

Risk Management and Child Protection

Work Safety for Youth and Adults

- Wear good, sturdy, closed-toe shoes or boots.
- Wear sun block and hats to help prevent sunburn.
- Stay hydrated - drink lots of water.
- Youth using power tools must be directly supervised by an experienced adult – direct supervision means standing next to the youth as they work, observing and instructing.
- Pull hair back and remove dangling jewelry and loose-fitting shirts or jackets when working with power machinery.
- Use safety equipment such as work gloves, rubber gloves, safety glasses, breathing masks, and hard hats when appropriate.
- Listen carefully and follow instructions.
- Use the right tool for the right job. If you are not sure, ask an experienced adult.
- If you are not sure how to do a job safely, ask for help from an experienced adult.
- Do not leave wood, tools, or other objects lying around as a tripping hazard.
- No horseplay!

Playing Safe

- Avoid games that might result in headfirst collisions with other people or objects.
- Avoid games that incite reckless or overaggressive behavior.
- Avoid games that are hard to supervise. **If you can't stop an activity quickly, you don't have enough control.**

Supervision of Youth

- Under no circumstances should a youth be allowed to leave the building alone or unsupervised.
- Guys and girls are not allowed in each others' sleeping rooms.
- Set curfew and do a bed check each evening (know what you're going to do if someone is missing).
- Make sure all youth are at every meal and meeting (assign advisors if necessary).
- Advisors should feel free to approach any youth or advisor that is violating safety rules.

Swimming Safety

- A lifeguard should be present when participants are swimming.
- Have a system to quickly account for all swimmers (like the "buddy system").
- Do not swim when there is a chance of lightning.
- No running or pushing around the pool.
- No "chicken fighting" (riding on another person's shoulders).
- No holding anyone under water.
- No electrical devices near the water.

Photographs

It is Church of the Brethren Policy that the full name and address of a child or youth under the age of 18 will not be posted on the internet along with his or her photograph for the protection of the youth. If you are posting workcamp photos or video on the internet, please do not "tag" youth in your photos. Alert other workcampers of this expectation as well.

These safety guidelines were adapted from "*Better Safe Than Sued: Keeping Out of Trouble in Youth Ministry*" by Jack Crabtree.

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Safety Guidelines

We take safety measures primarily because we love our youth. While it's not always fun to be the "safety police," we are entrusted with their lives and well-being. Accidents can happen quickly and unexpectedly. We want to be prepared and take every precaution, so that everyone returns home from a safe and fun workcamp experience.

Workcamp leaders should have with them at *all* times ...

- A first aid kit*
- Copies of participant information sheets and health histories (with insurance info)*
- The location of and directions to the nearest hospital
- The Leader Resources Book, which includes emergency plans and phone numbers
- Accident/incident report forms
- Workcamp insurance forms
- Automobile insurance information

**If an advisor is supervising a small group in absence of one of the workcamp leaders, make sure the advisor has a first aid kit and copies of the health histories, insurance, and emergency contact information for the participants they are supervising.*

Fire Safety

- Working smoke detectors should be present, particularly in sleeping areas.
- Locate emergency exits and fire extinguisher in case of fire.

Automobile Safety

- Vehicles should be in reliable working condition, which includes good wiper blades, seatbelts in working order, and functioning lights and signals.
- Complete the Vehicle Safety Checklist, provided by the insurance company, on all non-rental vehicles.
- Have a flashlight in the car, in case you break down or have a flat tire at night.
- Carry a cell phone in case of emergency.
- Have valid liability and collision automobile insurance.
- Drivers are covered by Church of the Brethren insurance if the vehicle is rented with a Church of the Brethren credit card *and* if the driver has given his/her driver's license information to the workcamp office.
- Every person must wear a seat belt (one seat belt per person).
- Doors should be closed and locked.
- No one leaves the vehicle when it is stopped in traffic or at a traffic signal.
- No one exits the vehicle until the engine is turned off or the driver gives permission.
- No arms or legs out the windows.
- Do not drive when visibility is poor.
- Be careful backing up. If you can't see, get out and look, or ask a responsible adult/youth to guide you.
- Follow speed limits and all rules of the road diligently.
- Leave plenty of braking distance between you and other vehicles – double this distance when the pavement is wet.