



Risk Management Checklist – All Camp Programmes

This form is intended to help your Chapter provide a safe and healthy educational experience and is to be used for all CISV International camp-based programmes. The Chapter Risk Manager for the host Chapter is responsible for completing this form. The form should be signed by the Chapter person(s) responsible for planning the Programme (The “Programme Planner”), the Programme Director, and the Chapter Risk Manager. Chapters should keep the original and forward a copy of the completed form to their National Association. The Local and National Risk Managers must follow up as appropriate to ensure that every effort is made to comply with all checks in the checklist.

This form is to be completed in two steps:

- The First Review should be conducted by the Chapter Risk Manager and Programme Planner together and must be done no later than 1 month prior to the start of the programme. It is recommended that all Programme Planners consider this checklist as part of the selection process for sites and host families.
- The Final Check should be conducted by the Chapter Risk Manager and the Programme Director and must be done no later than the 3rd day of the programme. The Programme Director and Programme Staff should consider this checklist in preparing for the programme.

Programme Reference (e.g. V-2017-057)		Start Date		End Date	
Hosting Chapter			Facility/Site Name:		
Full Address:					
Chapter Risk Manager:		E-Mail:		Phone	
Programme Planner:		E-Mail:		Phone	
Programme Director:		E-Mail:		Phone	

Legal/Regulatory Compliance	First Review	Notes on Plans or Further Actions Needed	Final Check
	Y / N		Y / N
1. Have you identified and reviewed all relevant national and/or local laws and regulations regarding youth camps and/or facilities that provide overnight accommodations for children and/or adults?			
2. Does this facility comply with all applicable laws or regulations?			

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3. Have you identified and reviewed all relevant national and/or local laws or regulations relating to selection and/or qualifications of adults or older children working with children?			
4. Has your Chapter complied with any applicable laws or regulations?			
5. Have you obtained any license or permit required by law to operate an overnight camp?			
6. Have checks been done to ensure that all participants have brought original copies of signed and completed CISV International Legal Forms?			
7. If Legal Forms are missing or incomplete, has the sending NA been contacted to provide them?			

Child Protection	First Review	Notes on Plans or Further Actions Needed	Final Check
	Y / N		Y / N
Selection			
1. Have all host staff been properly selected in compliance with CISV rules and any applicable laws?			
2. Have all host families been properly selected in compliance with CISV rules and any applicable laws?			
Training			
3. Have all host staff received appropriate training for their role?			
4. Have all host families received appropriate training or orientation for their role?			
5. Do all participants, staff, leaders, and host families know when and how to contact you (the Chapter Risk Manager)?			
6. Are CISV Child Protection posters and notices posted where all participants can see them?			
7. Has the Programme Staff planned a session on Child Protection for all Leaders at the start of the programme? For Final Check, was it delivered?			
8. Has the programme staff and the Chapter ensured that all leaders, participants, and volunteers are familiar with CISV International's Behaviour Policy (R-07) and Child Protection Policy?			

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Preparation			
9. Has appropriate adult supervision been arranged for any excursions?			
10. (Village only) Has appropriate adult supervision been arranged for JCs during any JCs Day Off?			
11. Has appropriate adult supervision been arranged for any time when leaders will be away from the site (e.g. Leaders Night Out)?			
12. Will there always be appropriate adult supervision as defined in the relevant Programme Guide and at least 1 adult available for every 6 children?			
13. Have all adults at the camp committed to being vigilant and proactive in ensuring that no child feels excluded or bullied?			

Health Care	First Review	Notes on Plans or Further Actions Needed	Final Check
	Y / N		Y / N
1. Do you have a separate room for the care and treatment of any ill participant?			
2. Do you have a secure place to store all medication needed by participants?			
3. Will there be at least two staff members with appropriate first aid training?			
4. Will at least one staff be on site at all times?			
5. Do you have an adequate first aid kit for both minor injuries/illnesses and urgent care?			
6. Have you made arrangements to properly respond to any medical emergencies by planning for urgent trips to a nearby hospital or urgent care centre?			
7. Have you made arrangements to ensure participants can receive prompt care for any dental problems or injuries that may arise?			
8. Have you made arrangements to ensure participants can receive prompt care for any mental health concern or therapy if needed?			
9. Have you made arrangements for “on-call” advice or service from health care professionals to assist you as needed?			
10. Is there a list of emergency contact numbers available and a procedure in place in the event of an emergency?			

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11. Have you requested and received in advance the information from the Health Form about special needs?			
12. Are you prepared to address any special needs you have been notified of?			
13. Has appropriate medical care been arranged in case of an emergency during an excursion?			
14. Have checks been done to ensure that all participants have brought original copies of signed and completed CISV International Health Forms?			
15. If Health Forms are missing or incomplete, has the sending NA been contacted to provide them or has the person been taken to local doctor for check up?			

Facility & Site	First review	If the answer on first review is No, what must be done?	Final Check
	Y / N		Y / N
1. Are the facilities and site adequate and appropriate for this programme?			
2. Do they provide separate bedrooms for boys, girls and adults?			
3. Is there sufficient space between beds?			
4. Is there sufficient space for luggage?			
5. Are there sufficient bed linens and blankets?			
6. Will the linens and covers be laundered once during camp?			
7. Will laundry services be available once per week?			
8. Is there adequate ventilation and reasonable climate control?			
9. Are there separate showers for boys and girls?			

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10. Are there an adequate number of toilets?			
11. Will there be security for valuables, including passports, money, and cell phones?			
12. Is there adequate space for a programme office that will have email and internet access and at least two working telephone numbers?			
13. Have you conducted a risk assessment of the facilities and made appropriate efforts to eliminate or minimize any risks identified?			
14. Have you conducted a risk assessment of the site and surrounding area and made appropriate efforts to eliminate or minimize any risks identified?			

Programme Activities	First review	If the answer on first review is No, what must be done?	Final Check
	Y / N		Y / N
1. Have you reviewed all planned excursions to ensure appropriate risk management plans are in place?			
2. Have you prepared an appropriate safety/risk management session for all leaders at the beginning of the programme? For Final Check, has it been successfully delivered?			
3. Have you prepared an appropriate safety/risk management session for all participants upon their arrival at the site? For Final Check, has it been successfully delivered?			
4. Have all transportation arrangements been checked to ensure that they have proper safety and insurance in place?			
5. Have all partners, visitors, presenters or other third parties who will interact with the programme been checked to make sure they are appropriate for the particular programme/age group, and that they have proper selection mechanisms for the people they send to CISV?			
6. Will all planned activities during the programme be reviewed by staff/leaders before they are run to ensure they comply with CISV rules, guidelines and educational approach?			

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Nutrition and Food Safety	First review	If the answer on first review is No, what must be done?	Final Check
	Y / N		Y / N
1. If all meals are prepared by a professional food service or kitchen, have you confirmed that they are properly licensed and insured?			
2. If any meals are to be prepared by CISV volunteers, hired cooks/kitchen staff or participants, have they been adequately trained in food safety procedures?			
3. Are the kitchen, food storage and dining facilities clean, safe and in compliance with local laws?			
4. Have you reviewed planned menus and can you confirm that each participant will have a healthy, varied, and appropriate diet?			
5. Have you received, reviewed and acted upon information from all participants regarding food allergies, food sensitivities and other special dietary requirements?			
6. Will there be drinkable water available at all times?			

Fire Safety	First review	If the answer on first review is No, what must be done?	Final Check
	Y / N		Y / N
1. Are the camp facilities equipped with a fire alarm system?			
2. Are there working smoke detectors in all sleeping and activity areas?			
3. Will smoking be prohibited inside all buildings, including all bedrooms?			
4. Will there be a fire drill within the first 3 days? For Final Check, was it run successfully?			
5. Does the facility comply with all applicable fire codes?			
6. Will any matches and lighters be stored in a secure location only accessible by adults?			

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7. Are working fire extinguishers provided and placed in easily accessible locations?			
8. Are there an adequate number of exits from all buildings?			
9. Are all fire exits unobstructed and free of any locking devices?			

Water Safety	First review	If the answer on first review is No, what must be done?	Final Check
	Y / N		Y / N
1. If swimming will be part of the camp programme, will there be at least one trained and certified life guard on duty for any such activity?			
2. If the facility has its own pool, will it be properly secured to prevent access except as part of the camp programme?			
3. Is there a nearby river, lake or other body of water that participants can easily access? If so, have you made appropriate plans to address potential risks?			
4. Have you confirmed that there will be no water sports (boating, skiing, etc.) as part of the programme?			

Emergency/Crisis Response Planning	First review	If the answer on first review is No, what must be done?	Final Check
	Y / N	Notes	Y / N
1. Will there be a vehicle available on site at all times for emergency use?			
2. Is there a list of emergency contact numbers available on site?			
3. Has your Chapter established a Crisis Response Plan in accordance with the Crisis Communications Guide?			
4. Has you Chapter planned for relevant risks in your region/area (e.g. earthquakes, tsunamis, hurricanes, civil unrest)?			
5. Is the staff and chapter aware of how to use the N-04B CISV Travel Insurance - Crisis Management Coverage in case of a suspected crisis situation?			

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6. Are alternative forms of communication available that are likely to be functional in case of relevant risks of natural disasters or civil unrest?		
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DATE FIRST REVIEW COMPLETED:	
Name of Chapter Risk Manager:	
Signature:	
Name of Programme Planner:	
Signature:	

DATE FINAL CHECK COMPLETED:	
Name of Chapter Risk Manager:	
Signature:	
Name of Programme Director	
Signature:	

IF YOU HAVE ANSWERED “NO” TO ANY QUESTION WHEN CONDUCTING THE FINAL CHECK, PLEASE ATTACH A WRITTEN EXPLANATION OF THE SITUATION.

FOR THE USE OF NATIONAL RISK MANAGER

Name of NATIONAL RISK MANAGER:	
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Please sign below to indicate that you have reviewed this report, followed up on any concerns and will report them to the NA Board.

Signature of National Risk Manager:	
Date:	