



UNIVERSITY OF GEORGIA  
EXTENSION



GEORGIA  
4-H

# WORKING WITH YOUTH & MANAGING RISK

VERSION 3.2

# Index

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

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University of Georgia (UGA) and Georgia 4-H Risk Management Training Team, 2017

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## **Index**

SECTION 1: The Role of the Chaperone.....	3
SECTION 2: Youth Development Essentials.....	4
SECTION 3: Best Practices of Behavior Management.....	7
SECTION 4: Safety and First Aid Guidelines.....	11
SECTION 5: Reporting Requirements.....	15
SECTION 6: Child Maltreatment Awareness and Prevention.....	18
SECTION 7: Forms - Quick Reference.....	23
SECTION 8: References.....	25





# The Role of the Chaperone

## Objectives:

- to provide supervision for youth
- to assist as needed with the overall coordination and facilitation of programs or events

## Responsibilities could/may include:

- collecting appropriate youth forms prior to event or program
- enforcing code of conduct and policies
- providing transportation to, from, and during the program or event, as needed
- cooperating with program or event coordinators, county Extension faculty and staff, and volunteers in implementing event activities
- if residential, supervising housing including check-in, cleanup and check-out
- supervising youth including discipline, housing, safety, security, and overall well being.
- completing necessary reports related to the program or event
- following the behaviors as outlined in ***Adult Behavior Guidelines when Working with Youth*** as found on the second page at <https://secure.georgia4h.org/documents/VolunteerAgreement.pdf> and in the online training, ***UGA Extension and Georgia 4-H: Working with Youth and Managing Risk***

## Requirements:

- completion of required screening, paperwork, and training
- interest in youth and enthusiasm for working with young people
- ability to work with youth while nurturing positive self-esteem, decision-making skills, responsibility, and leadership in youth
- ability to work and communicate effectively in verbal and written forms
- ability to handle sensitive or confidential issues, discipline, and emergency situations
- ability to respond appropriately to discipline and emerging situations

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

# Youth Development Essentials

## Why is Youth Development Essential?

Many adults working with youth approach youth development work from their personal experiences at that age. While it may have been a positive experience, it may also be considerably different from today's youth.

To succeed in offering a positive, safe environment for young people, adults working with youth need to understand youth today. Additionally, the best youth development programming is based on the single premise that youth programs match youth development needs and vice versa.

Research consistently shows that for youth to succeed at developmental stages, one factor must be present:

***Consistent support from, and monitoring by, an adult who sees their mistakes, loves them anyway, and still expects them to do well and to do good.***

Youth need:

- a satisfactory self-concept
- success in achievement
- increasing independence
- adventure
- acceptance by peers
- successful navigation of physical, social, and cognitive changes and growth

Research shows there are eight essential elements that are considered necessary attributes of youth programs. These elements should be incorporated into all programs that Extension offers youth.

## Overview of the 4 Outcomes and 8 Essential Elements

### Outcome I: Belonging

- **Essential Element: A Positive Relationship with a Caring Adult**  
A caring adult acts as an advisor, guide and mentor. The adult helps set boundaries and expectations for young people.
- **Essential Element: An Inclusive Environment**  
An inclusive environment is one that creates a sense of belonging, encourages and supports its members with positive and specific feedback.
- **Essential Element: A Safe Environment**  
Youth should not fear physical or emotional harm while participating in a youth development experience whether from the learning environment itself, adults, other participants or spectators.



## Outcome 2: Mastery

- **Essential Element: Opportunity for Mastery**

Mastery is the building of knowledge, skills, and attitudes and then demonstrating the competent use of this knowledge and skills in the manner of a proficient practitioner. The development of mastery is a process over time.

- **Essential Element: Engagement in Learning**

An engaged youth is one who is mindful of the subject area, building relationships and connections in order to develop understanding. The engaged learner has a higher degree of self-motivation and an inexhaustible capacity to create.

## Outcome 3: Independence

- **Essential Element: Opportunity to See Oneself as an Active Participant in the Future**

The ability to see oneself in the future is to have hope and optimism to shape life choices to facilitate the transition into participating in the future.

- **Essential Element: Opportunity for Self-Determination**

Youth must exercise a sense of influence over their lives, exercising their potential to become self-directing, autonomous adults.

## Outcome 4: Generosity

- **Essential Element: Opportunity to Value and Practice Service to Others**

Finding one's self begins with losing yourself in the service of others. Service is a way for members to gain exposure to the larger community, indeed the world itself.

# Best Practices of Behavior Management

## Youth Code of Conduct

The code establishes a set of expectations for behaviors and a set of consequences for misbehavior. Leaders can set expectations as they relate to the program they are conducting based on the nature of the activities.

- Set clear and consistent rules. Use the code of conduct as the beginning point.
- Make sure the environment is safe and worry free – think physical, emotional, and social environment.
- Provide age-appropriate activities that are engaging.
- Focus on the desired behaviors rather than behaviors to be avoided.
- Give clear directions, one at a time or repeated.
- Say “yes” whenever possible.
- If consequences are necessary they should relate to the behaviors. Time outs may be used as long as youth are within eyesight and ear sound.

## Why Do Youth Misbehave?

- **Attention** – As leaders, help youth feel part of the group. Redirect their behavior or impose logical consequences. Youth given attention for positive actions are less likely to misbehave.
- **Power** – Give youth an opportunity to feel empowered to make decisions, which will help them control their actions.
- **Test** – As a leader, young people want to know if you are going to do as you say. Children need limits and adults to enforce those limits. If you talk about taking action, then you need to take action. Be warm but firm when imposing consequences.
- **Imitation** – If adults in the group are not following rules, then youth may not follow the rules either.
- **Inadequacy** – Children who do not feel as adequate as others may act out to prevent continued failure. Work toward opportunities to provide positive reinforcement. Children also may not have resources they need and as a result, misbehave. Keep in mind they could be hungry, tired, afraid, or not feeling well.

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

- 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.



## Consequences of Misbehavior

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 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

## Reminders when Implementing the Code of Conduct

- Youth must have a code of conduct signed prior to participation in activities and events that take place off of the youth's school campus and not during the school hours. The code is in effect for 12 months from the date of signing.
- Prior to 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.
- If a young person is in violation of the code of conduct, the event coordinator should be contacted to assist with the process.
- Youth misbehaving have the opportunity to explain their actions to the program administrator. Youth may also request a review board.
- Leaders must ensure throughout the process that the rights of the young person are observed. Leaders may not invade a young person's rights to privacy or due process in determining offenses.
- The review board serves to determine whether a violation has occurred and if there is a violation, what disciplinary action should be taken.
- A review board will consist of one Extension faculty or staff member, two volunteers and three youth. The Extension faculty member coordinating the event will serve as chairperson.
- In some cases, incidents are deemed serious and may be referred to law enforcement or other legal authorities.
- If the young person 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.
- Remember to maintain confidentiality through the process. In doing this, you will only discuss the situation with people who need to know. Disciplinary action should only be discussed with the young person, his/her parent/guardian and Extension leaders.

# Safety and First Aid Guidelines

UGA Extension takes seriously our obligation to provide responsible and reasonable care for the youth in our programs and activities. The Safety & First Aid Guidelines UGA Extension takes seriously our obligation to provide responsible and reasonable care for the youth in our programs and activities. The Safety & First Aid Guidelines are designed to assist adults chaperoning youth in handling accidents, illnesses, and emergency situations.

For the purpose of this guide, an adult leader is defined as an Extension staff member, school teacher, volunteer and/or chaperone accompanying and supervising youth during their involvement in the program.

## Orientation

Each event will begin with an orientation session. Orientation will include:

- introduction of event coordinators and other key contacts
- identification of emergency personnel (Emergency personnel are considered to be doctors, nurses, EMT's and first responders who are attending the event). This identification process is done to ensure that leaders know who is qualified to work with emergency situations should they arise.
- review of procedures for injuries, emergencies, and other situations including maps to healthcare facilities

## General Care & First Aid

1. Adults leaders are responsible for the care of program participants. Care includes the administering of routine prescription medications and treatment of minor injuries.
2. Adult leaders must be sure that all youth attending an event provide a completed Georgia 4-H Medical Information & Release Form (MIRF) detailing medical information and health history. The reverse side of the MIRF is the Over the Counter & Prescription Medication Summary and is used to indicate the parent/guardian's permission to administer a variety of over the counter medications and to list any medications (both prescriptions and over the counter) that the youth is currently taking. Signatures of the parent/guardian are required.
3. If any medicine (prescription or over the counter) is to be administered by an adult leader during the event, the parent/guardian should complete and sign the Georgia 4-H Medicine Form and include the form along with the accompanying medications. This form remains with the medications and serves as a log for recording administration according to the parent/guardian's instructions. All medication should be in its original container and should be locked in a container in the chaperone's room.
4. Youth may not be given any medication that is not indicated on the MIRF and Medicine Form unless the medication is prescribed or administered by a trained medical professional. Parents may provide consent to administer medications over the phone, if the situation requires.
5. Most 4-H Center Counselors and Environmental Educators are trained in First Aid and CPR. 4-H staff will assist in any situation in which they are trained; however, 4-H staff actions will be limited to their training. If a nurse is provided onsite, he/she is available for medical situations, but will not be expected to administer routine medications.

6. 4-H Centers may have a limited supply of over the counter medications that may be provided upon the request of the adult leader. Adult leaders must obtain parental permission prior to administering medications unless the medication was prescribed or administered by medical personnel while at the event. Permission may be given on the MIRF or may be given over the phone. Phone consent must be documented on the MIRF. Events at locations other than 4-H Centers may or may not supply over the counter medications.
7. All medications administered, medical treatment provided, and/or emergency actions taken must be kept in a Medical Log. The log is typically kept at the First Aid station or in the adult leader's notebook during travel. The adult leader is responsible for ensuring the action is logged.
8. Adult leaders should have a first aid kit meeting American Red Cross standards.
9. In the event of an injury, the adult leader is responsible for completing the UGA online injury report and sending the report to the appropriate individuals.

## **Emergency Medical Situations**

1. In the event of an emergency medical situation, all non-emergency trained adult leaders will clear the scene of all participants and then organize an activity to entertain the youth.
2. If an emergency medical situation occurs at the 4-H Center, an adult leader should notify the 4-H Center staff immediately. In cases where practical, 4-H Center staff will be responsible for calling an ambulance. If not at a 4-H Center, an adult leader should call 911 and communicate with the EMS dispatcher.
3. Non-ambulatory transport is the responsibility of the adult leader. Maps to the nearest healthcare facility will be provided at all 4-H Centers and by event coordinators.



4. All medical treatment and emergency actions taken must be kept in the Medical Log. The adult leader is responsible for ensuring the action is logged. The adult leader is also responsible for completing the UGA online injury report and sending the report to the appropriate individuals.
5. For illness or injury requiring professional medical attention, a CAES incident report should be completed and sent to the appropriate individuals immediately.

### **Additional Information**

1. In addition to the medical forms for each participant, adult leaders should have on hand insurance claim forms (typically obtained through American Income Life). Claim forms are necessary for admittance to the hospital or for emergency medical care.
2. Adult leaders should keep the local Extension staff informed of illnesses and injury requiring treatment.
3. When communicating with parents/guardians concerning medical situations, remember to use empathy and care. Follow up after the event to be sure all issues are resolved.
4. All medical related forms should be retained until the youth reaches the age of 21.

# Reporting Requirements

## University of Georgia Injury Reporting Form

**[busfin1.busfin.uga.edu/hr/injury\\_report\\_login.cfm](https://busfin1.busfin.uga.edu/hr/injury_report_login.cfm)**

The adult leader is responsible for insuring any injuries of visitors, guests, students, volunteers, and employees, work-related or non-work-related, are logged in the UGA Injury Reporting Form and submitted to the appropriate individuals. UGA faculty and staff should be notified to make the report in the reporting system.

## CAES Incident Report

**[intranet.caes.uga.edu/policy/section5/05-01.html](https://intranet.caes.uga.edu/policy/section5/05-01.html)**

Any illness or injury requiring medical attention, accident, incident that could bring discredit to CAES or UGA, child abuse, violation of public laws or violations of Board of Regents or University of Georgia policies requires the submission of a CAES incident report. The leader is responsible for ensuring the report is filed and sent to the appropriate individuals as soon as possible. Any College of Agricultural and Environmental Sciences employee or volunteer may file a CAES Incident Report, but volunteers should work with their program manager to ensure all reports have been filed in the correct system(s). It would be acceptable for individuals to contact the senior-level person in their organization (department head, district director, administrative officer, etc.) and have that official handle the situation by notifying the proper authorities and submitting the CAES Incident Report. The reporting party may send copies of the report to associate deans, assistant deans, directors, department heads, supervisors, and others, as appropriate.

## Quick Guide to Reporting Injuries and Other Incidents

<p><b>Work-Related <u>Injury</u></b></p> <p>(Employees of UGA while in the course of employment)</p>		<p>Complete an <u><a href="#">Online Injury Report</a></u></p>		<p>Continue with Worker's Compensation Process according to directions</p> <p>If professional medical attention is required, also complete a <u><a href="#">CAES Incident Report*</a></u></p>
<p><b>Non-work Related <u>Injury</u></b></p> <p>(Non-employees, i.e., students, visitors, volunteers, 4-H'ers, etc. or UGA employees <i>outside</i> the course of employment)</p>		<p>Complete an <u><a href="#">Online Injury Report</a></u></p>		<p>If professional medical attention is required, also complete a <u><a href="#">CAES Incident Report*</a></u></p>
<p><b><u>Incidents</u> (other than injuries)</b></p> <p>(Employees, Volunteers, Visitors, Guests, 4-H'ers, etc.)</p>		<p>Complete a <u><a href="#">CAES Incident Report*</a></u> according to Policy 5.01</p>		

\*Send CAES Incident Reports via email to: [caesdean@uga.edu](mailto:caesdean@uga.edu), [caesext@uga.edu](mailto:caesext@uga.edu), and appropriate supervisor(s)

Created for use within Georgia 4-H by Risk Management Team (October 2015 Version)

## **Remember: We follow and enforce the Non-Discrimination Anti-Harassment (NDAH) Policy at all activities.**

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 on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the University community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University.

## **We are all Mandatory Reporters**

All University faculty, staff, students, and volunteers acting in the scope of their employment who have reasonable cause to believe that child abuse has occurred shall immediately (but in no case less than 24 hours) make a report to ALL of the following:

1. The UGA Police Department (UGAPD) at 706-542-2200 or 911 (emergency);
2. The Program/Activity Administrator; AND
3. The Georgia Division of Family and Children Services (DFCS) at 1-855-GACHILD (or 1-855-422-4453).

The above guidelines were current at the time of print. For the most updated version of forms and policies visit: <http://georgia4h.org/about-us/resources/risk-management-policies-and-procedures/>

# Maltreatment Awareness & Prevention

In 2014, approximately 130,000 reports were received in Georgia for child maltreatment; of which, 22,163 were substantiated accounts of maltreatment. Georgia is ranked 42nd in the U.S. in overall well-being according to Kids Count Data. ([www.kidscount.org](http://www.kidscount.org))

“Child maltreatment includes all types of abuse or neglect of a child under the age of 18...that results in harm or potential harm” ([www.CDC.gov/features/healthychildren](http://www.CDC.gov/features/healthychildren)).

The four major types of child maltreatment include neglect, physical abuse, emotional abuse, and sexual abuse.

## Signs and Symptoms

**Neglect** - failure to provide for a child’s basic needs.

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.

**Physical Abuse** - the non-accidental physical injury of a child.

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. There may be 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 the program because they’re frightened by an adult. 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.



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**Emotional or Psychological Abuse** - behaviors that harm a child's self-worth or emotional well-being and/or repeated pattern of damaging interactions between caregivers and child.

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; or show extreme behaviors – from disruptive, hyperactivity to overly passive ones. In addition, these youth may exhibit speech disorders, sleep disorders, or disorganization.

**Sexual Abuse and Exploitation** - the exploitation of a child for the sexual gratification of an adult or older child.

Sexual abuse is most commonly committed by an individual known to the victim, is rarely instigated by a stranger, and is sometimes perpetrated by another child. Majority of occurrences happen in isolated one-on-one situations. Sexual abuse is not limited to sexual intercourse. It 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, and physical symptoms such as pain, bleeding, and/or difficulty walking or sitting. These youth may 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. Adult leaders should pay close attention to behavioral indicators, especially if they see several signs together.

Georgia also recognizes two other types of abuse: prenatal abuse and the commission of an act of family violence in the presence of a child.

Adult leaders may be the first to encounter signs of abuse or neglect among youth.

## 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 it's their obligation to 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 report 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.



### ***Important Reminders:***

Leaders are NOT the investigator. 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, 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.

# PREVENT MALTREATMENT

**P** **R**ACTICE PREVENTION! UGA Extension establishes policies, procedures, protocols and practice to proactively create safe leaders and spaces for youth. By training adult leaders as mandated reporters, we're developing informed and attentive leaders to keep youth safe. All adults working with youth are screened by the University of Georgia, and have provided references who support their work with youth. While leaders don't need to be a psychiatrist or a detective, the leader should be a positive youth role model, know the indicators of maltreatment, and understand next steps should another situation occurs.

**R** **R**EPORT RESPONSIBLY It's imperative to report responsibly. As a reminder, if you suspect child maltreatment, report it immediately!

**E** **S**TABLISH SAFE SPACES, activity guidelines, and transportation plans for 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.

**V** **I**SIBILITY IS KEY WHEN WORKING WITH YOUTH:  
Be visible to others during programs. Strive for a minimum of two adults at any activity - avoiding 1:1 interactions between youth and adult.

**E** **N**NGAGE 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 and the Adult Behavior Guidelines. It's imperative that adults working with youth engage in positive interactions and abide by the established guidelines at all times.

**N** **U**RTURE RELATIONSHIPS BY LISTENING AND OBSERVING:  
The adult leader's role in protecting children is based on what you do best: spending time with children, really getting to know them, and providing safe environments.

**T** **E**LL A FRIEND ABOUT PREVENTION! Encourage a friend to take this training and share the signs with them! Observant adults who monitor behavior and assess potential risk help keep youth safe.

**We appreciate your dedication to P-R-E-V-E-N-T child maltreatment!**

# Forms - Quick Reference

## 4-H Enrollment

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

- Youth should complete a 4-H Enrollment form, if applicable, prior to 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

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

- Youth must have a Code of Conduct signed prior to participation in activities and events that take place off of the youth's school campus and not during the school hours. The code is in effect for 12 months from the date of signing.
- Prior to 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 a Code of Conduct, see "Best Practices of Youth Development" in this handbook.

## Medical Information and Release Form

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

- Youth must have a Medical Information and Release Form signed prior to 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.



## Medicine Form

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

- 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.

## Medical Treatment Log

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

- 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.

## Medical Logs

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.

***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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