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| Policy # 11.01 – Supervision of 4-H Member Residential Activities Beyond the Club | Refer to Policy # |
| 4-H Alberta youth are offered a range of provincial, regional, and district activities, camps, seminars, workshops and conferences. These activities provide educational and social environments, which enable 4-H members to experience personal growth and development. All participants (youth and adults) are expected to follow all behaviour, program and facility rules and regulations. | 9.04,7.01,7.02 |
| All staff and volunteers who plan, chaperon and facilitate these events are committed to ensuring the safety and well being of the 4-H participants. | Approved |
| All participants have a mutual responsibility to ensure the safety of others and the success of the 4-H activity. | September 2015 |
| | Review Date |
| | July 2018 |

Definition

A residential activity is one where the program staff – whether paid or volunteer – are responsible for the supervision of all the members in attendance. Generally, at these programs, the members receive their room and board as part of the program registration fee. Programs where 4-H club leaders and parents are responsible for the supervision of the members from their club who are in attendance are not considered residential programs.

4-H Staff/Volunteer/Leader Behavior Expectations

All permanent, seasonal and contract staff as well as program volunteers are expected to uphold the values, beliefs and rules of behaviour while working with clients of the 4-H program. Failure to adhere to the expectations set out will result in dismissal.

- Anyone who becomes aware of a situation that compromises the 4-H image must report the incident as required. Failure to do so will be considered to be a breach of conduct.
- No staff/volunteer/leader shall be alone with a 4-H member (other than a direct family member) in any situation at a supervised activity.
- No staff/volunteer/leader shall take alone, as a passenger in a vehicle, a 4-H member who is not their own son or daughter without expressed permission of a parent/guardian.
- Inappropriate language, stories, jokes etc. (anything that is offensive to any person) will not be tolerated.
- Program supplies and equipment are to be used exclusively for the program.
- Paper work, reports and evaluations must be submitted in a timely manner.
- While employed or acting as a program volunteer, staff and leaders are governed by the rules for members as described in #7.01 4-H Alberta Program Agreement Policy.

4-H Disciplinary Action Procedures

Sending members home from a 4-H program

If a delegates must be sent home from a 4-H event, the disciplinary action applies only to the program in question and does not affect a delegate's participation in future 4-H activities.

No-shows

Delegates who pre-register, but do not attend the event and do not let program staff know in advance are considered to be a no-show. Parents of no-shows are called at the start of the program to confirm non-attendance. Barring unforeseen circumstances and providing the registration fee is in place and forfeited, no further action will be taken.

Additional Rules at Programs

Program coordinators may request additional expectations of participants at events due to special circumstances. Once recorded these will be supported by 4-H Alberta.

Room Assignments

The program coordinator will inform delegates that sleeping areas, rooms of the opposite sex, and areas not designated for mixed visiting are out of bounds. Participants must stay in the room they are assigned so they can be found if an emergency arises. If a delegate violates this rule, the program director will initiate follow-up action which may result in the offender being sent home at his or her own expense.

Leaving Premises

A 4-H member cannot leave the designated program area without the permission of a staff or volunteer. If a member needs to leave a program either for a period of time during the program or prior to its completion, a written request must be submitted by the parent/guardian to the program coordinator. If a delegate violates this rule, the program coordinator will initiate follow-up action which may result in the offender being sent home at his or her own expense.

Alcohol/ Illegal Drugs and Tobacco Products

As per Policy # 9.05 4-H Alberta Alcohol, Illegal Drugs and Tobacco, 4-H Alberta has a zero tolerance policy towards the use of alcohol, illegal drugs and tobacco products at any 4-H activity targeted at 4-H members.

Please Be Aware - Staff and volunteers cannot confiscate alcohol or tobacco products as they can be charged with theft. The substance must be given up voluntarily.

Personal Items

- Delegates are asked to turn in for safekeeping, any personal items that may cause disruption or injury to program participants. These items must be returned to their owner(s) at the end of the program.
 - ❖ If a delegate does not turn in personal items that may cause disruption or injury to program participants, staff will request that the delegate turn in the item at the time of discovery. These items must be returned to their owner(s) at the end of the program. If the delegate refuses to turn in the item, then the delegate will be sent home at his or her own expense.

- Delegates are asked to leave excessive or unnecessary valuables (large amounts of cash, jewelry, etc.) at home. A delegate who brings excessive or unnecessary valuables assumes all responsibility for any of their valuables that are lost or stolen.

- ❖ At the beginning of any program, staff will ask the delegates to turn in any excessive or unnecessary valuables to be locked up. All items will be clearly labeled with the name of the delegate and placed in a secure area in the presence of the delegate and two (2) staff members. If the item is money, it will be sealed in a labeled envelope in the presence of the delegate and two (2) staff members before being locked up. At the end of the program all valuables must be returned to the owner(s). If a delegate does not ask staff to lock up any excessive or unnecessary valuables, then the delegate assumes all responsibility for any of their valuables that are lost or stolen.
- Delegates who bring music for dances are asked to ensure their CDs, electronic devices , , etc. are clearly labeled with their name. These items are the responsibility of the delegate. If the delegate turns in items for safe keeping, then security of the items become the responsibility of the program staff until such time as the delegates receive the items back in their possession. When the delegate's items are returned the responsibility transfers back to the delegate.
 - ❖ If a delegate has a concern for the loss of their personal items (CDs, electronic devices, etc.), they can ask the program staff to secure these items in a safe place. All items will be clearly labeled with the name of the delegate and placed in a secure area in the presence of the delegate and two (2) staff members. If the delegate wishes to use the item for an activity, the delegates must ask for them. When the delegate's items are returned they must look after them. At the end of the program all secured valuables must be returned to their proper owner(s).

Personal and Interpersonal Situations

Staff and volunteers will take reasonable steps to provide a secure and safe environment. The program coordinator will inform delegates that behaviour that disrupts the effectiveness of the program will not be tolerated. In the event of abnormal personal or social behaviour, the program coordinator, staff and volunteers will take appropriate action to ensure the safety and well being of all delegates.

- If delegate behaviour disrupts the program, the program coordinator will initiate follow-up action. If the delegate fails to change his or her behaviour, after two (2) warnings, the delegate will be sent home at his or her own expense.

Vandalism

Vandalism when traveling to, from or while at a program is not tolerated.

- If vandalism occurs, the offender, if identified, will be responsible for the resulting fine and, or costs. Example: fire alarm pulled unnecessarily or property destruction. If the offender is not identified, costs may be shared among all delegates.

Curfews

A daily curfew will be established. The program coordinator will inform delegates of the curfew. The time will be clearly announced and a room check will be conducted to ensure all delegates are accounted for.

- If a room search is to be conducted, staff should knock on the door first and request permission to enter. If permission is not granted, wait five (5) minutes, and request permission again to enter stating that you will enter within the next thirty (30) seconds.

Emergencies (Fire, etc.)

A residence and meeting room evacuation plan should be prepared. In the case of an emergency, the program coordinator will inform all staff, volunteers and delegates of required safety procedures. This information will include the following: location of fire exits; location of fire extinguishers; meeting place for evacuees; head counts and roll call; emergency phone numbers for police, ambulance, hospital and fire; program director will contact Marguerite Stark, 4-H Alberta Branch Head at 403-948-8510 (office); 403-230-8042 (residence) or 403-669-6202 (cell) immediately in the case of emergencies.

Documentation

Document all that happens and forward all documentation to the 4-H Specialist responsible for the program. (Refer to the Accident and Incident Report Form)