



TERRAPIN  
**STEM**  
CAMP

## Terrapin STEM Camp Safety Training Acknowledgement Form

Employee Name:	Position Title:
----------------	-----------------

*(Print or Type)*

Employee must read and complete this document, initial each item in the space provided, sign and date, and return it to the supervisor. A copy will be placed in the employee's official personnel file. Employees may periodically be required to update their acknowledgement of these policies.

1. \_\_\_\_\_ I acknowledge receiving documents regarding Terrapin STEM Camp's Safety Training and Reporting Policies.

2. \_\_\_\_\_ I have read and fully understand the procedures related to the **Aquatics Safety Plan**. I agree to follow these policies and understand what is required of me when the situation arises.

3. \_\_\_\_\_ I have read and fully understand the procedures related to the **Child Abuse Prevention and Reporting Procedures**. I agree to follow these policies and understand what is required of me when the situation arises.

4. \_\_\_\_\_ I have read and fully understand the procedures related to the **Crisis/Emergency/Inclement Weather Procedures**. I agree to follow these policies and understand what is required of me when the situation arises

5. \_\_\_\_\_ I have read and fully understand the procedures related to the **Trip Safety Plan**. I agree to follow these policies and understand what is required of me when the situation arises

### **SIGNATURE:**

In signing this document below, I agree to comply with my responsibilities under all terms of Terrapin STEM Camp's Safety Training and Reporting.

Employee Signature:

Date:

---

---

# Aquatics Safety Plan

## **Aquatics Safety Plan**

*(This document meets the requirements set forth by Regulation .47 of COMAR 10.16.06)*

Staff, parents, and campers are to follow the below safety plan while participating in the aquatics activity during camp hours. The swimming pool is located on 9<sup>th</sup> Street and Main Street, and will require a walking trip to reach this location. The specific days and hours are set forth by the Executive Director of Terrapin STEM Camp, but campers are notified of their swim day on the first day of attendance.

All campers are given a waterfront orientation the first time they are brought down to the pool. This orientation includes general rules, allowable swim areas, the buddy system, the swim test, safety rules, and any pertinent procedures.

### General Rules:

1. Two individuals certified in First Aid & CPR are on duty during swim time
2. One certified lifeguard for every 50 campers in the water
3. One Terrapin STEM Camp staff member for every 10 campers in the swimming activity
4. A watcher 16 years old or older and not in the water is on duty observing each group of 25 campers.

### Safety Rules:

1. No activity in the pool area is allowed unless the Aquatics Director or Aquatics Supervisor is present.
2. No camper is allowed in the pool without a staff member of Terrapin STEM Camp.
3. No swimming is allowed outside of the designated area and beyond the tested ability.

## **Swim Test Procedure**

All campers are tested in the water first by the pool staff and monitored by Terrapin STEM Camp staff. The campers are separated by those who wish to not test, those who want to stay in the Kiddie pool, and those who want to test for the Main pool. One staff member stays with those who wish to not test, one staff member stay with those in the Kiddie pool, and one stays with those testing in the main pool. Non swimmers are to wear a visible marked armband that indicates they are not allowed in the water. The staff member that is with the campers in the Main pool with work with the pool staff to record the test results for the campers. If a child does not pass the test the first time, they are allowed to try again later in the session given that there is a sufficient amount of time. The campers who pass the test are allowed to swim in the Main pool but the rest must swim in the Kiddie Pool. The Aquatics supervisor is overseeing operations for the entire activity.

Testing in Main Pool: Five minutes of continuous swim test, float for two minutes, and tread water for two minutes

## **Camper Accountability**

This swim activity will employ the Buddy System rule to ensure that all campers are accounted for during the session. After all testing has been completed and the campers have been designated their swim area, they will pair up in groups of two and use the Buddy System. Buddies must be instructed to stay in close proximity to their buddy and also to notify lifeguards/staff if their partner is in trouble. At least one staff member will be in each designated swim area to monitor and write down the pair's name on a Buddy Board. There are also watchers present at each designated swim area to keep a direct eye on the campers. After every 10 minutes, the Aquatics Supervisor will blow to whistle (2 times) to indicate a Buddy Check. The staff checks off the pair with the count that is on their Buddy Board. This is also the duration that buddies can be switched in case a camper decides that he/she no longer wants to swim. Only one group of 3 campers is allowed to be paired in the Buddy System for each designated swim area. If the count is correct, a whistle is blown and campers continue to swim. If the count does not agree, then emergency procedures are to be followed.

## **Emergency procedures for Swim Area**

### Lost Swimmer

- If the Buddy Board reveals a missing swimmer in the water, the Aquatic Supervisor is to sound three blasts of the whistle to evacuate the water and organize a search and control procedure.
- Send a staff member to alert Administration or Executive Director
- Conduct an attendance check to account for all campers and ensure that there are in a close proximity to one another
- Camp staff and pool lifeguards may begin water search.
- Walk through shallow water with linked arms and feel with feet to feel for anything unusual.
- If there is enough staff, conduct deep water search in the main pool
- Only Aquatics Supervisor or Executive Director is authorized to contact the Sheriff Department if search results in missing child not found.
- Water search continues until missing child is found or outside authorities arrives

### Swimmer in Trouble

- The Aquatic Supervisor is to sound three blasts of the whistle to evacuate the water
- Watcher, camp staff, or lifeguard may perform swimming rescue if they are the first to spot the emergency.

### Suspected neck or back injury

- The Aquatic Supervisor is to sound three blasts of the whistle to evacuate the water
- The lifeguard is to make contact with the victim and directs removal from water with backboard
- Camp staff is to alert Executive Director to call for nurse or immediate medical attention.

# Child Abuse Prevention and Reporting Procedures

## **Child Abuse Prevention and Reporting Procedures**

*(This document meets the requirements set forth by Regulation .35 of COMAR 10.16.06)*

It is the responsibility of Terrapin STEM Camp to provide a safe and nurturing environment for all campers who attend camp. This organization affirms its position that all children and vulnerable adults have the right to be protected from abuse and neglect. It is important that all employers and service providers are able to recognize and report instances of abuse and neglect of children and vulnerable adult campers.

### **Reporting Responsibility of Individual Employee or Service Provider**

Employees and service providers will comply with requirements for reporting abuse and neglect of children and vulnerable adult campers.

1. Any employee or service provider must make an immediate oral report of suspected abuse or neglect of a child or vulnerable adult camper, notwithstanding any other provision of law including any law on privileged communications. The employee or service provider who suspects the abuse or neglect is personally responsible for ensuring that a report is made.
  - a. The oral report must be made immediately to the Prince Georges County Department of Social Services (DSS) (Child Protective Services or Adult Protective Services, as appropriate) on business days, or the police on nonbusiness days or hours.
  - b. The employee or service provider must also notify the Camp Director that a report of suspected abuse or neglect has been made about a camper, employee, or service provider.
  - c. Upon notification, the Camp Director must make certain that an accurate and complete oral report is made immediately and without modification to the proper authorities.

DSS, Child Protective Services 301-209-5000

8:30-5:00 Mon. – Fri. (except holidays)

DSS, Adult Protective Services 301-909-2000

8:30-5:00 Mon. – Fri. (except holidays)

Department of Police, Central Communication 301-390-2100\*

24 hours a day/7 days a week

*\* Indicate the call is from a camp and request a CPS worker on call.*

2. The person making an oral report of abuse or neglect must submit a written report within 48 hours after the contact that disclosed the existence of possible abuse and/or neglect. The Camp Director must make certain that this report is submitted. The form entitled “Report of Suspected Abuse/Neglect” is to be used. Copies of the report must be sent to:
  - a. Camp Director for official records
  - c. DSS (2 copies)
3. Camp reporting sources will receive notification of the receipt of the report from DSS if the case is accepted for investigation.

4. It is not the role of the employee, the Director or the service provider to investigate or determine the validity of a suspected abuse or neglect situation. Any doubt about reporting a suspected situation is to be resolved in favor of the child or vulnerable adult, and an oral report made immediately. In situations where camp personnel or service providers are unsure whether abuse or neglect has taken place, the situation should be discussed with DSS. Once the alleged abuse or neglect has been reported, the Director may pursue an administrative review when a camp system employee is the alleged abuser or neglector.
5. The employee or service provider is required to report any suspected instance of abuse or neglect:
  - a. Whether the alleged victim is personally known by the reporting individual or not. Thus, a report must be made even if there is no direct knowledge or contact with the alleged victim.
  - b. Whenever there is reason to believe that abuse occurred in the past, even if the alleged victim is an adult when the incident comes to light.
  - c. That is alleged to have occurred in this state, as well as suspected abuse or neglect of a child or vulnerable adult who lives in this state, regardless of where the suspected abuse or neglect is alleged to have occurred. A report must be made to any county department of social services in Maryland if the alleged victim lives out of state and the suspected abuse or neglect occurred out of state and has come to light in Maryland.
6. Immunity - Any person who in good faith makes or participates in making a report of abuse or neglect or who participates in an investigation or a resultant judicial proceeding is immune from any civil liability or criminal penalty that would otherwise result from making a report of abuse or neglect, or participating in an investigation or a resultant judicial proceeding.
  - a. No employee of the camp system may prevent or discourage other employees or service providers from making reports of abuse and neglect. The camp system shall protect employees from dismissal or other reprisals/retaliation for making a good faith report and/or participating in an investigation of abuse or neglect.
  - b. When a case of suspected abuse or neglect has been reported, employees are prohibited from taking any action which may intimidate the alleged victim or non-victim witness, or which may prejudice the outcome of the case.
  - c. All persons are required by law to protect the identity of the reporter unless required by court order to reveal the source.
  - d. DSS staff may not identify any reporting source to a reported family unless the educator who filed the report has given written permission to reveal his/her identity.
  - e. Campers who come forward and make good faith reports, as well as campers who may be victims or witnesses of abuse or neglect, shall also be protected by the camp system from intimidation, harassment, or reprisals/retaliation by other campers, staff, service providers, and members of the community to the extent possible.

## **Confidentiality of Camp System Records and Reports Concerning Abuse and Neglect**

Abuse and neglect records and reports will be maintained in a confidential manner and in accordance with State law.

1. Disclosure - All records and reports concerning abuse and/or neglect and their outcomes are protected by as Confidentiality of Personnel Records. Unauthorized disclosure of such records is a criminal offense. Information contained in reports or records concerning abuse and/or neglect may be disclosed only by DSS or the police.
  - a. Such information shall be disclosed by DSS or the police:
    - i. Under a court order; or
    - ii. Under an order of an administrative law judge, if the request for disclosure concerns a case pending before the Office of Administrative Hearings and provisions are made to comply with other State or federal confidentiality laws and to protect the identity of the reporter or other person whose life or safety is likely to be endangered by disclosure; and
  - b. Such information may be disclosed only by DSS or the police on request:
    - i. To personnel of local or State departments of social services, law enforcement personnel, and members of multidisciplinary case consultation teams, who are investigating a report of known or suspected abuse or neglect or who are providing services to a child or family that is the subject of the report;
    - ii. To a licensed practitioner who, or an agency, institution, or program which, is providing treatment or care to a child or vulnerable adult who is the subject of a report of abuse or neglect for a purpose relevant to the provision of the treatment or care (camp personnel are covered under this provision in accordance with Maryland regulation);
    - iii. To a parent or other individual who has permanent or temporary care and custody of a child or vulnerable adult, if provisions are made for the protection of the identity of the reporter or any other person whose life or safety is likely to be endangered by disclosing the information;
    - iv. To the Camp Director for the purpose of carrying out appropriate personnel or administrative actions following a report of suspected abuse involving a camper committed by:
      - a) A camp employee or service provider in that camp system;
      - b) An independent contractor who supervises or works directly with campers in that camp system
2. Employee Records - All records and reports of abuse and neglect involving an employee or service provider shall be secured in a locked file cabinet in the Central Office with only designated individuals having access to the files. Other individuals with proper authority and a need to know will record their access on a log maintained by the custodian of the file.



## **Suspected Abuse and Neglect Investigations**

Employees and service providers will cooperate with DSS and the police in investigations of suspected abuse and neglect.

1. Validation of suspected abuse or neglect is the responsibility of DSS and the police.
2. Camp personnel or service providers attempting to determine if there is reason to suspect
3. Abuse or neglect should not subject campers to undue pressure, nor should campers be pressured to recant allegations of abuse or neglect.
4. Once it is determined that a report must be made, the employee or service provider reporting the alleged abuse or neglect, the Camp Director, or any other camp-based employees are not to discuss any aspect of the case with the alleged victim or attempt to conduct any internal investigation or independent review of the facts.
5. Camp system employees are prohibited, in general, from taking action that prejudices the ongoing case, such as giving an indication to the alleged offender of the report of suspected abuse or neglect.
6. Interviews on Camp Property
  - a) The Director will permit DSS and the police to question a camper who is an alleged victim or a non-victim witness of abuse or neglect on camp premises during the camp day, whether or not the camper has already been interviewed, in an investigation involving suspected abuse or neglect under the Family Law Article.
  - b) The Director shall determine, after consultation with the individual from DSS or the police, whether a camp staff should be present during questioning. COMAR regulations express a preference for having a camp official present during questioning except in circumstances where, for example, their presence may inhibit the camper's responses. The camp official should be selected, with input from the victim, on a case-by-case basis for the purpose of providing support and comfort to the camper who will be questioned. All questioning of the victim or the non-victim witness must be done by the police or representative of DSS.
  - c) Decisions as to who will notify parents of a report or interview and when that notification will occur will be made by the Director in consultation with the Division of Protective Services, DSS, or the police. Notification by the Director is not required in a case where, in the judgment of the Director and personnel from the Division of Protective Services, DSS and/or the police, such a disclosure to parents would create a threat to the investigation or well being of the camper. In these cases, the social worker or police officer are responsible for the notification of parents.
  - d) A camper may not be removed from the camp grounds for questioning or medical investigation without parental approval unless DSS has guardianship or an authorization for shelter care to remove the camper or unless there is a medical emergency which is caused by suspected abuse or neglect. Such an authorization

need not be in hand but shall be verified by telephone. Removal from camp grounds requires prompt notification of the camper's parents. This is not discretionary. When a camper is removed, the Director shall ensure that prompt notification of the removal is made to parents. By mutual agreement, such notification may be delegated to DSS or the police, but responsibility for ensuring that prompt notification occurs is that of the Director.

7. Consequences for Failure to Report and for Crimes with Respect to Abuse or Neglect
  - a) Knowing failure to report suspected abuse or neglect in violation of the reporting requirements constitutes misconduct in office for which an employee may be suspended or dismissed.
  - b) Knowing failure to report suspected abuse or neglect in violation of the reporting requirements by a service provider may result in discontinuation of services.

### **Support for an Alleged Victim**

Employees and service providers will collaborate with child and adult protective service agencies and the police to provide support to alleged victims of abuse and neglect as well as campers who report abuse or neglect.

1. Camp Directors and other appropriate camp system personnel are available to provide support and counseling to campers who come forward to report or confirm allegations of abuse or neglect.
2. Instructional Intervention Team/Camper Support Team meetings should be called for the purpose of providing services and supports to campers known to be, or suspected of having been, abused or neglected.

### **Allegations of Abuse or Neglect Against an Employee or Service Provider**

The process for addressing allegations of abuse or neglect that involve a camp system employee or service provider will adhere to appropriate state law

1. Whenever an employee or service provider makes an oral report of suspected abuse or neglect against a camp system employee or service provider to DSS or the police, the reporter shall also immediately notify the Director or immediate supervisor as appropriate.
2. In every case of alleged abuse or neglect, an internal investigation will be conducted and a decision reached regarding discipline where warranted, even when DSS and the police close out a case without taking action.
  - a. There will be no internal investigation of the allegations until it is clear that such investigation will not interfere with the efforts of either the police or DSS.
  - b. To the extent that some preliminary inquiry must be made to determine what action should be taken by the camp system on an interim basis, the inquiry may be pursued only with the permission of law enforcement authorities and DSS.

- c. The DSS and/or the police might decide not to pursue a report. If DSS does investigate, it will make one of three determinations:
    - i. Indicated by preponderance of the evidence: a finding that there is credible evidence, which has not been satisfactorily refuted, that abuse or neglect
    - ii. Unsubstantiated: a finding that there is insufficient evidence to support a finding of Indicated or Ruled Out
    - iii. Ruled Out: a finding that abuse or neglect did not occur
  - d. The State's Attorney makes a separate determination as to whether to bring criminal charges.
  - e. The camp system's investigation can proceed when permission is granted by DSS and the police. To the extent possible, the system's investigation should make use of police reports, statements, and other information obtained to preclude repetitive questioning of alleged victims and witnesses.
  - f. The primary purpose of the camp investigation is to determine if there is evidence of employee or service provider misconduct. In addition, the investigation should determine whether the matter was reported in a manner consistent with the law and camp system policy and procedures.
3. Upon learning of allegations of abuse or neglect against a camp system employee or service provider, the Director shall immediately:
- a. Establish a case file.
  - b. Ensure that communication with DSS and the police is established as appropriate.
  - c. If an employee's assignment involves access to campers, reassign the employee to remove such access. An exception may be made and employees may be retained in their positions in those instances where there is significant, credible information that reassignment is not warranted. Reassignment may be considered at any time during investigations by DSS, the police, or the camp of the allegations.
  - d. Restrict the service provider's access to campers or discontinue their services until the investigation is complete.
  - e. Where necessary, ensure that the employee or service provider is notified only of the details pertinent to the reassignment or discontinuation of services. When such notification occurs, care must be taken not to discuss the allegation in order to ensure that the integrity of the investigation is not compromised.
  - f. Oversee any internal investigation.

## **Professional Development**

The camp system, in collaboration with child protective service agencies and the police, will provide appropriate professional development to ensure that employees and service providers will carry out this policy.

- 1. All new employees shall receive training in recognizing and reporting physical abuse, sexual abuse, neglect, and mental injury of a child or vulnerable adult. This training shall occur prior to the first day that campers report each year. For those hired after that date,

training shall be provided as soon as reasonably possible, but not more than 14 days after the employee begins work. All new camp system employees are required to sign a training certificate attesting to the fact that they have been trained in recognizing physical abuse, sexual abuse, neglect, and mental injury of a child or vulnerable adult and that they have an understanding of the reporting requirements, stipulated through law and this policy. A copy of the training certificate will be placed in each employee's personnel file.

2. Service providers shall receive training and/or information in recognizing and reporting physical abuse, sexual abuse, neglect, and mental injury of a child or vulnerable adult. This shall occur as soon as reasonably possible after they begin providing services, and annually thereafter. Directors and appropriate supervisors are responsible for ensuring that service providers receive appropriate training and/or information. Service providers will be required to sign a form that they have been made aware of the indicators of abuse and neglect and know how to file a report. Such forms shall be retained by the Director/supervisor.
3. One week prior to camp, staff members and adult volunteers will receive child abuse prevention. Training and educational information follows guidelines provided by DHMH. Staff members and adult volunteer will take advantage of online tutorial opportunities as well as on site classroom instruction
4. Staff members and supervisors reinforce the camp's policies and procedures related to child abuse prevention during camper operation by making the staff aware of procedures that promote the safety of camper and integrity of staff members. For example, staff member are prohibited to be alone with campers in the confines of a classroom or restricted setting. Loitering in halls will be prohibited for the campers and employees. Classroom doors are to remain open at all times to ensure clear visibility as Director or other administrative staff make frequent tours. During orientation and the in classroom tutorials, role playing scenarios to discuss potential solutions to problems will be presented to avoid inappropriate interactions with staff. During camp hours, one of the directors will be rotating on site to ensure that proper code of conduct is being followed.
5. Directors and administrative staff will tour the campus and identify problematic areas. These areas will be restricted from personnel use or will be frequently monitored. The areas that have been identified as high risk areas are the elevator, the stairwell, the basement, and any supply closets. However, there are several precautions taken to limit exposure to or time in high risk areas. Campers are transported by assistant counselors while counselors remain in classrooms. Assistant counselors will ensure that no campers lag behind in classroom and will ensure that they transition properly from one classroom to the next supervised area. Campers are not allowed to be in elevators unless required due to a handicap, in which case a supervisor will escort them through the grounds. . Campers are prohibited to be in closets or alone in rooms.

6. The ratio of staff to campers is 1 to 8. Staff members will not meet with campers one on one inside of a classroom. A director will be monitoring throughout the campus at all times to ensure compliance.
7. Staff members and volunteers are screened prior to working at camp through fingerprinting for FBI and state criminal background checks and, a detailed interview process, and also through at least 3 reference checks provided during time of application.
8. The following represents the communication structure for Terrapin STEM Camp
  - a) Staff members and volunteers - Executive director or Administration team
  - b) Campers and parents - Executive director or Administration team
  - c) The Department of Health and Mental Hygiene - Executive director or Administration team
  - d) The media - Executive director or Administration team

## **Discipline Procedures**

1. Staff members/volunteers
  - a) In cases where discipline of an employee is recommended, the Director will hold a due process meeting with the employee to advise the employee of the charges and present an opportunity for response.
  - b) If the Director determines that a preponderance of evidence proves that the employee has not committed acts of abuse or neglect of a child or vulnerable adult or other inappropriate acts, the Director shall return the employee who was reassigned during the investigation to his/her previous assignment or to a substantially equivalent position.
  - c) If the Director determines that a preponderance of evidence proves that the employee has committed acts of abuse or neglect of a child or vulnerable adult or other inappropriate acts, the Director must advise the employee in writing of the disciplinary action to be taken. However, where the Director determines that the appropriate punishment is the suspension or dismissal of the employee, the Director shall terminate the contract of the employee and notify the proper authorities if required
  - d) In the case of service providers, after the investigation is complete, the Superintendent/designee shall make a decision whether to continue services.
2. Parents - In the event that the parents are displaying inappropriate behavior, the camp holds full legal authority to dismiss the parent and the camper from the premises without refund. The Director will determine if parents has displayed enough evidence in the case that higher authorities will need to be brought into the situation.
3. Campers- In the event that the camper is displaying inappropriate behavior, the Director will issue a warning to the child about their behavior and the proper expectation that is required while camp is in session. In the event that the camper does not improve their behavior, the parents will be contacted about their child and full detailed explanation will

be provided. If the inappropriate behavior continues to occur and the Director finds the actions to be detrimental to the learning of fellow camp members, the camper will have their registration terminated and no longer allowed to attend.

State of Maryland-Child Protective Services  
**REPORT OF SUSPECTED CHILD ABUSE/NEGLECT**  
*(see instructions on reverse side)*

1. NAME OF LOCAL DEPARTMENT BEING NOTIFIED		ADDRESS		ZIP	
2. PERSON MAKING REPORT (Name)			3. POSITION/TITLE		
4. NAME OF DEPARTMENT/ORGANIZATION		ADDRESS	ZIP	5. TELEPHONE	
6. TYPE OF REFERRAL <input type="checkbox"/> PHYSICAL ABUSE <input type="checkbox"/> SEXUAL ABUSE <input type="checkbox"/> NEGLECT <input type="checkbox"/> MENTAL INJURY-ABUSE <input type="checkbox"/> MENTAL INJURY-NEGLECT					
7. NAME OF CHILD		8. SEX	9. BIRTH DATE	10. RACE	
11. ADDRESS (Where Child Can Be Seen)		CITY	STATE	ZIP	
		12. GRADE	13. SCHOOL		
14. NAME OF PERSON RESPONSIBLE FOR CHILDS CARE		14A. AGE/D.O.B.	14B. ADDRESS		14C. TELEPHONE
<b>PARENTS/GUARDIAN</b>		<b>AGE/D.O.B</b>	<b>ADDRESS</b>		<b>TELEPHONE</b>
MOTHER:					
FATHER:					
GUARDIAN (Specify Relation):					
15. NAME OF SUSPECTED ABUSER/NEGLECTOR	16. RELATION	17. AGE/D.O.B.	18. ADDRESS		19. TELEPHONE
20. STATE NATURE EXTENT OF THE CURRENT ABUSE/NEGLECT TO THE CHILD IN QUESTION: EXPLAIN THE CIRCUMSTANCES LEADING TO THE SUSPICION THE CHILD IS AN ABUSE/NEGLECT VICTIM. DESCRIBE ANY INJURY OR RISK. DESCRIBE HOW REPORTER KNOWS INFORMATION.					
21. LIST INFORMATION CONCERNING PREVIOUS ABUSE/NEGLECT TO THE CHILDREN/OTHER CHILDREN IN THE FAMILY, INCLUDING PREVIOUS ACTION TAKEN. HOW DOES THE REPORTER KNOW THIS INFORMATION?					
22. DESCRIBE INFORMATION KNOWN ABOUT FAMILY FUNCTIONING, RELATIONSHIP BETWEEN PARENT, CARETAKER, OTHER ADULTS IN HOME AND CHILDREN AND LIKELY RESPONSE BY FAMILY TO DISCLOSURE. HOW DOES THE REPORTER KNOW THIS INFORMATION?					
23. STATE ANY OTHER AVAILABLE INFORMATION THAT WOULD AID IN ESTABLISHING THE CAUSE OF THE ALLEGED ABUSE/NEGLECT.					
24. ARE WEAPONS IN THE HOME OR KNOWN TO BE CARRIED BY THE FAMILY OR ACCUSED ABUSER? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		25. IS THERE A HISTORY OF VIOLENCE, DRUGS, MENTAL ILLNESS OR RETALIATION IN THE FAMILY? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		26. IF YES TO EITHER, DESCRIBE IN DETAIL ON SEPARATE SHEET OF PAPER	
27. SIGNATURE OF PERSON REPORTING			DATE	28. DATE / HOUR ORAL CONTACT IN LDSS	
29. REPORT TAKEN <input type="checkbox"/> Yes <input type="checkbox"/> No		30. NAME OF LDSS STAFF PERSON TO WHOM ORAL REPORT WAS MADE			

# INSTRUCTIONS

## REQUIRED REPORTERS:

Every health practitioner, educator, social worker, or law-enforcement officer, who contacts, examines, attends or treats a child and who believes or has reason to believe that the child has been abused/neglected is required to make an oral and written report to either Social Services or the Police.

## TIMELINES:

An oral report of suspected child abuse and neglect must be made immediately. A written report must also be submitted by mandated reporters within 48 hours after the contact, examination, attention, or treatment that caused the individual to believe that the child had been subjected to abuse or neglect. It is not necessary to observe outward signs of injury to the child. Neither is it necessary for the reporter to establish proof that abuse/neglect occurred. Protection of the child is paramount. If abuse/neglect is suspected, a report must be submitted.

## DEFINITIONS OF CHILD ABUSE AND CHILD NEGLECT:

### "Child abuse" means: (COMAR 07.02.07.02)

Physical injury, not necessarily visible, or mental injury of a child by a parent, other individual who has permanent or temporary care or custody or responsibility for supervision of a child, or by a household or family member under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed;

Any sexual abuse, meaning an act or acts involving sexual molestation or exploitation, whether physical injuries are sustained or not by a parent, other individual who has permanent or temporary care or custody or responsibility for supervision of a child, or by a household or family member; or

Mental injury, meaning the observable, identifiable and substantial impairment of a child's mental or psychological ability to function, that is caused by the act of a parent or other individual who has permanent or temporary care, or custody or responsibility for supervision of the child, or by a household or family member.

### "Child Neglect" means: (COMAR 07.02.07.02)

"Child Neglect" means the failure to give proper care and attention to a child, including the leaving of a child unattended by the child's parent, or other individual who has permanent or temporary care or custody, or responsibility for supervision of the child, under circumstances that indicate that the child's health or welfare is harmed or placed at substantial risk of harm; or

Mental injury to a child, meaning the observable, identifiable and substantial impairment of a child's mental or psychological ability to function, or a substantial risk of mental injury that is caused by the failure to give proper care and attention to a child by the child's parents, or other individual who has permanent or temporary care or custody, or responsibility for supervision of the child.

## COMPLETING THE FORM 180:

Respond to each item even if reply is "unknown" or "none". Use additional paper if necessary to complete any given section.

1. **Name of Local Department Being Notified:** For suspected child abuse/neglect an oral report must be made to the Local Child Protective Services unit in the jurisdiction where the incident allegedly took place. This written report must be filed within 48 hours after making an oral report.
2. **Person Making Report (Name):** This should always be the person who witnessed or has first hand knowledge of the incident. Any person including a health practitioner educator, social worker, or law-enforcement officer, participating in the making of a good faith report, or participating in an investigation or in a judicial proceeding resulting therefore shall in so doing be immune from any civil liability or criminal penalty that might otherwise be incurred or imposed as a result.
6. **Type of Referral:** Please check only one box per report being submitted.
7. **Name of Child:** Identify only one child per report.
11. Address where child can be seen should include both daytime and after normal working hours.
29. **Report Taken:** There are some types of referrals that are inappropriate for child abuse/neglect investigation. The Local Department is available for consultation when there is uncertainty regarding a situation. If your concerns do not meet the criteria for investigation, you will be referred to alternate resources, when possible. When contacting the local department record the name of the person you spoke with and the outcome of the conversation in your records. If the oral report of abuse/neglect is not taken by the local department still send in the written report and keep a copy for your records.



# Local Department of Social Services Child Protective Services

## Reporting Numbers

(Office Hours 8:30 AM- 5:00 PM)

### Allegany County

(301) 784-7122  
(301) 759-0362 –after hrs  
(301) 784-7244 (fax)  
P.O. Box 1420 -1 Frederick Street  
Cumberland, Maryland 21501-1420

### Anne Arundel County

(410) 421-8400  
(410) 508-2041 (fax)  
7500 Ritchie Highway  
Glen Burnie, Maryland 21401-1787

### Baltimore City

(410) 361-2235 (24 hours)  
(443) 423-7003 or 7002 (fax)  
(443) 423-5950 after hrs- fax  
1900 N. Howard Street  
Baltimore, Maryland 21218

### Baltimore County

(410) 853-3000 (24 hours) (Option 1)  
(410) 853-3698 (fax)  
Drumcastle Government Center  
6401 York Road  
Baltimore, Maryland 21212

### Calvert County

(443) 550-6969 (24 hours)  
1-800-787-9428 (toll free)  
(410) 286-7429 (fax)  
200 Duke Street  
Prince Frederick, Maryland 20678

### Caroline County

(410) 819-4500  
(410) 479-2515- after hrs- Sheriff's Office  
(410) 819-4501 (fax)  
207 South Third Street  
Denton, Maryland 21629

### Carroll County

(410) 386-3434 (24hrs)  
(Baltimore Area: (410) 876-2190)  
(410) 386-3477 (fax)  
1232 Tech Drive #1  
Westminster, Maryland 21157

### Cecil County

(410) 996-0100 (Option 3)  
(410) 996-5350- after hrs  
(410) 996-0228 (fax)  
170 East Main Street  
Elkton, Maryland 21922-1160

### Charles County

(301) 392-6739  
(301) 932-2222 – after hrs  
(301) 934-2662 (fax)  
P.O. 1010  
200 Kent Avenue  
LaPlata, Maryland 20646

### Dorchester County

(410) 901-4100  
(410) 221-3246- after hrs  
(410) 901-1060 (fax)  
P.O. Box 217  
627 Race Street  
Cambridge, Maryland 21613

### Frederick County

(301) 600-2464  
(301) 564-8230- after hrs (Police Dept)  
(301) 631-2639 (fax)  
100 East All Saints Street  
Frederick, Maryland 21701

### Garrett County

(301) 533-3005  
(301) 334-1911- after hrs (Sheriff's Office)  
(301) 334-5413 (fax)  
12578 Garrett Highway  
Oakland, Maryland 21550

### Harford County

(410) 836-4713  
(410) 638-4500- after hrs (Sheriff's Office)  
(410) 836-4945 (fax)  
2 South Bond Street  
Bel Air, Maryland 21014

### Howard County

(410) 872-4203  
(410) 313-2929 – after hrs (Police Dept)  
(410) 872-4303 (fax)  
7121 Columbia Gateway Drive  
Columbia, Maryland 21046

### Kent County

(410) 810-7600  
(410) 758-1101- after hrs (State Police)  
(410) 778-1497 (fax)  
P.O. Box 670  
350 High St.  
Chestertown, Maryland 21620

### Montgomery County

(240) 777-4417 (24 hours)  
(240) 777-4258 (fax)  
The Dept. of Health & Human Services  
1301 Piccard Drive  
Rockville, Maryland 20850

### Prince George's County

(301) 909-2450  
(301) 699-8605- after hrs  
(301) 909-2200 (fax)  
805 Brightseat Road  
Landover, Maryland 20785

### Queen Anne's County

(410) 758-8000 (24 hrs)  
(410) 758-0770 – after hrs (Sheriff's Office)  
(410) 758-8110 (fax)  
125 Comet Drive  
Centreville, Maryland 21617

### St. Mary's County

(240) 895-7016  
(301) 475-8016- after hrs  
(240) 895-7099 (fax)  
23110 Leonard Hall Drive  
Leonardtwn, Maryland 20650

### Somerset County

(410) 677-4200  
(410) 651-9225 – after hrs (Sheriff's Office)  
(410) 677-4300 (fax)  
P.O. Box 369  
30397 Mt. Vernon Road  
Princess Anne, Maryland 21853

### Talbot County

(410) 770-4848 (option #1)  
(410) 822-3101- after hrs (State Police)  
(410) 820- 7067 (fax)  
10 South Hanson Street  
Easton, Maryland 21601

### Washington County

(240) 420 -2222 (24 hours)  
(240) 420- 2549 (fax)  
122 North Potomac Street  
Hagerstown, Maryland 21741-1419

### Wicomico County

(410) 713-3900 (option #1)  
(410) 548-4890 – after hrs (Sheriff's Office)  
(410) 713-3910 (fax)  
201 Baptist Street  
Salisbury, Maryland 21802-2298

### Worcester County

(410) 677-6800 or (410) 641-0097  
(410) 632-1111- after hrs (Option #2 for Sheriff's Office)  
(410) 677-6810 (fax)  
299 Commerce Street  
Snow Hill, Maryland 21863

### Department of Human Resources

**General Information** 1-800-332-6347  
**TTY** 1-800-332-6347  
**Numero del telefono directo** 1-800-732-7850

### Social Services Administration

(410) 767-7112

Crisis/Emergency/  
Inclement Weather  
Procedures

## **Crisis/Emergency/Inclement Weather Procedures**

*(This document meets the requirements set forth by Regulation .34 of COMAR 10.16.06)*

### **Comprehensive School Crisis Plan**

Terrapin STEM Camp has a comprehensive Crisis plan that focuses on the health, safety and welfare of the students and staff. These strategies place a strong emphasis on prevention to handle emergencies as quickly and as efficiently as possible. The following emergency drills are practiced in the beginning of each new session week. The results are recorded to document the date, time and outcome of each practice drill. The results are stored away in the Executive Directors office for future records.

In the event of an emergency or crisis situation we will follow announcements regarding the Prince George's County Public Schools for closings. If there is a localized situation, parents are instructed to listen to local radio and television stations for information regarding St. Mary of the Mills School specifically. Terrapin STEM Camp receives emergency communication through The Emergency Alert System on cellular phone or by radio news stations. If the campers need to be evacuated away from the school facility, they will be assembled at our Safe Site #1 – the parking lot of the Boys & Girls Club located at the intersection of St. Marys Place and Montgomery Street. Camper will walk along the concrete sidewalk to wait in the parking under the direction of staff members. Once at the safe site, all campers will be accounted for by checking the class roster which is prepared for each class every day. If a camper is unaccounted for, the Missing Child procedure will be implemented. Parents or the emergency contacts of the campers will be notified by telephone to pick up their child immediately. Parents are instructed to follow the directives of the camp staff and public safety officials in this situation.

For each group of campers, there must be a minimum of two camp staff present, one of which must be an adult. Staff members will communicate through the use of either a cellular device or a two way radio. A cellular device will be used by the most senior staff member (in most cases the Executive Director) to dial 911, if Emergency Services have not already been alerted. In the case that cellular devices are not working, one staff member will drive down to the nearest police or fire department to alert the authorities of the incident. In the case of immediate medical attention for either the camper or staff, the vehicle of the Executive Director only will be used in the transport of the passenger.

## **Fire Emergency**

### *Campers:*

In the case of a fire and you hear the fire alarm, proceed with the following steps:

- Stop what you are doing! Remain calm and silent.
- Follow the direction of the camp staff member.
- If time allows, wear shoes and exit the building in a single file line.
- Walk quickly and follow the main hallway to exit the building. Meet at the flagpole in the front of the school.
- If the fire requires further distance away from the building or if the fire is near the flag pole, meet at Safe Site #1 – the parking lot of the Boys & Girls Club located at the intersection of St. Marys Place and Montgomery Street.
- Listen to camp staff take an attendance count. Respond with a loud, “Here!” when your name is called.
- Wait on the direction of camp staff for further direction.

### *Staff:*

In the case of a fire and you hear the fire alarm, proceed with the following steps:

- Gather the campers in your area and keep everyone calm. (Bring shoes and Emergency Folders if time allows)
- If there are campers outside of your class and require guidance, gather them along with your group.
- Follow other staff/campers along the main hallway out the exit in order to meet at the flagpole.
- Take note of the location of your Staff Emergency Partner.
- Take an attendance count of everyone in your group. Notify a Camp Director if a child or your Staff Emergency Partner is missing.
- Render first aid as necessary. Keep access roads open for emergency vehicles.
- If the fire requires further distance away from the building or if the fire is near the flag pole, meet at Safe Site #1 – the parking lot of the Boys & Girls Club located at the intersection of St. Marys Place and Montgomery Street.
- Wait on the direction of the Executive Director as you keep your group calm and organized.

### **Fire Drills for Summer Camp** (Please use your nearest exit!)

- Make sure you account for your Staff Emergency Partner! (Staff Emergency Partner List is in the Emergency Folder)

- **\*A fire drill will occur each week of camp. Take notes and complete the Practice Emergency Drill report for each group. Submit all documents to the Executive Director for record keeping.**

### **Inclement Weather**

In the case of inclement weather, parents are instructed to check the Terrapin STEM Camp online website regarding closings, late openings, or early dismissals. An email will also be sent out to all parent emails that were collected on record during the time of registration.

### **Shelter-In-Place**

For severe storms, hazardous materials release, nearby fires, bioterrorism, chemical terrorism or a nuclear event. . .

- Move to your shelter assignment.
- Immediately shut doors and windows and seal them if instructed to do so.
- Take role and report to staff member assigned to your area.
- Office staff place shelter sign on main door/custodial shut down HVAC.
- Remain in Shelter-in-Place until ALL CLEAR is given.
- Prepare to occupy campers for an extended period of time.
- If you are OUTSIDE move inside the building.

### **Reverse Evacuation**

This is for criminal activity, violence, or pending severe weather. . .

- If a reverse evacuation is announced come inside immediately.
- Depending on the cause of the reverse evacuation other actions (shelter-in-place, modified lockdown, lockdown) may be required.

### **Duck, Cover, Hold**

For earthquakes, explosions, terrorism, or severe weather. . .

- If a Duck, Cover, Hold is announced, immediately drop to the floor, get under desks and hold on.
- Make sure campers are not facing windows.

- As soon as the incident ends evacuate the building to assigned evacuation area and take role.
- If you are OUTSIDE: Move away from the building and other objects and drop to the ground and cover heads.
- Once the incident is over assemble in the assigned evacuation area and take role.

### **Modified Lock Down**

For criminal activity and violence. . .

- All exterior doors locked- ID anyone entering the building.
- Take role.
- No outdoor activities- come inside immediately.
- Blinds and shades are drawn and lights are OFF.
- NORMAL activity continues within the building.
- Remain in modified lock down until an announcement is made for ALL CLEAR.

### **Lock Down**

For criminal activity, extreme violence, shots fired, active intruder - MOST SEVERE. . .

- Remain in place unless the threat is in the same area- in that case do whatever action is most likely to protect campers and staff.
- Lock all doors- close blinds and shades and turn off lights.
- Sit or lie down on the floor away from doors and windows and remain quiet.
- Remain in lock down until ALL CLEAR.
- Take role and be ready to identify missing campers.
- If you are OUTSIDE: Move into the building if it is safe to do so. Move away from the building if that is the better choice for the situation.

### **Missing Camper Plan**

If you cannot locate a camper or assume a camper is missing, complete the following first:

- Do a roster check or quickly search the area again.

- Ask surrounding campers for any relevant information.
- Check with staff in the area if they have seen the camper.
- Inform the administration or Executive Director that you are looking for a camper.
- Check all of the bathrooms or any other hidden closets in the area.
- If the camper is not found within 10 minutes, get Administration to help with the search.
- If the camper is not found within 15 minutes, conduct a fire drill and start a lost camper drill.

#### Lost Camper Drill:

- Run a fire drill to bring all the campers to the outside flagpole.
- Inform all staff members that you are in search of students and obtain any relevant information. Ask campers if they have information also. Keep campers calm by playing camp games.
- Send a staff member to the Laurel Pool to search and ask questions about missing camper.
- If camper still not found, the Executive Director will contact the Police Department immediately.
- Remaining staff will search nearby trails, woods, adjacent church, outdoor playground, etc. It is important that the appropriate staff ratio of 1 adult staff remain with every 10 campers.
- After a reasonable time, the Executive Director will contact the parents of the missing camper to inform them and ask if the camper has contacted them.
- The camper will be treated “gently” when found and the situation will not be discussed immediately until the Executive Director and parents of the missing camper meet together.
- Camp will proceed with normal programming.

#### **Camper Accounting Forms**

Use during all drills

- Use the camper accounting forms for all drills.
- Use the nearest exit (USE map) to leave/enter the building.

#### **Evacuation Site**

In the event of an emergency where we need to leave campus, campers will be routed to the parking lot of the Boys & Girls Club located at the intersection of St. Marys Place and Montgomery Street.



TERRAPIN  
**STEM**  
CAMP

# Practice Emergency Drill Report

---

Date \_\_\_\_\_

Session Week \_\_\_\_\_

Supervisor \_\_\_\_\_

## Fire Drill Results

Time: \_\_\_\_\_

Pass

Fail

If the drill results in failure, use the space below to describe the reasons why:

## Sheltering in Place Drill Results

Time: \_\_\_\_\_

Pass

Fail

If the drill results in failure, use the space below to describe the reasons why:



# Trip Safety Plan

## **Trip Safety Plan – Walking from St. Mary of the Mills to the Laurel Pool**

*Total Distance – 0.2 Miles*

*Total Estimated Time – 5 minutes*

Terrapin STEM Camp and the City of Laurel Municipal Pool has an agreement for campers to use the pool facility on selected days of the week. The date and time for pool use is determined by the directors and is based on the day schedule and time requirements set forth by the City of Laurel Municipal Pool.

The trip from St. Mary of the Mills to the Laurel Pool requires walking 0.2 miles along a concrete sidewalk. There are several potential health and safety risks for this trip, such as crossing the street, verifying all campers stay together, medical concerns, and any other dangers related to pedestrian travel. These potential health and safety risks are addressed by adhering to the following guidelines and procedures:

### **Safety Rules, Standards and Practices for the Trip**

1. Campers will be accompanied by the Aquatics Director or Supervisor at all times during the trip. The Aquatics Supervisor will be the designated contact person and lead for the trip.
2. One adult staff member, adult volunteer or assistant counselor will be on duty to supervise each group of ten campers or a fraction of ten campers during the walk to the pool.
3. There will be at least 2 adult staff members, accompanying the group, who will have CPR and First Aid Certification.
4. The responsibilities of the camp staff members/volunteers will be to maintain supervision of campers at all times. They will ensure attendance checks along the route to/from the pool.
5. A buddy system will be utilized. Two campers will be paired together and walking side by side in two single filed lines. There will be a staff member leading the group and one staff member/volunteer following the group. The staff member leading the group and the staff member following the group will wear light-reflecting safety vests.
6. Before a street crossing, the camper group will stop moving. The staff member/volunteer following the group will move to the front of the line, check for road safety and act as a crossing guard for when the camper group begins to move again. The staff member leading the group will lead the camper group across the street.
7. Attendance/Buddy checks will be called at the beginning and end of each trip to and from the pool to ensure that the entire party is accounted for. If all campers and staff are accounted for, then the group will continue to/from the pool. If a camper/staff member is missing, then a *missing person* emergency procedure is followed.

8. Staff members will have access to emergency communication during the trip through the use of cellular phones/radio devices.
9. Staff members will carry all relevant health and emergency information for the campers, staff members and volunteers. This will include any necessary medications. Information and medication will be carried in a locked safe box during the trip. The Aquatics Supervisor will maintain proper supervision of this safe box during the trip and will store it away safely once at the pool. The location of the safe box will remain within close proximity of the Aquatics Supervisor to ensure quick retrieval, should it be necessary to access. The safe box will then be retrieved for the return trip and stored in the Director's office once back at St. Mary of the Mills.

In addition to ensuring proper safety during the trip to the Pool, the Aquatics Supervisor will maintain the following:

- a) A Daily Roster of Participants – This attendance roster will be returned to the Executive Director and filed for record keeping.
- b) Departure and Return Times – Departure and return times will be indicated the daily roster of participants.
- c) A Pool Report – A section that allows the Aquatics Supervisor to note any concerns regarding the pool/campers/staff during the trip to the pool.
- d) An Itinerary – The steps and procedures during swim time will be written out for the Aquatics Director to follow to ensure safety and order.
- e) Trip Route – The trip to the pool will follow the same route and duration unless an unexpected event such as a sidewalk closure occurs, in which case the opposite sidewalk will be used for the trip. In the case that both sidewalks are closed, the trip will be canceled until an alternate route can be developed by the Executive Director. In the case that the usual route was not taken, notes will be taken as part of the pool report.
- f) Inclement Weather Plan – In the case of severe to inclement weather, the trip to the pool will be delayed or otherwise canceled if it is determined to be unsafe.

### **Parental Agreements**

Parents, guardians, campers and staff members are all informed about the trip to the pool in the weekly newsletter and in related documents on the Terrapin STEM Camp website. The newsletter informs parents of the day their child will participate in the trip to the Laurel Pool. Written Authorization from the camper's parent is obtained through the Camper Wellness section of the Parental Agreement forms. This section indicates the guidelines for trip participation as well as the *hold harmless* agreements between Terrapin STEM Camp and the participant. Parents who wish to not allow their child to participate in this trip may do so in the form of writing an email to Terrapin STEM Camp indicating they wish to have their child removed from this activity. All campers who register for a session at Terrapin STEM Camp will

be eligible to participate in the trip to the Laurel Pool. The specific date and time are contingent on the schedule set forth for that given week.

It is the responsibility of the parent to ensure that they and their child fully understand the trip safety plan. Before the start of any trip, a safety brief will be given to ensure that all campers and staff members are comfortable with the safety plan. The Aquatic Director will inform the Executive Director if any incident occurs during the trip and will ensure that the trip is conducted according to the safety plan.



# Daily Laurel Pool Attendance Report

Date \_\_\_\_\_ Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Supervisor \_\_\_\_\_ Weather \_\_\_\_\_

Attendance Check (Mark Box if all campers are accounted for)

Departure

Start of Activity

Return

NO.	Student Name	NO.	Counselors/Assistant Counselors/Volunteers
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

List or describe any outstanding issues that should be brought to the attention of the Executive Director.  
(ex. Alternate travel path taken, relevant medical concerns, inclement weather, behavior, etc.)

