



Checklist

Camps on Campus

With many minors attending camps on campus, colleges and universities should review and assess the effectiveness of their risk management practices.

Camp directors, youth programs specialists, conference and event managers, and administrators should use this checklist to evaluate campus practices on facilities and equipment, staffing, protecting minors, emergency planning, and contracts and insurance. Use these questions to increase the likelihood of a safe experience for campers and help protect your institution from camp-related legal liability or adverse publicity.

For each item in the checklist, check the appropriate box (“Yes,” “No,” or “N/A (Not Applicable)”) and note needed actions in the space to the right.

Facilities and Equipment

Actions Needed

Camps take place throughout the year and in many different places on your campus.

Before any camp begins, do you:

Identify all anticipated camp facilities and notify the department or person that oversees their use, such as:	☐ Yes ☐ No ☐ N/A
Classrooms?	☐ Yes ☐ No ☐ N/A
Theaters?	☐ Yes ☐ No ☐ N/A
Laboratories?	☐ Yes ☐ No ☐ N/A
Athletic facilities?	☐ Yes ☐ No ☐ N/A
Parking?	☐ Yes ☐ No ☐ N/A
Housing?	☐ Yes ☐ No ☐ N/A
Food service?	☐ Yes ☐ No ☐ N/A
Health facilities?	☐ Yes ☐ No ☐ N/A
Off-campus spaces?	☐ Yes ☐ No ☐ N/A
Other places campers may be?	☐ Yes ☐ No ☐ N/A
Receive permission from the relevant person or department to use all anticipated facilities?	☐ Yes ☐ No ☐ N/A

Actions Needed

Consult with relevant departments or groups with substantial experience running their own camps on campus, such as:	☐ Yes ☐ No ☐ N/A
Facilities?	☐ Yes ☐ No ☐ N/A
Security?	☐ Yes ☐ No ☐ N/A
Risk Management?	☐ Yes ☐ No ☐ N/A
Environmental Health and Safety?	☐ Yes ☐ No ☐ N/A
Athletics?	☐ Yes ☐ No ☐ N/A
Theater/Performing Arts?	☐ Yes ☐ No ☐ N/A
Inspect all camp facilities for:	
- Tripping hazards and dangerous conditions (for example, uneven ground surface or broken equipment)?	☐ Yes ☐ No ☐ N/A
- Construction or maintenance work occurring at the same time as the camp?	☐ Yes ☐ No ☐ N/A
- Overgrown trees or shrubs?	☐ Yes ☐ No ☐ N/A
- Unsafe height risks, such as climbing walls, high ropes courses, zip lines, or jungle gyms that are not regularly inspected or maintained?	☐ Yes ☐ No ☐ N/A
Take measures to prevent trespassers from gaining access through unsecured buildings or spaces, unlocked doors, faulty windows, or poor key control?	☐ Yes ☐ No ☐ N/A
Correct or mitigate all hazards identified during the inspection?	☐ Yes ☐ No ☐ N/A
Label all camp-related equipment?	☐ Yes ☐ No ☐ N/A
Inspect all camp-related equipment for defects?	☐ Yes ☐ No ☐ N/A
Correct equipment defects or find alternate equipment?	☐ Yes ☐ No ☐ N/A

- Contact local building inspectors to review and inspect any temporary structures, such as large tents, if necessary?
- ☐ Yes
☐ No
☐ N/A

While the camp is in operation, do you:

- Regularly inspect facilities and equipment for hazards or defects?
- ☐ Yes
☐ No
☐ N/A

- Correct the hazards or defects or remove the equipment from use?
- ☐ Yes
☐ No
☐ N/A

Staffing

Proper staffing is important not only to the success of your camps, but to the health and safety of the participants.

Hiring

Conduct background checks in compliance with your institutional policies and state and local laws or regulations.

Prior to the camp's commencement, does your institution train all staff and any volunteers on:

- Supervising campers during structured and unstructured time, including:
 - Meal times?

☐ Yes
☐ No
☐ N/A
 - Bathroom trips?
 - Locker room visits?
 - Nighttime (if an overnight camp)?
 - Free-time activities?
 - Interacting with campers to promote their physical and emotional safety?
 - Appropriate electronic interaction outside of camp, including text messaging and social media?
 - Managing camper behavior without using corporal punishment or verbal abuse?
- ☐ Yes
☐ No
☐ N/A

Actions Needed

• Taking camper attendance and reporting missing campers?	☐ Yes ☐ No ☐ N/A
• Releasing campers early?	☐ Yes ☐ No ☐ N/A
• Providing campers with adequate breaks?	☐ Yes ☐ No ☐ N/A
• Following emergency procedures for likely camp emergencies?	☐ Yes ☐ No ☐ N/A
• Following camper health care procedures and policies?	☐ Yes ☐ No ☐ N/A
• Completing incident or accident reports?	☐ Yes ☐ No ☐ N/A
• Identifying and reporting suspected child abuse and neglect to camp authorities and the state?	☐ Yes ☐ No ☐ N/A
• Identifying and reporting incidents of discrimination and harassment that may not rise to the level of child abuse and neglect?	☐ Yes ☐ No ☐ N/A

Do you require training for those staff or volunteers who are:

• Hired or recruited later than the norm?	☐ Yes ☐ No ☐ N/A
• Rehired from previous years?	☐ Yes ☐ No ☐ N/A
• Hired mid-camp to replace another staff member or volunteer?	☐ Yes ☐ No ☐ N/A

Supervising

After your institution hires qualified employees, it is important that they learn how to properly supervise campers and that they are properly supervised.

To ensure campers are properly supervised, do you:

• Provide enough staff to meet or exceed the minimum staff-to-camper ratios your institution or state regulations establish?	☐ Yes ☐ No ☐ N/A
• Screen additional staff or volunteers to have on call in case a staff member does not show or is asked to leave or needs to leave?	☐ Yes ☐ No ☐ N/A
• Follow a policy for investigating alleged wrongdoing by a staff member or volunteer, such as the physical or sexual abuse of a camper?	☐ Yes ☐ No ☐ N/A

Actions Needed

• Prevent unsupervised access to campers by any staff member or volunteer who is the subject of an investigation for wrongdoing until the investigation is complete?	☐ Yes ☐ No ☐ N/A
• Observe staff behavior regularly?	☐ Yes ☐ No ☐ N/A
• Address promptly any observed inappropriate staff behavior?	☐ Yes ☐ No ☐ N/A
• Ensure the camp complies with all applicable state regulations, including licensing requirements and background checks?	☐ Yes ☐ No ☐ N/A

For an overview of camp regulations in your state, go to the [American Camp Association](#) website.

Protecting Minors

Protecting minors from harassment, discrimination, and abuse is the responsibility of colleges and universities that host camps. Follow state youth protection statutes and institutional policies closely to guard children and promote compliance.

Does your institution have a written policy that explains its commitment to protecting minors who participate in institution-sponsored programs on campus, and addresses:

• Registration requirements for programs involving minors?	☐ Yes ☐ No ☐ N/A
• Age, experience, or employment requirements for people who oversee programs involving minors?	☐ Yes ☐ No ☐ N/A
• Whether direct contact and one-on-one contact between an adult and a child are allowed?	☐ Yes ☐ No ☐ N/A
• Obligations for reporting suspected child abuse, harassment, or discrimination?	☐ Yes ☐ No ☐ N/A
• A procedure for notifying the child's parent or guardian in case of an incident or emergency?	☐ Yes ☐ No ☐ N/A

Do all campus constituencies involved in the camp process meet to discuss:

• Policies and laws that address protection of minors?	☐ Yes ☐ No ☐ N/A
• Your institution's reporting obligations?	☐ Yes ☐ No ☐ N/A
• Crisis response protocols in the event of child abuse, harassment, or discrimination?	☐ Yes ☐ No ☐ N/A

When camps on campus are operated by third parties, are these parties:

- Required to meet the same child protection standards as camps operated by your institution? ☐ Yes ☐ No ☐ N/A
- Obligated to report incidents of child abuse, harassment, or discrimination to your institution? ☐ Yes ☐ No ☐ N/A

When hiring employees or enlisting volunteers who work with minors in camps, do you ensure your institution:

- Uses background checks as an initial screening mechanism? ☐ Yes ☐ No ☐ N/A
- Includes protecting minors resources — specifically resources age-appropriate for the given camper population — in staff training? ☐ Yes ☐ No ☐ N/A
- Advises employees and volunteers how to report suspected child abuse, harassment, and discrimination? ☐ Yes ☐ No ☐ N/A

Title IX & Clery Act

Sexual misconduct against minors on your campus, whether perpetrated by college employees, volunteers, contractors, or students, is also a form of discrimination covered by Title IX, the federal statute prohibiting discrimination on the basis of sex at any educational institution receiving federal funds. Title IX requires institutions to implement a nondiscrimination policy and select a Title IX coordinator and investigator. Any reports of child sexual misconduct or abuse may also be a crime reportable under the Clery Act.

Does your institution have a written policy that:

- Defines assault to include sexual misconduct involving minors in your program or activity and that each is a type of sex discrimination under Title IX? ☐ Yes ☐ No ☐ N/A
- Includes examples of conduct prohibited by the policy? ☐ Yes ☐ No ☐ N/A

Do individuals with camp oversight meet with your institution's Title IX coordinator to understand:

- How camp operations intersect with Title IX? ☐ Yes ☐ No ☐ N/A
- How incidents of sexual misconduct must be reported? ☐ Yes ☐ No ☐ N/A

Does your institution include reported incidents of child abuse in its annual Clery Report?

- ☐ Yes
☐ No
☐ N/A

For more information about protecting minors, see United Educators' (UE's) [Checklist: Protecting Minors on Campus — Sexual Misconduct Policies and Investigations](#) and the [Protecting Children Course Collection for Higher Ed](#).

Policies and Procedures

To reduce the risk of camper injuries during camp, and liability for those injuries, do you:

- | | |
|---|--|
| • Ensure that the camp's instructional program is appropriate for campers' skill level(s)? | ☐ Yes
☐ No
☐ N/A |
| • Explain accurately in the camp's promotional materials the nature of the camp activities, the potential for injuries, and the physical requirements of campers? | ☐ Yes
☐ No
☐ N/A |
| • Arrange for legal review of camper promotional materials? | ☐ Yes
☐ No
☐ N/A |
| • Require campers and their parents, if the campers are minors, to sign a release or an assumption of risk form specifying the nature of camp activities and the potential risks? | ☐ Yes
☐ No
☐ N/A |

For more information on drafting waivers and releases, see UE's [Checklist: Drafting Effective Releases](#).

Athletics

Camps that include contact sports create additional liability risks. For these camps, it is important to include procedures targeted to limiting the potential for catastrophic injury, including those caused by concussions and heat illness.

Do you require athletics camp participants to complete a pre-participation evaluation?

☐ Yes
☐ No
☐ N/A

Is there an emergency action plan for each athletic venue?

☐ Yes
☐ No
☐ N/A

To help reduce the risk of concussion, do you:

- | | |
|--|--|
| • Require staff to complete annual concussion prevention and identification training? | ☐ Yes
☐ No
☐ N/A |
| • Add concussion-specific language to your release or assumption of risk form? | ☐ Yes
☐ No
☐ N/A |
| • Require camp leaders to sign a form annually agreeing to follow your concussion management plan? | ☐ Yes
☐ No
☐ N/A |
| • Require institution health care providers to sign a form annually agreeing to follow the concussion management plan? | ☐ Yes
☐ No
☐ N/A |
| • Immediately remove from play (including competition, practice, and conditioning) any camper showing signs of a concussion? | ☐ Yes
☐ No
☐ N/A |

Actions Needed

• Keep potentially concussed campers out of play until evaluated by a medical professional with experience in the evaluation and management of concussions?	☐ Yes ☐ No ☐ N/A
To reduce the risk of heat illness injuries, do you:	
• Require camp staff to complete annual heat illness training?	☐ Yes ☐ No ☐ N/A
• Include training modules on:	
• Heat illness symptoms?	☐ Yes ☐ No ☐ N/A
• The importance of acclimatizing campers to weather conditions, workouts, and new equipment?	☐ Yes ☐ No ☐ N/A
• Signs of dehydration and actions for keeping hydrated?	☐ Yes ☐ No ☐ N/A
• Add heat illness language to your release or assumption of risk forms?	☐ Yes ☐ No ☐ N/A
• Ensure easy access during practice and play to:	
• A heat stress monitor?	☐ Yes ☐ No ☐ N/A
• A rectal thermometer with flexible arms?	☐ Yes ☐ No ☐ N/A
• Cold water immersion tubs?	☐ Yes ☐ No ☐ N/A
• Immediately remove from play (including competition, practice, and conditioning) any camper showing signs of heat illness and provide on-site treatment?	☐ Yes ☐ No ☐ N/A
• Keep campers showing signs of exertional heat stroke out of play until cleared by a physician?	☐ Yes ☐ No ☐ N/A

For more information on concussion prevention and response, see UE's [Checklist: Creating an Athletics Concussion Management Plan](#). For more information on heat illness prevention and response, see UE's [Reduce Heat Illness in Athletes](#).

Policies and Procedures

Camp administrators should provide a written health policy that articulates the scope of health care services provided.

Does your institution:

- | | |
|--|--|
| • Ensure that legal counsel and a physician or registered nurse review the camp's written health care policy periodically? | ☐ Yes
☐ No
☐ N/A |
| • Document all incidents requiring professional medical treatment? | ☐ Yes
☐ No
☐ N/A |
| • Require campers or their parents, if the campers are minors, to sign a permission form allowing the camp to provide routine medical care and seek emergency medical treatment? | ☐ Yes
☐ No
☐ N/A |
| • Provide accommodations to campers with specific medical needs? | ☐ Yes
☐ No
☐ N/A |

Medication Management

Some students will need to take medication while attending your camp.

With respect to dispensing prescription and nonprescription medications, do you ensure:

- | | |
|---|--|
| • Medications are stored under lock and key? | ☐ Yes
☐ No
☐ N/A |
| • Medications are kept refrigerated if necessary? | ☐ Yes
☐ No
☐ N/A |
| • Nonprescription drugs are dispensed pursuant to a parent's signed instruction or the camp's written health care procedures? | ☐ Yes
☐ No
☐ N/A |
| • Prescription drugs are dispensed pursuant to a physician's directions and with a parent's signed authorization? | ☐ Yes
☐ No
☐ N/A |

Contact and Health Information

Knowing who to contact in case of a medical emergency involving a camper is important.

Do you gather:

• Current contact information, such as:	
• Name?	☐ Yes ☐ No ☐ N/A
• Date of birth?	☐ Yes ☐ No ☐ N/A
• Age?	☐ Yes ☐ No ☐ N/A
• Name and phone number of an emergency contact?	☐ Yes ☐ No ☐ N/A
• Name and phone number of the camper's physician?	☐ Yes ☐ No ☐ N/A
• Name, phone number, and address of the adult responsible for minor campers?	☐ Yes ☐ No ☐ N/A
• Health information, such as:	
• Whether a physical evaluation was completed within the past two years?	☐ Yes ☐ No ☐ N/A
• Relevant past medical treatment?	☐ Yes ☐ No ☐ N/A
• Required immunizations?	☐ Yes ☐ No ☐ N/A
• Chronic condition information, such as:	
• Allergies?	☐ Yes ☐ No ☐ N/A
• Seizure disorders?	☐ Yes ☐ No ☐ N/A
• Diabetes?	☐ Yes ☐ No ☐ N/A

• Prior to the camp's commencement, do you ensure:	
• A trained staff member reviews each camper's health information for completeness?	☐ Yes ☐ No ☐ N/A
• Campers with special medical needs are identified?	☐ Yes ☐ No ☐ N/A
• Staff members are alerted about campers with special medical needs?	☐ Yes ☐ No ☐ N/A
• Staff members who administer medication or assist students with chronic conditions are properly trained to perform those tasks?	☐ Yes ☐ No ☐ N/A

Emergency Planning

An emergency can happen at your camp at any time.

Prior to the camp's commencement, do you notify representatives from the following organizations about the camp's operation:

• Campus security?	☐ Yes ☐ No ☐ N/A
• Fire officials?	☐ Yes ☐ No ☐ N/A
• Local law enforcement?	☐ Yes ☐ No ☐ N/A

Has your institution established procedures for handling emergencies, including:

• Alleged physical or sexual abuse of a camper?	☐ Yes ☐ No ☐ N/A
• Fire?	☐ Yes ☐ No ☐ N/A
• Weather events?	☐ Yes ☐ No ☐ N/A
• Crime (for example, an assault or homicide)?	☐ Yes ☐ No ☐ N/A
• Lost or missing camper or staff member?	☐ Yes ☐ No ☐ N/A

Actions Needed

• Death, illness, or injury of a camper or staff member?	☐ Yes ☐ No ☐ N/A
• Natural disasters common to the camp's geographic location, such as earthquakes?	☐ Yes ☐ No ☐ N/A
Do procedures for handling emergencies include considerations for campers with:	
• Physical mobility limitations, such as wheelchairs?	☐ Yes ☐ No ☐ N/A
• Visual impairments?	☐ Yes ☐ No ☐ N/A
• Hearing impairments?	☐ Yes ☐ No ☐ N/A
Is a staff member trained in first aid and CPR on duty at all times during the camp and on field trips?	☐ Yes ☐ No ☐ N/A
Are plans in place to provide emergency transportation of campers and staff at all times during the camp?	☐ Yes ☐ No ☐ N/A
<i>Please refer to the next section, Transportation, for important additional considerations.</i>	
Do you have an automated external defibrillator (AED) at the camp?	☐ Yes ☐ No ☐ N/A
Do you create and review periodically a crisis communications plan that addresses how to communicate factual and up-to-date information with campers, staff, parents, the media, and others in a crisis situation?	☐ Yes ☐ No ☐ N/A
<i>For more information on establishing a crisis communications plan, see UE's Guide to Creating and Improving a Campus Crisis Communications Plan.</i>	

Transportation

Actions Needed

Because incidents involving transportation can result in serious injury, it is important to take adequate precautions.

Camp Arrivals, Departures, and Emergencies

Prior to the camp, do you:

- | | |
|---|--|
| • Arrange sufficient parking and traffic control for the camp? | ☐ Yes
☐ No
☐ N/A |
| • Inform parents and staff about designated camper drop-off and pickup locations? | ☐ Yes
☐ No
☐ N/A |
| • Inform parents and staff about alternate camper drop-off and pickup locations in the event of inclement weather or other potential emergencies? | ☐ Yes
☐ No
☐ N/A |

Driver Qualifications

You may be providing transportation to campers, either to and from camp or on field trips.

Do you require all potential drivers of vehicles transporting campers to:

- | | |
|--|--|
| • Demonstrate a driving record free of unreasonable violations or offenses? | ☐ Yes
☐ No
☐ N/A |
| • Provide a license that is appropriate for the vehicle to be driven? | ☐ Yes
☐ No
☐ N/A |
| • Be above a minimum age, such as 21? | ☐ Yes
☐ No
☐ N/A |
| • Pass a safe-driving course? | ☐ Yes
☐ No
☐ N/A |
| • Receive training on passenger safety issues — for children and adults — such as: | |
| • Loading and unloading passengers, including those with disabilities? | ☐ Yes
☐ No
☐ N/A |
| • Handling a vehicle breakdown? | ☐ Yes
☐ No
☐ N/A |
| • Evacuating the vehicle? | ☐ Yes
☐ No
☐ N/A |
| • Controlling camper behavior while driving? | ☐ Yes
☐ No
☐ N/A |

- | | |
|---|--|
| • Lowering the student-to-staff ratio when extra supervision is required? | ☐ Yes
☐ No
☐ N/A |
| • Conducting vehicle safety checks? | ☐ Yes
☐ No
☐ N/A |
| • Following accident procedures | ☐ Yes
☐ No
☐ N/A |
| • Orient passengers on safety procedures? | ☐ Yes
☐ No
☐ N/A |

Vehicle Safety

Do you require that all vehicles transporting campers:

- | | |
|---|--|
| • Contain first-aid kits? | ☐ Yes
☐ No
☐ N/A |
| • Are evaluated for mechanical soundness? | ☐ Yes
☐ No
☐ N/A |
| • Are equipped to accommodate campers with special needs including physical, visual, and hearing limitations? | ☐ Yes
☐ No
☐ N/A |

Leasing, Renting, and Chartering Vehicles

When leasing, renting, or chartering a vehicle with a driver, can you demonstrate that the selected provider:

- | | |
|---|--|
| • Maintains its vehicles? | ☐ Yes
☐ No
☐ N/A |
| • Conducts safety checks of its vehicles? | ☐ Yes
☐ No
☐ N/A |
| • Verifies its drivers' driving records and experience? | ☐ Yes
☐ No
☐ N/A |
| • Trains its drivers on passenger safety issues? | ☐ Yes
☐ No
☐ N/A |

For more information on transportation safety, see UE's [Checklist: Safety in Student and Employee Transportation](#).

Contracts and Insurance With Third-Party Providers

Actions Needed

Camp directors often contract with third parties to provide services to the camp. For your protection, contracts with third parties must be reviewed and the third party must be adequately insured. If you are an employee of the host institution or a cosponsor of the camp, consult with the host institution's contract and insurance experts, such as the General Counsel, Risk Manager, or Business Officer. If not, work with outside legal counsel and talk with your insurance agent.

When dealing with third-party service providers, do you:

• Define the third party's relationship to the camp's sponsor (the camp's sponsor is most likely the host institution or your employer) in a written contract?	☐ Yes ☐ No ☐ N/A
• Specify in a written contract how the third party will share responsibility with the camp's sponsor for any claims, losses, or injuries that arise out of camp activities (this contract language is often called an "indemnity," "hold harmless," or "risk allocation" provision)?	☐ Yes ☐ No ☐ N/A
• Determine what lines of insurance the third party must carry to cover the claims, losses, or injuries that might arise out of camp activities provided by the third party?	☐ Yes ☐ No ☐ N/A
• Require the third party to provide a certificate of insurance showing that it carries the necessary lines of insurance?	☐ Yes ☐ No ☐ N/A
• Request the third party name the camp's sponsor as an additional insured party on its general liability policy?	☐ Yes ☐ No ☐ N/A
• Impose the same child protection standards as camps operated by your institution?	☐ Yes ☐ No ☐ N/A
• Mandate reporting of child abuse, harassment, or discrimination to your institution?	☐ Yes ☐ No ☐ N/A

For more information on reviewing contracts and determining insurance requirements, see UE's [Checklist: A Guide for Reviewing Contracts](#), [Improving Contracting on Campus: A Layperson's Guide to Understanding Contract Basics](#), and [Improving Contracting on Campus: Allocating Risks Between Parties](#).

Post-Camp Evaluation

Actions Needed

After each camp, do you:

• Collect feedback from campers and parents about their experience with the camp?	☐ Yes ☐ No ☐ N/A
• Meet with staff to review camper feedback and any incident reports to identify what went well and areas for improvement?	☐ Yes ☐ No ☐ N/A
• Consult with campus departments involved in the camp to identify areas for improvement?	☐ Yes ☐ No ☐ N/A
• Save all documents used in planning and carrying out the camp, including any recommendations for improvement, to help plan future camps?	☐ Yes ☐ No ☐ N/A

By Alyssa Keehan, Esq., CPCU, ARM, Director of Risk Management Research & Consulting. Alyssa oversees the development of UE’s risk management content and consulting initiatives, ensuring reliable and trustworthy guidance for our members. Her areas of expertise include campus sexual misconduct, Title IX, threat assessment, campus security, contracts, and risk transfer. She previously handled UE liability claims and held positions in the fields of education and insurance.



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