

CREATING SAFE ENVIRONMENTS

OKLAHOMA 4-H RISK MANAGEMENT



PYD: THE 4-H CHAPERONE

Continuing Education – April, 2016



Chaperones meet the needs of PYD

- Heart** **ALL YOUTH NEED TO BELONG**
Opportunities for relationships and to know they are cared about by others.
1. A Positive Relationship with a Caring Adult
 2. An Inclusive Environment
 3. A Safe Emotional and Physical Environment
- Health** **ALL YOUTH NEED TO EXPERIENCE MASTERY**
Opportunities for meaningful achievement and to develop skills and confidence.
1. Opportunity for Mastery
 2. Engagement in Learning
- Head** **ALL YOUTH NEED TO EXPERIENCE INDEPENDENCE**
Opportunities to be able to influence people and events and face consequences.
1. Opportunity to See Oneself as an Active Participant in the Future
 2. Opportunity for Self-Determination
- Hands** **ALL YOUTH NEED TO PRACTICE HELPING OTHERS THROUGH GENEROSITY**
Opportunities to give to others and experience being needed.
1. Opportunity to Value and Practice Service to Others

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“DAY” CHAPERONE GUIDELINES



CHAPERONE GUIDELINES...

- Safe environment
- Behavioral challenges/special needs
- Who will have direct/unsupervised contact
- Youth-Adult Ratio
- Understanding of PYD, experiential learning, life skills, ages, ages and stages of development, etc.
- Conscious and cautious of being alone with minors.



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CHAPERONES PART OF VOLUNTEER MANAGEMENT SYSTEM

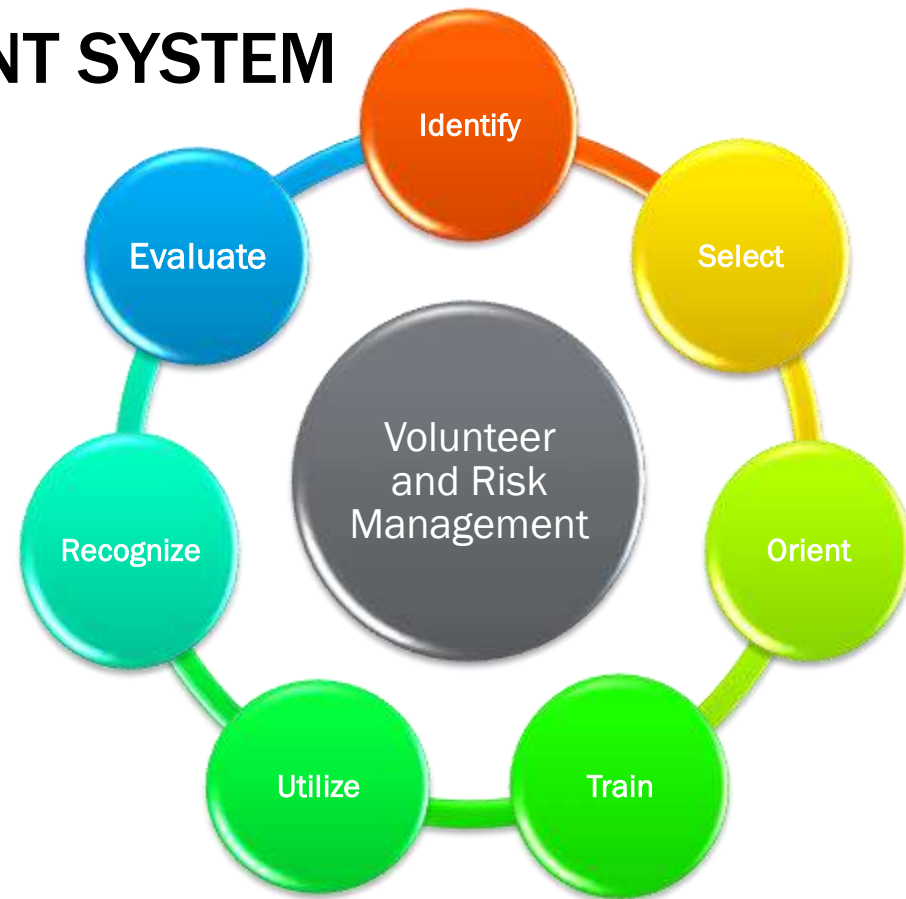
ISOTURE Model

Risk Management

- Minimize risk through screening, orientation, training and reporting

Research shows many chaperones assume roles counter to the expectations of the trip planners (Wood, 2010).

- *Why do you think that happens?*
- *What ways can this be reversed?*



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IDENTIFYING AND SELECTING CHAPERONES



CHARACTERISTICS OF A CHAPERONE

- Authenticity
- Humor
- Flexibility
- Compassion
- Listener
- Energetic
- Engaged (not sitting on the sidelines)
- Supportive
- Positive
- Patient
- Organized
- Others???



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RECRUITING CHAPERONES

- Targeted method
- Word of mouth
- Other chaperones
- Wide-net method



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CHAPERONE POSITION DESCRIPTION

[http://4h.okstate.edu/for-educators/volunteer-management-system.](http://4h.okstate.edu/for-educators/volunteer-management-system)



Chaperone

Thank you for your time, talents and service.

Purpose

- Chaperone 4-H member(s) during [insert name] 4-H activity or event.

Primary Responsibilities

- Help ensure the safety and well-being of assigned youth.
- Manage assigned group of youth so the organization, resources and facility are minimally impacted.
- Support instructional staff so that optimal educational results are achieved.
- Encourage youth to exemplify the 4-H name through positive behavior and actions.
- Be positive and enthusiastic. If conditions are less than desirable your tone will influence the group's mood.
- Attend orientation.
- Support the person(s) in charge.
- Have fun.

Specific Duties

- Immediately address any behavior that endangers other youth or negatively impacts the surroundings.
- In advance of the activity/event, familiarize yourself with the schedule and activities.
- In advance of the activity/event, familiarize yourself with policies related to first aid, emergency plans or any other risk management issues, as well as how you are to handle restroom stops, and any behavioral problems.
- If you are a parent/volunteer, make sure you interact equally with all of the youth assigned.
- Encourage students to pick up any litter, use trash cans, and in general be good stewards.
- Remind youth to wash hands or use sanitizing gel before eating a snack or lunch.
- Help keep group on schedule.
- Help keep assigned youth quiet enough to hear all instructions and on task while engaged in learning.
- Encourage and promote self-responsibility by making certain that youth return all equipment and supplies and/or clean-up after themselves as part of a workshop, activity, recreation and snack/meal.
- Attend to other duties as assigned by the volunteer/educator coordinating the event/activity.

Benefits

- Personal satisfaction of enabling 4-H members to become more subject matter knowledgeable by developing confidence and life skills.
- Learning with the youth.
- Positive adult interaction with the youth.

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Chaperone Position Description:
<http://4h.okstate.edu/for-educators/volunteer-management-system/volunteer-position-descriptions-2015-revisions>



ORIENTING AND TRAINING A CHAPERONE

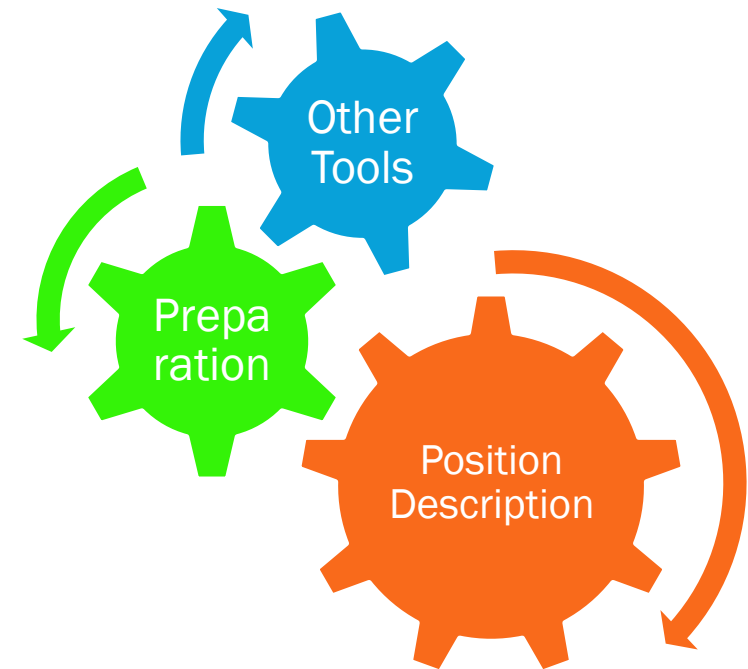
PREPARING CHAPERONES FOR SUCCESS

Expectations

- Organizational structure (who they report to in the event of....)
- Role Model
- Behavioral Guidelines – youth and adult
- Health Form
- Liability Waiver

Preparation & Orientation

- Position Description
- Conference Call or Face to Face meeting
- Last minute updates
- Reporting Incidents and Accidents for Insurance



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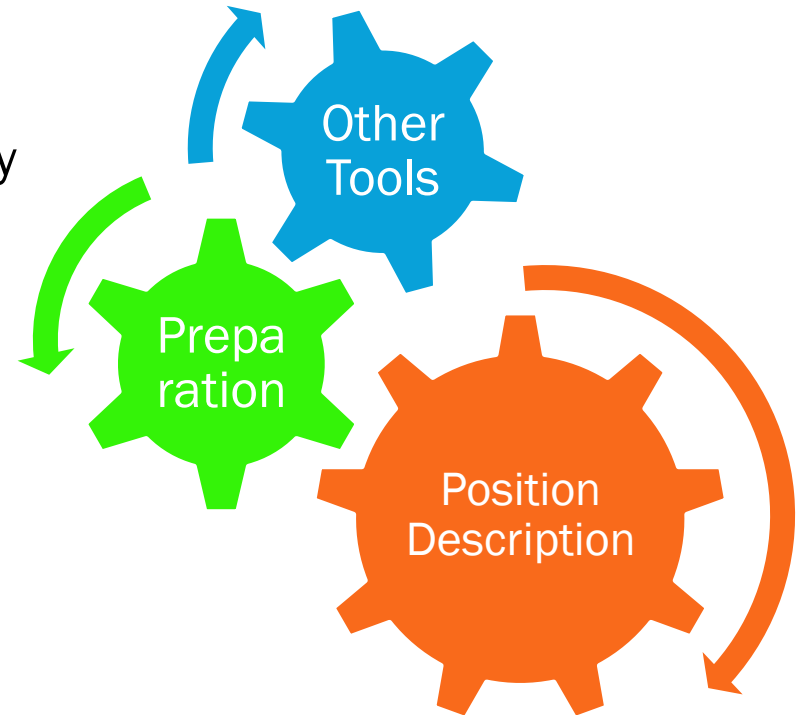
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PREPARING CHAPERONES FOR SUCCESS

Other tools

- Experiential Learning - intentional interaction & mentoring
- Safe Environment - encourage healthy social, emotional and physical risks with caring adults
- Structure - finding balance
- Safety & risk management - how to handle minor and major emergencies, bullying, disruptive behavior, etc.



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REFERENCES

University of Illinois Extension 4-H Overnight Chaperone Training

<http://web.extension.illinois.edu/4hchaperone/default.cfm>

Certified Overnight Chaperone Handbook, Georgia 4-H,

<http://www.georgia4h.org/public/more/guidebook/microsoft%20word%20-%20handbook200a3.pdf>

4-H Chaperone Orientation, University of Arizona

cals.arizona.edu/pubs/family/az1494.ppt

National 4-H Headquarters Overnight Chaperone Training

<http://campus.extension.org/enrol/index.php?id=653>

YA4-H! Teens as Teachers and Youth/Adult Partnerships

Curriculum, Mary Arnold



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CLUB OR COUNTY TRAINING OUTLINE.....





WELCOME TO 4-H CHAPERONE ORIENTATION

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- Positive
- Patient
- Organized



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PURPOSE OF A 4-H CHAPERONE?

4-H chaperone volunteers to supervise and provide guidance and occasional transportation for youth participants of educational events and activities



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Primary Responsibilities

Heart

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Opportunities for relationships and to know they are cared about by others.

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Health

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Opportunities for meaningful achievement and to develop skills and confidence.

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Hands

ALL YOUTH NEED TO PRACTICE HELPING OTHERS THROUGH GENEROSITY

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1. Opportunity to Value and Practice Service to Others

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SPECIFIC DUTIES

- Attend chaperone orientation or be informed of duties.
- In advance of the activity/event, familiarize yourself with the purpose of the activity, schedule, first aid and emergency plans or other risk management issues.
- Be familiar with the Youth Participation forms 1 and 2 and other rules/guideline specific to the event/activity.
- Maintain the confidentiality of personal and situational information of individuals and organization.
- Support the person(s) in charge. Chaperones are under the supervision of the event coordinator.

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FORMS

- Youth Forms 1-2
- Adult Form 4 and 5/6
- Risk Management Forms 7-8
- Adult Behavioral Guidelines

Oklahoma 4-H Youth Development 

Youth Participation Form
PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY BINDING DOCUMENT.
THIS ADULT FORM MUST BE SUBMITTED BY A PARENT/LEGAL GUARDIAN BEFORE ANY CHILD IS ALLOWED TO PARTICIPATE IN THE PROGRAM. Form 1
PROGRAM/CLUB/TEAM/UNIT NUMBERED BY 4-H

Program/Club/Trip/Event Name:			
Date(s):		Time(s):	
Location:			
PARTICIPANT INFORMATION			
Name of Participant:			
Address:	City:	State:	Zip:
Phone Number:	Date Of Birth:	Gender:	<input type="checkbox"/> M <input type="checkbox"/> F
PARENT/GUARDIAN INFORMATION			
Parent/Legal Guardian Name:			
Address:	City:	State:	Zip:
Home Phone:	Cell Phone:	Work Phone:	
EMERGENCY CONTACT INFORMATION			
Name/Relationship:	Home Phone:	Work Phone:	Cell Phone:
Name/Relationship:	Home Phone:	Work Phone:	Cell Phone:
<p>MEDICAL INFORMATION - Oklahoma State University requests the information below to that, in case of emergency, we have accurate information to provide and/or seek appropriate treatment for Participant. You are accountable for providing an accurate medical history. If Participant has any medical issue that is not requested below, but which you think is important, please include that information. If you are conscious about any pre-existing medical conditions, it is your responsibility to consult with your own physician prior to participating in this Program. As a participant, parent, or guardian it is your responsibility to disclose relevant information that may result in harm to Participant and/or others during the Program. By signing this form, I represent and warrant that I have provided all material and important information to Oklahoma State University pertaining to my Participant's mental, mental and physical condition and that it is accurate and complete. I agree to notify the 4-H program and/or Oklahoma State University of any changes in the mental, physical or medical condition of the Participant prior to any scheduled Program.</p> <p>By providing or affecting the medical information in this document it will not be used by Oklahoma State University personnel or employees to determine Participant's ability to participate safely in activities. I understand that, if Participant chooses to participate in activities, he/she does so voluntarily and at his/her own accord and the final decision regarding participation is solely the responsibility of myself and Participant. Read observations about whether to participate is the responsibility of you and your physician. This information will be kept in strict confidence and will not be shared with your permission.</p> <p>In cases where medical attention is necessary, parents will be contacted for the approval when possible. However, in the event of an emergency the 4-H staff will seek medical care for any child in their care. Oklahoma State University does not offer any form of insurance for participant while participating in Programs. Full medical expense will be the responsibility of parent or guardian.</p>			
Physician's Name:		Phone Number:	
Date of most recent tetanus (booster) immunization:			
Do you have health/accident insurance? (circle one) <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, ATTACH A COPY OF THE FRONT AND BACK OF THE INSURANCE CARD TO THIS FORM			
Insurance Company Name:			
Address:			
Policy/Contract #:		DOB:	

Effective 2/1/2015

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EVENT/ACTIVITIES DUTIES

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CERTIFIED VOLUNTEER QUALIFICATIONS

- Able to motivate and communicate with youth while nurturing life skills: self-esteem, decision making, social skills and leadership.
- Transporting Youth – Valid driver’s license, current car insurance, current car tag, seat belt for every passenger, vehicle is in safe running condition.
- Certified 4-H Volunteer in good standing.
- Must be 21 years of age.



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NON-CERTIFIED VOLUNTEER QUALIFICATIONS

- All of the previous qualifications with the exception of being a Certified Volunteer.
- For the safety and well-being of the participants its encouraged WWM and Title IX training be completed.
- Must be in the presence of certified volunteer or extension staff while with children.
- Completed and on file in the extension office: Volunteer Behavioral Guidelines and Form 5/6 Adult Liability Waiver.



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RISK MANAGEMENT

- Travel and Transportation
- Reporting incident and/or accident
- Looking for possible dangers and making adjustments
- Youth following the rules
- Facility rules and guidelines



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BE PREPARED FOR EMERGENCIES

- Emergency trained volunteer/staff
- Emergency procedures
- Know where the first aid kit is
- Know where emergency numbers can be found
- Keep participant health forms readily accessible
- Reporting Incidents and Accidents



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TRAINING

- Experiential Learning
- “Ages and Stages”
- “Youth/Adult Partnerships”
- Appreciate Diversity
- Being comfortable with being uncomfortable
- (Others?)



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STRATEGIES TO PROMOTE POSITIVE BEHAVIORS

- Set clear, consistent rules.
- Provide a safe and worry free environment (physical, emotional, and social).
- Show interest in the child.
- Provide appropriate activities
- Build self-image.
- Focus on desired behavior rather than behaviors to be avoided.
- Give clear directions, one at a time.
- Say “yes” whenever possible!



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REVIEW QUESTIONS AND DEBRIEF

- What are some of the required qualifications to be a 4-H chaperone?
- What are key characteristics of successful chaperones?
- How can you be prepared for emergency situations?
- What can you do to promote positive youth behaviors?
- Key takeaway points?

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Have Fun!

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