



Risk Management Strategies for Your Extension Program

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What is Risk Management?

- The process used to identify potential risks of injury or loss and to take appropriate steps to reduce or eliminate the risks
- Is Pro-active instead of Re-active
- To take as much control of the situation as possible for reducing and eliminating risks – have a plan in place
- Everything involves a certain amount of risk

What is Risk Management?



Risk may take a variety of forms:

People- Youth, volunteers, employees, clients, donors, board members and the public

Property- Buildings, facilities, equipment, materials, copyrights and trademarks

Financial- Sales, grants and contributions

Goodwill/Reputation- Stature in the community, and the ability to raise funds and appeal to prospective volunteers



Risk Analysis



When planning a program or activity, the planners should:

- Review the activity to identify potential hazards
- Clarifying the severity and frequency of the risk
- Decide if the hazards can be reduced or eliminated or if the event should not be planned at all

Risk Management Strategies

Reduce- Removing risks or hazards (the whole event or parts)

Avoid -Remove all risk by avoiding it entirely

Transfer -Pass the responsibility to someone else

Assume -Knowing risks are involved and accepting them

Who is Responsible?

- Extension faculty, staff, and volunteers
- County and University trained professionals can help
- County Extension Directors, District Directors, and Agents can provide assistance



Risk Management Scenario

Please discuss with your group how you would use the Risk Management Planning Guide and Matrix to deal with your scenario.

Insurance

- What is insurance and how does it relate to risk management?
- General Liability
- Accident & Illness



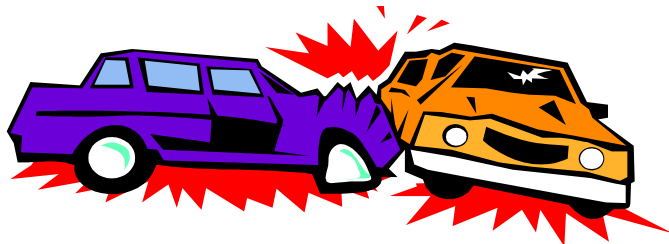
Accident Insurance for 4-H Members

- County responsibilities
 - Working with vendors to provide accident insurance
 - <http://www.americanincomelife.com>
 - For county & district activities
 - Signed 4-H Participant Form

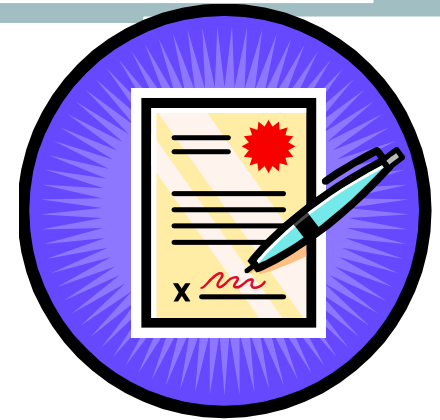


Transportation

- Risk of accidents occurring
- Driver needs to be responsible
- Driver should have a good driving record
- Meet UF and County requirements



Contracts



- Faculty, staff, and Extension volunteers are not allowed to sign contracts
 - If an individual signs a contract, it means that he or she, personally, become liable for the terms of the contract.
- Work closely with your County Extension Agent to obtain approval and signature for contracts.

Records

- Any form containing personal information should be treated confidentially



Volunteers

Protecting our
volunteers and
clientele is
our #1 priority



Basic Behavioral Guidelines

- **Alcohol and Drug Use** - Never partake in drug or alcohol use
- **Finances** - Reference the “Policies and Procedures for Handling Funds in County Extension Programs”
- **Health Information** - Health information and consent for medical treatment form are necessary for all participants (youth AND adults)
- **Animals** - Treat animals with respect

Basic Behavioral Guidelines

Internet Safety

- 4-H and Extension websites should not identify youth by their names or by the 4-H club name
- Warn children about putting too much information on their social networking site
- Dangerous to child & other people involved

Status and Mood



Carmengloria is at Camp Ocala until Sunday night!
4 minutes ago. [Update.](#)

Mood: adventurous 🌍

About Status and Mood:

Update your status and mood to tell your friends what you're up to and how you're feeling.

facebook

[Home](#) [Profile](#) [Friends](#) [Inbox](#)



Carmengloria is gone camping! Be at Camp Ocala until Sunday if you're wondering ;p. 40 seconds ago - [clear](#)

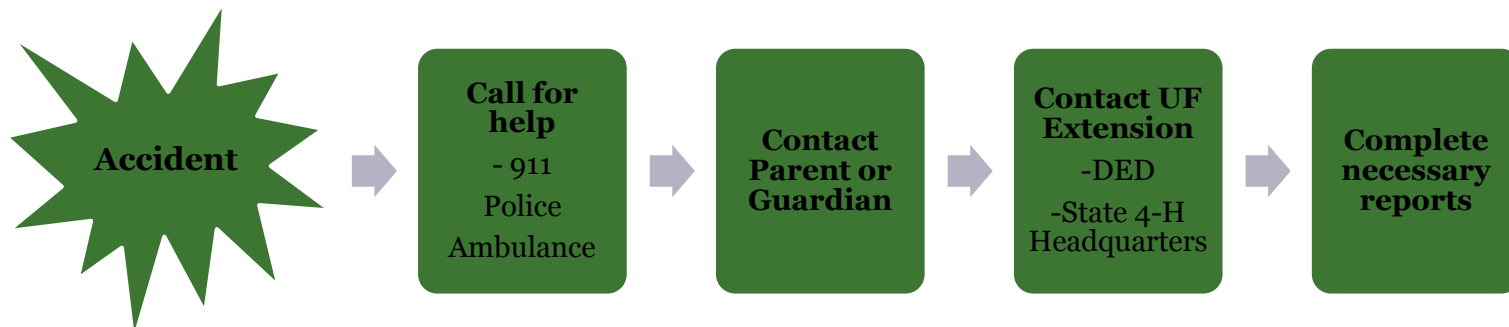
What are you doing right now?

Emergency Procedures

Applies to: Truancy, accidents/injuries,
weather changes or medical conditions

1. Call 911, the police or an ambulance
2. Contact the parent or guardian ASAP
3. Contact the County Extension Agent - Director
4. Contact UF Extension
5. Have one spokesperson for media if involved
6. Complete an incident report

*Don't attempt to work through an Emergency alone!



Planning for Extension Events

Plan a risk management strategy addressing the emergency scenario you have been provided.

Questions?



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MAKE A DIFFERENCE MONDAYS:

*Inspiring 4-H leaders of today to make
a difference for the leaders of tomorrow*

Session 2:

- Child Abuse Laws
- Understanding Your Role
- Identifying Child Abuse
- Reporting Child Abuse



Presented by:

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4-H Youth Development Agent
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Defining Child Abuse

Federal law defines child abuse as:

“Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or an act or failure to act which presents an imminent risk of serious harm.”



2013 FL Statutes

39.205 Penalties relating to reporting of child abuse, abandonment, or neglect

Section 1

Mandatory reporters that fail to report **commit a 3rd degree felony**

Section 3

UF will be fined **\$1 million** for each failure to report abuse.

Section 6

Disclosing information regarding abuse **commits a 2nd degree misdemeanor**



2013 FL Statutes

39.203 Immunity from liability in cases of child abuse, abandonment, or neglect

Section 1(a)

Any person reporting in good faith shall be immune from any civil or criminal liability



Who is a Mandatory Reporter?

39.201 Mandatory reports of child abuse, abandonment, or neglect...

Section 1(a)

Any person who knows, or has reasonable cause to suspect

Section 1(d)

- Reporters are required to provide their names to the hotline
- Names of reporters shall be entered into the record
- Names of reporters will be confidential and exempt



What is Child Abuse?

- **Physical Abuse**
- **Sexual Abuse**
- **Medical Abuse**
- **Emotional Abuse**
- **Neglect**
- **Abandonment**



Identifying Child Abuse

Physical Abuse

Signs/Symptoms (but not limited to):

- Cuts, bruises, or broken bones in different stages of healing
- Burns
- Unrealistic explanations for how injuries occurred

Behavior Signs May Include:

- Aggressive or disruptive behaviors
- Excessively passive (Ex: shrinking)
- Fear of going home
- Fear of certain people
- Poor educational performance
- Depression
- Anger



Identifying Child Abuse

Sexual Abuse

Signs/Symptoms (but not limited to):

- Trauma to certain body parts

Behavior Signs May Include:

- Inappropriate sexual behaviors
- Advanced sexual knowledge for age
- Inappropriate focus on body parts
- Reversion to childlike behaviors
- Withdrawal or depression
- Deep change in personality
- Bedwetting
- Anger



Identifying Child Abuse

Neglect

Signs/Symptoms (but not limited to):

- Inappropriate dress for weather
- Extreme hunger or food hoarding
- Unkempt appearance
- Lack of medical attention
- Lack of educational needs

Behavior Signs May Include:

- Extreme misbehavior/defiance
- “Clingy” behavior/ Excessive attention to others



If You Are Told of Abuse...

- **Remain calm**
- **Listen**
- **Reassure**
- **Report immediately**

Please DO NOT:

- **Make promises**
- **Interrogate the child**
- **Express emotion**
- **Share information outside
of your 4-H Agent/CED**



Reporting Child Abuse

- **Gather information**
- **Utilize the FL Abuse Hotline Fax Form** (Handout #2)
- **Contact the Child Abuse Hotline (1-800-96-Abuse)**
- **Notify your 4-H Agent or County Extension Director**
- **Secure written documentation with 4-H Agent or CED**



Tool: FL Abuse Hotline Fax Form



FLORIDA ABUSE HOTLINE Fax Transmittal Form
To Report Abuse/Abandonment/Neglect/Exploitation
Fax Number: 1-800-914-0004

*Please do not fax multiple allegations of abuse or neglect for multiple families at a time. By submitting them **one** at a time, they will likely get processed **faster**.*

REPORTER INFORMATION

This information is required for mandatory reporters. Refer to Chapters 39 and 415, Florida Statutes.

Today's Date: _____

Your Last Name: _____ Your First Name: _____ MI: _____

Your Occupation: _____ Your Agency: _____ Fax #: _____ Phone #: _____

Address: Street #: _____ Street Name: _____ City: _____ Zip Code: _____ County: _____ State: _____

VICTIM INFORMATION

If the victim is a child, list other children in the home. If the victim is an adult, describe disability and how he/she is impaired in the ability to care for or protect self in the DESCRIPTION OF INCIDENT section on page 2.

ADDRESS where the victim is currently located:

Street #: _____ Street Name: _____ City: _____ Zip Code: _____ County: _____ State: _____

Home Telephone Number: _____ Work Telephone Number: _____

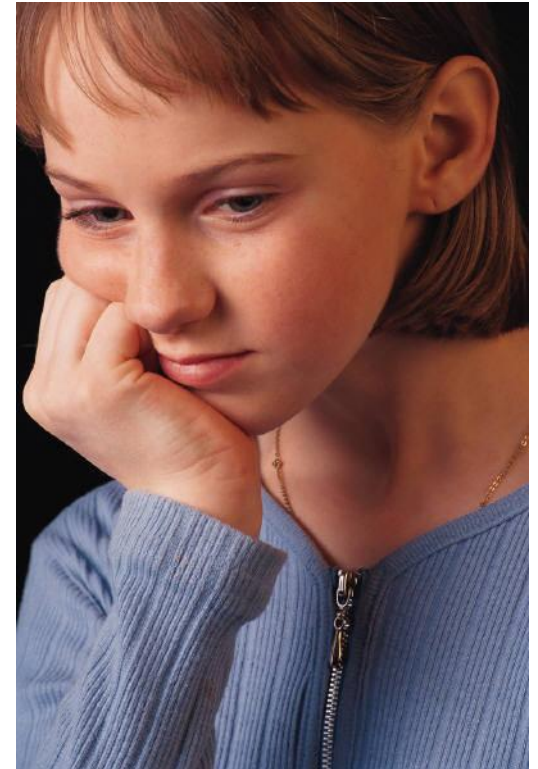
| LAST NAME | FIRST NAME | DOB | SEX | RACE | SSN | IS THIS PERSON A VICTIM? |
|-----------|------------|-----|-----|------|-----|--|
| (1) | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (5) | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

PERSON(S) RESPONSIBLE FOR ALLEGED ABUSE, NEGLECT, ABANDONMENT OR EXPLOITATION

| NAME | DOB | SEX | RACE | SSN | RELATIONSHIP TO VICTIM |
|------|-----|-----|------|-----|------------------------|
| (1) | | | | | |
| (2) | | | | | |
| (3) | | | | | |

Activity

- Distribute Activity - Handout # 3.
- Divide into groups and read the youth scenarios.
- Determine if the abuse hotline should be called in each scenario.
- If a call to the Abuse Hotline is not chosen, discuss what action(s) should be taken in each scenario.



Tips to Remember

- When in doubt, report it
- Reporting abuse can save a child
- You are not judge or jury
- Abuse can be anywhere
- Know the Child Abuse Hotline #
1-800-96-ABUSE



Questions?

