



THE UNIVERSITY OF TEXAS AT AUSTIN
DESIGNATED INDIVIDUAL ORIENTATION GUIDELINES



Orientation

Camp directors are required to hold an orientation for designated individuals before the program starts. These guidelines will ensure camp directors provide consistent information to their designated individuals.

Camp directors are required to utilize the YPP Designated Individual Orientation Guidelines.

Program Goals

Outline the program's purpose to the designated individuals and explain the learning objectives and outcomes for the campers attending the program. Please provide them with camp contact information and phone numbers.

- Purpose of program
- Expected learning outcomes for campers
- Key camp contacts and phone numbers

Designated Individual Responsibilities

In addition to the tasks the program assigns to each designated individual, there are expectations that staff is required to meet. Please review the responsibilities below with the designated individuals for the program.

- Designated individual role in the program
 - Explain what their role is in the program
- Arrival/departure times
 - What time should they arrive/depart each day
 - Time off policies
 - Sick policies
- Check-in/Check-out
 - Review the check-in/check-out policy
 - Verification of driver's license for parent drop-off/pick-up
 - Sign-in/Sign-out sheet for campers who can self-check-in/check-out; or those campers who have permission to bus/bike/fly/drive
- Parking
 - Garage or parking lot designated individuals will park in
 - If the program provides parking vouchers
- Breaks and lunch breaks (campers must still be supervised during breaks, ensure you have enough designated individuals to meet this requirement)
 - Length of lunch break
 - Length of breaks
- Designated individual duties
 - Ensuring the safety of each camper
 - Following the instructions of the camp director and executing or implementing the program's supervision and instruction plan.
- Designated individual attitude

Designated Individual Orientation Guidelines

- Maintain a professional demeanor at all times with campers
 - Have a cordial, helpful, friendly, and encouraging attitude
 - Be aware of all prohibited conduct rules
- Dress code
 - Appropriate vs. inappropriate attire
- Dress Appropriately
 - Dress as one would for the in-person program
 - All shirts and tops must cover the midriff and have sleeves
 - Bottoms should be past the knee
 - Attire must be professional
 - Pajamas and swimwear are not permitted
- Clean Background
 - Designated individuals utilizing web camera should present with a clean backdrop
 - A quiet room with a clean wall for a video-call
 - Avoid backgrounds of messy rooms, inappropriate pictures on the wall, people, etc.
 - No eating on camera, no smoking (includes vaping), no drugs, no alcoholic beverages are to be consumed while interacting with campers
 - Zero-tolerance for drugs and alcohol
- Respect Diversity
 - A virtual classroom should be a safe space for all races, genders, sexes, sexual orientations, religions, disabilities, and socioeconomic statuses. Derogatory sarcasm, comments, and offensive language that marginalize anyone is unacceptable and must be avoided and defused.
- Encourage campers in an online environment
 - Many campers may be timid, confused and/or hesitant when switching to an online program
- Enforce online and in person rules and immediately communicate any issues that occur to the camp director
- Camper orientation (when, where, content)
- Ensuring the safety of each camper
- Serve as a role model
- Monitor the behavior of campers to ensure they adhere to the program's code of conduct/rules
- Mandatory reporters/reporting
 - All camp directors and designated individuals must report to DFPS if they believe a child is being abused or neglected. If the minor is outside the State of Texas, the camp director or designated individual must report to DFPS in the minor's respective state of residence.
 - All reporting requirements remain the same. Designated individuals must report all incidents to the camp director. The camp director must call the YPP Director and fill out an incident report form.

Supervision

- Camper supervision
 - Explain the YPP Rule of Three
 - Two (2) designated individuals to every one (1) camper.
 - Two (2) campers to every one (1) designated individual.

Designated Individual Orientation Guidelines

- While online campers are not allowed to interact one-to-one with each other
- This includes prohibiting the use of messages between campers
- No unsupervised free time
 - This includes breakfast/lunch/dinner breaks
 - Trips to the Drag/store/etc.
 - Exploring the campus
 - Common areas of the dormitory
- Headcounts
 - Take an initial attendance to ensure all campers are accounted for before leaving a destination
 - When traveling from place to place, ensure designated individuals complete an initial headcount and another headcount upon arrival
 - Divide campers into small groups and use the buddy system
 - Ensure small groups are within the approved ratios
- Curfew
 - Review curfew information with all designated individuals
- Restroom Breaks
 - Ensure campers know where restrooms are located.
 - Campers are permitted to use the restroom without supervision if they are over the age of 11. Campers under the age of 11 need to be supervised. Campers must let the designated individual know where they are going. Campers are given five (5) minutes to use the restroom. After five (5) minutes have elapsed, designated individuals are to go to the restroom and ask the camper if they are okay.
- Traveling with Minors
 - Be mindful of pedestrian safety
 - Always stay on sidewalks, use crosswalks, and look both ways before crossing the street
 - Designated individuals should be interspersed throughout the group to ensure campers are safe
 - Refer to the transportation section in the YPP Designated Individual Guidebook on pages 18-20
- See Something, Say Something!
 - Remind designated individuals of the importance of See Something, Say Something
 - Do not wait until something happens before they say something
 - Remind designated individuals to communicate with campers regularly and have the designated individuals relay to the campers to communicate with them or the camp director, or the Youth Protection Program to report anything that makes them feel unsafe or uncomfortable
 - Camp Directors must rehearse interrupting inappropriate behavior with designated individuals

Prohibited Conduct

The University of Texas at Austin Youth Protection Program has a zero-tolerance policy for any camp director or designated individual who violates any prohibited conduct rules.

- Review prohibited conduct rules
 - No one-on-one contact with campers outside the presence of others

Designated Individual Orientation Guidelines

- 2:1 Rule – 2 designated individuals to every one (1) camper or two (2) campers to every one (1) designated individual
 - Review the YPP gifting policy with designated individuals
- Do not meet with minors outside of established times for program activities
- Do not touch minors in a manner that a reasonable person could interpret as inappropriate
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining
- Do not shower, bathe, or undress with or in the presence of minors
- Do not use, possess, or be under the influence of alcohol or illegal drugs while working a campus program for minors
 - Reiterate the YPP zero-tolerance policy for drugs/alcohol or tobacco
- Do not be alone in a vehicle with a minor at any time
- Do not have direct electronic contact with minors without another designated individual included in the communication
 - Review social media protocols with designated individuals
 - All social media profiles must be set to private during the duration of the program
 - Do not friend/follow campers on social media
 - Campers cannot friend/follow designated individuals on social media
 - Designated individuals are only allowed to communicate through the program's social media group accounts
 - Do not communicate with campers after the program has ended
 - Review email, text messaging, and telephone protocols
 - Designated individuals cannot communicate with campers via email, text messages, or telephone unless the camp director and designated individuals are on the communication
 - All designated individuals must use the approved YPP texting app to communicate with campers during the program
 - Review media protocols
 - Designated individuals are not allowed to take pictures or videos of campers on their personal cell phones, web cameras
 - Programs must utilize a program cell phone or camera
 - Program photos may be posted on the program's social media page(s)
 - Designated individuals are not allowed to post pictures or videos on their personal social media accounts of any camper
 - The University of Texas at Austin does not cover designated individuals under the Media Release Consent Form.
- Do not make sexual materials in any form available to minors participating in programs or activities or assist them in any way in gaining access to such materials

Camper Behavior Management

- Camper code of conduct
 - Review the camper code of conduct
- Chain of command (disciplining campers, speaking to parents, etc.)

Designated Individual Orientation Guidelines

- When is it appropriate to complete an incident report form?
 - All incidents of illness
 - Medical accident/injury
 - Code of conduct violations
 - Suspected abuse and neglect to the Department of Family and Protective Services
- Camper Behavioral Issues
 - Be fair
 - Give a verbal warning
 - Do not admonish the whole group
 - Mediate conflict between campers
 - Boundaries
 - Always be present
 - Positive Reinforcement
 - Prohibited discipline
- Cyberbullying
 - One-on-One contact is prohibited between campers
 - Monitoring the proper writing style of campers
 - Strong language, all caps, and exclamation points should be avoided out of context
 - Review signs of bullying and the appropriate way to manage campers
 - Noticeable increase or decrease in program participation
 - Camper exhibits emotional responses (laughter, anger, upset) to what is happening while participating in the program
 - Camper becomes withdrawn or depressed, or loses interest in people and activities*
- Technology Training
 - Train all designated individuals on the following programs utilizing the guidelines/training manuals provided by the YPP:
 - Zoom Guidelines
 - All sessions must be recorded
 - All chat functions must be set to Everybody (No Private Chat)
- Bullying
 - Review signs of bullying and the appropriate way to manage campers
- Peer-to-Peer Abuse
 - Review signs of peer-to-peer abuse and prevention methods

Medication Policy

- If your program does not distribute medication, omit this section.
- Review the medication policy with designated individuals
 - Prescription medications and over-the-counter medication are to be given to the camp director immediately upon arrival. All medication should be labeled and placed in a Ziploc bag with the camper's name and instructions, including dosage amount and times. Medication must remain in its original container from the pharmacy (this includes over-the-counter medication). **Medication must be stored and locked up.** You must have at least two (2) designated individuals responsible for dispensing medication. When dispensing medication, the responsible designated individuals will ask students to

Designated Individual Orientation Guidelines

give their full name and birthdate before they dispense the medication and log the activity in the medication log. Inhalers and epi-pens are allowed to remain with students.

- Assign the designated individuals responsible for dispensing medication
- Show the designated individuals where the medication lockbox is
- Train assigned designated individuals how to log the medication via CircuiTree

Emergencies

- Practice YPP-approved Program Emergency Plan
 - Show the designated individuals the emergency alarm device and how many times it will be sounded.
 - Explain the emergency response tasks assigned to each designated individual.
 - Take the designated individual to the two (2) assembly areas, escape routes in case of fire, shelter in place for inclement weather, and/or if the building has to be evacuated (this includes dormitories)
- During an emergency, remain calm, maintain order
 - Think safety first
 - Account for all campers
 - Show designated individuals where the first-aid kit is located
 - Review which designated individuals can administer first-aid/CPR/AED
 - Show designated individuals where emergency forms are located
 - Tell designated individuals when the camp director should be notified due to safety concerns
- Review when to call 911, UTPD, or take the camper to UHS (or other medical facility)
 - Remind designated individuals they cannot transport minors in their personal vehicle.
 - The camp director and at least one (1) designated individual must remain with the camper at the hospital or urgent care.
- Missing/Lost Camper Procedure
 - Practice the missing/lost camper procedure
 - Designated individuals must account for campers at all times
 - Regularly check attendance, specifically when campers are in transition
 - Immediately notify the camp director if a camper is unaccounted for
 - The camp director and designated individuals will immediately search the area where the camper was last seen.
 - If the camper is not located, take the following actions
 - The camp director will call UTPD and wait for them to arrive
 - The camp director will contact the parents
 - The camp director will contact the YPP Office
 - Camp directors and designated individuals will continue searching until the police arrive