

## **Draft July 1, 2009 Update Safe Child Guidelines**

The Hamilton Rod & Gun Club (HR&G) recognizes the need to provide for the well-being of any who participates in programs hosted by or offered at our facility. The following is a policy adopted by the Board of Directors to promote a safe environment for all. The Board of Directors oversees the implementation of this policy and, along with any event chairperson, to insure that all comply. This notice is designed to familiarize you with the policy and to ensure that children, parents, and members of HR&G can work together to maintain a safe environment.

### **Definitions:**

Child – anyone under the age of 12

Minor- anyone between the ages of 12-18

Adult – anyone at least 18 years old

Caregiver – an adult designated to care for or supervise children

Event – a gathering where children will participate on or off HR&G property.

### **Programs offered**

HR&G sponsors or authorizes the use of its facilities where minors and children have an opportunity to participate to learn the value of sportsmanship, the out of doors and the importance of the environment.

### **Responsibility**

Parents or guardians are principally responsible for supervising their minors and children while on the HR&G grounds. They are expected to instruct their minors and children in the proper way to conduct themselves. It is also expected that they will fill out the required permission forms and determine how their minors and children will get to and from HR&G sponsored or sanctioned events. Once at an event where it is expected a caregiver assumes responsibility for the care and supervision of a child it is the responsibility of the caregiver until the child is returned to a parent or parent designated adult.

### **Parental Consent**

A parent or guardian will complete a registration form before their minor or child can participate in some events. Minors are expected to comply with all safety rules and receive parental approval to participate where required. Specific written parental consent will be required for HR&G sponsored events that occur off HR&G property, when only one Caregiver will be present at an event, when children are being transported by a Caregiver, or for any overnight events on HR&G grounds.

### **Discipline**

Inappropriate Behavior: It is expected that caregivers will treat children in such a manner that encourages mutual responsibility, respect, and cooperation. Caregivers are encouraged to listen to the child and let the child know the appropriate behavior that is expected. No form of spanking, hitting, slapping or other physical punishment or destructive criticism is allowed. If a child continues to be disruptive or refuses to cooperate, a caregiver will be sent to locate an event supervisor and the parent will be contacted.

### **Supervision**

At least two caregivers will be present at all events so that no caregiver will be alone with a child out of sight of other adults.

Caregivers who accompany a child to the bathroom will wait outside the bathroom door unless the child needs assistance. In that case, two caregivers or adults will be present or the bathroom door left open; if necessary a caregiver will be sent for the parent or guardian for assistance.

Children will ONLY be released to their parent or designated guardian.

Disruptive Incident: Caregivers strive to meet the needs of all children. If a problem arises that is disruptive, the Caregiver will discuss the incident with both the parent/s and the event supervisor.

If the inappropriate behavior and/or incident continues, the child will be asked to leave the event and the parent will be asked to keep their child with them. The child will be allowed to return to the event when the parent, caregiver, and event supervisor agree the issue has been resolved.

### **Emergencies**

A parent or designated guardian will be notified as soon as possible if a minor or child is injured and requires first aid. In addition, a written report will be given to the event supervisor and filed with HR&G. Property damage occurring during an event is to be handled similarly.

### **Reporting abuse**

How an adult responds to a child when he tries to disclose abuse can influence the outcome of the child's victimization. By maintaining an apparent calm, the adult can help reassure the child that everything is going to be okay. By not criticizing the child, we counteract any statements the abuser made to the victim about the child getting into trouble. Reassure the child that you are concerned about what happened to him and that you would like to get him some help. **Allegations by a child concerning abuse in a HR&G program must be reported to the President.** Since these reports are required, the child should be told that you have to tell the proper authorities but that you will not tell anyone else.

### **Transportation**

Only caregivers at least 21 years old will be allowed to transport children to or from HR&G sponsored events. Parents or guardians are expected to inform the caregivers of the arrangements they make to transport their child home from HR&G facilities. When traveling to or from events off HR&G property in more than one vehicle, only one Caregiver per vehicle is needed, assuming the vehicles are traveling together.