



Heifer Project International | Overlook Farm

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Dear Friends of Overlook Farm,

Before your children come to the farm there are a few items we need to present for your consideration. The goal of Overlook Farm's Day Camp program is to teach the possible causes and solutions to hunger and poverty including the role of livestock in sustainable and successful community development. We offer educational programming to help participants understand these global issues and to teach them how to become part of the solution.

In regards to the specific program of camping several key areas are emphasized:

- Sustainable agriculture
- Sustainable community
- Causes/solutions to world hunger
- Outdoor farm experience

In order for us to meet these goals we need to provide a safe and comfortable environment for your children to enjoy and learn. The following are a few policies and procedures we have in place to make their stay on the farm safe and fun.

Providing Safe Environments

Outdoor education always has a certain amount of risk inherent to its very nature, but by following all of the plans and procedures the farm maintains this risk is greatly minimized. The activities and programs on the farm are generally safe and do not pose a hazard to the campers health. Although, we do require that all participant's and/or their parent/guardian sign a waiver form acknowledging the unforeseeable risks inherent in working on a farm. The barn rules are posted in the barn and should always be followed.

Background Checks

Each staff person is required to have 6 levels of background checks completed prior to be permitted to have any unsupervised contact with children. The six levels are:

1. CORI background check from Massachusetts Criminal History Systems Board;
2. SORI background check from Massachusetts Sex Offenders Registry Board;
3. Previous work history, including name, address and phone number of a contact person at each place of employment for the previous five years;
4. Three positive reference checks from individuals not related to the staff person;
5. For staff whose permanent residence out-of-state or international: the staff person's state criminal background check and a local chief of police document indicating that they have a background free criminal convictions that would make them unsuitable for working with children.
6. Certificate from Police Chief from town of permanent residence.

Reports of Child Abuse-Mandated Reporter

Under Massachusetts General Laws, Chapter 119, Section 51, any staff member who has reasonable cause to believe that a child enrolled in the recreational camp programs at the farm is suffering physical or emotional injury as a result of neglect or abuse (including sexual abuse) must immediately notify the Farm Steward, or in his absence, his designee. The obligation to report extends to all instances of child abuse and neglect, whether occurring on or off the farm's property. All staff member must cooperate with any investigation of suspected child abuse or neglect.

Overlook Farm's Day Camp Health Care policy has been reviewed by a health care consultant. Though not on site, this consultant will be available for emergency situations and for consultation throughout all Day Camp sessions.

Policy for Care of Mildly-ill Campers

The camper will be placed in the infirmary under the care of a designated health care supervisor, who will review his/her health record. Overlook Farm's Day Camp Health Care Supervisor will be the Day Camp Coordinator. The camp coordinator will call the parent/guardian to inform and advise them of the situation. Following the health care consultant's standing orders the First Aid/CPR manual by the National Safety Council will be consulted. Any first aid action necessary will be taken. If it is an emergency an ambulance will be called immediately. All Day Camp staff will be certified in CPR/First Aid.

Policy for Emergency Health Care of Campers and Staff

The health care supervisor on duty will give the immediate care necessary while an ambulance is called. The camper's health record will be reviewed. The parent/guardian will be notified immediately of the emergency and to which hospital the camper will be taken. The director and all other staff member will be informed. Permission of the parent/guardian for medical treatment of a minor is included in the application for camp.

Policy for Storage and Administration of Medication(s)

First, the physician and parent/guardian must complete the required health history form for the camper. Second, the standard school form, which the doctor's office provides, must be completed authorizing the health care consultant or supervisor to administer the medication(s), specifying the dosage and intervals. Both the physician and the parent/guardian must sign this form. While the camper is on the farm only the health care consultant or supervisor will administer the medication. The medications will be stored in the locked first aid kit in the infirmary.

Also, copies of the criminal background checks of our staff, volunteers, and counselors are available upon request. The health care and discipline policies and grievance procedures are also available upon request. We all want your children to have a safe and enjoyable stay at Overlook Farm.