

ELENA MATYAS CHILDREN'S CAMP SAFETY ORDINANCE

Mandatory Staff Training and Qualifications

STAFF ROLE	MINIMUM QUALIFICATIONS	BACKGROUND CHECKS & MANDATED REPORTER	REQUIRED TRAININGS
CAMP DIRECTOR	Minimum age 25 and must have at least 2 years of administrative and/or supervisory experience in camp activities.	REQUIRED	<ul style="list-style-type: none"> • CPR & First Aid Certification • Mandated Reporter Training (CANRA) • Camper/Staff Interaction Guidelines • Implementation of Camp Health & Emergency Plans
ACTING CAMP DIRECTOR	Minimum age 21 and must have at least 2 years of experience as a camp counselor.	REQUIRED	
HEALTH SUPERVISOR	For overnight camps and day camps located in rural areas, the Health Supervisor must be either a physician, registered nurse, or licensed vocational nurse, or have a minimum of 16 hours of coursework.	REQUIRED	
CAMP COUNSELOR	Minimum age 16, except minimum age 18 if supervising specialized activities for campers 3 to 5 years old. Must be at least 2 years older than any campers that the counselor is supervising.	REQUIRED (Counselors 18 and older)	<ul style="list-style-type: none"> • CPR & First Aid training • Camper/Staff Interaction Guidelines • Implementation of Camp Health & Emergency Plans

MINIMUM QUALIFICATIONS - HEALTH SUPERVISOR:

Per State regulation: Health Supervisor means a person who is either a physician, registered nurse, licensed vocational nurse who is licensed pursuant to Division 2 of the Business and Professions Code or a person who is trained in accordance with Section 1596.866 of the Health and Safety Code.

How to satisfy this requirement

The camp operator must ensure that a full-time adult health supervisor is present when campers are present; the camp operator must provide a copy of the license issued to the Health Supervisor indicating status as either a physician, registered nurse, or licensed vocational nurse; or provide a transcript that indicates the minimum coursework has been successfully completed by the Health Supervisor:

- ✓ 8 hours of Preventive Health and Safety Training
- ✓ 4 hours of Pediatric First Aid
- ✓ 4 hours of Pediatric CPR

Online resources

The California Emergency Medical Services Authority provides additional guidance on the Health Supervisor training requirement, including a list of approved training courses: https://emsa.ca.gov/childcare_provider1/

BACKGROUND CHECKS & MANDATED REPORTER REQUIREMENTS:

How to satisfy the background check requirement

The director of a children's camp must provide a written statement verifying the director's review of the following for all individuals over the age of 18 who work or volunteer at the children's camp: (1) a satisfactory criminal history record check from the State DOJ; (2) a satisfactory record check from the U.S. DOJ National Sex Offender Public Registry; (3) a satisfactory voluntary disclosure statement pursuant to 17 CCR 30751(a); and (4) documentation of the above criminal history record checks and voluntary disclosure of the director.

ELENA MATYAS CHILDREN'S CAMP SAFETY ORDINANCE

Online resources

- The State of California Department of Justice provides copies of criminal records using Live Scan, more information can be found here: <https://oag.ca.gov/fingerprints/record-review>
- The State website includes a list of locations in LA County that perform live scan services: <https://oag.ca.gov/fingerprints/locations?county=Los%20Angeles>
- The National Sex Offender Public Website (NSOPW) is run by the U.S. Dept of Justice, and can be found here: <https://www.nsopw.gov/>

How to satisfy the mandated reporter requirement

The camp director and any staff that serve as acting camp director must complete a training on the requirements and protections of the California Child Abuse & Neglect Reporting Act (CANRA), Penal Code Sections 11164-11174; the training must be repeated every two years.

All individuals over the age of 18 who work or volunteer at the children's camp must sign statements, provided and retained by the camp operator, informing them that they are mandated reporters and advising them of their reporting responsibilities and of their confidentiality rights. Training on CANRA is also highly recommended for these individuals.

Online resources

- The California Department of Social Services website provides an overview of Mandated Reporting, including fact sheets: <https://www.cdss.ca.gov/inforesources/ocap/mrt>
- Free training videos are available online at: <https://www.mandatedreporterca.com/>

CPR & FIRST AID TRAINING & CERTIFICATION:

All counselors, the Health Supervisor, and the Director must provide and maintain satisfactory evidence that they are trained in the principles of first aid and cardiopulmonary resuscitation (CPR), with such evidence of the training verified by the director.

How to satisfy this requirement

CPR & First Aid Certifications: Each camp must address potential medical emergencies in their site-specific camper health plan, including ensuring an appropriate number of on-site staff who are certified in CPR and First Aid.

At a minimum, the Health Supervisor, Director, and all counselors who serve in the role of Acting Director must maintain current certification in CPR and first aid appropriate to the ages of campers served. Acceptable proof of CPR and First Aide certification is a card or similar documentation issued by a nationally recognized provider, such as the American Red Cross, American Heart Association, or similar organization.

The annual review of the Camper Health Plan by a licensed physician must include consideration of the potential need for provision of emergency medical care on site. Depending on the camp size, activities offered, and population served, additional counselors may be required to obtain certification.

All other counselors must be trained in basic first aid and CPR procedures including how to recognize and appropriately respond to medical emergencies. This training may be conducted by qualified camp staff including medical professionals such as a licensed physician, nurse, or Emergency Medical Technician (EMT); or by other camp staff that hold status as a certified trainer. This training requirement can also be satisfied by camp counselors completing training through organizations such as the American Red Cross or American Heart Association; online training is acceptable. The training must be of a sufficient length to cover basic first aid and CPR procedures, typically this would be about 2 hours. The

ELENA MATYAS CHILDREN'S CAMP SAFETY ORDINANCE

training must be documented through a sign-up sheet or similar records, and such documentation must be maintained by the camp operator.

Online resources

The California Emergency Medical Services Authority maintains a list of approved First Aid and CPR training programs: <https://emsa.ca.gov/wp-content/uploads/sites/71/2022/08/22.08.16-First-Aid-CPR-Program-Report-1.pdf?emrc=7f23da>

CAMPER/STAFF INTERACTION:

All staff and counselors shall receive training on minimizing the potential of 1 counselor being alone with 1 camper and not visible to other counselors and campers.

How to satisfy this requirement

Camp directors must include a plan for staff training in the written operating procedures; staff training must include guidance on the need for counselors to avoid being alone with a camper at any time. This requirement is based on best practices, helps ensure campers feel comfortable and safe, and protects counselors from any interaction that may be misinterpreted by a camper. When counselors need to have a 1:1 conversation with a camper, they may seek a private setting away from others, but should always ensure they are visible to other adults while alone with a camper, like in a field or on a front step. Written documentation should include a schedule which indicates when this training occurred.

TRAINING on CAMP HEALTH & EMERGENCY PLANS:

All camp staff and counselors shall receive training on the camper health plan and shall be trained in implementing the emergency plan procedures.

How to satisfy this requirement

Camp directors must include a staff training plan in the written operating procedures; written documentation should include a schedule which indicates when this training occurred. The staff training must provide a comprehensive overview of the camp health and emergency plans and establish a clear understanding of each staff member's role in implementing these plans. Camp operators should retain proof of staff attendance at required trainings through sign-in sheets or other similar documentation.

MORE INFORMATION:

Additional information can be found on the Camps Program website at <http://publichealth.lacounty.gov/eh/business/children-camps.htm>

Questions can also be directed to the Camps Program at **626-813-3428**