



**Overnight Chaperone Certification Training**

Florida 4-H Youth Development




**Course objectives**


By completing this course, as a chaperone you will:



- ❖ Understand your role and responsibilities
- ❖ Implement positive youth development practices
- ❖ Recognize and manage risk






Section 1



**Understanding Adult Responsibilities**

Role of the Chaperone, Code of Conduct, and Adult Expectations




**What is your role as a chaperone?**



**How to Become a Chaperone**



**Complete :**

1. Volunteer application / screening procedures
2. Certification course for chaperones
3. Orientation session for event/activity\*



**Adult Expectations**

Florida 4-H Youth Development volunteers are expected to sign and abide by the Volunteer/Adult Code of Conduct and Behavioral Guidelines.




Adult volunteers should follow the established dress codes and guidelines set up for the youth we are chaperoning.





## Adult Expectations

- ❖ Abide by the affirmative action/EEO policies and guidelines:  
*Treat all equally with dignity and respect.*
- ❖ Model all rules and regulations for the participants:  
*We are judged by our actions more than our words.*
- ❖ Communicate regularly and cooperate with the event Coordinator:  
*Be a part of the solution at all times.*




## Behavior Management and Conflict Resolution


## Rules Common to All 4-H Events

- ❖ Name tags will always be required and should be worn properly and be where they can be seen.
- ❖ There will always be a curfew.
- ❖ Males and females will always sleep in separate rooms.
- ❖ Each event will have a schedule and youth are expected to attend all events unless they are ill or excused for other purposes.
- ❖ Youth are always encouraged not to walk alone but utilize the buddy system.




## Rules Common to All 4-H Events

- ❖ Youth and adults are expected to always dress appropriately for each event.
- ❖ Youth and adults are expected to respect themselves, other youth and adults.
- ❖ Youth are always discouraged from touching the property of others without their consent.
- ❖ Illegal drugs and alcohol are never permitted at 4-H events.
- ❖ When cars are driven to 4-H events, keys are turned over to the extension agent or adult in charge.
- ❖ Cell phones are allowed but never used during scheduled events.

## Code of Conduct

**FLORIDA 4-H EVENTS – YOUTH/ADULT CODE OF CONDUCT**

*As a participant in Florida 4-H events, I have the responsibility of representing Florida 4-H programs to the public. I am expected to conduct myself in a manner that will bring honor to me, my family and 4-H. To do that, I must:*

- 1) Obey local, state and federal laws. Follow policies set for county, district, state or national 4-H youth program. I am responsible to know the rules for the event.
- 2) Speak and act in a responsible, courteous, and respectful way.
- 3) Act responsibly to maintain a safe environment for all participants. Respect starts with the walking of a participant.
- 4) Know that the use or possession of tobacco, alcohol and illegal drugs is prohibited at all 4-H events.
- 5) Know that the possession or use of firearms is prohibited, except when part of an approved educational program.
- 6) Respect all persons, facilities and vehicles. I will be responsible for any damage caused resulting from my behavior. Know that harassment of any type is illegal.
- 7) Help others have a pleasant experience by making every attempt to include all participants in activities.
- 8) Be in the assigned program area (for example: dorm, cabin, program, etc.) at all times. If I am unable to attend, I will tell the adult in charge.
- 9) Dress appropriately for each event.
- 10) Not use a cell phone during any scheduled events. I understand that abuse of this could lead to loss of cell phone privileges or confiscation of my phone.

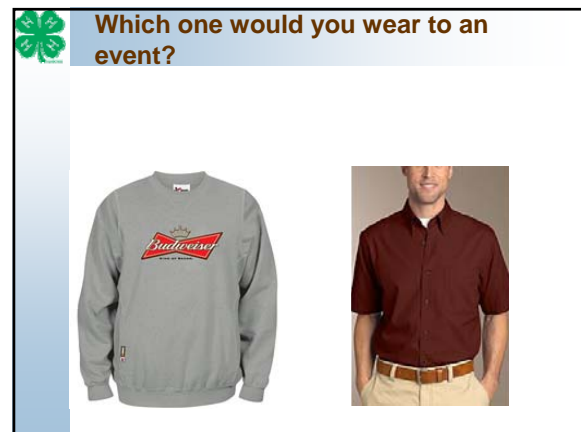
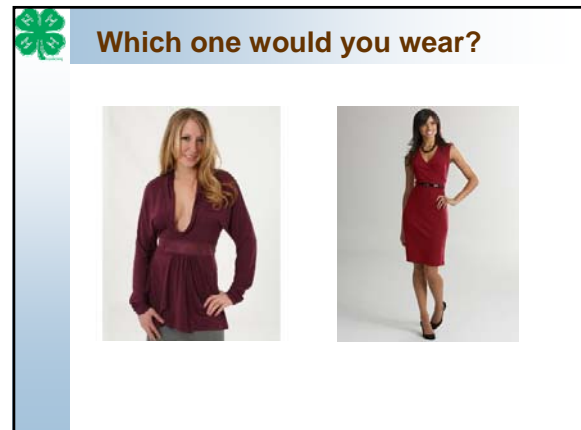
**PARTICIPANT:** *I have read the Florida 4-H Events Code of Conduct above and agree to live up to the expectations. I realize my failure to do so could result in a loss of privileges during the event and/or in the future.*

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_




## Do YOU Dress Appropriately at 4-H Events and Activities?



### A Guide to Help Volunteers




Section 2

**Implementing Positive Youth Development Practices**


Best practices for the 4-H overnight chaperone to help youth have a positive and learning experience at 4-H events.

4-H Essential Elements	
<p><b>Belonging</b></p> <ul style="list-style-type: none"> <li>A positive relationship with a caring adult</li> <li>An inclusive environment</li> <li>A safe environment</li> </ul>	<p><b>Mastery</b></p> <ul style="list-style-type: none"> <li>Engagement in learning</li> <li>Learn new skills</li> </ul>
<p><b>Independence</b></p> <ul style="list-style-type: none"> <li>Opportunity to see oneself as an active participant in the future</li> <li>Opportunity for self-determination</li> </ul>	<p><b>Generosity</b></p> <ul style="list-style-type: none"> <li>Opportunity to value and practice service for others</li> </ul>

 **Best Practices: Belonging**

- ❖ Be a team member with other chaperones and staff.
- ❖ Encourage youth to actively participate in all activities.
- ❖ Supervise youth during the entire time of the event/activity.
- ❖ Assist with the logistics of the specific event or activity as appropriate.


 **Best Practices: Mastery**

- ❖ Understand, monitor and enforce CODE OF CONDUCT and member discipline for event/activity.
- ❖ Supervise youth including discipline, housing and health/emergency needs.
- ❖ Complete all necessary reports.
- ❖ Review and assist in implementing the event/activity risk management plan.

 **Best Practices: Independence**


Division of Responsibilities – if event leader does not do this, request it be done:

- ❖ Who does what?
- ❖ Assign kids to each chaperone.
- ❖ Schedule sleep and rest times.
- ❖ Establish a sense of team.

 **Best Practices: Generosity**

As the leader of a group, your actions will teach how to appreciate good service:

- ❖ Make sure appreciation is expressed verbally or in writing.
- ❖ Collect for appropriate tips at restaurants.
- ❖ Include bus driver or tour guide in your meals or activities where appropriate.
- ❖ Leave any place, bus, building in a BETTER condition than you found it.


 **Best Practices:**  
**Working Alone with Youth**

- ❖ Never put yourself in the position of working alone with a 4-H member.
- ❖ Avoid transporting one youth alone in a vehicle.
- ❖ When talking with youth, keep doors open.
- ❖ If a 4-Her asks for help on his/her project meet at a public place.
- ❖ Keep all conversation on a friendly but not a personal nature.
- ❖ When traveling overnight, youth are not to be housed in the same room as the volunteer chaperone.


 **Why do youth misbehave?**


- ❖ Boredom
- ❖ There are no limits or clear guidelines
- ❖ Need attention
- ❖ Have not learned how to handle responsibility
- ❖ Activities lack group participation
- ❖ Lack of understanding from leader may even get a vengeful response
- ❖ Want a role in planning - empower
- ❖ Fear of failure - discouragement




 **The Do's of Adult/Youth Relationships**


- ❖ Do get to know your youth.
- ❖ Do show understanding and warmth.
- ❖ Do step in when bounds been exceeded.
- ❖ Do be sincere in your comments and actions.
- ❖ Do show equal concern for all.
- ❖ Do concentrate on individuals.
- ❖ Do ignore unwanted behavior unless it violates the rights of others.



 **Discipline vs. Punishment**


- ❖ Discipline should not be confused with punishment.
- ❖ Good discipline is positive, not negative.
- ❖ Discipline is learned.
- ❖ Our goal is to teach, not punish.
- ❖ Meaningful discipline turns into acceptable behavior.
- ❖ Punishment – consequences for inappropriate behavior.
- ❖ Discipline helps the youth adjust behavior to receive better consequences, instead of punishing her/him for not having adjusted.




 **Praise versus Encouragement**


**Praise is defined as commending another person for behavior or a product you find exceptional.**


**Encouragement lets others know that what they do is separate from who they are.**




 **Guidelines for Positive Intervention**


1. Explain that rules are expectations of behavior. We use the Code of Conduct to teach self discipline.
2. Allow youth to select some of their own disciplinary measures.
3. Control voice tones.
4. When in error, apologize.
5. Laugh with, not at your youth.
6. Show a sense of humor OFTEN!
7. Show interest in the youth and their activities.
8. Positively reinforce wanted behavior.
9. Don't make threats. (What do threats imply?)






10. Don't pretend to know everything.
11. If unwanted behavior persists, apart from the group talk to the individual in a caring manner.
12. Try giving extra responsibility to those who repeatedly display unwanted behavior.
13. Don't punish the whole group because of the actions of one or a few individuals.
14. Should be appropriate for age and the misbehavior.






15. Make sure the physical environment is safe and worry free – physically, emotionally and socially.
16. Encourage self control by providing choices.
17. Say "Yes" whenever possible.
18. Understand cultural differences within the group.
19. Focus on the do's instead of the don'ts.
20. To quiet a group, try:
  - a. Talking softly
  - b. Keeping silent
  - c. Raising your hand.
  - d. Establish a signal ahead of time (together with youth) but avoid things like whistles.





Section 3



## Recognizing and Managing Risks and Youth Protection


For Florida 4-H Youth Development Program


## What is Risk Management?


Risk may take a variety of forms:

- ❖ **Physical** – risk of bodily harm to participants.
- ❖ **Reputation** – Risk of others losing confidence and/or trust in organization.
- ❖ **Emotional** –Risk of participants feeling upset, uncomfortable, embarrassed, etc.
- ❖ **Financial** – any risk associated with money.




## Risk Management Strategies

- ❖ **Reduce the risk** – removing risks or hazards – becomes a major focus
- ❖ **Avoid the risk** – avoiding the risk entirely
- ❖ **Transfer the risk** – pass the responsibility to someone else
- ❖ **Assume the risk** – knowing risks are involved & accepting them




## Special Risk Management Areas

- ❖ **Transportation:** Size of van matters – 7-12 passenger acceptable.
- ❖ Fifteen passenger van are no longer suggested as mode of transporting youth.
- ❖ Driver must be at least 18 years of age with valid license and liability insurance, and 2 years of successful driving.
- ❖ Personal insurance is primary when in personal vehicle.
- ❖ Must have seatbelts for all passengers.
- ❖ Be aware of specific county policies.
- ❖ Drivers must be screened.
- ❖ Participation forms on all youth with driver.



## Establishing Safe Environments

- ❖ Work in open spaces
- ❖ No locked doors
- ❖ Do not lodge 1 adult with unrelated youth
- ❖ Respect privacy
- ❖ Minimum 1 adult for every 8 youth ages 8-10
- ❖ Be alert to physical, emotional health
- ❖ Intervene, if there is possible danger
- ❖ Never use physical punishment, or withhold basic needs



## Insurance


1. All enrolled 4-H members are covered through the county policy.
2. All screened volunteers have limited liability coverage through the University of Florida
3. Written notice of claim given to company within 20 days of commencement of any loss covered by policy or *as soon as is reasonably possible.*
4. All claim reports must be completed and signed by chaperone who is UNRELATED to the patient.

*Reimbursement is made directly to the medical provider unless otherwise indicated.*

**Provide:**

- Complete medical diagnosis
- Itemized statements for services
- Prescription receipts complete with Rx and price
- Proof of payment with an itemized bill if payment has been made

*Florida 4-H Program Handbook Sec 4, pp12-15*



## Parental Consent

**VERIFICATION**

I, \_\_\_\_\_ (parent/guardian or adult participant) understand participants will be supervised and that, if serious illness or injury develops, medical and/or hospital care will be given. I hereby give my permission to the attending physician to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for my child or myself and affirm that the information set forth in the Health History is true and correct to the best of my knowledge and belief. I realize the event's insurance will only cover a portion of the medical costs and I, or my personal insurance, may be responsible for the remaining expenses.

Parent/Guardian or Adult Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and understand the Florida 4-H Events Youth/Adult Code of Conduct, Publicity Release and Survey & Evaluation Release.

Parent/Guardian or Adult Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby release the Florida 4-H Foundation, local extension boards, the University of Florida, the State of Florida, and their agents, trustees, officers and employees, from all claims, demands, and causes of action of any kind, including claims of negligence, which may arise from participation of myself or my minor child in any Florida 4-H sponsored activity, and this release is specifically granted in consideration of the services, programs and activities being provided by Florida 4-H.

Parent/Guardian or Adult Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Special Event Coverage



- For situations where non 4-H members attend an event sponsored by a 4-H unit
- For example...
  - Petting zoo on someone's personal property
  - Fundraiser on someone's personal property
  - Fall festival at a public park
  - An invited competition
  - LAN party
- Coverage is available through American Accident Insurance

## Other tips

- Fill out an incident report any time a youth reports medical issues, property damage, violence or threat of violence
- If there is a designated professional on site **only** that individual can assess or treat an affected youth
- The goal is to reduce risk– can never eliminate it!