SC State 1890 Extension Operating Guidelines for Pre-Collegiate Youth Programs

Boyd W. Owens III

SC State University

1890 Research & Extension Program

Author Note:

I have no known conflict of interest to disclose. Correspondence concerning this article should be addressed to Boyd W. Owens.

Email: bowens@scsu.edu

The Foundation for Extension

The Cooperative Extension System is a vast network that provides research-based services to individuals who reside in their community and or state. The mission of the Cooperative Extension System is "to empower farmers, ranchers, and communities of all sizes to meet the challenges they face, adapt to changing technology, improve nutrition and food safety, prepare for and respond to emergencies, and protect our environment" (*Cooperative extension system*). This system foundation lies within the Department of Agriculture and is housed within the land-grant system which uses an extensive collection of public colleges to provide these services. It is formally known as "the non-credit educational network that addresses public needs by providing non-formal higher education and learning activities to farmers, ranchers, communities, youth, and families throughout the nation" (*Cooperative extension system*).

The Morrill Acts

The formation of this system was done during the creation of the land grant college. These colleges were formed after Congress passes the first and second Morrill acts of 1982 and 1890. Senator Justin Morrill saw the need to develop a network of research-based education for the common man. The purpose of the bill was to set aside federal lands to create colleges to "benefit the agricultural and mechanical arts. The president signed the bill into law on July 2, 1862. It granted each state 30,000 acres of western land, to be distributed by each senator and representative, and funded the construction of agricultural and mechanical schools" (*The Civil War: The Senate's story* 2020).

During the time that the first Morrill act was passed, our country had laws and regulations in place that forbid some people to attend colleges with others due to the color of their skin some people at the time thought that those of darker skin tones were not equal. This led to the creation of the second Morrill act of 1890. "The Second Morrill Act of 1890 was aimed at the former Confederate states and sought to rectify this discrimination. It required states to establish separate land-grant institutions for Black students or demonstrate that admission was not restricted by race" (*Morrill Act (1862)* 2020).

SC State University, the 1890 Land Grant in South Carolina

SC State University, located in Orangeburg, SC, has the designation as an 1890 Land Grant University. Founded in 1896 with the mission of "providing affordable and accessible quality baccalaureate programs in the areas of business, applied professional sciences, mathematics, natural sciences, engineering, engineering technology, education, arts, and humanities" (*About SC State - South Carolina State University* 2023).

The land grant program at SC State has been providing services to south Carolinians since its inception. The mission of SC State 1890 Cooperative Extension is to provide researched-baised programs to help "limited-resource clients improve their level and quality of living and to help them achieve their goals through wise resource management. Its focus areas include 4-H youth development; adult leadership and community development; small farm assistance and outreach; environment and natural resources; family life; technology and data management; and nutrition, food safety, and wellness" (Mosley, 2006).

Federally Funded Programs at SC State University 1890 Extension Program

Sustainable Agriculture and Natural Resources

Many farmers in South Carolina encounter economic challenges when they try to compete in large markets with limited resources. SC State 1890 Extension works to address the decline of small farms by providing farmers with the educational tools they can use to take a business approach to agriculture. Through the promotion of niche marketing, specialty crops, cooperatives and entrepreneurial opportunities, small farmers gain other skills to advance farm management and increase profit.

Family Health and Nutrition

SC State University 1890 Research & Extension encourages healthy, active and well-nourished youth, individuals and families by offering evidence-based programs and activities. The services are provided by highly trained and experienced staff. Our success of influencing the adoption of healthy lifestyle practices is attributed to 1890 Research & Extension's unmatched reputation in creating meaningful relationships with individuals, families and small business entrepreneurs who live and work in rural underserved South Carolina communities.

Education, Innovation, and Support

The Education Innovation & Support program develops, evaluates and refines high-priority educational programs and technical assistance activities; develop educational curricula and other important resources. The mission of EIS is to promote and prepare youth for college and lifelong success. This will be accomplished through practical educational initiatives based on proven research, innovative programming, and successful support and partnership from community stakeholders.

Community Economic Development

The Community Economic Development (CED) seeks to build capacity and promotes economic vitalitiy via public service, connuing education, technical assistance, and economic development activities that address the needs and improve the quality of live for the citizens of South Carolina.

The primary objective of the SC State 1890 Extension CED program is to serve as the catalyst for improvement by combining public and private resources to accomplish common goals.

4-H Youth Development

The SC State 1890 Extension 4-H Youth Development Program is an educational youth program that helps diverse young people discover and develop their potential so they will grow into competent, contributing and caring citizens. The 4-H Youth Development Program inspires and empowers youth to be agents of change by developing citizenship, leadership and life skills; offering hands-on, learn by doing opportunities; and having fun, meeting new people, building confidence, and learning responsibility.

Issue

Working with youth has several benefits for both providers and participants. It provides the opportunity for youth to learn new skills, and the opportunity to lead, and can be fulfilling for the adults who provide these opportunities. Cooperative Extension prides itself on providing youth with opportunities for positive youth development. “Positive Youth Development (PYD) is a globally recognized and research-based approach to youth development that considers young people as assets and partners in the community, and not as problems that need solving. PYD does

not focus on one single activity or program, but rather is a general approach and philosophy incorporated into all 4-H programming"(*Positive youth development: 4-H learns* 2010). While these opportunities are very beneficial for all involved, they, however, have some opportunities that could be detrimental to both the youth participant and the institution providing the activity. An extensive review was conducted to determine what other land-grant universities have in place as safeguards for working with youth. Primarily, they have standard policies in place that discuss how to conduct programs with youth. These plans discuss industry standards with working with youth which include:

- Ways to limit one on one exposure with youth.
- Prosedures when recruiting and working with volunteers.
- Plans with onboarding staff.
- Conducting yearly background checks for paid and unpaid staff.
- Protocols on documentation for overnight, day, and hourly programming,
- Clear reporting system to report issues of neglect, abuse, or concern.
- Safety protocols related to weather, injury, and mass violence.

The Cooperative Extension Program at SC State University provides programs to over ten-thousand youth annually. Conducting programs with this many participants without guides in place could lead the institution open to vulnerabilities, endangerment of program participants, and the possibility of litigation. To ensure that these programs are being conducted in a manner that is safe and to the standards of the institution, there is a need to have a policy in place.

This Policy

This policy was developed by researching leading land-grant institutions policies on youth development programs. Focus was placed on how their policies help create safe spaces for young people. This focus was placed on reviewing large scale 1862 Land-Grant Institutuions along with 1890 Land-Grant Institutions similarly sized with SC State University. At the conclusion of this review, the findings were mixed to say the least. The 1862 Land Grant Institutions all had policies for working with youth where the majority of the 1890 had no policy in place. The Cooperative Extension Program of North Carolina has a very comprehensive policy which

provided a great foundation for the development of this policy. Information was also gleaned from the University of Georga's policy for working with youth.

This policy focuses on the safety concerns related to program activities that are currently being conducted within our department. This policy will be a fluid document and will need to be adjusted with the onset of additional programming and activities that fall outside of the scope of this document. The policy is presented on page 12.

Implementation Plan

The implementation plan will consist of presenting the developed report to our administration. Upon approval of the plan, we will start our implementation strategy using Kotter's change model. There have been several management processes developed over the years. "Change management involves the setting of a new vision, consultation with employees, leadership skills, commitment, and the available resources for implementation" (Grobler et al., 2019). This change will not occur on its own and will need leadership to identify a change strategy that will assist in this change. This change model outlines eight steps that must be followed to have a successful change strategy. Our first step will be to help our team understand how important it is for our organization to implement a policy for conducting youth programs. During this process, we will provide an opportunity for our staff to review the policy along with training sessions that will explain the policy and allow opportunities for feedback and discussion. This policy will be a living document and will be subject to change with the changes in society and local and national laws.

Krotter's Change Model, The Foundation for Change

There have been several management processes developed over the years. "Change management involves the setting of a new vision, consultation with employees, leadership skills, commitment, and the available resources for implementation" (Grobler et al., 2019). This change will not occur on its own and will need leadership to identify a change strategy that will assist in this change. It is recommended that leadership use Krotter's Change Model to implement the needed changes in the Cooperative Extension Program. This change model outlines eight steps.

Step One: Create a Sense of Urgency.

Establishing a sense of urgency is essential in obtaining the cooperation necessary to implement needed change (Kotter, 2012). There must be a strong sense of "this needs to happen to know and if it does not happen, we will not survive." As it relates to SC State's Cooperative Extension program, the need to implement a change strategy is highlighted in its recent funding levels which have decreased by twenty percent over the last five years. If this continues, the extension program will no longer be a viable organization soon, not to mention what would happen if our state were to see an economic downturn and be forced to cut unnecessary programs.

Step Two: Form a Guiding Coalition

With the level of change needed in this organization, there will be a need to have a strong force behind its success. With organizations both large and small, there is no way that change can happen merely through the voice of one. There needs to be those who will assist with the development of the new vision, communicate it to the masses, assist with eliminating obstacles, and maintain projects (Kotter, 2012). There is a need to construct a management team who will assist the Executive director in developing the new vision for the organization and assist with the implementation of the vision. They will also be responsible for championing the change.

Step Three: Develop a Vision and Strategy

When developing this vision and strategy, the organization needs to understand that this will be what they will be the goal of the change strategy. The vision will simply be the outcome of the change plan and why it should be followed. It should be concise and easily understood by all. With the cooperate extension program this vision should detail how the organization will begin to function, and the general goals of the program. The strategies related to the new vision must outline the details of how funds will be leveraged, how offices will be managed, and what the programmatic focuses will be. These strategies must include how to staff offices, and the use of focus groups which will provide stakeholder input on program focuses.

Step Four: Communicating the Change Vision

Communicating the change is paramount and must be key to the change. Several organizations have stated the importance of the change and why it is important. In this section, our change

management team must not underestimate the implementation of communicating the plan and not fall victim to under-communication and mixed messages (Pollack & Pollack, 2014) When communicating the vision at SC States Cooperative Extension, the leadership team must do this often and thoroughly. This must be done during full department meetings, regional management team meetings, and regional staff meetings. The vision must be communicated the same way on each level without deviations from the vision. These deviations can cause miscommunications and confusion. Which can not happen during this change period.

Step Five: Empower Employees Broad-Based Action

"Communicating the change vision does not translate into action. Obstacles be removed, structures and systems changed, increasing supervisors' competence and training in general" (Grobler et al., 2019). Staff must feel empowered to act when they see things that may hamper the wanted change. This is critical within Extension. Several front-line issues may occur that upper-level management may have not noticed. When front-line staff brings these issues to the forefront, management must consider them and act appropriately. For this policy to be successful if/when front-line staff encounter actions that may are outlined as unsafe in this policy, they must feel the need to implement the changes outlined within the policy to address those issues. Then, upper management must provide the support needed to frontline staff so moving forward they will continue to work to implement the policy. If this does not happen front-line staff will not feel empowered to act when they see other obstacles.

Step Six: Generating Short-Term Wins

Creating short-term wins will assist in keeping your team motivated in moving towards the long-term change goal. "Opportunities for rewarding those implementing change and the celebration of achieving milestones also assist to maintain the momentum for change" (Grobler et al., 2019). The creation of momentum will be key in a successful change plan for Extension. The mission of creating a better quality of life for the citizens of South Carolina can be very vague and hard to measure. With this in mind, the organization must communicate to staff what this looks like to front-line workers. It could be that staff must complete a series of programs for a prescribed amount of individuals within a certain timeframe. When staff meets the set goals, provide them with rewards. Let them know that they are important and instill in them to think about what other things we can accomplish.

Step Seven: Consolidate Gains and Produce More Goals

After a while, the change plan can become stagnated. This stagnation can open opportunities for resistance which could dismantle the change plans and long-term success. You also must keep in mind that some resisters will often participate in the celebration of wins. To keep this from happening, gains or short-term goals must be recognized and consolidated, and a new set of goals have to be developed and implemented. This will keep the focus on the long-term goals and assist in the motivation of staff. When thinking about this idea and relating it to this policy, this needs to be a priority. Having an understanding that there are those in the organization that is not on board with the change due to the idea that they were doing just fine under the previous system is paramount. It will be difficult to remove those people from the organization so management must be aware of this and work to mitigate their ability to create distractions and alternative plans.

Step Eight: Anchor New Approaches in the Culture

Two factors lead to institutional change. The first is how the change will lead to better performance, and the second is the need for this change to be in the foundation of the next generation of management within the organization. These ideas will be key to the longevity of the change plan within Extension. To keep from reverting to previous actions, the change plan must be weaved throughout the culture. Staff on all levels must understand the importance of following the plan and why it is necessary. There must be a cultural shift from just showing up to work to being productive and producing outcomes that can lead to new goals and outcomes. For this policy to be successful it must be the foundation of all of our youth program delivery methods.

Cost for Implementation

There will be a need for training all staff on the new policy which can be done in person. There will be a need for a possible overnight stay for some staff, two meals which include breakfast and lunch. There will be additional costs for background checks. There will also be an additional cost for yearly training.

Item	Cost
Meals	$1000
Hotel	$1000
Mileage	*State Vehicle Use*
Supplies for training	$500

Virtural Training

This training can also be conducted virturally. The training modueles can be pre-recorded and stored on our university server which can be accessed via Blackboard. There also needs to be a componient where staff can ask questions and address concerns they may have after they complete the online training. The question and answer section must be conducted in real-time and not pre-recorded.

Evaluation

Evaluations are a valuable tool for program leaders who are looking to strengthen the quality of their programs and improve outcomes for the children and youth they serve. Evaluations answers basic questions about a program's effectiveness, and evaluation data can be used to improve program services (Merritt, 2019).

Program evaluation is a systematic method for collecting, analyzing, and using information to answer basic questions about a program. While there are many different types of program evaluations, and many terms are used to describe them, evaluations are typically divided into five major categories:

Formative evaluations- assess the development of program delivery. This gives you the opportunity to help shape your pgorams through pilot testing.

Process evaluations- assess whether an intervention or program model was implemented as planned, whether the intended target population was reached, and the major challenges and successful strategies associated with program implementation.

Outcome evaluations- determine whether, and to what extent, the expected changes in child or youth outcomes occur and whether these changes can be attributed to the program or program activities

Impact evaluations- this evaluates the impact that your program has on a group or target audience.

Economic evaluation- these evaluations assess the economic impact of your programs.

To evaluate the success of this project, we will follof the outcome evaluation model which will review the outcomes of the training. We will conduct a process evaluation with staff to review the effectiness of this policy. These reviews will occur. We will have program staff complete an evaluation on the training of the policy and the policy itself. We want to understand how well the policy is working and what can be done to make the policy better. We will also periodically compare our policy to other institutions. This will assist in insuring that we are current with best practices around program implementation and safety standards.

SC State 1890 Extension Operating Principles for Pre-Collegiate Youth Programs

Guiding Philosophy

SC State University 1890 Research & Extension Program is committed to supporting safe environments for programs and activities undertaken on its behalf. 1890 Research & Extension Program takes a proactive approach to protect minors, the employees, and volunteers of the University to safeguard their well-being and to provide the best possible experience for minors who are entrusted to our care.

The 1890 Research & Extension Program has a variety of activities, programs, and planned events offered by various regional offices and program units. Operated on and off campus, in university facilities or facilities utilized for programming purposes including academic camps, sports camps, traditional camps, 4-H or Cooperative Extension clubs, programs, outreach and public or community service activities, clinics, workshops, conferences, and other similar activities. These activities affecting minors are integral to the mission and tradition of service as a Land Grant University. This policy and operating standards outline what faculty, staff, volunteers, graduate and undergraduate students, and interns that work with minors participating in programs are required to abide by.

Purpose

This policy applies to all SC State 1890 Research & Extension Programs designed for participants under 18 years of age, whether operated on or off campus, where the program participants are to be left in the care and supervision of 1890 Research & Extension employees or volunteers. This policy applies year-round, and it is not limited to programs that are operating during the summer months.

This policy is limited to programs in which the 1890 Research & Extension is knowing supervising the participants i.e. youth are registered in a program that places them in the care and supervision of an 1890 Extension employee for some time without a parent, guardian, or teacher who is responsible for their supervision.

Scope and Applicability

This policy applies to all SC State 1890 Research & Extension programs designed for individuals under 18 years of age, whether operated on or off campus, where the program participants are to be left in the care and supervision of SC State 1890 Research & Extension employees or volunteers. The policy applies year-round--it is not limited to programs that are operating during the summer months. Limitations - This policy is limited to programs in which the 1890 Research & Extension Program is knowingly supervising the participants, i.e., the youth are registered in a program that places them in the care and supervision of an 1890 Research & Extension Program employee for some time without a parent, guardian, or teacher, etc. who is responsible for their supervision. This policy does not include fairs, festivals, entertainment events, sporting events, educational programs offered to schools, youth visiting the campus on their own or simply using university facilities, campus tours, or other programs that might attract individuals under 18

years of age but do not involve the 1890 Research & Extension Program consent to directly supervise the individual. Excluded from this policy are:

- Programs designed for individuals 18 years of age or older
- Programs designed for individuals who have graduated from high school Such programs are excluded even if they might serve some participants who are under 18 years of age.

The SC State 1890 Research & Extension Extension Operating Standards for Youth Programs apply to all programs covered by this policy. These standards will be maintained, reviewed annually, and updated as appropriate by the 4-H Youth Development Program Team Leader. All programs covered by this policy must submit the attached Acknowledgement of Understanding of the Sc State 1890 Extension Operating Standards for Youth Programs.

Limitations

This policy is limited to programs in which the 1890 Research & Extension Program is knowingly supervising the participants, i.e., the youth are registered in a program that places them in the care and supervision of a University employee for some time without a parent, guardian, teacher, etc. who is responsible for their supervision. This policy does not include fairs, festivals, entertainment events, sporting events, educational programs offered to schools, youth visiting the campus on their own or simply using university facilities, campus tours, or other programs that might attract individuals under 18 years of age but do not involve the 1890 Research & Extension Program's staff to directly supervise the individual.

Definitions

Extension Affiliate – Any individual, volunteer, or other non-employee actually or presumably acting on the behalf of the SC State 1890 Extension Program.

Director- The Director is the program(s) person that the sponsoring unit has identified as responsible for day-to-day decision-making and supervision of the program participants and staff.

Minor – Individual under the age of 18 who has not graduated from high school; and who is not enrolled or accepted for enrollment at (a/the) University.

Youth Program(s) – Programs, activities, and planned events offered by the 1890 Research & Extension Program, that are subject to this policy. This includes but is not limited to academic camps, sports camps, traditional camps, 4-H or Extension clubs & programs, workshops, conferences, and other similar activities.

Program Staff (Personnel) – Individuals age 18 and older, paid or unpaid, who may routinely interact with, supervise, chaperone, or otherwise oversee minors in youth programs. Including but not limited to faculty, staff, volunteers, graduate and undergraduate students, and interns.

Visitor – Individual(s) who are guests of the program for a limited time that does not have and that will not have independent unsupervised access to minor participants.

Direct Contact – Individuals/Positions with the possibility of care, supervision, guidance, or control of minors and/or routine interaction with minors

Routine Interaction – Individuals or Positions who/that have routine interaction with minors but may not take custodial care; such as housing personnel, extension agents, volunteers, etc,

Custodial Care – The responsibility for the care, supervision, guidance, or control of minor(s) temporarily for the minor(s) engaging in the youth program without a parent, guardian, teacher, etc. present who is responsible for their supervision.

One-on-one Contact – Personal, unsupervised interaction between any program staff and a minor participant without at least one other person being present, i.e., program staff, counselor in training, participant, parent, or legal guardian.

Health Officer-Person or persons responsible for the distribution of medication and rendering first-aid and CPR.

Classroom- An organized physical space devoted to instruction for a group-based learning format to include gyms, recreation or sports fields, forests, lakes, stables, multi-purpose rooms, and traditional classrooms.

Operational Management

Child Abuse/Neglect Reporting If the program participant discloses any type of assault or abuse (at any time previously or during the program), or any program staff has reason to suspect that the participant has been subject to such assault or abuse, the program staff should inform law enforcement immediately:

1) Call 911 – If the child is in imminent danger (life-threatening or abuse is being witnessed), call the local law enforcement authority at 911.

Or

2) Call the Youth Development office at 803-536-3664 - If the child is not in imminent danger call the University Police and make a report.

In cases where it is believed that returning the child to their parent or guardian places them in imminent danger then call the local law enforcement authority at 911.

Incident Reporting

This standard intends to document circumstances, witnesses, and actions in serious situations that result in, or nearly result in injury, injury, or danger to individuals. The program director has the responsibility to determine the level of severity or seriousness of incidents that must be reported. Examples of “incidents” and “accidents” include fires; natural disasters; danger from intruders or trespassers; crises arising out of participant, staff, or rental group behavior (e.g. fighting, serious emotional outbursts, threatening others); or other situations posing serious safety threats.

Examples of "near misses" and "emergencies not resulting in injury" may include lost participants, near drowning, or the use of drugs or alcohol by staff or participants.

Will report any incident to the office of 4-H and Youth Development no later than 24 hours afterward. Program Staff is required to complete written reports describing incidents, accidents, "near misses," and emergencies that may not result in injury. An incident is defined as any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety, or well-being of someone. Examples include abuse, neglect, exploitation, injury, missing person, death, medical emergency, suicide, or attempted suicide.

Compliance

Written Documentation:

- Copy of blank accident/incident report to be used by staff.
- Randomly selected completed reports.

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Parental Participation Agreement

All minor program/activity participants and their parent/guardian should complete the Participation Agreement, Waiver, and Media Release.

Compliance

Written Documentation:

- A copy of the documentation will be reviewed before use by the university's general council.
- A sample of documentation will be kept on file
- Completed forms will be kept on file and kept per civil rights guidelines

Applies to:

- Day youth programs and camps
- Residential youth programs and camps

Participant Code of Conduct

In addition to program staff being trained in behavior management and minor supervision techniques to create a physically and emotionally safe environment, youth programs must develop written policies and procedures to implement fair and consistent disciplinary steps that are appropriate to the youth program and the situation and do not include corporal punishment.

Minors and parents or legal guardians should be required to sign a rules and disciplinary procedures form. Youth program staff must abide by all regulations and may be removed from the program for non-compliance with rules. At a minimum the following program rules of conduct are required:

- Stealing, damaging, or destroying property of the facility, SC State 1890 Extension, or the property of other Campers is prohibited.
- Engage in or inciting physical, emotional, or verbal confrontations is prohibited
- Participate in sexual activities is prohibited
- Violate camp curfew or other camp policies and procedures
- Use of inappropriate language is prohibited
- Demonstrate disrespectful behavior towards the camp counselors, other adults, or other Campers is prohibited
- The possession or use of alcohol or drugs is prohibited.
- Fireworks, firearms, guns, knives, archery equipment, and other weapons are prohibited unless being used for an officially sanctioned and approved instructional program.
- The operation of motor vehicles by minors is prohibited while attending and participating in a program or activity.
- Misuse or damage of University property is prohibited. Charges will be assessed against those minors who are responsible for damaging or misusing University property.
- The inappropriate use of cell phones, cameras, imaging, and digital devices is prohibited including the use of such devices in showers, restrooms, or other areas where minors expect privacy.

Compliance

Written Documentation:

- A copy of the documentation will be reviewed before use by the university's general council.
- A sample of documentation will be kept on file
- Completed forms will be kept on file and kept per civil rights guidelines

Applies to:

- Day youth programs and camps
- Residential youth programs and camps

Accident Insurance

Youth program Administrators need to purchase insurance coverage for all resident, day, and overnight youth programs.

Compliance

Written Documentation:

- A copy of the documentation will be reviewed before use by the university's general council.
- A sample of documentation will be kept on file
- Completed forms will be kept on file and kept per civil rights guidelines

Applies to:

- Day youth programs and camps
- Residential youth programs and camps

Housing

Housing - All youth programs that use University Housing must comply with all housing guidelines. University Housing guidelines can be found in the Housing Contract or Housing Guidelines.

Overnight - At least two (2) program staff persons are required to be present with youth program groups, both for the sake of safety and to prevent situations with opportunities for abuse. This requirement is necessary during the hours of 11:00 pm to 6:30 am.

The youth program must implement the established supervision ratio for its residential programs during all program hours.

Program staff should not enter a minor's room, bathroom facility, or similar area without another program staff or participant in attendance.

Separate accommodations for adults and minors are required other than the minors' parents or guardians. Program staff should not share a bed or sleeping bag with a minor

Program staff should not shower, bath, or undress with or in the presence of minor

Compliance

Written documentation:

- Signed Acknowledgement of Understanding of the Operating Standards for Youth Programs.

Applies to:

- Youth participating in overnight programs or camps

Documentation

Programs minors' information should be retained according to the schedule below. Records may include the following types of information: personal data of minors, such as name, address, date of birth, and name of parent/guardian; personal medical data, such as medication is taken, health

history, and immunizations; special needs, such as dietary restrictions, allergies, disabilities, behavioral disorders; proof of insurance coverage, assumption of risk statement; and related information. This information may be retained either physically or electronically. These forms are used to document the attendance and participation of non-university students that attend academic and non-academic programs, camps, and clinics affiliated with State University's 1890 Research & Extension Program. Collected information is used for contact purposes in the event of a medical emergency, and consists of personal data of minors, such as name, address, date of birth, and name of parent/guardian; personal medical data, such as medication taken, health history, immunizations; special needs, such as dietary restrictions, allergies, disabilities, behavioral disorders; proof of insurance coverage, assumption of risk statement; and related information.

Retention

These forms will be on file for up to 5 years after the program.

Staff Code of Conduct

The purpose of this guide is to develop and maintain an appropriate level of behavior for program personnel. This Code of Conduct applies to all Program Staff ("Staff"), which includes volunteers, working with minors in an 1890 Research & Extension Program or activity. Staff is required to comply with all applicable laws, University policies, and the requirements herein.

General – Staff should work cooperatively with youth, families, University faculty, other Staff, community members, and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.

- Staff should represent the 1890 Research & Extension Program and the Program/Activity with pride and dignity, behave appropriately, refrain from using profanity, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Staff should respect, adhere to, and enforce the Participant Code of Conduct as well as other rules, policies, and guidelines established by the Program/Activity Administrator, including state laws and regulations.

Two Adult Rule – Generally, two Staff should always be present with a minor. When it is necessary to speak privately with a minor, meet in open, well-illuminated spaces or rooms within sight of other Staff.

Mentoring – Programs/Activities that involve mentoring or private instruction (tutoring, laboratory, music lessons, etc.) where there is only one Staff present should take place in a room or other space that is in full view from outside the room even when the door is closed. These Programs/Activities should only take place in authorized facilities, never a private residence.

Time and Place – Do not meet with minors outside of the established time or place designated for the Program/Activity.

Transportation – Never transport a minor without parent/guardian permission, and avoid being alone with a minor in a vehicle. All transportation should comply with the University and Program/Activity transportation guidelines and policies.

Privacy – The privacy of all individuals should be respected in situations such as toileting, showering, and changing clothes. When it is necessary to supervise minors, at least two Staff should be present and only to the extent that the health and/or safety requires.

Touching – Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Always avoid touching areas that are normally covered by swimsuits. When hugging is appropriate, hug from the side over the shoulders, not from the front.

Overnight – When supervising overnight activities, Staff should not share sleeping areas with minors.

Sexual Conduct and Communications – Engaging in any sexual conduct, making sexual comments, telling sexual jokes, or sharing sexually explicit material (or assisting in any way to provide access to such material) with minors is prohibited. Staff must not engage or allow minors to engage them in romantic or sexual conversations, or related matters.

Online Communications – Staff should not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time, except and unless there is an educational or programmatic purpose, and the content of the communication is consistent with the mission of the Program/Activity.

Other Communications – It is inappropriate for Staff to share sensitive personal information about themselves with minors, including information about financial challenges, workplace challenges, drug or alcohol use, promotion of particular religious or political beliefs, and romantic relationships.

Discipline – Any discipline used should be constructive, not humiliating or isolating. Physical punishment is not an appropriate form of discipline and IS NOT allowed.

Photography – Photographing minors is prohibited, except for Program/Activity-related purposes where the parent or guardian has executed a Photo and Media Release. Use of any device capable of recording and transmitting visual images in shower areas, restrooms, or other areas where privacy is expected is strictly prohibited.

Gifts – Staff may not provide gifts to minors independent of items provided by the Program/Activity.

Administering Medication – Medication must only be administered to a minor per the parent/guardian's written instructions. Do not provide or administer medication without first consulting the Program/Activity Administrator.

Substance Use Prohibited – Do not use, possess or be under the influence of alcohol, illegal drugs, or any prescription medication that impairs your ability to perform your duties during the Program/Activity.

- Do not condone others' use of alcohol or illegal drugs during the Program/Activity.
- Recognize that smoking and tobacco use is prohibited.

Non-Discrimination – Staff must comply with SC State's Non-Discrimination and Anti-Harassment Policy.

- Hazing initiations are prohibited and may not be included as part of any Program/Activity.
- Verbal, physical, and cyberbullying are prohibited.

Report Injuries – Report any accident, injury, or illness of a minor immediately to the Program/Activity Administrator.

Mandatory Reporter – All Staff are considered mandatory reporters for purposes of the Policy and must report incidents involving sexual or physical abuse or neglect of a minor immediately to the appropriate program leader and authorities.

Compliance

Written Documentation:

- Copy of Staff Code of Conduct
- Signed copies from all program staff both paid and unpaid

Applies to:

- All program staff including paid staff and volunteers in all capacities.

Staff Screening

For all new paid and unpaid youth program staff, including Directors, with custodial care of, or routine interaction with, minors. The following is required before having contact with minors.

A personal interview by the sponsoring unit designee, camp director, or a designated representative,

- At least two (2) reference checks and verification of previous work (including volunteer) history.
- A Criminal Background check by the SC State University Human Resources Office.
- A National Sex Offender Registry Check by the SC State University Human Resources Office.

Year-round youth program staff and returning youth program staff from the previous year, including directors, must be screened every 12 months or the new program year.

Compliance

Written Documentation:

- Staff applications both volunteer and employment
- Reference forms
- Employment checklist provided by HR
- Application and receipt for securing Background Check, & National Sex Offender Registry Check.

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Staff Training

All program staff that will be participating in programming with youth are required to attend mandatory training. The staff training will cover the following topics:

- Identifying, preventing, and reporting child abuse
- Identifying, preventing, and reporting bullying
- Program staff behavior standards
- Safety and security precautions will include crisis emergencies and how to request local services.
- Youth program purpose, mission, and intended outcomes and how implemented in youth program structure and youth program activities.
- Youth program staff interactions, sensitive issues, and developmental needs of minors served.
- Objective safety considerations include first aid/CPR, storage and dispensing of medication, minor security, and other operating procedures for youth program activities.
- Behavior management and minor supervision techniques to create a safe environment.

The 4-H program Team leader must provide a training program for all youth programs staff. The training program must be in writing, and the Team Leader must review the training program on an annual basis and, if necessary, update it and retrain youth program staff.

Compliance

Written Documentation:

- Staff training schedule
- Staff training materials, manuals, agenda,
- A roster of trained staff

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Supervision

All youth activities or programs are required to provide trained youth program personnel who must be at least 18 years of age, per the following supervision requirements:

The ratio of activity/program staff to activity or program minors must reflect the gender distribution of the minors and should meet the following:

Standards for Residential Activity or Program:

• One youth program personnel for every eight minors ages 6 to 14

• One youth program personnel for every ten minors ages 15 to 17.

At least two (2) program staff persons are required to be present with youth program groups, both for the sake of safety and to prevent situations with opportunities for abuse. This requirement is necessary during the hours of 11:00 pm to 6:30 am.

Minors 15 to 17

The definition of supervising or supervision, as it pertains to minors 15 to 17, is that youth program staff are not required to be always physically present but are required to be readily accessible during the hours of 6:30 am until 11:00 pm. Program staff must be physically present and readily accessible from 11:00 pm to 6:30 am. Minors must always be in groups of 3 or more. Individual youth programs must establish written procedures to ensure all minors are accounted for at regular intervals and the start of each activity.

Compliance

Written Documentation:

- Work schedules
- Staff roster

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Youth with Special Needs

All youth programs must comply with state and federal laws and regulations regarding individuals with disabilities. Any questions should be referred to the Office of the General Counsel.

Compliance

Written Documentation:

- None

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Medical Information and Care

Health Form & Health Care

The Health Form is an up-to-date record of the minor's past and present health that is completed and signed by a custodial adult of a minor or the adult minor. Up-to-date means completed for that program season.

A designated program staff should do a health history review of every minor within 24 hours of the minor's first arrival at camp or program activity. The purpose of this review is to identify any health-related needs that may affect participation in activities. This program staff is also responsible for informing direct care staff of the health-related issues of minors. The designated program staff should have access to a health professional for consultation as needed.

The "Permission to Treat" form is signed permission to provide routine healthcare, dispense medications, and seek emergency treatments. Refusal to sign the clause for reasons of religion or other requires a signed form specifying actions to be taken in the event the minor needs care or treatment and releases liability from the youth program if the parent or guardian cannot be reached in an emergency.

Exam

The youth program should consider the need for each minor to have a current health exam. Considerations should be made for physical activity, proximity to EMS, length of the youth program, etc. Some youth programs may determine the need for a physical exam that confirms the minor's ability to safely participate in programs activities

Compliance

Written Documentation:

- Example of blank health forms
- Completed forms by camp or program activities participants

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Storage & Administration of Medication

This standard is intended to have all drugs be under the control of the youth program healthcare provider or a designated "Health Officer" to include medication belonging to minors. Life-

threatening conditions (e.g., anaphylactic reaction to a substance, inhaler, etc.) may require exceptions to this standard such as allowing minors to control and/or storage in first-aid kits. All youth programs shall designate a Health Officer who is responsible for always maintaining medications in a locked and secure location such as a cabinet or storage box. Medication that requires refrigeration can be stored in a locked refrigerator or a locked box inside a refrigerator.

Written Documentation:

- Directions for dispensing medication
- List of individuals responsible for dispensing medication

Visual:

- Drug storage locations and access

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Emergency Medical Assistance

The intent is for youth programs to have a plan for obtaining medical attention for minors in emergencies. Plans should include how people, on or off-site, can get emergency medical assistance.

This standard is intended to make the parent or guardian aware of when the youth program will notify them in the event of an injury or illness. Care and treatment should be appropriate for the staff persons providing care for the youth program and should take into consideration common camp injuries and illnesses that could be reasonably anticipated. This should include first-aid guidelines and identification of instances when professional medical advice/care should be sought.

Compliance

Written Documentation:

- Nonemergency assistance procedure
- Emergency assistance procedure
- Notification of injury or illness procedure

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Medical Training

Each youth program must have always at least one individual (program staff or visitor) with current FIRST AID & CPR certification on site.

Compliance

Written Documentation:

- Records of certifications and/or licenses of staff members.

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

Transportation

All youth programs that transport their minors must verify the acceptable driving record and experience of any drivers. All drivers must be at least 18 years of age, have a driving record that has been reviewed within the last 12 months, and have the appropriate license for the vehicle that is being driven.

Compliance

Written Documentation:

- Records of certifications and/or licenses of staff members.

Applies to:

- Day youth programs/camps
- Residential youth programs/camps

The Use of 12-15 Passenger Vans

South Carolina state law (56-5-195,SC Code of Law) which is commonly referred to as Jacob's Law, prohibits the transportation of minors in 12 or 15-passenger vans other than short trips around campus (within a 5-mile radius) or when reasonably expected speeds do not exceed 35 miles per hour. Excepted from this requirement are 12 or 15-passenger vans that have been appropriately modified to mitigate the risk of rollover.

Compliance

Written Documentation

- None

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

Non-passenger Vehicles

The purpose of this standard is to prohibit/NOT transport minors in the back of a pickup truck or trailer. All minors must be in their seat and must wear a seatbelt when being transported in vehicles on public roads except when minors are transported using public transportation or school buses. The only exceptions are:

- When wagons or trailers are used for hayrides, or similar activities, at slow speeds (5-10 miles per hour) off public roads, and where protective devices are provided to keep minors from falling out or off the vehicle
- When minors are participating in a county-approved parade Rental Groups should be made aware of this standard.

Private Vehicles

This standard will prohibit the transportation of minors in personal vehicles for youth program business.

Vehicle Safety Procedures

These youth program vehicle safety standards are intended to promote safety, minimize risk and help directors and administrators to consider vital aspects of vehicular safety.

Vehicles are to be operated within the passenger seating limits established by the manufacturer and all passengers are to remain seated and wear restraint devices (when provided and under applicable state regulations) while the vehicle is moving.

Youth programs must have a list of persons in the vehicle. This list can be in the vehicle or readily accessible at another location.

All vehicles used to transport minors or program staff must have a First Aid Kit on board. Youth programs are encouraged to equip vehicles with other “emergency accessories” as necessitated by vehicle use and/or activities.

Youth programs should have a procedure for the orderly arrival and departure of vehicles, the unloading and loading of vehicles, and strategies for supervising the area and people in it during that time.

Compliance

Written Documentation:

- Transportation policies on file

Applies to:

- Day youth programs/camps
- Resident youth programs/camps

References:

4-H.org. (2010, February 1). *Positive youth development: 4-H learns*. 4-H Learns. Retrieved March 3, 2023, from https://www.4-h-learns.org/pyd

About SC State - South Carolina State University. South Carolina State University - Ready All to Do and Dare. (2023, February 8). Retrieved February 12, 2023, from https://scsu.edu/about-sc-state/#mission

Grobler, C., Van Wyk, R., & Magau, M. D. (2019). Transformational change leadership framework for implementing broad-based black economic empowerment in South African organisations. *Acta Commercii*, *19*(1). https://doi.org/10.4102/ac.v19i1.686

Kotter, J. P. (2012). *Leading change*. Harvard Business School Press.

Merritt, R. (2019, March 28). *The importance of evaluation: An essential part of the planning process*. The importance of evaluation: an essential part of the planning process | Active Partnerships. Retrieved March 14, 2023, from https://www.activepartnerships.org/news/importance-evaluation-essential-part-planning-process

Mosely, E. (2006, January 1). *SC State University: An 1890 Land-Grant University*. South Carolina state university. Retrieved February 12, 2023, from https://www2.scsu.edu/1890/1890background.aspx

The Civil War: The Senate's story. U.S. Senate: The Civil War: The Senate's Story. (2020, June 2). Retrieved February 12, 2023, from https://www.senate.gov/artandhistory/history/common/civil_war/MorrillLandGrantCollegeAct_FeaturedDoc.htm#:~:text=First%20proposed%20when%20Morrill%20was,law%20on%20July%202%2C%201862.

USDA. (n.d.). *Cooperative extension system*. National Institute of Food and Agriculture. Retrieved February 12, 2023, from https://www.nifa.usda.gov/about-nifa/how-we-work/extension/cooperative-extension-system#:~:text=Cooperative%20Extension%20System%20(CES)%20empowers,emergencies%2C%20and%20protect%20our%20environment.