



## ***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



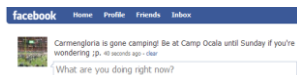
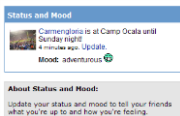
## Basic Behavioral Guidelines

- **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



## 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



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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 3<sup>rd</sup> degree felony

#### Section 3

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

#### Section 6

Disclosing information regarding abuse commits a 2<sup>nd</sup> degree misdemeanor



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## 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



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## 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



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## Tool: FL Abuse Hotline Fax Form

**FLORIDA ABUSE HOTLINE Fax Transmittal Form**  
**To Report Abuse to the Department of Children & Family Services**  
**Fax Number: 1-800-96-ABUSE**  
**Please do not fax multiple allegations of abuse or neglect for multiple incidents at a time. By submitting them one at a time, they will likely get processed faster!**

**REPORTER INFORMATION**  
 This information is required for mandatory reporting. Note to Childs 13 and 4th Florida Statutes

Your Last Name \_\_\_\_\_ Your First Name \_\_\_\_\_ History Date \_\_\_\_\_  
 Your Occupation \_\_\_\_\_ Your Agency \_\_\_\_\_ Fax # \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address: Street # \_\_\_\_\_ Street Name \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

**VICTIM INFORMATION**  
 If this victim is a child, list other children in the home. If the victim is an adult, describe disability and how disability is impacted 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	DOB	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

**PERPETRATOR RESPONSIBLE FOR ALLEGED ABUSE, NEGLECT, ABANDONMENT OR EXPLOITATION**

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

Reported On \_\_\_\_\_ Page 1 **CONFIDENTIAL**

## 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.



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## 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**



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## Questions?



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