May 2016 *A quarterly newsletter of the Diocese of Trenton Risk Management Program*

Diocese of Trenton Risk Management Quarterly

Parishes, Schools, Cemeteries & Catholic Institutions

Summer Edition: Preparing for Camp

Hosting a summer day camp requires lots of advance planning. Please review the tips below as you get in gear for summer fun!

Staffing Needs

To begin, screen all applicants – whether they are "for-hire" or volunteers. Conduct an interview and ask each candidate for at least three references. Provide the candidate with a written list of specific expectations and requirements for the job. Make sure the description is accurate, reflects the current demands of the position, and complies with the Americans with Disabilities Act.

It is imperative to include the physical requirements in the description. When asking questions of applicants, make sure the questions relate to the job description. You can't ask medical questions, but you can inquire about specific physical requirements that are necessary to the job, such as the ability to do heavy lifting.

Background Checks & Safe Environment Training

The Diocese of Trenton requires a criminal history background investigation for all staff and volunteers working with children, young people, and vulnerable adults. Camp directors will annually complete a sex offender registry check for each staff member and the camp will comply with the requirements of New Jersey Youth Camp Standards N.J.A.C. 8:25, Revised 03/26/2015.

Once accepted for the position, all staff and volunteers must complete the Protecting God's Children program and read and sign the Diocese of Trenton Code of Conduct for Employees and Volunteers.

For more information on background investigations, safe environment training and the Code of Conduct, please go to:

http://portal.dioceseoftrenton.org/child-protection-efforts

Emergency Planning

Have an emergency plan in place ahead of time. To start, pack an emergency kit that includes:

- First aid items (bandages, ice packs, sick bags, antiseptic wipes, etc.)
- Automated External Defibrillator (AED) – available on site
- Roster of students with emergency contact details and medical authorization forms, if applicable
- Name/location of nearest emergency room

Compliance with Nonpublic School Nursing Program Guidelines based on current statute and code published in April 2016 is strongly recommended for Summer Camp Programs. The Statutes and Administrative code can be found at: **http://www.state.nj.us/education/code/**

Of particular importance are the following:

- Emergency administration of epinephrine to students—a supply of epi-pens should be available to deal with any child that may have an anaphylactic reaction not previously diagnosed. Parents should be made aware of their use in an emergency situation without prior parental approval.
- Management of food allergies--peanut free eating spaces should be made available for those campers highly allergic to peanuts or other food sources.
- The use of nebulizers—the nurse or lead counsellor should be trained in the use of a nebulizer. It is the parents' responsibility to provide required medication to be used in an emergency or sudden asthma attack.
- Automated External Defibrillator (AED)--at least two adults should be trained in the use of the AED. Depending on the facility, multiple AEDs may be required or a portable AED should be available to carry to various indoor or outdoor locations.
- Head injuries/Concussion—The Center for Disease Control provides an online course for identifying and handling concussions in children and teens. Prior to camp opening, multiple adults should have taken the course to assist all counsellors in dealing with potential concussions.
- Emergency Action Plan—the camp should have a written emergency action plan that is familiar to all adults present. This plan should include simple instructions for what to do when an accident or injury occurs: who treats the injured camper; how are the remaining campers supervised; what to do before the emergency squad arrives; what should be done after the incident; who contacts the parents; and who completes the necessary paperwork. ■

Human Resource News:

Are you ready for change?

Be prepared: The Department of Labor will be issuing new rule changes that may effect the way employees are compensated.

Changes in Employee Classification

Within the coming months, the Department of Labor will distribute rule changes to the Fair Labor Standards Act (FLSA) that may have the effect of changing the way your employees are compensated. Specifically, whether an employee is classified as exempt or non-exempt effects whether he/she is subject to the overtime and minimum wage requirements of the FLSA.

In other words, these rule changes may require an employee's classification be changed from one requiring that no overtime be paid to him/her to one requiring that he/she be paid overtime, or that the employee's hourly rate of pay be raised to meet the current minimum wage requirement. The amount of pay currently received by the employee together with his/her actual job duties is considered in determining the proper classification.

Workshops Planned

Although the classification process is too complicated to explain in this limited space, the diocesan Human Resources Department will conduct several small-sized workshops for business administrators and others within the diocese who have the specific responsibility of determining just how each of their parish or school employees should be classified.

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AEDs Save Lives

The American Heart Association (AHA) states that the chances of surviving a heart attack are reduced by 7-10% with every minute that goes by without administering CPR and using an Automated External Defibrillator, or AED.

An AED is a portable device that automatically delivers an electric shock (i.e., defibrillation) to the heart in a cardiac emergency. It is used to restore a normal heart rhythm to the victim. CPR (cardiopulmonary resuscitation) is a combination of mouth-to-mouth resuscitation and chest compressions. If someone isn't breathing or circulating blood adequately, CPR can restore circulation of oxygen-rich blood to the brain. Without oxygen, permanent brain damage or death can occur in less than eight minutes.

Is Training Necessary?

The American Heart Association recommends that those trained in using an AED also be trained in CPR. After the AED is attached and delivers a shock, the typical AED will prompt the operator to administer CPR while the device continues to analyze the victim. Thus, AED and CPR training go hand in hand.

There are many resources available for learning CPR, from online tutorials to classes offered by your local American Red Cross. It is good practice for everyone to be familiar with how to perform CPR.

When to Use an AED?

It is essential that defibrillation be administered immediately following the suspected cardiac arrest. The AHA notes that if the heart does not return to a regular rhythm within 5-7 minutes, the results can be fatal.

Children & Cardiac Arrest

Although sudden cardiac arrest is a primary cause of death in adults, children can suffer from cardiac arrest too. We encourage every school and institution to have onsite AEDs and to train staff in AED and CPR use in accordance with NJ law (Janet's Law).

If you have AEDs on site, please make sure they are properly maintained. Consider contracting with a company that can provide AED maintenance and oversight.

NJ Law

Janet's Law requires the following for all schools in NJ:

- All public and private schools K–12 to have an AED on site
- At least five (5) school employees to be certified in CPR/AED
- An emergency action plan for sudden cardiac arrest
- The AED to be located in an accessible, unlocked location with appropriate signage above the unit
- Signs throughout the school directing people to the AED

For More Information

If you have any questions, or if you would like information on AED vendors, please contact Joe Cahill, Associate Director of Risk Management:

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If you have any questions, comments or topic requests for future newsletters, please send an email to newsletter@dotinsurance.org

Child Protection: We Can All Help

The Office of Youth Protection has the tools you need to ensure the safety of our children and youth. Please reach out to us with any questions or concerns, and avail yourself of the resources we offer.

Steps to Protecting Children and Youth

Every day, the Office of Child and Youth Protection in the Diocese of Trenton is dedicated to preventing the abuse of our children. A critical part of this effort is to provide our parishes and schools with the tools necessary to ensure that all volunteers and employees (who will have ongoing consistent contact with children and youth) comply with the following:

1. Complete a criminal background check within 30 days of the onset of volunteerism or employment. All background checks are re-evaluated every four (4) years if the volunteer/employee remains in ministry.
2. Attend a VIRTUS® Protecting God's Children Awareness Session within 90 days.
3. Sign a Code of Conduct and submit to the appropriate parish/school official upon onset of volunteerism or employment.
4. Complete an application for employment or volunteerism before commencement of the job.
5. Display the diocesan issued ID badge at all ministry activities – no matter what.

Parish Audits

We are currently conducting Parish Audits in order to assist each parish and school with compliance and ensure our child protection policies are in place. Personnel from the Office of Child and Youth Protection will visit each location to assess the following with the Safe Environment Coordinator and Pastor:

- A review of all files for child protection compliance documentation.
- Identification of the location of Child Protection Posters.
- A review of parish bulletins for information on how a person can report abuse from someone representing the Catholic Church.
- A check to ensure the Child Protection Policy Binder is current.
- Verification that copies of the Office of Child and Youth Protection Reference Guide are displayed and accessible to school/parish visitors. Download a copy from our website: **www.dotinsurance.org/child-protection**

Speak Up

According to the National Children's Advocacy Center, 1 in 5 girls and 1 in 10 boys will be sexually abused before the age of 18. Eighty-nine percent of these are abused by a family member or someone they know and trust.

While we must still teach our children to be careful around strangers, it is people known to them that are most likely to abuse them.

Abuse is not limited to the physical world, but also the virtual world. All abuse, regardless of how and where it is perpetrated, has long and profound effects on the victim.

The various requirements put into place by the Office of Child and Youth Protection help prevent those who wish to harm a child from finding opportunities in our parishes and schools. But there is another vital component of the diocesan efforts to protect those entrusted to us: we must also enlist the watchful eyes and ears of EVERY adult who comes into contact with our children and youth.

In simple terms, if you see something, then say something, for to do so may prevent irreparable harm. For example, when you are at an event at your parish or school, ask the adults in charge to display their ID badge. If one cannot be produced, inform your parish/school Safe Environment Coordinator immediately. A listing can be found on the Diocesan website:

http://portal.dioceseoftrenton.org/child-protection-efforts

We all can have a part in protecting our children and youth – join with us and be a protector of our children. ■

Human Resource News, *continued from page 2*

How to Get Ready

Here are a few things you can do to prepare for the workshop and the pending rule changes:

1. Prepare a list of each full-time and part-time employee on the school and or parish payroll.
2. Ensure each person listed has a correct job title. Also verify that a job description corresponding to his/her specific duties and responsibilities is in place. If no job description exists, write one. Human Resources can provide a form for your use. When preparing a job description, remember that not all employees who share the same title may necessarily have the same job duties and responsibilities. Note: Many diocesan schools and parishes have similar jobs. If you need a job description to fit a specific job, e.g., a choir director, try soliciting a description from another parish/school that can be edited to fit your needs.
3. Ensure you list each employee's correct rate of pay, state whether it is salary or hourly, whether the employee receives overtime compensation and the number of hours worked/week.

The time within which you must comply with the rule changes in order to avoid possible penalties will be short.

Start Right Away

Start gathering this information now so that you can attend the workshop with any questions and to ensure your parish and/or school are in compliance with the overtime and minimum wage requirements of the FLSA and the rule changes as quickly as possible once they are published. ■

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Diocese of Trenton's Risk Management Website www.dotinsurance.org

If you haven't visited our risk management website, now's the time:

www.dotinsurance.org

Our website is designed to give you easy access to insurance certificates, auto ID cards, bulletins, newsletters, and safety and loss prevention information.

The **Home Page** features seasonal articles that are of specific interest to you, such as snow removal procedures in the winter and carnivals and fairs in the spring.

The **Announcements** section on the home page contains timely information we believe you should know, such as insurance coverage updates or new training programs offered.

The **Select a Link** section on the left hand navigation side of each page provides quick access to our most-frequently visited pages. These pages include: certificates of insurance, reporting a claim, adding or changing a vehicle, requesting an auto ID card, and accessing the latest insurance manual.

By clicking on the **Navigation Tabs** that run along the top of the website, you can access specific coverage information, program forms, contact details, archived newsletters, technical advisory bulletins, safety and loss control articles, and more.

Please take a look at the site and tell us what you think. Let us know what we've done well and give us your thoughts on what can be improved. Please go to the following link to provide your feedback:

www.dotinsurance.org/feedback

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