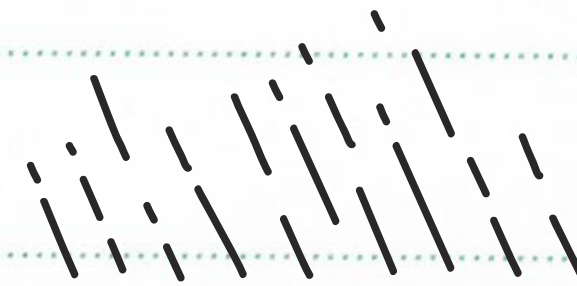




Summer 2026 Orientation



West Seneca Recreation

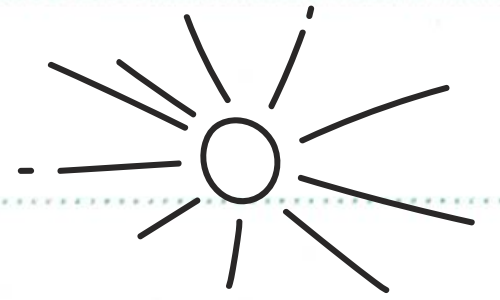


Today's Points

- Handling various Situations
- Accident Reports
- Safety Plan & ER Procedures
- Program Operations & Procedures



How to Clock in and Out



When can I clock in/out?

- Staff are required to clock in and out at the beginning and end of their shift.
- 5 minutes before schedule shift, must clock out 5 minutes after assigned shift ends.

How to punch in and out!

- How to punch in: Clock-In machines are located inside the storage room and at veterans park and in the pool house.
- If you are anywhere else you will clock in and out using the homebase app.

What If I forget to clock In/out?

- Let the program supervisor know right away and It can be fixed!

Time off

Scheduled shift

- Staff are required to show up to their scheduled shift on time.
- If you are scheduled for a shift you can no longer attend, you must find coverage for that shift (Illness/Emergencies excluded)

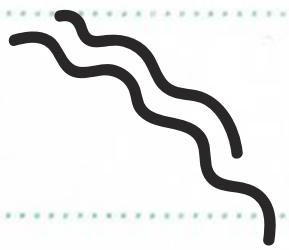
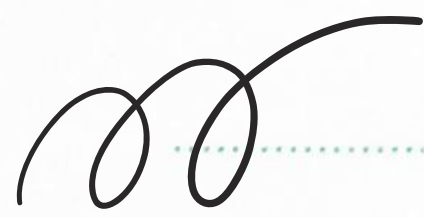
NOTE: Rec attendants CANNOT take shifts for Rec Leaders BUT Rec leaders CAN take shifts for Rec Attendants.

Requesting off


- In order to properly schedule around the absence of an employee please provide as much notice as possible for any days off – use group me or email to message your supervisor
- Rec staff please request time off in the Homebase App
- Rec: Madelyn Pikula mpikula@westseneca.gov
- Pool: Carolyn Morris poolsuporvisor@tw sny.org

Warnings

- There is a 3-strike system for employees
 - Verbal Warning
 - Written
 - Write-up



Cell Phone/ Device Policy



Cell Phone Usage

- Phones are NOT to be used while a program is active UNLESS: Taking photos, Changing music, Emergencies
- Please take pictures and send them on GroupMe and then delete them

Other Devices

- Headphones are NOT permitted under any circumstances while an employee is on the clock.

Staff Participation In Games

- When staff are participating In games with the children, they are to play at a level that is fair, friendly, and unlikely to injure a child.
- Staff will receive a warning and/or further repercussion if behavior persists.

Innapropriate Behavior:

- Verbal Abuse
- Swearing
- Innapropriate Language
- Hitting/punching/kicking
- Biting/spitting
- Bullying



Discipline Policy for Participants

Discipline for Participants

- Participants are on a 3-strike policy. If the children display Innapropriate behaviors they will receive:
 - Verbal Warning (Skip this If behavior Is extreme)
 - Time out from program activity temporarily
 - Written behavior report: sitting out of program must be signed by parents
 - If behavior continues after 3-strikes, a meeting will be set up with the parent/guardian.

First Aid Log

Incident Reporting and First Aid Policy

First Aid Response

Only staff members who have current First Aid certification are authorized to provide first aid care to participants.

Staff should use their best judgment when assessing minor injuries and determining the appropriate response.

Examples of minor injuries may include:

- Application of a bandage
- Distribution of an ice pack
- Cleaning and covering minor cuts or scrapes
- Any other basic first aid treatment

First Aid Log

If a participant receives a minor injury and wishes to return to play or continue participating after receiving basic first aid (such as a bandage or icepack), staff may allow them to do so, provided the participant appears able to safely resume activities.

Medical Log Documentation

All minor injuries and first aid provided must be documented in the department's Medical Log.

Examples of incidents requiring Medical Log documentation include:

Parents or guardians do not need to be contacted immediately for minor injuries. However, staff must notify the parent or guardian at participant pickup.

Incident Reports

A full Incident Report must be completed for any of the following situations:

- Head injuries
- Neck injuries
- Injuries involving Town-owned property, equipment, or facilities
- Any injury requiring emergency medical services
- Any injury that staff determine to be significant or unusual

For major injuries, staff must immediately contact the office so that office personnel can notify the parent or guardian.

When in doubt about whether an incident requires a full report, staff should err on the side of caution and complete the documentation.

Incident reports must be returned to the office the day of the incident

Incident Report Training

- As soon as you are aware of an injury, respond immediately!
- Stay with the individual and treat them with first aid
- If the injury is more serious and needs more than first aid, have another staff member call 911 then have them help assist with the individual
- If 911 is being called you also need to call the office but only after 911 has been called and if you are able to 716-674-6086

Scenarios

Lets Practice!

#1

A participant bumps their head on playground equipment, even if they say they feel fine and want to continue playing.

Scenarios

Lets Practice!

#1

A participant bumps their head on playground equipment, even if they say they feel fine and want to continue playing.

- Notify the office immediately.
- The office will contact the parent or guardian.
- Complete a full Incident Report.

Scenarios

Lets Practice!

#2

A participant is hit in the arm by a ball and asks for an ice pack.
There is no swelling, loss of movement, or significant pain. After 10
minutes, the participant returns to activities.

Scenarios

Lets Practice!

#2

A participant is hit in the arm by a ball and asks for an ice pack. There is no swelling, loss of movement, or significant pain. After 10 minutes, the participant returns to activities.

- Document the use of the ice pack in the Medical Log.
 - No immediate parent contact is required.
 - Inform the parent or guardian at pickup.

Scenarios

Lets Practice!

#3 A participant trips over a damaged sidewalk and scrapes their
knee.

Scenarios

Lets Practice!

#3 A participant trips over a damaged sidewalk and scrapes their knee.

- Provide appropriate first aid.
- Notify the office immediately.
- Complete a full Incident Report, regardless of injury severity.
- Document the condition of the property or equipment involved.

Calling EMS

West Seneca Recreation reserves the right to contact 911 for medical help, at any time.

Certified staff members provide basic first aid and an incident report is completed.

In the event of an emergency:

Do not panic.

Staff member 1 - Call 911. Call Supervisor. Head out to the parking lot to flag down West Seneca Police and Fire and AMR as they enter the parking lot. Escort them into the building so they are aware of where the ER is.

Staff member 2 - Evacuate the other youth from the area.

Staff member 3 - Assist the injured.

After obtaining the WSPD complaint number, complete an accident report, all staff should write statements, statements cannot be written together.

If there are additional staff, divide up as the situation needs.

First AID & CPR supplies are located in the CCL Youth Gym (storage room) and Ice Rink (Fishbowl and Coaches Room).

Universal precautions should always be taken when attending to a medical issue.

Supervision

Recreation Safety Plan

Chain of Command

- Tax Payers
 - Town Board Members
 - Department Heads
 - Recreation Leaders FT
 - Pool Supervisor
- Program Leaders PT/ Supervising Pool Staff PT
 - Recreation Attendant PT / Clerk Typist PT/
Lifeguard PT

Food Protection

- The Town of West Seneca does not serve food.
- Youth must bring food that is non-perishable.
- Youth and staff must always wash their hands before eating.
- Soap and paper towels/ hand dryers are provided in all restrooms.
 - The Town of West Seneca has camping coolers on site if needed.
 - No nut products

Fire Safety

The Town of West Seneca buildings are equipped with smoke detectors and alarms. In the event of a drill or active alarm:

- Staff will escort youth out of the building in a calm manner.
- After reaching the meeting point (CCL - Lions Bandshell, Ice Rink Veterans 90' Fence) staff will take attendance. Any missing youth will be reported to the Supervisor and West Seneca Police/Fire.
- In the event of an active alarm, staff will notify the Department Head.
- Staff will remain at the meeting point until an all clear or further direction is given by the Department Head or West Seneca Police/Fire.

Buildings and Grounds inspects Fire Systems and Extenginurs on a regular basis.

Emergency routes are unobstructed, doors swing outward where required, exits are clearly marked.

First Aid, CPR, Child Abuse

The department suggests all staff have First Aid & CPR training.

At the time of registration parents/guardians must alert West Seneca Recreation to any medical issues, specific need, limitations, dietary needs, special needs, allergies, etc. regarding their youth, provide an emergency contact.

West Seneca Recreation will not administer medicine to any youth.

Health surveillance takes place at staffed programs, includes illness or injury and any indications of child abuse. Anything concerning is reported to the Department Head. West Seneca reserves the right to contact the West Seneca Police Department, Office of Child and Family Services and/or any other agency, at any time regarding a concern.

If a staff member has a concern regarding mental health or child abuse they need to inform the Program Leader, as soon as possible. This information should not be shared with other staff, youth, families, and/or any other person.

Program Rules

Youth should never be left unattended. Program staff should never be 1-1 with a youth. The buddy system should always be used. At the start of the day, youth are paired up with a buddy. Wherever one buddy goes, the other buddy goes. In the event of an odd number of program participants, youth can be paired in 3's. Youth must be paired with the same gender (bathroom, changing, etc).

Parents/Guardians must sign their child in, at the sign in desk, during sign in times only. Any youth who has not arrived at the end of the sign in time, may not be allowed into the program.

At the start of the program, attendance is taken. The attendance is checked with the sign in sheet.

Youth counts are taken at least every 10 minutes. Youth counts are always taken when leaving one location and arriving at another.

When traveling with youth, youth walk in a line, with one staff member at the front and one in the back. Additional staff should be spread out in the middle of the group.

Parents/Guardians must sign their child out and show photo-ID at pick-up. Any person not on the approved pick-up list and/or who does not show ID, will not have their child released to them. The West Seneca Police will be notified if any person picking up a child appears to be under the influence of drugs or alcohol.

Lost Youth

In the event a youth cannot be found.

1. Stay Calm
2. Alert the Program Supervisor
3. Have all youth report to the gym, start a head count.
4. If youth still cannot be found, 1-2 staff members will stay with the youth, all other departmental staff on duty will spread out through the campus. The Program Supervisor will tell which staff where to search and provide a description of the youth (clothing, hair color, name, etc).
5. As staff search the campus they must yell "I am looking for (NAME), they are (AGE), they are wearing (CLOTHING).
6. The Program Supervisor will notify 911 and the Department Head.
7. Parents/Guardians will then be notified.

Weather Conditions

In the event of a power outage, the program will be canceled. If the power outage occurs during the program, this will be handled on a case by case basis.

In the event an activity is taking place outdoors and inclement weather beings (high heat, high winds, lighting, thunder, rain, etc) the youth should be moved inside.

Recreation Safety Plan Continued

Approved Pickup Contacts

- Approved pickup contacts information will be found in the Account Questions under the youths name.
- Approved pickup contacts are also located on the list of registered youth.
- If a family member would like to add an approved pickup person to the list they must fill out a form (in binders) or add them as a member onto their MyRec account.

Recreation Safety Plan Continued

Active Shooter Plan

Active shooters and incidents are unpredictable and evolve quickly. This plan to assist us in being preparing, staying calm and knowing what to do.

If you hear gunshots, popping noise or something similar -OR- if you see an armed person begin the below procedure: Immediately choose the best way to protect the youth and yourself. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for the group employing the "RUN, HIDE, or FIGHT" protocol.

Important Phone Number

Emergency Number 911

West Seneca Police Dispatch 716-674-2280

West Seneca Recreation Office 716-674-6086 (Keep in mind that the office could be closed or evacuated).

You will be provided with your supervisor's number at the program start.

Recreation Safety Plan Continued

Active Shooter Plan Continued

Outside of the CCL Youth Gym

- Run, Hide, Defend (does not have to be in that order)
- Make your way to the police station or a locked secure building, etc. When it is safe to do so first call 911 and then your supervisor.
- If you are hiding your phone, smart watch and radio need to be on silent. Please do your best to keep the youth calm and silent. The closer any person can sit/lay to the floor, the better.

Inside the CCL Youth Gym

- During program sign in/out:
 - The sign in/out table will be outside the CCL Youth Gym door.
- Youth should be signed in/out only during the admission and exit times listed during program registration.
 - Youth should never be in the hallway unless they are with their parent/guardian.
 - Drop Off – After the child is signed in, they should enter the gym.
 - Pick Up – After the child is signed out, the child should be called to exit the gym.
- If a situation occurs where the door needs to be shut for safety proposes, the staff member should enter the gym and shut the door. The door will lock behind you.
- Remember: Never open a door for any person who claims to be WSPD or any other Law Enforcement agenda, town employee, or person. This could be the suspect pretending to be someone they are not to gain access. The WSPD or other Law Enforcement agencies will have a Master Key to open any door.

Recreation Safety Plan Continued

RUN: Evacuate if Possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunman/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide. (Police Station, Town Hall, Ice Rink, Westcliff Drive, Holland Ave, etc.).
 - Leave your belongings behind.
 - Keep your hands visible to WSPD or other law enforcement.
 - Take the youth with you.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide WSPD or other law enforcement may be critical, e.g., number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.
 - Call your Supervisor, after calling 911.

Recreation Safety Plan Continued

HIDE: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view (bathroom, storage room, etc.).
 - Choose a hiding place with thicker walls and fewer windows, if possible.
 - Lock doors and barricade with heavy items, if possible.
 - Turn off lights
 - Silence phones/radios/smart watches and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
 - Remain in place until you receive an "all clear" from the West Seneca Police. Do not allow anyone in the room that you are hiding in, even if they claim to be the West Seneca Police. The West Seneca Police have master keys to the Town and will be able to open any Town door inside or outside and show their badge.

Recreation Safety Plan Continued

Defend: Take action to disrupt or incapacitate the shooter

- If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
 - Attempt to incapacitate or disrupt the actions of the shooter. (Hit them with blunt objects, throw things at them, etc.).
 - Act with physical aggression toward the shooter.
 - Use items in your area such as fire extinguishers or chairs.
 - Throw items at the shooter if possible.
 - Call 911 when it is safe to do so. (FIRST CALL)
 - Call your Supervisor when it is safe to do so. (SECOND CALL)
 - Immediately after an incident:
 - Wait for WSPD or other Law Enforcement officers to assist you out of the building, if inside.

Important Phone Numbers!

Emergency Number: 911

West Seneca Police Dispatch: 716-674-2280

West Seneca Recreation Office: 716-674-6086

Remember you can always contact Madelyn or David over email or stop in for anything you need!

Training Videos

[OSHA Bloodborne Pathogen Training](#) 5min

[Sexual Harassment Prevention Training](#) 54min

[Workplace Violence Prevention](#) 1hr