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S:/GeneralCounsel/PWE/Policies/CampBestPracticesManual
Overview

The purpose of this manual is to set forth requirements for the physical and emotional safety of all minors and children under the age of 18 who attend or participate in a camp on the property or under the oversight of Lipscomb University. This manual applies to all persons who work with children at such a camp, whether in a paid or voluntary capacity.

Supervision

- No staff/adult should be alone in an unobservable setting with a camper/minor. If one-on-one interaction with a minor is required, it should only happen in an open, well-lit space with high visibility.

- For activities with a camper/minor in an unobservable setting, at least two staff members/adults must be present. A married couple does not, however, fulfill this requirement — a third staff member/adult must be present in such situations.

- Bathroom breaks should be scheduled and take place in groups accompanied by a staff member/adult. When unscheduled breaks are required, minors should never be sent to the restroom alone, alone with another minor or alone with only one staff member/adult. Staff should check bathrooms for unknown or suspicious persons before allowing campers/minors to enter.

- Conversation between staff members/adults should be appropriate for campers/minors and should be in keeping with the overall mission of Lipscomb.

- Social media contact (e-mail, text, Facebook, Twitter, etc.) with any camper/minor should be limited to program content and purpose and should be in keeping with the overall mission of Lipscomb.

- Photos and videos should not be taken or posted on a digital, electronic, hosted media, web-based service or any other medium without prior consent from the camper/minor’s parent or guardian.

- Staff/adults should not meet with a camper/minor outside of established times for program activities.

- “Free Time” should still be supervised and should not mean that campers/minors are allowed to roam campus alone.

- Correction of behavior should never include striking, hitting, yelling or corporal punishment.

- Frequent water/hydration breaks should be observed during the day, especially for outdoor and athletic camps.

- Secret keeping is discouraged. Staff/adults should not tell a camper/minor “this is just between the two of us.” Staff/adults should also not promise to keep a camper/minor’s secret because some situations may require disclosure.
• Lipscomb recommends following the American Camp Association “ACA” staff: camper ratio guidelines for its camps when possible. The ratios are as follows:

<table>
<thead>
<tr>
<th>Age</th>
<th>Overnight Camps</th>
<th>Day Camps</th>
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<tbody>
<tr>
<td>5 years or younger</td>
<td>1:5</td>
<td>1:6</td>
</tr>
<tr>
<td>6-8 years</td>
<td>1:6</td>
<td>1:8</td>
</tr>
<tr>
<td>9-14 years</td>
<td>1:8</td>
<td>1:10</td>
</tr>
<tr>
<td>15-18 years</td>
<td>1:10</td>
<td>1:12</td>
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**Touching**

• Touching of a camper/minor by a staff member/adult may only take place in open, highly visible areas and in the presence of one or more other staff members/adults.

• Touching of a camper/minor should only be in response to a camper/minor’s needs, for a purpose that is in keeping with the overall mission of Lipscomb and/or for a clear educational, developmental or health-related purpose, such as the treatment of an injury.

• Sunscreen should be regularly applied for campers/minors at all outdoor camps. No staff/adult may apply sunscreen on a camper/minor, however, unless in the presence of at least one other staff member/adult.

• Resistance from a camper/minor to any touch should be respected unless necessary for the safety of the camper/minor.

• If restraint to protect a camper/minor is required, the incident should be documented and disclosed to the parent/guardian and the Office of Risk Management.

**Field Trips - Transportation**

• Use of personal vehicles for field trips should be avoided, if possible.

• No fewer than three persons, one of them an approved adult, may occupy a vehicle on a field trip event unless express parental permission has been given beforehand. Only approved adults may transport campers/minors.

• A notebook with each camper/minor’s emergency contact information must be taken on any fieldtrip.

• Parents/guardians should be provided in advance with a full itinerary of any field trip events.

• A first aid kit should be available on any bus, van or other vehicle used for a field trip.

• Lipscomb staff must be provided in advance with the trip’s agenda and should have access to emergency information of all trip participants.

• All traffic and safety laws must be followed during transportation to and from a field trip.
• All passengers must be in a properly fastened seatbelt during transportation.

• Each camper/minor should be assigned an age-appropriate buddy and buddy checks should be performed periodically throughout the trip.

**First Aid**

• All staff members should be familiar with any emergency/special needs requirements, such as allergies, medications, dietary restrictions or disabilities, for campers/minors in their care.

• Any injury beyond a minor scrape should be treated by an appropriately trained professional (e.g., a nurse or athletic trainer).

• If a camper/minor requires first aid treatment, an incident report should be completed, signed by the parent/guardian, and a copy should be sent to the Office of Risk Management.

• Over the counter (OTC) medications (Tylenol, aspirin, etc.) should not be administered without written consent of the parent/guardian.

• Any medications that are given (whether prescribed or OTC) should be documented and approved in advance by parents.

**Emergency Procedures**

• In an emergency situation, always remain calm.

• Make sure that all campers are accounted for.

• Review the Lipscomb Emergency Response Guide for directions regarding specific events. All staff/adults must know the location of the Emergency Response Guide that is closest in proximity to their activity.

• All staff members/adults must know the location of the AED machine that is closest in proximity to their activity.

**Child Abuse Reporting**

• Tennessee law requires that anyone who has knowledge of or is called upon to render aid to any child who has sustained any wound, injury, disability, or physical or mental condition MUST report such harm immediately if the harm is of a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect. Failure to report suspected child abuse is a violation of the law.

  o Life threatening situations should be reported immediately to 911.

  o Non-threatening situations can be reported by phone: 877-237-0004; fax: 615-361-7041; or online: [http://www.tn.gov/youth/childsafety.htm](http://www.tn.gov/youth/childsafety.htm).
• Absolute proof is not required (a staff member/adult need only have concerns that child abuse or neglect may have occurred based on the available information) and suspected abuse or harm does not have to have occurred during the camp.

• Once reported to official authorities, a report should also be made to the director of the camp and to the Office of Risk Management at 615-966-5661.

### Required DCS Reporting

Report to DCS can be made by:
- Phone: 1-877-237-0004
- Fax: 615-361-7041
- Online: [http://www.tn.gov/youth/childsafty.htm](http://www.tn.gov/youth/childsafty.htm)
- Letter: 1101 Kermit Drive, Suite 400 Nashville, Tennessee 37217

### Lipscomb University Reporting

Information should be reported to:
- The Camp Director
- The Office of Risk Management Office at 966-5661 (Office) or 351-2820 (Cell)

### Incident/Accident Reporting

• In the event of an accident/incident, a report should be completed and signed by the staff and parent. A copy of the report should be sent to the Office of Risk Management.

### Drop-off/Pick-up Procedures

• A designated camp staff member should be present at the designated drop-off/pick-up area.

• Campers/minors should only be signed out by a parent/guardian, unless (i) a parent or guardian has provided advance notice of another person who will pick up the camper/minor, or (ii) the camper/minor is at least 16 years old and provides a valid drivers’ license.

• If parents/guardians are late, two staff members/adults should be present until the parent/guardian arrives.
Overnight Camps

- Every sleeping unit (dorm room, etc.) must have either two staff/adults of the same gender as the campers/minors or no staff/adults assigned to it. Sleeping units are subject to unannounced visits by a monitor.

- Staff/adults are not allowed to share a bed or sleeping bag with a camper/minor, unless they are the parent/guardian of the camper/minor.

- Staff/adults are not allowed to shower, bath or undress in the presence of campers/minors, unless they are the parent/guardian of the camper/minor.

- Curfews should be set and followed.

Lipscomb Policies

- All persons who work, whether in a paid or voluntary capacity, with children at a camp on the property or under the oversight of Lipscomb University are subject to the other applicable policies of Lipscomb University including, without limitation, the Alcohol and Drug Policy, Sexual Harassment Policy and Substance Abuse Policy.
ACKNOWLEDGEMENT

I have been provided with a copy of the Lipscomb University Camp Best Practices Manual. I have been provided the opportunity to ask questions and am aware of resources to which I may look for more information. I understand that it is my responsibility to comply with the provisions of the manual and that failure to do so is subject to disciplinary action up to and including immediate termination. My signature below indicates that I have been provided with and have read the Lipscomb University Camp Best Practices Manual and furthermore indicates my understanding and willingness to comply with the provisions of the manual.

Signature: ____________________________________________

Print Name: ___________________________________________

Date: ________________________________________________

Camp Title: __________________________________________