

Radnor Day Camp Standards for Staff Screening, Training, and Supervision

The Radnor Township Parks & Recreation Department's Radnor Day Camp Program adheres to a high set of standards for the health, wellness, and safety of all participating campers. While Radnor Day Camp is not accredited by the American Camp Association (ACA), it conforms to many of the standards outlined by the ACA that address staff screening, training, and supervision. In many cases, Radnor Day Camp goes above and beyond the ACA standards. The Department believes that a systematic, multi-dimensional approach to planning and preparation produces positive outcomes of camper leadership and safety.

STAFF SCREENING & HIRING PROCEDURES

The Department has a defined set of procedures that are followed in the screening and hiring of prospective Radnor Day Camp staff members:

- *The employment application and screening processes are identified and outlined and are applicable to all positions. The employment application also includes a voluntary disclosure statement.*
- *The procedures for screening and hire are reviewed by Township Labor Counsel on a regular basis.*
- *There are mandatory, annual background screening processes that include:*
 - *Compliance with Pennsylvania Child Protective Services Laws (CPSL) - this Law requires all employees who are responsible for the welfare of a child or having direct contact with children provide clearances for the following every 60 months (5 years):*
 - *PA Criminal Record Check*
 - *PA Child Abuse Clearance*
 - *FBI Fingerprinting Report*
 - *Compliance with a mandatory, annual background clearance administered through the Township*
- *Mandatory, annual drug testing*
- *National Sex Offender Public Website check*
- *Two reference checks and verification of work history (For all New Hires)*
- *Interview by Township Staff including the Township Manager (For all New Hires)*
- *Interview for returning candidates of new positions or candidates taking on additional responsibilities*
- *Defined mandatory, specialized certifications, these include:*
 - *Current PA Teacher Certification (For Camp Director)*
 - *Current CPR, AED, & First Aid certification (All Staff)*
 - *Current Lifesaving & Water Safety Training (For Aquatics Staff)*

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Radnor Township

Parks & Recreation Department

Radnor Day Camp Standards for Staff Screening, Training, and Supervision (Continued)

STAFF TRAINING

The Department conducts formal days of pre-camp training that all camp staff are required to attend. Radnor Day Camp Directors, Specialty Coordinators, and other select staff members who serve in key roles attend additional training seminars prior to and during the camp season.

Topics covered through training include, but are not limited to the following areas:

- A. *Identification of Radnor Day Camp's purpose, mission, and intended outcomes and how they are incorporated into the camp structure, delivery, and program activities.*
- B. *Identification of the developmental needs of campers that are served and the corresponding delivery necessary for program and structure.*
- C. *Identification of the specific life-threatening and non-life-threatening special needs situations that exist at camp and corresponding procedures for handling them.*
- D. *Identification of the age-appropriate objectives, safety considerations, skills progression, operating procedures, and competencies required for camp program activities and creating a safe environment.*
- E. *Identification of age-appropriate behavior management and camper supervision that creates a physically and emotionally safe environment.*
- F. *Identification of the expectations regarding camper one-on-one interactions, two-deep leadership.*
- G. *Expectations for staff performance, conduct, and accountability (including what constitutes immediate dismissal from camp).*
- H. *Expectations for anti-discrimination and anti-sexual harassment including sexual abuse and misconduct and the recognition, prevention, and reporting of child abuse.*
- I. *Identification of the procedures regarding situational and incident reporting.*
- J. *Identification of emergency procedures at camp and the role of staff in implementation (in conjunction with the following entities, as applicable):*
 - *Radnor Township Police Department*
 - *Radnor Township School District*
 - *Radnor Fire Department*

STAFF SUPERVISION

The Radnor Township Parks & Recreation Department staff and Radnor Day Camp Director and Assistant Director conduct regular observations to provide support to all staff members and to ensure that acceptable job performance criteria are continually practiced. This includes daily and weekly performance assessments and verbal interaction offering feedback and discussion. Staff members are continually encouraged to discuss any concerns or questions with the Camp Director or Department Staff at any time. A documented, employee performance evaluation is conducted at the end of camp with each employee and is reviewed relative to subsequent summer hiring for the employee at Radnor Day Camp.