EMPLOYEE/VOLUNTEER HANDBOOK

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Saff Code of Condct

The Univisor Noh Geogia (UNG) is committed to he afetand will and wintershold be positivale models and teatohershare pect corpy aff and wintershabide by all UNG policies and at and federal law wintersking in programs forminor by university herebyagee as follows.

-being of minos Ahoizd aff and dignity Ahoizd Asan ahoizd aff or

- x I ill maintain appopiate phiscal bondaies at all times
- x I ill immediaely potany can able picion orknolodge of about a minoro UNG Police and he appopiae peisor pogam directrico can take immediae acton.
- x I ill notoch or eak to a minor a

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Check-In/Check-Ott

Each pogram stan he phical check -in/check-otatonsdiffeentyhowreach pogam hold, ata minimum, hav detailed intstonson howogam aff hold complete hispoces Thes intstons hold inclue:

- x vification poces of two isdopping off he minor
- proces of two ispicking pute minor to include checking a photo ID, x vification
- x iten pemison from he wified gardian i f he minor iso be picked p by anoheradlt <u>notlisd</u> asan ahoized peon on he Minoson CampsPatcipantfoms

Ming Minor

- Shold a minorgo mixing ding sympogram followers tops

 1. Pogram tiff hold condute check of he immediate area.
 - 2. Check it ohercamper se if her known camper ocaton.

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Univisiof Noh Geogia Page calling oll byname and notby condcting a head cout If a minorismising, notfyemegency ponders immediately

Acte Shoot r

Seek helterimmediately baicade synd finistle an office or eithe bilding to n form fety Lock he door if possible. Block he door it anyting possible to prevententy Strygic tand otto frest possible. If baicaded, wit foremer gency pondents a strygin was a he bilding. UNG Aletish be third

to give a swning and an all-clear messge. NotifyUNG Police, 706 -864-1500.

CPR/FitAid Procol

All camps minos pograms hold hav at least one CPR/AED/FitAid Cetfied aff member personatall transcribed in mitple locations a trined aff member hold be personate ach location 0m7 .8 (f4-2.1 (e) 4 (se) 7.7 (250) -1..4 (s) 13.4 (b) o) -1.5 (f) 127.7 (27) 7765.8 (and) -. [o0.7 (p) -2.1 (e.5) -. 1 (G) -8.3 3 (

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IncidentRepots

If any aff memberobsers any of he follows, hey main from he C amp Director and contact UNG Police immediately to fill otan incidenter or :

B Anynjy(oherhan minous apesc that can be teated it basic fits aid),

B Anymappopiae behaioibeten minor

B Anynappopiae behaiorbeten aff and he minors,

B Bling or fighting among the minor s,

B Damage to anyUNG propety , or

B Minng minors

If war must be heremening needs to be documented on an incident reporting it to he Camp Director Us with estimated and enjoy ble exercise.

One-on-One Contactita a Minor

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Alcohol & OherD**g**s

Mandator Reporting

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All yuneed is gas nable case to believe hat absorbed expected to epothist you

Camp Diector and UNG police. Geogra lawqueshe
Univisto epotspeced minor

absorbed believe to DFCS is in 24 hoss you hold also make he epotewn if you not not not a wall he information. Remember your not an invite at Pulpare equed to epotanying sof absorbed you mediate preser

and UNG Police. The init too is the methathe Disson of Family and Child

en Seices snotfied of he speced absorbed ake he appropriate tops necessly

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