

# **CCE Youth Protection Guidelines**

## ***For All Who Work With Youth***

### **Minimizing the Potential for Child Abuse and False Accusations**

By following these guidelines you will minimize the potential for child abuse while also protecting yourself, and other adults who work with youth, from false accusations:

1. Adults should work with young people in reasonably open places where others are welcome to enter, **not behind closed or locked doors**.
2. Parents and resource people who have not gone through the CCE volunteer screening process should not have on-going or unsupervised contact with youth.
3. Even enrolled and screened volunteers should avoid working one-on-one with youth. When one-on-one consultation is desirable for discipline or mentoring reasons, the conversation should take place within view (not hearing distance) of others.
4. Respect the privacy of youth when clothes are changed or showers taken. Adults should be involved only when there is a health or safety issue.
5. One unrelated adult should **not** room with one youth during an overnight stay.
6. Never use physical punishment or deny basic necessities as a form of discipline.
7. Physical hazing and initiation rituals that lead to embarrassment or that require youth to do anything that makes them fearful or uncomfortable are strictly prohibited.

### **Accident Prevention and Preparation for Response**

1. **Use Permission Slips/Medical Release Forms and, where applicable, Acknowledgment of Risk Forms** to document the parents'/guardians' approval of their children's participation in an Extension-sponsored event and **permission to have their children receive medical treatment in the event of an accident or injury**. (Forms may be obtained from the CCE office.)
2. **Arrange for safe working conditions** in the meeting room and in work areas and explain to participants why the room is arranged as it is.
  - Provide adequate lighting, space to work and, ventilation when using volatile materials.
  - Use tables and work surfaces that are at an appropriate height for participants.
  - Take out only the tools or equipment necessary for the immediate procedure and store them immediately after use.
  - Arrange tools and equipment to be shared in the **center** of the worktable.
  - Set up separate workstations for the use of equipment or materials that require close supervision (one-on-one for motorized tools) by an experienced adult or older youth.
  - Maintain tools and equipment in optimum working condition. In particular cutting tools used for food preparation, crafts or woodworking should be kept as sharp as possible. (Struggling with a dull tool is much more hazardous than handling a sharp tool properly.)

3. **Arrange for adequate adult supervision.** A minimum of **2 adults** should be present at all times. In case of an accident or emergency one adult can supervise the children while the other deals with the problem. **Where guidelines exist for specific activities or the use of specific types of equipment, those guidelines should be followed.** In addition to the selected program guidelines listed on the following pages, requirements and/or recommendations can be found in 4-H project guides and curriculum materials. In general the minimum adult-to-youth ratios for common program settings are:

Program Setting	Ages 5 - 8	Ages 9 - 11	Ages 12 +
Meetings and passive, low-risk activities	1:8	1:10	1:16
Use of moderate-risk tools/equipment 5 & 6 yrs/7 & 8 yrs	1:1 / 1:3	1:8	1:12
Use of motorized tools (See woodworking curriculum, etc.)	NA*	1:1	1:1
One-day trips	1:8	1:8	1:10
Overnight trips	1:6	1:8	1:10
High-risk activities (swimming, challenge course, etc.)	FGS**	FGS**	FGS**

\* Not Appropriate      \*\* Follow Guidelines for Specific Activity

4. **Instill youth with a safety mind-set and develop safety habits.**
- Review general safety guidelines at the start of each work session.
    - No horseplay
    - Protect eyes, lungs and skin.
    - Use the proper tool for the job.
    - Place shared tools and equipment in the **center** of the worktable after use.
  - Demonstrate safety procedures specific to the activities of the day.
  - Set a good example and insist that all other adults and older youth assisting with the activities also follow all safety guidelines.
5. **Follow safety guidelines for specific programs**

***Animal Programs***

- **Rabies Vaccinations** - All dogs, cats, ferrets, horses and any other animals required to have them must be vaccinated in accordance with NYS Ag & Market regulations. Visit [www.agmkt.state.ny.us](http://www.agmkt.state.ny.us) for further information.
- **Horses** - The **4-H Helmet Policy** - All youth participating in any 4-H activity or educational program shall wear a properly fitted and secured, officially approved, protective helmet at all times when mounted on an equine, or seated in a vehicle being pulled by one or more equines. The New York Helmet Law must be observed at all times.
  - ◊ **Open Trail Rides** - appropriate **adult** supervision must be provided, and trails must be scouted beforehand and be marked well.
  - ◊ **Horse vaccinations** - Horses used in all 4-H programs or events, including horses supplied by vendors, must have proof of all required vaccinations or shots.

**Bicycle Programs** - All participants under 14 years of age are required by law to wear a **safety helmet** (American National Standard Institute, Snell, or ASTM) while riding a bicycle. All participants in a 4-H sponsored bicycle activity, regardless of age and including adults, should wear a safety-approved helmet while on a bicycle.

- **Bike “Hikes” and Touring** - Participants must receive instruction in bicycle safety. Hand signals, group riding rules and standard hazard calls should be reviewed before each ride.

**Shooting Sports Programs** - All training programs and activities related to any shooting sport must be under the direction of a **certified instructor** who meets all criteria detailed in the **New York State 4-H Shooting Sports Guidelines**.

All adults and youth involved in any shooting sport-training program or activity must strictly adhere to the safety procedures included in the **4-H Shooting Sports curriculum**.

Youth instruction must be based on the **4-H Shooting Sports curriculum**.

**Woodworking, Engineering and Science Programs** -

- Strictly follow guidelines 2, 3, and 4 detailed on pages 1 and 2.
- Ensure that activities are appropriate to the previous experience and physical maturity of participants. Be aware that age, height and maturity in other areas (ex. intelligence or social skills) **are not** good predictors of physical strength or coordination.
- Require the use of protective gloves as appropriate. When used, gloves must fit properly; oversized gloves are hazardous. Gloves must be made of a material (latex, neoprene, abrasion resistant or fireproof fabric, etc.) compatible to the equipment or product being used.
- Require the use of properly fitting goggles when using tools, sanding or using solvents, paints, finishing materials or other potentially hazardous substances.
- Require the use of facemasks when using an electric sander, volatile liquids or other items that can cause the inhalation of hazardous material.
- Arrange for one-on-one supervision by an adult (18 years +) with proven skill or recent training when youth are using motorized tools.
- Use of **high speed or high power tools** that can quickly sever a body part is **prohibited for use by youth under age 18**.
- For additional safety guidelines and assurance about the developmental appropriateness of tool and equipment use select activities from the 4-H **Woodworking Wonders** project series available through the National 4-H Council’s Source Book. This series has 4 levels spanning grades K-12.

**6. Be prepared to respond to accidents and emergencies.**

- When participating in activities at facilities that are unfamiliar for the group, locate fire exits, the nearest public phone and the nearest hospital or emergency clinic.
- Carry medical treatment permission slips with you at all times when on trips or outings.
- Adults who frequently accompany groups on trips or overnight programs are advised (not required) to take the American Red Cross Responding to Emergencies training and/or CPR training.

- A first Aid kit and list of emergency procedures should be available at every meeting site and in every vehicle used to transport program participants or volunteers.
  
- When an accident or emergency occurs:
  1. Seek medical help, if required.
  2. Notify the CCE office.
  3. Communicate with parents.
  4. Record the names, addresses and phone numbers of those involved in the accident or incident.
  5. Record the names, addresses and phone numbers of 2 witnesses.
  6. File an Accident/Incident Report at the CCE office as soon as possible and always within 2 business days.
  7. If an injury is the result of a motor vehicle accident a law enforcement agency should be called and an MV 104 accident report must be made to the state. This form can be obtained from the police or the insurance company. It must be filled out by the *driver* involved in the accident if there is any physical injury to *any* party in the accident or property damage in excess of \$1,000.

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