**Sample Communication and Notification Plan**

[This is a sample plan; not all sections may be needed for your program. Note which sections are required by the [Safety and Protection of Minors policy](https://vcu.public.doctract.com/doctract/documentportal/08DA32A740D321D24ECA61F4585C1C2D), and edit them to fit your program.]

VCU and [Program name] are committed to maintaining a safe and supportive environment for all individuals in the university community, particularly youth who participate in our programs. Activities involving minors are integral to VCU’s mission of creating and disseminating knowledge, as well as outreach through community engagement. Ensuring the safe and appropriate treatment of youth on campus is imperative.

**General Information: [Required]**

Edit this information to fit your program.

[Program] is held at the [building name, floor/room number] at [address]. Parking can be found on [nearby streets or deck]. Parking information can be found on the VCU [website](https://parking.vcu.edu/parking/).

During the program, participants will visit [names of buildings/locations].

**Agenda**

Edit this information to fit your program.

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Day One (date) | Day Two (date) | Day Three (date) |
| 6:30 AM |  | Wake up | Wake up |
| 7:30 AM-  8:30 AM |  | Breakfast at Dining Hall | Breakfast at Dining Hall |
| 8:30 AM-  9:00 AM |  | Transition to [location] | Transition to [location] |
| 9:00 AM-  11:00 AM |  | Activity:  Location: | Activity:  Location: |
| 11:00 AM-  12:00 PM |  | Activity:  Location: | Activity:  Location: |
| 12:00 PM-  1:00 PM |  | Lunch at Dining Hall | Lunch at Dining Hall |
| 1:00 PM-  2:30 PM | Check-in at Residence Hall | Activity:  Location: | Activity:  Location: |
| 2:30 PM-  5:00 PM | Welcome Activity | Activity:  Location: | Awards Ceremony |
| 5:00 PM-  6:30 PM | Dinner at Dining Hall | Dinner at Dining Hall | Check-out at Residence Hall |
| 6:30 PM-  8:30 PM | Recreation: Rec Center pool and courts | Recreation: Bowling  Location |  |
| 8:30 PM-  9:00 PM | Transition to Residence Hall | Transition to Residence Hall |  |
| 9:00 PM | Curfew: All participants must be in their rooms | Curfew: All participants must be in their rooms |  |
| 10:00 PM | Lights Out | Lights Out |  |

**Drop-Off and Pick-Up Procedures**

Edit this information to fit your program.

* Participants may be dropped-off during the check-in time listed on the Agenda.
* Children will only be signed out to an adult.
* Parents/legal guardians must sign their children in at drop-off and sign them out at pick-up.
* Participants may not leave during the program without a parent/legal guardian’s signature.
* Participants aged 16 years or older are permitted to sign themselves in and out of the program only with prior written approval from a parent/legal guardian.
* Participants who sign themselves in and out of the program will still require parent/legal guardian permission to leave during the program.

Location

[Explain where participants are to be dropped off and picked up. Include driving directions.]

**What to Bring**

Edit this information to fit your program.

Participants staying in the residence halls will need to provide their own towels and bed linens for the duration of their stay.

* Casual clothing, socks, and shoes that are comfortable to walk in.
* Toiletries: soap, shampoo, deodorant, toothbrush, toothpaste, etc.
* Backpack containing a notebook and pens/pencils
* Refillable water bottle
* Bathing suit

**Program Staff**

Edit this information to fit your program.

Making sure that all participants are properly supervised and secure in their surroundings is very important to us. The following standards have been developed to ensure that participants know how to recognize the program staff and what to expect while they are here.

*Identification*

Program staff may be identified by their “Staff” t-shirts and each will wear name badges that identify them as staff.

*Supervision Ratios*

The participant to staff ratios used by this program are based on participant age and meet or exceed the standards recommended by the American Camps Association (below). Participants must be supervised at all times, unless specific written consent is received by a parent/legal guardian. One-on-one interaction is highly discouraged.

|  |  |  |  |
| --- | --- | --- | --- |
| Age of Minors | Number of Staff | Day Only Minors | Overnight Minors |
| 0-5 years | 1 | 6 | 5 |
| 6-8 years | 1 | 8 | 6 |
| 9-14 years | 1 | 10 | 8 |
| 15-17 years | 1 | 12 | 10 |

**Contact Information [Required]**

Edit this information to fit your program.

Please contact the following individuals with questions or concerns during the program.

Contact 1: Role: Phone:

Contact 2: Role: Phone:

**Emergency Information [Required]**

Edit this information to fit your program.

[**Required**] To report concerns about the program to the university, please see these emergency numbers:

● VCU Police: 804-828-1234

● VCU Helpline: 888-242-6022

● VCU Office of Integrity & Compliance: 804-828-2336

● Child Protective Services: 800-552-7096

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), VCU follows procedures to provide a timely warning/crime alert to the university community upon the VCU Police department’s discovery of pertinent information about a reported crime in which the VCU Police department determines there could be a serious or ongoing threat to the university community or risk of additional incidents in the future.

[**Required**]Parents/legal guardians can be alerted to the university's Clery Act timely warnings by visiting [alert.vcu.edu](http://alert.vcu.edu/) and signing up for VCU’s text message alert system.

This program adheres to VCU’s [Safety and Protection of Minors policy](https://vcu.public.doctract.com/doctract/documentportal/08DA32A740D321D24ECA61F4585C1C2D).

This program adheres to VCU’s [safety and security](https://alert.vcu.edu/know/emergency/) [policies](https://srm.vcu.edu/resources/guidelines/), such as fire and emergency evacuation.

*Communication*

In the event of an emergency, including medical or behavioral issues, natural disasters, or other significant program disruptions, program staff will contact the parent/legal guardian(s) and, if needed, use the emergency contact information provided on the consent form. Participants who carry cell phones will be allowed to use them to contact their parent/legal guardian if necessary. Parents/legal guardians will be called once Participants are in a safe and secure environment.

A follow-up email will provide details of the incident, including:

* + Description of the incident
  + Actions taken and first aid provided
  + Any medical follow-up recommendations
  + Documentation of the incident report, if applicable

The ability to reunify minors with their parents/legal guardians following an emergency incident is a top priority. Reunification is a process that protects the minor’s safety and provides for an accountable change of custody from the university to a recognized parent/legal guardian. In the event of a reunification, the parent/legal guardians will be notified where the reunification center will be located. Please wait for official communication from the university before going to the reunification center.

If a parent/legal guardian is notified that reunification is needed, there are some expectations that parents/legal guardians should be aware of:

* Be patient, and do not pick up your participant without checking in.
* Please remember to bring your photo identification to the check-in center to have your participant released to you.
* Your participant will only be released to a parent/legal guardian or authorized adult from the consent form.

**Medical Concerns**

Edit this information to fit your program.

All participants are required to complete the [Medical Information and Authorization Form](https://equity.vcu.edu/media/equity-and-access-services/docs/VCUParentConsentForm.pdf). This is where parents/legal guardians may provide emergency medical information and specify any special needs.

**Transportation**

Edit this information to fit your program.

The program will transport minors to [location] from [location] via a VCU van. Participants will leave at the beginning of the day, approximately 9:30 AM, and return before check-out, approximately 4:00 PM.

**Risk**

Edit this information to fit your program.

Participants in this program will engage in moderate physical activity while playing soccer. Participants may feel fatigue, physical discomfort, muscle strains, or joint injury. Participants will be given appropriate water and rest breaks.

**Participant Expectations [Required]**

Edit this information to fit your program.

The following section outlines the conduct expectations of all participants of this program.

Participants will:

• Show respect to all other participants, Program Staff, and Program Supervisor

• Take direction from Program Staff and Program Supervisor.

• Use appropriate language at all times.

• Refrain from causing bodily harm to self, other participants, and staff.

• Treat equipment, supplies, and facilities with respect.

• Respect others’ physical boundaries.

• Take all medications as directed, if applicable.

• Follow the program schedule.

• Use cell phones only during free time and not during scheduled activities unless otherwise asked to do so.

• Not smoke, vape, drink alcohol, or use illegal substances of any kind.

• Not have, display, or use a weapon, or use threats or intimidation.

Participants housed overnight will:

• Keep noise to a minimal level as a courtesy to other residents.

• Observe quiet hours from 10:00 p.m. to 6:30 a.m.

• Lock the door at night and when they are away from the room.

• Leave the room clean upon check-out, removing all personal belongings and trash.

*Curfew*

All participants must be in their rooms by 9:00 p.m. each night, with lights out at 10:00 p.m. Leaving the residence hall after curfew is prohibited and may be grounds for being dismissed from the program.

*Internet Access*

Internet access will only be given when it is authorized by the Program Supervisor. There are no built-in restrictions on content visible to internet users.

**Virtual Programs [Required, if applicable]**

Edit this information to fit your program.

The platform used for this virtual program is Zoom. The meeting URL is [url] and the meeting password is [password].

Participants should:

* Participate in the digital environment to the same standard as a physical environment, including participating when called on, listening attentively, and minimizing distractions to others.
* Not share links or passwords for program meetings or content.
* Request help if needed.
* Mute when not talking.
* Dress appropriately when on video.
* Not take or share inappropriate screenshots or images.

See the [VCU Guidelines for Virtual Youth Programs](https://equity.vcu.edu/media/equity-and-access-services/docs/VCUVirtualYouthProgramGuidelines.pdf) for more information.

**Child Abuse Reporting**

VCU has taken steps to ensure that all youth program staff are aware of their responsibility to report known or suspected child abuse, but it is also important for participants and their parents/legal guardians to report suspicious behavior. If we all work together, we can create the safest possible environment for your child.

If you see something, say something!

If you or your child become aware of known or suspected child abuse on our campus or involving program staff or participants, please report it immediately to the university’s Police Department by calling 804-828-1234.

**Forms [Required, if applicable]**

Edit this information to fit your program.

The following forms should be submitted at least two weeks prior to the start of the program. This ensures that we have time to review the information and make the proper arrangements to accommodate your participant.

• [Parent/Legal Guardian Consent and Medical Information Form](https://equity.vcu.edu/media/equity-and-access-services/docs/VCUParentConsentForm.pdf)

• [Over-The-Counter Medication Consent Form](https://equity.vcu.edu/media/equity-and-access-services/docs/VCUOTCConsentForm.pdf)