



SEA Safety Standards Checklist

All SEA member programs are required to meet the safety standards outlined below to ensure we are doing everything we reasonably can to protect our students from harm. Each fall, SEA will ask member programs to self-disclose whether or not they are meeting these standards, and will follow up with programs who are not meeting standards to help them determine how to meet them going forward.

Please complete the following checklist and return it to SEA by October 1st of each program year.

| Policies and Protocols | Yes / No? |
|---|-----------|
| 1. On an annual basis, does the program: | |
| • conduct an assessment of safety risks? | |
| • update its Student Protection Plan? | |
| • review its Student Protection Plan with all staff members? | |
| 2. Does the program's Student Protection Plan include information about the following topics? (See SEA's Best Practice Guide: Student Protection Plan for more details on what each topic should cover.) | |
| • Staff/Volunteer Screening Process | |
| • Staff/Volunteer Training Standards | |
| • Student Supervision Standards | |
| • Appropriate Staff-Student Interactions | |
| • Mandated Reporting Information | |
| • Building Safety | |
| • Student Transportation Standards | |
| • Field Trip Protocols | |
| • Student Paperwork | |
| • Student Health | |

| Staff/Volunteer Screening and Training | Yes / No? |
|---|-----------|
| 3. Does the program have a written hiring policy that requires interviews, background checks, reference checks, and verification of prior work history for all new staff members? | |
| 4. Does the program require that all staff members and volunteers, as part of their application process and annually thereafter, sign a disclosure statement to self-report any arrests, convictions, or pending charges (and driving violations if applicable to their position)? | |
| 5. Does the program conduct criminal and sexual offender background checks: <ul style="list-style-type: none"> ● on all new staff (18+ years) upon extending an offer of employment? ● on all new volunteers (18+ years), including homestay hosts, before allowing interactions with students? ● on all returning staff members and volunteers (18+ years) every five years? | |
| 6. Does the program train all new staff in their first month, and all returning staff at least every three years, in the following topics: <ul style="list-style-type: none"> ● Appropriate interactions with youth, including sexual harassment and abuse prevention (all staff)? ● Van safety (all staff who operate 12- and 15-passenger vans)? ● Mandated reporting of child abuse and neglect (all frontline staff and supervisors)? ● Youth suicide awareness & prevention, or other mental health training that includes suicide prevention (all frontline staff and supervisors)? ● Age-appropriate First Aid and CPR¹ from a nationally recognized provider (all frontline staff and supervisors)? | |

| Student Supervision and Health | Yes / No? |
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| 7. Does the program have and enforce minimum adult:child supervision ratios? Recommended minimum ratios ² : 6–8 years 1:6 for overnight, and 1:8 for day 9–14 years 1:8 for overnight and 1:10 for day | |

¹ First Aid and CPR Trainings may need to occur more frequently than every three years in order to keep all certifications up to date.

² From the [American Camping Association](http://www.americancamping.org)

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| 15–18 years 1:10 for overnight and 1:12 for day | |
| 8. Does the program have and communicate plans to staff and students for keeping participants safe in their facility (evacuation, emergency lock-down, security, etc.)? | |
| 9. Does the program collect from all students a copy of a physical examination, recent within 18 months, that details past medical treatments, allergies and/or dietary restrictions, current medication, and any current physical, mental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while in the program? | |
| 10. Does the program collect from parents/guardians a signed waiver giving permission to authorize medical treatment if the parent/guardian cannot be reached? | |
| 11. Does the program make staff members aware of medical concerns (allergies, medical conditions, etc.) for the students they are supervising? | |
| 12. Does the program have guidelines for the storage and administration of medication to students, including epipens, inhalers, and over-the-counter drugs? | |

| Student Transportation | Yes / No? |
|---|------------------|
| 13. Does the program conduct driving record checks on all staff members and volunteers who are responsible for driving students before they drive students? | |
| 14. Does the program ensure that staff members and volunteers responsible for driving students have the proper license / endorsements to operate the vehicles they are responsible for operating? | |
| 15. Does the program ensure regular maintenance is performed on all vehicles used to transport students (tire pressure, engine, breaks, etc.)? | |
| 16. Does the program have a plan for safely transporting students (safe pick-up/drop-off locations, protocols for walking with students on city streets, seatbelt requirements, etc.)? | |
| 17. Does the program have clear protocols for how to respond to a roadside emergency or vehicular accident? | |