



# Working with Youth & Managing Risk

VERSION 4.1

# Working with Youth & Managing Risk

The Handbook for UGA Extension and Georgia 4-H: Working with Youth  
& Managing Risk Version 4.1

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# Part 1: The Role of the Chaperone

1.a Leader Expectations

1.b Participation Forms

1.c Medication & Behavior Management

1.d Activities, Risks & Responsibilities



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## Part 1: The Role of the Chaperone

# 1.a Leader Expectations

# Leader Expectations

**UGA Extension and Georgia 4-H are committed to youth safety. As a leader working with youth, you are expected to agree to adult behavior guidelines. This session will include information about your responsibilities in this important role of chaperone, teacher, and/or youth mentor.**

**The Volunteer Agreement with Adult Behavior Guidelines is available in both English and Spanish and can be viewed below**

English: <https://secure.georgia4h.org/documents/VolunteerAgreement.pdf>

Spanish: <https://secure.georgia4h.org/documents/VolunteerAgreement.pdf>



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# Leader Expectations

## The Expectation

Adults are expected to work cooperatively with youth; families; University of Georgia faculty, staff, and volunteers; community members; and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.

## Leaders Should...

Represent the University of Georgia's College of Agricultural and Environmental Sciences' Cooperative Extension programs with:

**Pride and Dignity**

**Appropriate Behavior**

**Good Sportsmanship**

**Reasonable Conflict Skills**



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Part 1: The Role of the Chaperone

# 1.b Participation Forms



# Participation Forms

## Youth Enrollment

Getting involved with Georgia 4-H is easy as it is administered in every county of the state. Unlike many other youth organizations, 4-H does not require a uniform or club fees. Children select from over 49 4-H project areas and hundreds of activities that are of special interest and work within their family's budget. The majority of Georgia 4-H programs focus on youth in grades 4-12, but some county programs offer opportunities for children in 3rd grade and below.

While no enrollment fees are required, forms related to a young person's participation are required. The following forms are collected through the local Extension Program:

- **4-H Enrollment**
- **Code of Conduct**
- **Medical Information and Release**
- **Medicine**
- **Transportation**

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**Leaders should work within their local Extension team to ensure all necessary forms are completed/collected before an event or activity. If you collect forms at any time, be sure to communicate that with your local Extension office team and return to office files following the event.**



# Participation Forms

## 4-H Enrollment

All youth must be registered in the Georgia 4-H Enrollment system to be an official member of a 4-H program

## Code of Conduct

Youth and their parent/guardians must annually complete the Code of Conduct prior to their first 4-H activity in the 4-H program year (August 1 - July 31). This digital consent is only valid for the current program year.

## Medical Information and Release

Parents/guardians must complete this form prior to every 4-H event for their young person's safety. An original copy of this form is required before participation.

## Medicine

The Medicine Form should be completed and submitted with any medication provided by parents/guardians to be given to a 4-H'er.

## Transportation

For use during out-of-county activities and events when transportation is organized by local Extension office, yet the 4-H'er is arriving or departing separately from county-organized transportation.



# Participation Forms-Quick Guide

## 4-H Membership and Eligibility

To learn more about 4-H Membership and Eligibility for 4-H membership and competitive events please visit this link:

<https://secure.georgia4h.org/documents/MembershipAndEligibility.pdf>

## 4-H Enrollment

- Youth should complete a 4-H Enrollment form, if applicable, before engaging.
- In youth programming. This form is completed when enrolling youth as 4-H members.
- Forms are valid for the program year and should be logged into the 4-H Enrollment database.

## Code of Conduct

- Youth must have a digital Code of Conduct signed before participation in activities and events that take place off of the youth's school campus and not during school hours. The code is in effect for 12 months from the date of signing.
- Before any event or activity, the code of conduct should be reviewed for the entire group. This includes not only consequences of misbehavior but also expected behavior.
- For complete details on implementing the Code of Conduct, see "Best Practices of Youth Development" in this handbook.

A copy of the Code of Conduct can be found at the following link but should be completed digitally. <https://secure.georgia4h.org/documents/CodeOfConduct.pdf>

## Medical Information and Release Form

- Youth must have a Medical Information and Release Form signed before participation in every event.
- When attending district or state events, staff and/or volunteers will be asked to submit these forms and the Code of Conduct. See the Event Letters of district and state activities to determine how these forms are collected.
- Note that youth may not be given any medication that is not indicated on the Over-the-Counter & Prescription Medication Summary, unless the parent provides consent (over the phone) or medication is prescribed or administered by a trained medical professional.

<https://secure.georgia4h.org/documents/MedicalForm.pdf>



# Participation Forms-Quick Guide

## Medicine Form

- The Medicine Form should be completed and submitted with any medication provided by parents/guardians to be given to youth.
- This form is only valid during the activity or event listed on the form.
- These medications should also be listed on the Over-the-Counter & Prescription Medication Summary (page two of the MIRF) for the event.
- Parents complete the information that pertains to medication including illness, a description of medication, dates to be administered, and dosage.
- Staff and/or volunteers should maintain medical forms as medication is administered.

<https://secure.georgia4h.org/documents/MedicineForm.pdf>

## Medical Treatment Log

- The Medical Treatment Log should be used when administering any over-the-counter medications approved by the parent on the Over-the-counter & Prescription Medication Summary and not listed on the Medicine Form.
- The log will be kept with the first aid station. The adult leader is responsible for ensuring the action is logged and appropriate reporting is completed.
- All medical treatment and emergency actions taken must be kept in a log. The Medical Treatment Log or Medicine Form are acceptable forms for logging treatment.

<https://secure.georgia4h.org/documents/MedicalTreatmentLog.pdf>

## Transportation Form and Waiver for Arrivals

- If a young person will be arriving at an event separately from the locally organized transportation, this form is needed.

<https://secure.georgia4h.org/documents/TransportationFormAndWaiverARRIVAL.pdf>

## Transportation Form and Waiver for Departures

- If a young person will be departing from an event separately from the locally organized transportation, this form is needed.

<https://secure.georgia4h.org/documents/TransportationFormAndWaiverDEPARTURE.pdf>

**All forms should be retained in the Extension office following the activity until the youngest participant reaches the age of 21**



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# Participation Forms

**Leaders should work within their local Extension team to ensure all necessary forms are completed/collected prior to an event or activity. If you collect forms at anytime, be sure to communicate that with your local Extension office team and return to office files following the event.**





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Part 1: The Role of the Chaperone

# 1.c Medication and Behavior Management

# Medication & Behavior Management

## Health and Medication Management

The 4-H Medical Information and Release Form provides medical information and permission to treat. This two-page document should be completed by the youth and their parent or guardian prior to each event, program, or activity. Page one captures emergency contact information, medical information, and the parent/guardian agreement that includes a photo release statement. Page two allows the parent/guardian to list over the counter medications that may be given to the youth member in case of illness while participating in Extension programming. If medicine from this list is provided to a youth, then it must be documented on a medical log. Page two also asks for any prescription or over the counter medications the youth is currently taking. This information is necessary if the youth is to be treated by a medical professional in the case of an emergency during an event, program, or activity. If routine or prescription medication is to be administered during this event, a Georgia 4-H Medicine Form is also required to accompany the medicine.

As you collect the Medical Information and Release Form (MIRF) prior to events, remember these important notes related to managing health and medication:

- It's important to review these forms for completeness and gain awareness of allergies, routine medications, and other listed information.
- On the day of the event, youth may bring their medicine. If medication is brought to your event, program, or activity, it should be accompanied by the Georgia 4-H Medicine Form. These medications should also be listed on the Over-the-Counter & Prescription Medication Summary on the MIRF for the event. Parents or guardians should complete the information that pertains to medication including illness, description of medication, dates to be administered, and dosage.
- All medications and forms should be collected and kept appropriately secured as the event allows and should not be accessed by youth without adult supervision. If your event, program, or activity moves locations, please remember to transport the MIRF (and medicine form with medication if applicable) along with the young person, in a safe, secured location.
- The medication and medicine form, with instructions provided by the parent/guardian, should be available for the minor at the appropriate time. The leader should oversee this process and document the medication time on the medicine form/log.
- All forms should be retained in the Extension Office following the activity.
- It is also your responsibility to provide a healthy environment for young people participating in your programs to include establishing proper meal times, ensuring adequate hydration options are available, and observing quiet hours for sleeping.
- Prior to events, programs, or activities, if you're serving a meal, remember to call for dietary restrictions and consider them with your meal planning.



# Medication & Behavior Management

## Behavior Management

Our goal is to provide a safe environment in which youth have a positive experience. Leaders should set clear expectations for behavior. Being visible, present and involved in activities supports youth programming while providing the caring adult so many young people need. For youth, there is a common denominator for success. It is not the best car or nicest clothes, but rather an adult who appreciates who the young person is accepts them as they are, and supports them. For many young people, you are that adult.

As young people develop, they have the opportunity to make decisions about their behavior. Should misbehavior, minor or major occur, adults should first stop the action and remain calm but firm in correcting the behavior. Adults should take care that correction is offered in such a way that a young person is not publicly reprimanded. From time to time, it may be difficult to determine if behaviors are normal adolescent behaviors or inappropriate. It is always advised to err on the side of caution and contact an administrator or the appropriate authorities to determine the next steps to ensure a positive and safe environment for our young people. Many incidents of misbehavior are normal youth behaviors and can be corrected by the adult leader.





# Medication & Behavior Management

## Behavior Management

Regardless of any circumstances, physical punishment is **not allowed** in UGA Extension programs. Physical punishment is asking a young person to do something physical that is not part of the event and is a repercussion for behavior. Understand that spanking or physically striking a child is physical punishment. Other disciplines that are considered physical and inappropriate include asking youth to do jumping jacks, push-ups, or other physical activity or having youth clean cabins in the middle of the night. In general, if a young person is asked to do something physical that would not be a normal part of the program it is inappropriate. Young people may be asked to clean a cabin or bus or to take an extra shift of clean-up duty for failing to abide by the rules. However, these are all activities that are done in the normal course of programming. And as long as they are not done in an unusual manner, they are appropriate consequences for misbehavior.

If a young person is suspected of being in possession of or using illegal drugs or weapons, having assaulted or harassed others or engaging in inappropriate sexual behaviors, then law enforcement or other legal authorities may be notified and may lead a review of the incident. It is the responsibility of the adult who has discovered the violation, along with the appropriate leader, to ensure that the proper procedures are followed.

Adults should not investigate the situation without first consulting authorities to determine the course of action. It is expected that all adults volunteering or staffing an event will be responsible for behavior management including creating a conducive learning environment, adhering to any policies or guidelines relative to the event and supporting the 4-H Code of Conduct. Additional information about positive behavior management is available through your local Extension office.



# Medication & Behavior Management

## Behavior Management

Youth and adults who observe a breach in the Code of Conduct must report the misbehavior to the appropriate leader. The leader will complete an incident report and determine the next steps regarding the incident.

If youth are found participating in the actions listed below, law enforcement or other legal authorities may be notified and may lead the review and determine the consequences related to the incident. In these incidents, youth may be removed from the event and suspended or expelled from future program participation. These behaviors may include, but are not restricted to:

- Possession or use of illegal drugs
- Possession or use of a weapon
- Assault or harassment
- Inappropriate sexual behavior

If the young person is found participating in the actions listed below, adult leaders may be notified and may lead the review and determine the consequences related to the behavior. If the youth receives consequences from the leader or through the review process, his/her parents/guardians may be notified; the youth may be sent home at the parents' expense and may be suspended from participation in events.

- Breaking curfew or disturbing the peace
- Unexcused absences from the activities or premise of an event
- Unauthorized use of vehicles during the event
- Reckless or inappropriate behavior
- Use of foul or offensive language
- Possession or use of alcohol or tobacco
- Breach of the Code of Conduct
- Remaining in the presence of those who are breaking the Code of Conduct
- Theft, misuse or abuse of public or personal property
- Possession of fireworks





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Part 1: The Role of the Chaperone

# 1.d: Activities, Risks, & Responsibilities

# Activities Risks & Responsibilities

**In this section you will explore more about the training and preparation for your role, supervision expectations, records retention policy, and prohibited activities.**



# Activities Risks & Responsibilities

Your active supervision is necessary in keeping young people safe. As you take on this important responsibility, please be sure you have a roster of young people in your program who are constantly accounted for - through counting and roll calling. It is the duty of the leader to follow the established supervision ratios, consider appropriate housing, and provide a positive environment for all, including youth and adults. Please be sure to consider the following supervision guidelines:

## Ratios

When organizing activities, programs, or events, proactively plan for appropriately screened and trained leaders, consider supervision ratios, and make a special effort to avoiding one-on-one contacts in your agenda.

Plan for appropriate supervision ratios. UGA references the American Camp Association (ACA) for recommendations on appropriate supervision ratio minimums. Lower ratios are appropriate with riskier events, programs, or activities. ACA's staff-to-minor ratios are as follows:

- 6–8 year-old participants
  - 1 leader: 6 participants for overnight
  - 1 leader: 8 participations for day events
- 9–14 year-old participants
  - 1 leader: 8 participants for overnight events
  - 1 leader: 10 participants for day
- 15–18 year-old participants
  - 1 leader: 10 participants for overnight events
  - 1 leader: 12 participants for day

With consideration to ACA's ratios, also strive for a minimum of two adults at any activity, program, or event involving youth. Adults, in most cases, should not be left alone with a single child unless the adult is the parent/guardian of that child.

For more information, visit  
[https://programsforminors.uga.edu/sites/default/files/2021-09/uga\\_minors\\_policy\\_-\\_two-adult\\_rule\\_guidelines.pdf](https://programsforminors.uga.edu/sites/default/files/2021-09/uga_minors_policy_-_two-adult_rule_guidelines.pdf)



# Activities Risks & Responsibilities

## Young Adult Volunteers

- Young adult volunteers should be at least three years older than the oldest eligible youth participant in the activity, program, or event.
- Eighteen-year-olds, who are enrolled, active, and eligible 4-H members, may serve as teen leaders with appropriate training. Screening and background investigations are not required for enrolled 4-H'ers.
- Volunteers under the age of 21 should not count toward the required ratio of adults to youth in an activity, program, or event (e.g., 1:5 ratio for shotgun team).

For additional best practices, visit  
<https://secure.georgia4h.org/documents/BestPracticesforYoungAdultVolunteers.pdf>



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# Activities Risks & Responsibilities

## Lodging

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- Housing arrangements should be considered prior to all overnight events. In overnight settings, leaders should be housed in separate sleeping areas from youth when possible. When this is not possible, parents/guardians should be furnished a letter explaining the situation and informing the parent/guardian that his/her child will be housed with an adult in the same room.
- In all overnight circumstances (including at our 4-H centers), our best practice is to lodge 18-year-olds separately or with other 18-year-olds. In cases where they must be housed with minors under 18, parents/guardians should be furnished written notification explaining the situation and informing the parent/guardian that his/her child will be housed with an 18-year-old in the same room.
- When preparing lodging assignments, be sure to plan for appropriately screened and trained leaders, consider supervision ratios, and make a special effort to avoiding one-on-one contacts.



## Things to Remember When Supervising Youth in Overnight Settings:

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- It is the responsibility of leaders to supervise all aspects of housing including, discipline, curfew, cleanup, and other guidelines for the event.
- Youth should not change rooms or cabin assignments without approval from the event coordinator.
- Youth cannot miss scheduled activities, break curfew, or sleep late.
- Youth should not enter cabins or rooms of other youth, regardless of gender. Males cannot enter female cabins and females cannot enter male cabins. Adults should also not enter the rooms or cabins that house others of another gender.
- Rolls should be checked every night by seeing the youth who should be in that room.
- In overnight settings it is best to be housed in separate sleeping areas from children when possible. When this is not possible, parent/guardians should be furnished a letter explaining the situation and informing the parent/guardian that his/her child will be housed with an adult in the same room.
- Cabins and rooms should be left in the manner they were found with floors cleaned and trash in trash cans and cans emptied, if possible. Damages need to be reported and all charges paid before leaving the facility.





## Exemplary Behavior

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It is the responsibility of the leader to model exemplary behavior. With this intention, treat animals humanely and encourage youth and other adults to provide appropriate and ethical care.



## Volunteer Engagement

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Prior to working with minors, volunteers are required to complete a volunteer agreement with adult behavior guidelines, supply three names of reference (that will be checked through the local office), complete a background investigation and motor vehicle report, and annually complete this training course.

As a screened volunteer working with minors, it's important to maintain consistent service with the Extension program. Volunteers are expected to perform voluntary service without a lapse of 120 days or more in order to maintain active (screened) status. This service can be achieved in several ways, in-person and virtually and should be documented in an online volunteer system - such as 4-H Enrollment or MGLOG. (A best practice is to discuss service plans with local Extension personnel, keep a log of agreed volunteer engagement, and routinely share back results.)

As a screened volunteer, there are many ways to make positive, lasting impacts on the lives of young people. Screened volunteers working with youth may serve as the designated custodians of youth - they serve as club leaders, event chaperones, and/or team coaches, serving under the direction of local Extension personnel. They may serve as supervisors, chaperones, (possibly) drivers, and/or those who may have access to sensitive information. They can engage in roles that include interactions with youth but should still practice two-deep leadership (strive for at least two adults present at all times).

For more information, please reference,  
[UGA Extension Voluntary Service Guide](#)



# Activities Risks & Responsibilities

## Orientation and Training

Leaders are expected to complete applicable orientation and training to prepare for service roles. Trainings might include a leader orientation prior to an event, routine meetings at your local Extension office, content-specific training such as Forestry Judging or SAFE Archery certification to prepare for delivering content to youth, or this required risk management training.



# Activities Risks & Responsibilities

## Prohibited Activities

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The University of Georgia Extension establishes a code of conduct for adults, which includes the following prohibited activities:

- Substance use is prohibited – Do not use, possess or be under the influence of alcohol, illegal drugs, or any prescription medication and that impairs your ability to perform your duties during the Program/Activity.
  - Do not condone others' use of alcohol or illegal drugs during the Program/Activity.
  - Smoking and tobacco use is prohibited at all Extension 4-H events.
- Recognize the following behaviors are inappropriate and will not be tolerated in the presence of youth during Extension youth activities or events:
  - consumption of alcohol, illegal drugs, and/or controlled substances
  - promotion of religious or political preferences
  - theft, pilfering, or fraud
  - use of tobacco products and e-cigarettes
  - sexual advances or activities involving youth
  - willful damaging of property
  - permitting passengers to ride in motor vehicles without seatbelts
  - permitting youth or adults to ride in the back of trucks
  - behaviors that are illegal under law



# Activities Risks & Responsibilities

## Records Retention

**Records for all programs and activities serving minors should be retained in the local Extension office until the youngest participant involved reaches the age of 21. All adult leader records should be retained indefinitely.**

The following must be retained for all Programs/Activities:

(A) For adult leaders this includes (at minimum) the following electronically stored records:

- Proof of successful background investigation
- Response from at least two positive references
- Signed agreement with adult behavior guidelines
- Proof of completing this training course
- Record of voluntary engagement (without a lapse of 120 days or more)

(B) For minors attending your programs, the following forms should be retained with the local Extension office (at a minimum) as a record of the program:

- Rosters (including youth and adults in attendance), sign-in/out sheets, agendas/schedules
- Medical Information and Release Forms, medicine forms, and medicine logs
- Transportation forms, as applicable
- Signed youth Code of Conduct

**Please bookmark this webpage of tools and resources to support you with your work with minors:**

**<https://georgia4h.org/about-us/resources/risk-management-policies-and-procedures/>**





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# Part 2: Policies & Protocols

- Safety & Security
- Civil Rights
- Disability Accommodations



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## Part 2: Policies and Protocols

# 2.a Safety & Security

# Safety & Security

**Safety is our number one priority. Emergencies can be unforeseen, but it's our important role to proactively prepare to be ready for response.**





# Safety & Security

## Plan your emergency responses (including evacuation and sheltering in place)

- Consider various situations such as how you'll identify inclement weather and where you'll relocate the group, if needed. Use the sample emergency response poster at the bottom of this list to help you prepare for various situations. Be sure you have access to a basic first aid kit during your program, activity, or event, and make note of where the closest medical facility is located. You might also consider taking additional training courses related to your emergency preparedness.

## Identify your plan for lost child scenarios

- A proactive measure is to call roll frequently, have buddy checks, and count youth. By confirming your role frequently, you will more quickly know when a young person was last seen. If a young person is lost during your program, you'll want to already know your plan for response. To best prepare, consider your event, program, or activity location(s) and work with your local staff to determine the best response before the event.
- The Missing Minor Protocol is an available resource accessed through your local Extension Office

## Understand emergency reporting requirements

- While some occurrences may warrant a fast call to 911, other situations may only need a trip to the local health clinic. Prior to conducting an event, program, or activity, work with your local Extension personnel to best understand when to call on medical assistance and how to complete the UGA Injury and CAES Incident Reports following any such situation.

## Identify notification plans

- Including having parent/guardian notification plans in place. All faculty, staff, and volunteers should understand who makes these parental notifications. Faculty or staff who are making these notifications should be properly trained for this response.



# Safety & Security

**In your work with minors, youth may become sick or injured. Your first responsibility is to ensure that the individual receives prompt and appropriate medical attention, while ensuring that other youth are still supervised and safe.**

## Treatment

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Please note that you may only provide treatment as your training allows or as directed by a trained medical professional. We must understand that if we are not medical professionals, we are not able to determine the extent of an illness or injury and should not make decisions without parental input and/or medical assistance. As chaperones and leaders, you are only able to provide treatment based on one of three conditions:

- 1 Verbal consent obtained by the youth's parent or guardian and recorded in writing**
- 2 Written consent from youth's parent or guardian on the Medical Information and Release Form (MIRF) and, if provided, the Medicine Form**
- 3 Under the direction of a trained medical professional.**

If medication is given, please be sure to record it on a medical treatment log at the time it is taken.

## Insurance

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While in most cases, an insurance policy may have been purchased to cover accidents and illnesses, it is inappropriate for leaders to advise parents/guardians about expenses that may or may not be covered by insurance.



# Safety & Security

## UGA Injury Report

Should an accident or injury occur, a UGA Injury Report should be completed online by a supervising UGA faculty or staff member. You will need to be prepared to provide details such as when, where, and how the injury occurred, witnesses and their contact information, and treatment provided, if any.

It is appropriate to work with your local Extension leadership to file the report in the online system.

## CAES Incident Report

If professional medical attention was provided for an injury or an illness, a written CAES Incident Report should also be submitted. There are other instances when you may have to complete a CAES Incident Report – including:

- Child Abuse- In addition to the incident report, note that you are a mandated reporter by law and must also immediately report any suspicion of abuse to the UGA Police, Division of Family and Children Services (DFCS), and the Program Administrator.
- Violations of Public Laws
- Violations of Board of Regents or UGA Policies
- Accidents
- Illness and Injury Requiring Professional Medical Attention
- Any incident that could bring discredit to CAES or UGA
- Allegations of harassment or discrimination - Also report to the University of Georgia Equal Opportunity Office immediately.

While any CAES employee or volunteer may file this report, it's acceptable for individuals to contact their supervisor for assistance with notifying the proper authorities and submitting the report.



# Safety & Security-Accident and Illness Forms

## Medical Treatment Log

- The Medical Treatment Log should be used when administering any over-the-counter medications approved by the parent on the Over-the-counter & Prescription Medication Summary and not listed on the Medicine Form.
- The log will be kept with the first aid station. The adult leader is responsible for ensuring the action is logged and appropriate reporting is completed.
- All medical treatment and emergency actions taken must be kept in a log. The Medical Treatment Log or Medicine Form are acceptable forms for logging treatment.

<https://secure.georgia4h.org/documents/MedicalTreatmentLog.pdf>

## American Income Life Insurance Claim Form

- Work with your local Extension office to purchase insurance for your activity, event, or program. Should you need to file a claim, this form will need to be used.

[https://secure.georgia4h.org/documents/AIL\\_ClaimForm.pdf](https://secure.georgia4h.org/documents/AIL_ClaimForm.pdf)

## UGA Injury Report

- This "paper" form can be used to report. Please note that all reports MUST be submitted in the online UGA injury reporting system by a UGA employee.

[https://secure.georgia4h.org/documents/UGA\\_Injury\\_Reporting\\_Form.pdf](https://secure.georgia4h.org/documents/UGA_Injury_Reporting_Form.pdf)

## UGA Incident Report

- This web link will provide all details about how to file a CAES Incident Report

<https://abo.caes.uga.edu/help-training/policies-procedures/health-safety/incident-reporting.html>

**All forms should be retained in the Extension office following the activity until the youngest participant reaches the age of 21**



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# Safety & Security

**It is important that you maintain confidentiality and only share information as necessary to protect the youth. Parents or guardians should be informed of medical situations involving their child and be a part of the plan for treatment.**





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## Part 2: Policies and Protocols

# 2.b Civil Rights

# Safety & Security

## And Justice For All

As a leader or chaperone, you're seen as a role model, facilitator, and accommodator. It's imperative to consider the needs of others prior to launching programs, activities, and events.

In order to maintain a fair and respectful environment, the UGA Extension Adult Behavior Guidelines state that faculty, staff, interns, and volunteers should "comply with equal opportunity and anti-discrimination laws and policies". To that end, and in accordance with federal and state law, University System of Georgia ("USG") policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community.

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**The University of Georgia prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.**



# Civil Rights-Web Resources

## **The University of Georgia's Non-Discrimination and Anti-Harassment Policy**

[https://eoo.uga.edu/civil\\_rights\\_NDAH/ndah-policy/](https://eoo.uga.edu/civil_rights_NDAH/ndah-policy/)

## **Title VII of the Civil Rights Act of 1964**

<https://www.eeoc.gov/statutes/title-vii-civil-rights-act-1964>

## **Title VI of Civil Rights Act Video**

<https://www.youtube.com/watch?v=NIGQe15lZlo&list=PLNxDAQanyMYPn0oKJRGS9Fx66Rb68id1qJ&index=7>

## **Breaking the Language Barrier Video**

<https://www.youtube.com/watch?v=qaVKy-2HWIo>

## **"I Speak" Statements in multiple languages**

[https://www.masslegalservices.org/system/files/library/JLW\\_I\\_Speak\\_statements.pdf](https://www.masslegalservices.org/system/files/library/JLW_I_Speak_statements.pdf)

## **Notice of Interpretation Services**

[https://dhs.georgia.gov/sites/dhs.georgia.gov/files/Poster\\_final%205-7-14.pdf](https://dhs.georgia.gov/sites/dhs.georgia.gov/files/Poster_final%205-7-14.pdf)







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Part 2: Policies and Protocols

# 2.c Disability

# Accommodations

# Disability Accommodations

## Question:

As a leader, how should you make an event or program coordinator aware of an accommodation need for a young person?

## Answer:

Work with the parent/guardian and your local office faculty/staff to submit the Georgia 4-H Accommodation Request Form at least 15 days prior to the event.

**By submitting the Georgia 4-H Accommodation Form at least three weeks prior to the event, a team can work to identify the most appropriate accommodation needs of the individual, while also keeping safety in mind.**



# Disability Accommodations

Accommodations as a part of the University of Georgia, Georgia 4-H follows university policies and includes the EOO statement on all announcements of 4-H events and activities at the county, district, and state level.

University of Georgia is an Equal Opportunity, Affirmative Action, Veteran, Disability Institution. If you need reasonable accommodation or language access services, contact your Extension Office at least three weeks before the program date.

## **A few tips for the accommodation process we have established in Georgia 4-H include:**

- Recognize the potential for reasonable accommodations for participants with disabilities through the registration process.
- Have an interactive conversation with the individual or parent or guardian.
- Work in cooperation with the individual or parent or guardian to complete the Georgia 4-H Reasonable Accommodation Request Form.
- Submit accommodations request (s) and be sure to include the 4-H Program Development Coordinator in the submission communication.
- Once the request has been reviewed and a decision has been made, review the decision with the individual or parent/guardian.
- Maintain a copy of the Georgia 4-H Reasonable Accommodation Request Form in your records retention files for the appropriate event.

The accommodation process is designed to be interactive with the individual and parent or guardian of the minor.

Examples of possible accommodations that do not alter the nature of the program include modifying rules and practices, elimination of architectural barriers, and/or providing interpreters.

## **Additional Considerations:**

- Allowing or refusing accommodations is done on a case-by-case basis in consultation with the PDC, event coordinator/specialist, event facilities contact, a member of the State 4-H Accommodations committee, and/or the Equal Opportunity Office if applicable and should not be handled solely on the local level.
- If a caregiver is deemed the most appropriate accommodation, caregivers (over the age of 18) participating in an activity must successfully complete the Georgia 4-H volunteer screening process prior to engagement.

As a reminder, the Accommodations Request form is the tool that should be used to request accommodation. <https://secure.georgia4h.org/documents/GA4HAccommodationForm.pdf>





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# Part 3: Youth Protection

- Defining and Identifying Child Abuse
- Reporting of Child Abuse
- Child Abuse Prevention

# Youth Protection

**By law, YOU are a mandated reporter. In order to prepare for this important responsibility, we will review child abuse awareness, your role of mandated reporting, and prevention. Being aware of signs and symptoms of child maltreatment will help you identify children who may need your help. Being observant is your first step**





## Part 3: Youth Protection

# 3.a Defining and Identifying Child Abuse

# Identifying Child Abuse

## Identifying Child Maltreatment

According to the CDC (2023), child abuse and neglect affected one in seven minors in the past year. Sadly, 1,750 children died in the U.S. in 2020 due to this serious problem. Of those who survived, they have now been exposed to an adverse childhood experience (ACE), which is linked to mental illness, chronic health problems, and future substance abuse issues. Those living in poverty are more likely to experience this maltreatment. As a trusted leader, your role in identifying child abuse is essential. Together we can develop community solutions to hopefully reverse this trend throughout Georgia.

A first step in making an impact towards this cause is to learn to recognize such maltreatment. The four major types of child maltreatment are physical abuse, sexual abuse or exploitation, emotional or psychological abuse, and neglect. Click the green start button to progress the slides to learn more about these types.



# Defining Child Abuse

## Physical Abuse

Physical abuse is the non-accidental physical injury of a minor. Injuries may result in cuts, bruises, burns, or broken bones typically as a result of hitting, kicking, shaking, burning, or otherwise harming a child. Symptoms may include unexplained bruises, burns, welts, fractures, dislocations, and bald patches on the scalp. Also pay attention to bruises or cuts in areas of the body less likely to be injured accidentally, such as the inner thighs or inner arms.

Youth who are physically abused may not want to leave your program because they're frightened by an adult who is elsewhere. These youth typically exhibit misbehavior – such as bullying smaller children. In addition, these youth may say they deserve punishment, exhibit self-destructive behaviors such as cutting, or wear inappropriate clothing for the weather in order to cover injuries

## Emotional or Psychological Abuse

Emotional or psychological abuse is behavior that harms a child's self-worth or emotional well-being and/or repeated pattern of damaging interactions between caregivers and child is emotional or psychological abuse. This abuse may include constant criticism, name calling, insults, threats, and rejection. Youth who have been emotionally abused may exhibit cruelty toward others; make negative statements about themselves; show extreme behaviors – from disruptive, hyperactivity to overly passive ones. In addition, these youth may exhibit speech disorders, sleep disorders, or disorganization.





# Defining & Identifying Child Abuse

## Sexual Abuse or Exploitation

The exploitation of a child for the sexual gratification of an adult or older child is sexual abuse and exploitation. Sexual abuse is most commonly committed by an individual known to the victim, and is sometimes perpetrated by another child. This abuse is not limited to sexual intercourse but also includes: fondling, sodomy, rape, child prostitution, indecent exposure and exhibitionism, utilization of the internet as a vehicle for exploitation, exposing children to pornographic materials, and the commercial sexual exploitation of children.

Indicators of sexual abuse may include age-inappropriate sexual knowledge or acts; unexplained aggression or fear; physical symptoms such as pain, bleeding, and/or difficulty walking or sitting; and unexplained gifts. These youth have difficulty in social environments and forming bonds with peers. They may exhibit a lack of emotional control, withdrawal, depression, hysteria, and may show a sudden massive change in weight. Keep in mind that physical indicators of sexual abuse may be hidden or hard to identify. Pay close attention to behavioral indicators, especially if you see several signs together.

## Neglect

“Neglect is failure to provide for a child’s basic needs” (Childwelfare.gov/topics/preventing, pg. 36). This may include inadequate care or control necessary for a child's physical, medical, educational, or emotional needs – such as a lack of parental supervision, lack of food, failure to provide housing or clothing, inadequate education (as required by law), or the abandonment of a child by parent, guardian, or legal custodian. Youth who are neglected may exhibit signs of malnutrition, poor hygiene or growth, inappropriate dress, and/or unattended physical or medical problems.





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Part 3: Youth Protection

# 3.b Reporting Child Abuse

# The Role of the Mandated Reporter

## By Georgia Law, YOU are a Mandated Reporter!

That's right - by law (O.C.G.A. §19-7-5), you are a mandated reporter of child maltreatment. To take this important role seriously, you'll need to keep your eyes and ears open to observe and listen to the young people around you.

### Important Reminders:

- Leaders are NOT the investigators. It is not their role to attempt to collect proof or ask questions before reporting. They should NOT ask probing or leading questions.
- Leaders should allow space for youth to talk and confide in them.
- Reports are based on suspicions and observations in good faith. The leader's role is to listen, and then stick to the facts that they observed or were told when they report.
- When reporting, leaders have on hand the child's name, age, extent of injuries, specific information about what the child disclosed, the child's current location, and any other pertinent information.
- An Extension administrator or county staff may be able to assist in making a reporting call. A written CAES incident report is also required.
- By reporting, leaders are not necessarily making an accusation; they are merely reporting facts for trained professionals to evaluate and investigate further.



# The Role of the Mandated Reporter

## Observe-

The role of the mandated reporter is to be responsible and aware. Know the signs and symptoms of maltreatment and be observant when working with youth.

## Listen-

The role is to engage in appropriate listening - hearing a child's story. It may be appropriate for the leader to repeat the words of the youth back to them for clarification. Leaders should use the same words the child originally spoke.

## Encourage-

Adults should encourage the child; assuring them that they are a safe listener and will help them seek support. Leaders should not promise to keep secrets because they must report!

## Document-

Once the conversation concludes, leaders should document exactly what they saw and heard. They should include the youth's own words if possible, and write down specifics about the date, time, location, and situation where the youth talked to them. These notes will be helpful in reporting.

## Report-

Leaders should respond to what they observed by reporting. They are required to report any suspicions of child maltreatment to include abuse or neglect. This includes allegations of abuse of both adult to child and child to child. If child abuse is suspected it should immediately be reported to:

- the UGA Police at 706-542-2200 or 911 (emergency),
- the Program/Activity Administrator, AND
- the Georgia Division of Family and Child Services at 1-855-GACHILD
- (or 1-855-422-4453).

## Keep Confidentiality-

By respecting the child's need for confidentiality leaders will only involve those who need to know. They will report to the police and their supervisors based on Georgia law and UGA Extension policies





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Part 3: Youth Protection

# 3.c Child Abuse Prevention

# Child Abuse Prevention

The good news is that child maltreatment is preventable. While this is a multifaceted issue that includes individuals, communities, and more, we can play a role in keeping young people safe while they're in our care and custody.

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## 1 Our Commitment to Provide Screened leaders

Per UGA policy, all adults who have unsupervised, direct contact with any person under age 18 are required to undergo UGA's screening procedure which includes a criminal background check and more (as previously stated in Part 1 of this training) and maintain consistent voluntary service without a lapse of 120 days or more. This is one way we're committing to providing safe environments for young people. Depending on the nature of the program, activity or service, additional screening and training may be required prior to service.

## 2 Establish Safe Spaces

Establish safe spaces, activity guidelines, and transportation plans for appropriate interactions. This includes housing adults separately from youth in overnight settings, as able. (When this is not possible, parent/guardians should be informed that his/her child will be housed with an adult in the same room.) Follow vehicle transportation policies; establish and communicate who is responsible for transporting youth, and provide detailed event plans to parents/chaperones and youth prior to events.



# Child Abuse Prevention

The good news is that child maltreatment is preventable. While this is a multifaceted issue that includes individuals, communities, and more, we can play a role in keeping young people safe while they're in our care and custody.

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## 3 Maintain Visibility

Be visible to others during programs. Strive for a minimum of two adults at any activity - avoiding 1:1 interactions between youth and adult.

## 4 Engage in Agreed Behavior

Prior to all events, programs, or activities, remind youth and adults of expectations. Appropriate behaviors are outlined for Extension programming through the 4-H Youth Code of Conduct, Adult Behavior Guidelines, and the Staff Code of Conduct. It's imperative that adults working with youth engage in positive interactions and abide by the established guidelines at all times.





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**Working with Youth & Managing Risk**  
Online Risk Management Training can be found at

<https://georgia4h.org/get-involved/risk-management-training/>