

The Guts of Supervision

Supervision is our responsibility as a team of counselors and directors! We are supervisors 24-7. WE are responsible to supervise campers in activities, in cabins, at meals, during evening and special programs, at Morning Fun Time, Free Swim, and transition times. You should know and understand your role in supervision for your own protection and liability in working with kids. Minimum ratios are established keeping in mind the risk, age of the camper, and the purpose of the activity. Foley strongly believes and tries to exceed minimum ratios in order that campers receive more personal attention and that the program is richer in quality.

You need to know your role in keeping campers safe: how to supervise; how and where to get help; what to look for, what to listen for; how to avoid one- on-one interaction and how to intervene.

Not saying or doing anything gives the message that it is okay.

Do I supervise differently at different times? YES!

Passive Supervision: Your body is generally not moving, eyes constantly scanning group, ear(s) tuned into the coming and going, a snuffle or a whisper.

1. Rest Period (1/2 hour after lunch when campers on their beds) or waiting for campers to fall asleep - on bed, reading, writing a letter or listening **with one ear piece** to music.
2. In the evening after lights out, in one's counselor room, door ajar, listening on both sides – may have **one ear piece in**.
3. Watching a movie with a cabin group.
4. While sleeping – you can close your eyes!

Semi passive Supervision: You are moving; never in one spot, visiting and assisting with individual campers, eyes and ears attentive, responding to noise or “unsettling quiet” or sneakiness – your gut tells you that something could be wrong.

1. The “Wanderer” during Free Swim (45 minutes before dinner) or Morning Fun (45 minutes before lunch) - moving between cabins, Washo, and outside of cabin.
2. When kids are in the cabins in the mornings and evenings, you are out of the counselor room and with the kids. You are part of the group and/or giving individual attention.

Involved/Playing Supervision: This is when you are doing an activity with campers where you are actively involved. You are playing but your eyes still moving to make sure everyone is present, listening to conversations, keeping personal competitiveness in line, thinking of various skill levels and abilities, putting in handicaps, etc.

1. Cabin time in the cabin - you are playing a board game, having a part in a skit, etc.
2. Eating – thinking of manners, healthy eating habits, conversations
3. You are part of the game like basketball, but are alert to all participants. You may give yourself a handicap, or helping out the least experienced. You are bouncing from participant, ref and coach. You continuously enforce safety and good sportsmanship.
4. Hanging out before lunch while visiting with kids or playing four square
5. Special Programs like campfires, banquets, or camp dance – you are with the kids – sitting and singing, dancing, playing, etc.

Activity Instructor Supervision: Ratios are maintained, safety enforced as trained, need class control. Your roll fluctuates depending on risk.

1. *High Alert:* Eyes and ears are tuned into the participants, little to no socializing (small talk) with participants.
 - Climbing where eyes and ears are always focused on climber or belayer
 - Life guarding – constantly scanning the water, docks, etc. If you are a watercraft instructor you focus on campers, weather, and crafts
 - Paintball Refereeing – attentive to safety – masks on
 - Power Tools – fingers and safety
 - Riflery and Trap – focused on shooters
 - Ski boat drivers – skier and boat traffic (rope in water too)

With Caution Supervision: Always put yourself in view of others when with one camper. Keep doors open, lights on, etc. Talk to a camper “privately” outside on the steps or in the corner of the room – never in your counselor room. *Be in sight of others and avoid one on one situations.*

1. Shower Supervision – Never inside the shower room running showers by oneself. If by yourself, be outside talking to kids, moving them along, etc. If necessary, walk through with eyes downward and take care of any issues.
2. Kids Changing – Never be alone with a camper who is changing. If necessary, move yourself to the counselor room.
3. Sleeping – Never sleep in a tent or cabin with just one camper (trips out). With campers 11 and older, counselors should be in a separate tent close to the campers. With younger campers - always 2 or more campers in a tent with counselor. If a camper crawls into bed or into your sleeping bag with you, let us know. We would rather hear it from you than the parent.
4. Only One Camper – If you find yourself alone with just one camper in an activity, at Rest Period or Morning Fun, always notify the office. Possible solutions – camper and you join another cabin for Rest Period, only one camper at tennis – you would continue as you are in the Center of Camp, art class with one may move outside to benches, etc.

Emergency Supervision: In this role you become an authoritarian leader. Your role is to keep yourself and others safe. You respond as you have been trained. You use a firm, calm voice when directing campers.

Indirect Supervision: You are a supervisor 24-7; you are always a Foley Counselor until your employment letter ends.

1. When on in camp breaks, in the Wheelhouse, shower, etc. you are still responsible to respond as a supervisor to situations needing attention.
2. On scheduled Time Off out of camp, be thinking and never assume that your cabin or any other responsibilities are covered. It is your responsibility to leave a note or connect with the person taking over your duties. You need to pass along pertinent information.
3. If you have out of camp Time Off and bad weather is likely. Will you be needed? Can you take time off close to camp and have a D or AD call if needed?

Transition Time Supervision: This is the time between periods and events, before and after meals, on the way to cabins. **This is when most incidents are likely to occur.*

1. You are all eyes and ears!

2. You are engaging in conversations or activity with campers – talking, walking, playing
3. You are preparing for another activity or putting an activity away
4. You are taking care of personal needs quickly – bathroom, water
5. You are greeting kids as they arrive
6. FYI – Breaks begin at the start of a period, not at the end of a period
7. FYI – You are not sitting down, talking to other counselors, or in the Wheelhouse

Tips for Supervision

What do I look for?

1. Are kids **mentally and emotionally safe**? Kids are included. Kids are not being put down, bullied, ridiculed, or teased. Conversation and language are appropriate.
2. Are kids **physically and health safe**? Kids are wearing proper safety gear (lifejackets, shoes, helmets, etc.), eating healthy, properly dressed, seeing the nurse as needed, checking for ticks, putting on sunscreen, drinking water. You need to think about the fine line of *Risk and Fun versus Safety*.
3. Is the Platinum Rule being followed? Kids are being treated the way they want to be treated.
4. Is there some **suspicious behavior** happening? Check it out.

What intervention techniques should I use?

1. Remember “SMELS” – **S**top, **M**ove, **E**ye Contact, **L**ow, **S**low. Always do this first!
2. For physical safety – pull aside or remove from activity. You have the option to send them to the office.
3. Direct campers to more appropriate choices; have them find something different to do.
4. Check the Camper Behavior Guide
5. Be proactive by letting the campers know you are around and by saying something. Not saying anything sends the message that it is okay. Say something – What did you say? What are you up to? Is there a problem?
6. Separate campers and talk to each one involved individually.
7. Bring camper to the office to visit with a D or AD
8. Send to nurse if it is a health issue.
9. Get help – other counselors or D or AD

Where do I get help?

1. During the day, 6:00 a.m. to 7:30 p.m. go to Office – someone there can radio a D or AD or catch a D or AD who is walking around.
2. Evenings – D and AD are in the cabins and/or at evening programs until 10:30.
3. After 10:30 a D (usually Alli) is on duty until 2:00 a.m.
4. Between 2:00 and 6:00 a.m. you can text Alli at 218-330-8017 or Marie at 218-330-8105.
Put these numbers into your phone.
5. You can always use your phone to text for help in the evenings.

Where else is supervision addressed during Staff Training?

1. Pack Differences
2. Beyond the Activities
3. Life guarding Information
4. The Waterfront Section
5. Individual Activity Guides
6. Transportation Guide
7. General Activity Information
8. Thurber’s “Safe Talk Safe Touch” DVD & affidavit that all staff signs

9. Emergency Procedures and Drills

Are there minimal ratios of counselors to campers? Yes!

1. Varies from activity to activity
2. Overall ratio that we tell our parents (4:1)
3. 1 counselor to at least 2 campers
4. ACA requires – Accreditation
5. Camp Policy – good practices for a quality Camp Foley

Do I need to know all of these ratios?

No, but you need to know some of them!

What are my responsibilities if there is not enough help? Think! Kids need to be always supervised.

1. If you do not have minimum ratio coverage – notify office or D or AD immediately.
 - No one at fencing – send two runners to office.
 - No counselor in adjoining cabin – supervise and send runners to office
 - Too many campers, not enough staff at activity, report it to the office.
2. If you don't have enough help due to age or behavior of participants even if the ratios are met – get help!
3. If you don't have enough counselor help due to weather – get help!