

Heartland RTIB Planning Guide - working document
excerpts from *Policy for the Protection of Children, Junior Youth, and Youth*

Sponsorships

POLICY EXCERPTS Pg. 1-2, & 9, sections: REQUIREMENTS FOR ALL BAHÁ'Í ACTIVITIES FOR CHILDREN, JUNIOR YOUTH, AND YOUTH **and** INSTITUTIONAL SPONSORSHIP **and** RESPONDING TO INCIDENTS:

“all ongoing educational programs for minors fall under the auspices of the Regional Training Institute Boards, unless it is more reasonable for a Local Spiritual Assembly to sponsor the activity due to proximity and/or the activity is hosted at its local Bahá'í center” and “all Bahá'í activities involving minors sponsored by an institution or agency of the Faith, sponsorship implies that it:

- is aware of the activity and is tracking it in its official documentation, within the Statistical Report Program (SRP)
- has confirmed that it is appropriately supervised
- has ensured that those conducting the activity have a means of requesting assistance and guidance from it, as needed
- has ensured that it is being held in a safe environment
- sponsoring institution will document, using the features of SRP, the name of the activity, where it is being held, the frequency of the meeting and/or dates of the activity, and the individuals who are primarily responsible for leading the activity
- All institutions and agencies of the Faith who sponsor activities for minors have a responsibility to become familiar with the local and state laws related to the protection of minors and to comply accordingly.

Resource(s): State specific information <https://www.childwelfare.gov/topics/systemwide/laws-policies/state/>

Documentation to: Sponsoring Institution, cc: clearance@rbcheartland.org, SRP, RTIB online Files

Request Institutional Sponsorship: [Sponsorship Request Form](#)

Incident Reporting - General: [General Liability Incident Report](#) (for accidental harm or injury)

Incident Reporting - Automobile: [Automobile Liability Incident Report](#) for incident involving vehicle)

POLICY EXCERPTS Pg. 3, sections: APPROPRIATE SUPERVISION OF BAHÁ'Í ACTIVITIES FOR MINORS **and** Preparing Volunteers for Service **and** Accompaniment **and** Attentive Supervision:

“Each individual serving should be closely accompanied by the sponsoring institution to ensure she/he has the necessary support and guidance for providing an activity that upholds the standards of the Faith” and “The regional training institutes and Local Spiritual Assemblies will remain in close contact” and “All activities should have at least one cleared adult serving as the activity’s liaison to the sponsoring institution and who is available to ensure the safety of the minors.”

- Liaison has been identified, and is closely accompanied by the sponsoring institution
- Close contact information has been identified
- At least one onsite cleared adult serving activity/event identified as liaison to the sponsoring institution, does not have to be in same room/space during entire activity unless also facilitating

Resource(s):

- Heartland permission slips for regular ongoing Bahá'í activities
<https://app.waiverelectronic.com/render/templateByRefId/662bfc9bb3d6f740cce22e75>
- Heartland permission slips for Bahá'í special activities, camps, (one-off activities)
<https://app.waiverelectronic.com/render/templateByRefId/662c08bd2e328468900cfc79>

Clearances and Training

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POLICY EXCERPTS Pg. 2-3 & 5, sections: **APPROPRIATE SUPERVISION OF BAHÁ'Í ACTIVITIES FOR MINORS** and **Preparing Volunteers for Service and Clearance** and **ENSURING A SAFE ENVIRONMENT**

“Individuals Responsible for the Well-Being of Minors during Bahá'í Activities ... Before any adult or youth over the age of fifteen is allowed to serve with minors, they must be cleared through the Regional Clearance Process. This step is never to be postponed or omitted for the sake of expediency, even when the individuals are well known to the sponsoring institution.”

- Eligibility to serve will be shared with sponsoring institutions, such as the regional training institute and the Local Spiritual Assembly.
- Those transporting minors on behalf of a sponsored activity, in addition to getting a background check, must also complete a Motor Vehicle Records check and be approved to drive.
- Those who continue to work with minors must be re-verified for service with minors every two years from their previous eligibility date.

Resource(s): online [Heartland Clearance Submission Form](#)

Background and Motor Vehicle Checks Rotation Cycles:

- Adult Background Checks/Motor Vehicle Checks-2 Yrs
- Minors Background Checks/NO DRIVING-2 years

Documentation to: clearance@rbcheartland.org, SRP, RTIB online files

Contact: clearance@rbcheartland.org, volunteerservices@usbnc.org

Age of Majority:

- IL: 18 yrs, <https://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=010500050K14-6.10>
- MN: 18 yrs, <https://www.revisor.mn.gov/statutes/cite/645.451>
- WI: 18 yrs, [https://docs.legis.wisconsin.gov/document/statutes/48.02\(1d\)](https://docs.legis.wisconsin.gov/document/statutes/48.02(1d))

POLICY EXCERPTS Pg. 8-9, Sections: **RESPONDING TO INCIDENTS** and **TRAINING** and **Regional Training Institute** and **Protection Policy** and **Local and State Laws**

“The Regional Institutions shall ensure that every camp counselor, tutor, and staff person on site for an event shall be thoroughly familiar with these policies, procedures, and guidelines in advance of the event’s start date. This may be completed in-person or virtually.”

- As part of training, the regional institutions shall also include the jurisdiction’s mandatory reporting requirements to ensure the statutes are thoughtfully followed if the need arises.
- Imperative that the training and orientation of camp counselors impress upon all who serve in a supervisory capacity that they have a collective responsibility for the well-being of the campers in their care.
- Every two years, every individual continuing to serve with minors should retake all training related to this policy. Every year each person shall undertake a refresher training.
- Institutions and agencies of the Faith who sponsor activities for minors have a responsibility to become familiar with the local and state laws related to the protection of minors and to comply accordingly.

Resource(s): online [Heartland Clearance Submission Form](#)

Clearance Training Rotation Cycles:

- Clearance Training Initial-2 Yrs, Refresh-1 Yr
- Mandated Reporter Training Initial-2 Yrs, Refresh-1 Yr

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Mandatory Reporter Training

POLICY EXCERPTS Pg. 6 & 9, sections: **RESPONDING TO INCIDENTS** and **CASES OF ABUSE OR DELIBERATE HARM TO A MINOR** and **Mandatory Reporters** and **Local and State Laws**

"It is the responsibility of all Bahá'í institutions and agencies which sponsor or supervise activities for minors to be informed of the state statutory requirements regarding mandatory reporting of abuse of a minor. Bahá'í institutions and agencies are expected to routinely inquire as to changes in the law. Refer to applicable state statutes and report procedures: <https://www.childwelfare.gov/topics/systemwide/laws-policies/state/>" and "If the incident directly involves any person under the age of 18, the parent/guardian will be notified as soon as possible, and a written record will be made of the notification."

- Civil authorities will be notified in accordance with state law as necessary. If the victim is a minor, the mandatory-reporting statutes of the state are to be complied with when applicable.
- Those managing an activity must immediately contact either the Regional Bahá'í Council secretary or the Local Spiritual Assembly secretary if the matter is deemed serious enough to contact either law enforcement or child protection agencies or if anyone involved requires serious medical treatment at a hospital.
- Those agencies will contact the Office of Community Administration at the Bahá'í National Center (community@usbnc.org; 847.733.3485) for further guidance.
- Some states and local governments may require those serving with minors to have training in child abuse and neglect identification and reporting. Sponsoring institutions need to be aware of these requirements and take the necessary actions to comply.

Resource(s):

IL: <https://mr.dcfstraining.org/UserAuth/Login!LoginPage.action>

MN: <https://mncwta.umn.edu/elearning/mrt/index.html#/>

WI: <https://media.dpi.wi.gov/sspw/av/mandatory-reporting-of-child-abuse-and-neglect-2023/story.html>

Contact(s): sponsoring institution, rtisecretary@rbcheartland.org, cc: secretariat@rbcheartland.org, LSA, and community@usbnc.org (847-733-3485)

Incident Reporting: [General Liability Incident Report](#) (record Parent/Legal Guardian notification)

Rotation Cycle: Mandatory Reporter Training-2 Yrs

Documentation to: clearance@rbcheartland.org, SRP, RTIB online files

First Aid Kits Resources

POLICY EXCERPTS Pg. 5, Sections: **APPROPRIATE SUPERVISION OF BAHÁ'Í ACTIVITIES FOR MINORS** and **Preparing Volunteers for Service** and **Accidents and Emergencies**

"Emergency first aid kits and fire extinguishers must be inspected within 24-48 hours of the first day of camp. Emergency kits shall be equipped with all the standard items, including at least one EpiPen. Sound judgment must be exercised as to the number of kits available based, in part, on the number of attendees."

- Camp organizers must have a plan in place to notify parents or a guardian in the event a camp participant must be sent home prior to the end of the camp. The details of the plan shall be reviewed and discussed as part of the training.
- When necessary, those in a supervisory capacity shall take immediate action, including calling for emergency help, such as paramedics or 911.

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<p>Resource(s):</p> <ul style="list-style-type: none"> ● IL: IL School of Nursing Manual Chapter 9, pg. 10-1, First Aid Kit and Info., www.dhs.state.il.us/onenetlibrary/27894/documents/schoolhealth/firstaidpro.pdf, www.chicago.gov/city/en/sites/gearupgetready/home/what-will-you-need.html, https://cdb.illinois.gov/content/dam/soi/en/web/cdb/business/codes/documents/lifesafetymcodefactsheet-whereisc applies.pdf ● MN: www.revisor.mn.gov/rules/9555.9720/, https://www.health.state.mn.us/facilities/regulation/engineering/lifesafetymcode.html ● WI: WI School of Nursing Manual Chapter 9, pg. 10-1, First Aid Kit and Info., https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/78/v/32/2/c, https://readywisconsin.wi.gov/wp-content/uploads/Make_A_Kit/PDF/make_kit.pdf, https://www.codepublishing.com/WI/Brookfield/html/Brookfield08/Brookfield0808.html <p>Documentation to: clearance@3-Day Emergency Supply Checklstrbcheatland.org, SRP, RTIB online files</p> <p>Rotation Cycle: check expiration dates of medications, stock kits, check fire extinguishers within 24-48 hours of first day of activity, gathering, event</p>
<p>Add'l Resource(s):</p> <ul style="list-style-type: none"> ● Purchase: Red Cross Training and Customize/Purchase a Pre-Packaged First Aid Kit for Camping, www.mayoclinic.org/first-aid/first-aid-kits/basics/art-20056673, Amazon First Aid Kits - various sizes, www.walmart.com/ip/Johnson-Johnson-Travel-Ready-Portable-Emergency-First-Aid-Kit-80-pc/739232858?athbdg=L1103 ● First Aid Training: www.redcross.org/take-a-class/first-aid, www.redcross.org/get-help/how-to-prepare-for-emergencies/anatomy-of-a-first-aid-kit.htm, https://ceufast.com/blog/a-nurses-guide-to-outdoor-first-aid, www.acacamps.org/article/camping-magazine/tips-about-first-aid-provided-camp-staff, www.health.state.mn.us/diseases/lyme/basics.html

Epi-pen Training and Resources

<p><u>POLICY EXCERPTS</u> Pg. 5, Sections: APPROPRIATE SUPERVISION OF BAHÁ'Í ACTIVITIES FOR MINORS and Accidents and Emergencies</p> <p>“Emergency first aid kits and fire extinguishers must be inspected within 24-48 hours of the first day of camp. Emergency kits shall be equipped with all the standard items, including at least one EpiPen. Sound judgment must be exercised as to the</p> <ul style="list-style-type: none"> ● Number of kits available based, in part, on the number of attendees. ● Camp organizers must have a plan in place to notify parents or a guardian in the event a camp participant must be sent home prior to the end of the camp. The details of the plan shall be reviewed and discussed as part of the training. ● When necessary, those in a supervisory capacity shall take immediate action, including calling for emergency help, such as paramedics or 911.
<p>Resource(s):</p> <ul style="list-style-type: none"> ● IL: https://dph.illinois.gov/topics-services/prevention-wellness/epinephrine-autoinjector-and-anaphylaxis.html ● MN: https://www.health.state.mn.us/data/legislative/epilaw.html ● WI: https://docs.legis.wisconsin.gov/statutes/statutes/255/ii/07/6/e <p>Documentation to: email certifications to clearance@rbcheartland.org, SRP, RTIB online files</p> <p>Rotation Cycle: Epi-pen-2Yr</p>
<p>Add'l Resource(s):</p> <ul style="list-style-type: none"> ● Purchase: www.medicalnewstoday.com/articles/drugs-epipen-cost#coupons-and-savings, www.goodrx.com/epinephrine-epipen/how-to-save-cost, www.consumerreports.org/drug-prices/epipen-alternative-that-costs-just-10-dollars/, www.cvs.com/content/epipen-alternative, www.amazon.com/epipen/s?k=epipen, www.consumerreports.org/drug-prices/epipen-alternative-that-costs-just-10-dollars/,

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www.amazon.com/epipen/s?k=epipen,

www.medicalnewstoday.com/articles/drugs-epipen-cost#coupons-and-savings

- Epi-pen Training:

www.redcross.org/take-a-class/classes/anaphylaxis-and-epinephrine-auto-injector---online-course/a6R0V0000015EUE.html, free/donation-based WI "Do It for Dillion" <https://epifordilly.com/physician-endorsements/> (any group who is interested)