurance agent, the insurance policy expiration date, the limits of liability and AUTHORIZATION FOR RELEASE OF CONFIDENTIAL MATERIAL. Insurance Coverage Request forms are available from your club leader in the registration packet. This information needs to be turned in by the leader with the annual club registration and if additional drivers are added during the year. This form must be updated annually.
- e. All vehicles must be properly licensed.
- f. The use of seat belts is required for each passenger on public roads in a private vehicle.
- g. The vehicle must be in safe condition and be regularly maintained.
- h. The following ratios of adults/youth must be followed when transporting youth in a vehicle: 0-6 youth/minimum 1 adult; 15 Youth/minimum 1 adult plus driver; 16+ youth/1 adult per 15 youth plus driver. LITTLE STAR clubs require 2 adults at all times when transporting youth. Car seats are required when transporting children in the LITTLE STAR clubs. The maximum number of children in the club will be 6 children.
- i. The transportation of youth to and from the meeting/activity is the responsibility of the parents.

**HOLD HARMLESS, PHOTO PERMISSION AND
DRIVER RECORD & AUTO INSURANCE
CAMP FIRE SNOHOMISH COUNTY
4312 Rucker Ave. Everett WA 98203-2233**

To better protect the children, you and the council, we ask that all adults working with the club at any time and every driver complete this **AUTHORIZATION FOR RELEASE OF CONFIDENTIAL MATERIAL**. **This information needs to be completed and returned with your registration materials.** Thanks for your help and cooperation.

PARENT NAME _____

ADDRESS _____ CITY _____ ZIP CODE _____

PHONE _____ E-MAIL _____

LEADER NAME _____ SCHOOL _____

IF YOU WILL BE DRIVING FOR ANY CAMP FIRE ACTIVITY PLEASE COMPLETE THE FOLLOWING SECTION.

The Council policy on transporting youth is as follows:

No person shall transport any person, including minors, on behalf of Camp Fire, who:

- a) Shall not be licensed to operate motor vehicles in the State of Washington; and
- b) Shall not be in compliance with the Washington State motor vehicle insurance requirements, and such other insurance requirement reasonably imposed by Camp Fire; or
- c) Has, in the preceding three (3) years, been convicted by lawful authority of Hit and Run Driving, Driving While Intoxicated or Under the Influence of Narcotics or other Dangerous Drugs, Reckless Driving, Negligent Driving; and
- d) Any person who has accumulated three (3) or more reported convictions of lesser consequences traffic violations during a consecutive three (3) year period shall be subject to review and possible suspension of transport functions.

Name: _____ Telephone: _____

Name of Insurance Carrier: _____

Name of Insurance Agent: _____

Insurance Policy Expiration Date: _____

*Limits of Liability: _____ DATE: _____

*Minimum Limits of Liability: 100/300/50. Please provide a copy of your Insurance Declaration Page

ADULT PERMISSION

I will assist in observing the rules of the council, and I waive any claims against Camp Fire and the council except for claims arising from gross negligence or willful acts of the council or its agents that may arise from participation in the activities of the Camp Fire Snohomish County. I understand that reasonable measures will be taken to safeguard the health and safety of all participants and that my emergency contact will be notified as soon as possible in case of any emergency. In the event he or she cannot be reached in an emergency, I hereby authorize the calling of a physician to provide whatever emergency medical or surgical treatment is necessary. I accept responsibility for the cost of such medical treatments.

You have my permission to use my photograph for Camp Fire publicity: ___yes ___no

Date _____ Signature _____

6/09g:\Club & Training Specialist\REGPKTS\HOLDHARMLESS&PHOTOPERMISSION form.doc

VEHICLE SAFETY PROCEDURES

1. Only designated persons will transport club youth on excursions. These persons shall meet Camp Fire Snohomish County policy on transporting youth.
2. A first aid kit, reflectors, jack and spare tire are located in every vehicle.
3. The driver and all passengers must have seat belts (one for each passenger) fastened at all times.
4. All doors must be closed properly and locked.
5. Drive in compliance with the speed limit. Gas tank should not be lower than one-half full.
6. When more than one vehicle is being used on the same trip, keep other vehicle in sight.
7. In case of an emergency stop, all vehicles must pull over to the side of the road and double flashers must be used.
9. If club members are unloaded on a street, all club members must unload on the off-street side of the vehicle.
10. Supervision of club members in vehicles on trips will be in the same ratio as stated in 8f of the Camp Fire Safety and Supervision Requirements.
11. The driver in the vehicle will have a permission slip for each passenger.
12. Drivers must take a fifteen minutes break after two hours of continuous driving.
13. The driver of the vehicle is responsible for reviewing the transportation procedures with passengers.
14. No adult shall be alone in a vehicle with a child unless the adult is related to the child.

**POLICIES REGARDING
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS),
AIDS RELATED COMPLEX (ARC) AND
HEPATITIS B**

The Camp Fire Snohomish County has a responsibility:

- 1) to safeguard children in its programs and/or persons serving as volunteer and/or employees.
- 2) to protect the rights of privacy and confidentiality of children in its programs and of person serving as volunteers and/or employees.
- 3) to provide education about AIDS, ARC and Hepatitis B, the council's policy, guidelines and procedures.

The council recognizes that children and adults with AIDS, ARC and Hepatitis B may wish to engage in as many of their normal pursuits as their condition allows, including participating in Camp Fire programs, volunteering and working. Therefore, as long as medical evidence indicates that persons with these conditions pursuing such activities are not a threat to themselves or others and these persons are able to meet the Camp Fire Snohomish County and National Camp Fire standards and requirements for program participation, volunteers and employment, they shall be treated consistently with other program participants, volunteers or employees.

At the same time, every precaution should be taken to ensure that the condition of a program participant, volunteer and employee does not present a health and/or safety threat to other program participants, volunteers or employees.

Guidelines

1. The council will discourage actions that might violate an individual's right to privacy and confidentiality or bar an individual's participation in Camp Fire.
2. The council may not "discharge or fail to refuse any individual or segregate or classify any individual in any way which would deprive or tend to deprive that person of employment opportunities or adversely affect his or her status as an employee or otherwise discriminate against any person with respect to compensation, terms, conditions or privileges of employment on the basis of results of an HI (human immunodeficiency virus) test unless the absence of HI infection is a bona fide occupational qualification of the job in question". (taken from Substitute Senate Bill No. 6211 effective March 23, 1988)

Procedures

1. To safeguard children in its programs and/or persons serving as volunteer and/or employees:
 - a) gloves will be included in first aid kits to be worn in treating others.
 - b) those who treat others will be instructed to wash their hands with soap and water immediately afterwards.
 - c) those giving C.P.R. should use a protective device if the victim has blood or cuts in the facial area.
 - d) persons who have cuts in/on the mouth should refrain from giving C.P.R. or should wear the protective apparatus.
 - e) procedures for handling any illness/accident should be followed.

2. To protect the rights of privacy and confidentiality of children in its programs and of persons serving as volunteers and/or employees:
 - a) information about a youth member, volunteer or employee cannot be legally shared with anyone else without the written permission of the child's parent, volunteer or employee.

3. To provide education about the disease and the council's policy, guidelines, and procedures:
 - a) training about the disease including how it is transmitted, and informational material, will be given to clerical and professional staff and the site manager.

 - b) training about the disease, ways it is transmitted, the council's policy guidelines and procedures will be available for all program volunteers, and paid day camp staff, resident camp staff and self-reliance instructors.

 - c) a list of places (such as Snohomish County Health District, American Red Cross and DSHS) to obtain written material about AIDS/ARC will be available at the Camp Fire Training and Resource Center.

SEXUALITY EDUCATION POLICY AND PROCEDURE

Camp Fire Snohomish County supports education of youth on subjects relating to sexuality education.

PRODEDURE:

Parents must give written consent before their child participates in a sexuality education program sponsored by Camp Fire. It is the parents' responsibility to preview materials if they wish to do so.

Camp Fire Snohomish County will not give blanket support to other agencies such as Planned Parenthood, Pregnancy Aide, etc., but may give support to specific projects or program if they are in keeping with Camp Fire philosophy and standards.

Approved by the Board of Directors : July 23, 2001 .

SPECIAL CONSENT FORM

Camp Fire Snohomish County
4312 Rucker Ave., Everett, WA 98203-2233
425-258-54327 FAX 425-252-2267

Dear Parents,

Our club is planning to participate in the following educational program:

The following topics will be presented:

The program will be presented by

Representing (agency) _____ on

To preview materials that will be presented you can call

_____ at _____ Leadership team member

I am familiar with the proposed educational program, the topics being presented and the agency/person presenting the program to my child. I give permission for my child to participate in this program.

Signature of Parent or Legal Guardian

Date

SCC/1/01
