

# EMPLOYEE/VOLUNTEER HANDBOOK



Training

Every adult participating in a program signing non-enrolled minors must complete the Adult Training and sign the online Staff Code of Conduct both are found on the University Compliance website under the Minor on Campus tab.

Staff Code of Conduct

The University of North Georgia (UNG) is committed to the safety and well-being of minors and children. All staff and volunteers should be positive role models and treat others with respect, courtesy, and dignity. All staff and volunteers abide by all UNG policies and state and federal law. As an authorized staff or volunteer working in programs for minors, you hereby agree as follows:

- x I will maintain appropriate physical boundaries at all times.
- x I will immediately report any reasonable suspicion or knowledge of abuse of a minor to UNG Police and the appropriate supervisor or program director who can take immediate action.
- x I will not touch or speak to a minor in a

Check-In/Check-Out

Each program staff member conducting check-in/check-out must complete this process. Each program must have detailed instructions on how to complete this process. These instructions should include:

- x Verification process of dropping off the minor
- x Verification process of picking up the minor to include checking a photo ID, written permission from the verified guardian if the minor is to be picked up by another adult as an authorized person on the Minor Camp Participant forms notified

Missing Minor

Should a minor go missing during a program, follow these steps:

1. Program staff should conduct a check of the immediate area.
2. Check in other camps to see if they know the camper's location.

Checklist (f) 1.9 (1 of 0.003 Tc - (o) 0.9)

calling 911 by name and not by number conducting a head count If a minor is missing, notify emergency responders immediately

Active Shooter

Seek help immediately barricade yourself inside an office or in the building to stay safe Lock the door if possible. Block the door in any way possible to prevent entry Stay quiet and out of view if possible. If barricaded, wait for emergency responders to arrive in a safe area of the building. UNG Alerts will be utilized to give a warning and an all-clear message. Notify UNG Police, 706-542-8644-1500.

CPR/First Aid Protocol

All campus minors should have at least one CPR/AED/First Aid Certified staff member present at all times Should the program be held in multiple locations a trained staff member should be present at each location 07-18 (f)4-2.1 (e)4 (e)7.7 (2)(o)-1.4 (s)13.4 (b) o)-1.5 (f)127.7 (27)7765.8 ( and)-.1(o)0.7 (p)-2.1 (e.5)-.1(G)-8.3 3(

Incident Reports

If any staff member observes any of the following, they must inform the Camp Director and contact UNG Police immediately to fill out an incident report:

- B Any injury to a minor (such as a cut, bruise, or burn)
- B Any inappropriate behavior between minors
- B Any inappropriate behavior between staff and the minors
- B Bullying or fighting among the minors
- B Damage to any UNG property, or
- B Missing minors

If you are unsure whether something needs to be documented on an incident report bring it to the Camp Director for their judgement to ensure that minors have a safe and enjoyable experience.

One-on-One Contact with a Minor

At no point should you engage in one-on-one contact or interaction with a minor and hold any disciplinary hearing with a minor.

Alcohol & Other Drugs

You are prohibited from being under the influence of alcohol, illegal drugs or any prescription medication that impairs your ability to perform your duties in the program /camp. Do not condone others use of alcohol or illegal drugs in the program/camp and recognize that UNG is a tobacco free campus and that smoking and tobacco use is prohibited. In addition, tobacco and vaping is illegal for anyone under the age of 18. If a minor is found to be using tobacco his/her name should be reported to the Camp Director immediately.

Mandatory Reporting

You are in this program makes you a mandatory reporter. All you need is a reasonable cause to believe that a child is being neglected or abused. Report to the Camp Director and UNG police. Georgia law requires the University to report suspected minor abuse or neglect to DFCS within 24 hours. You should also make the report even if you do not have all the information. Remember you are not an investigator. You are required to report signs of abuse to your immediate supervisor and UNG Police. The intervention will ensure that the Division of Family and Child Services is notified of the suspected abuse and take the appropriate steps necessary.

Some signs of possible physical abuse are:

- Recurring unexplained bruises on the minor's body or of mo





