

# Catholic Mutual... "CARES"

## VACATION BIBLE SCHOOL & SUMMER CAMPS SAFETY GUIDELINES (SAMPLE)

Director of Religious Education, Youth Director, Camp Director and Athletic Director:

While vacation bible school & summer camps are vital in keeping children connected to their parish and school, there are certain factors that must be considered when preparing and holding vacation bible school & summer camps. This guideline has been developed to assist in establishing sound practices for these events.

### Volunteers:

1. All volunteers must meet the Arch/Diocese requirements for screening and child protection education.
2. Provide each volunteer with a description of their job duties so that he/she knows what they are responsible for before, during & after the vacation bible school or camp. This will help to absolve confusion and to help avoid gaps in responsibilities which could lead to potential exposures.
3. Provide shirts, hats, or badges for the volunteers so that he/she can be clearly identified by the children/participants. It is recommended that bright colors be worn for easy identification.
4. Designate volunteer safety coordinator(s), transportation coordinator(s), and childcare coordinator(s).
  - Safety coordinator(s) = Are responsible for overseeing the maintenance & security of the premises, ensuring that all first aid kits are fully stocked, there is staffing of at least one CPR certified volunteer, and the processing of accident/injury claim reporting forms.
  - Transportation coordinator(s) = Are responsible for overseeing the drop off/pick up of the children/participants – ensuring that the child is released to the designated parent/legal guardian or authorized relative/friend. Recommend that a card/claim check system be developed to simplify the dismissal process. The transportation coordinators are also responsible for all field trip information including:
    - Adhering to the Field Trip Transportation Policy
    - Adhering to the 11 – 15 Passenger Van Policy
    - Securing auto accident information and reporting an auto accident to Catholic Mutual.

- Childcare coordinator(s) ≡ Are responsible for the adult to child/participant supervision ratio in each classroom and outdoor setting. This coordinator ensures that all indoor and outdoor boundaries are clearly marked so that each child/participant is aware of his/her boundary limitations.

### **Children/Camp Participants & Their Parents/Legal Guardians:**

1. Include a detailed itinerary of what the bible school/camp involves including all indoor/outdoor activities with each registration form/packet.
2. Include the Arch/Diocese Parent/Legal Guardian Permission/Press Release Slip with each registration form/packet requiring that the form be completed and returned with the registration form.
3. Ensure that each registration form/packet requires information about the child/participant emergency contact as well any medical issues, food allergies or other allergies (such as mosquito, bee, or hay fever) the child/participant may have.

### **Outside Vendors or Facility Users:**

Many times, equipment or other services are rented or utilized to provide added fun during the bible school or camp. An example of this would include the rental of inflatable jump castles, snow cone machines, or contracting with outside vendors such as professional magicians, dance instructors, or groups such as Mad Science & USA Chess, Inc. It is very important to read the rental agreement(s) or contract(s) before signing them. It is equally important to understand what the rental agreement or contract says. For this reason, rental agreements and contracts which contain a hold harmless, indemnity or similar insurance wording should be reviewed by Catholic Mutual.

Those outside vendor(s) and facility user(s) staffing or providing an onsite service must provide a certificate of insurance to the parish/school which provides evidence of general liability coverage of not less than one million dollars (\$2,000,000) per occurrence. The vendors or facility user's certificate of insurance must name your parish/school and the Arch/Diocese as an "**Additional Insured**" on its general liability policy for the DATES OF THE VENDOR'S activities or the DATES OF THE FACILITY USAGE during the bible school or camp. Each vendor must sign the Vendor Hold Harmless/Indemnity Agreement. Each facility user must sign the Facility Usage/Indemnity Agreement.