



UNIVERSITY OF WISCONSIN-LA CROSSE (UWL) YOUTH PROTECTION ESCALATION MATRIX

Expectations

All Activity Directors (AD) must familiarize themselves with [UW System Administrative Policy 625: Youth Protection and Compliance](#) and the UWL Youth Protection Policy and expectations of how to be compliant with the policy and with the law. AD's must share reporting protocols and the escalation matrix with all employees, both paid and volunteer. If the AD, Youth Protection Coordinator (YPC) and/or Division Youth Protection Liaison (DYPL) determines the health, safety, and welfare of participants are at risk at any time during a youth program, they may cancel the youth activities.

When to Report

Violations of the behaviors prohibited within UW System 625 or UWL Youth Protection Policy must be reported immediately and no later than 24 hours of the incident.

What to Include in a Report

The report shall include the following information, to the extent that is known by the witness and the UWL or UWL or La Crosse Police:

1. The name, age, and home address of the minor
2. The name and home address of the parent or other person responsible for the care of the minor
3. The minor's whereabouts
4. The nature and extent of the prohibited behavior and/or suspected abuse or neglect, including any information regarding possible previous instances
5. Identifying information of those responsible for the prohibited behavior, abuse, or neglect

How to Report & Incident Escalation

The witness notifies appropriate authorities personally or by telephone, and within 24 hours of the incident. Witness and/or Activity Director shall notify the Division Youth Protection Liaison and Coordinator of Youth Protection Services as soon as possible.

Incident Escalation		
Responsibility	Emergency	Non-Emergency
Witness: Step 1	Call UWL University Police (608.789.9999) or La Crosse City Police (911)	Verbally inform the Activity Director
Witness: Step 2	Verbally inform the Activity Director	
Activity Director: Step 1	<p>Verbally inform the Division Youth Protection Liaison and Coordinator of Youth Protection Services (608.785.5099).</p> <p>If an Executive Order 54 incident, the AD and/or Witness must also complete the electronic reporting form</p> <p>If a general incident, the AD and/or Witness must also complete the electronic Youth Camp/Program Incident Reporting Form</p>	<p>Verbally inform the DYPL and YPC (608.785.5099).</p> <p>If an Executive Order 54 incident, the AD and/or Witness must inform Child Protective Services and/or University Police and or local authorities (911). They must also complete the electronic reporting form</p> <p>If a general incident, the AD and/or Witness must also complete the electronic Youth Camp/Program Incident Reporting Form</p>
YPC: Step 1	Verbally inform the Director of Title IX and Compliance (608.785.5089).	Verbally inform the Director of Title IX and Compliance and the appropriate unit: University Police/La Crosse City Police, Student Life, Risk Management, etc.
VC: Step 1	Verbally inform next level of campus and/or System leadership as appropriate	Verbally inform next level of campus and/or System leadership as appropriate
Depending on the nature of the report, UWL may engage UW System Office of General Counsel.		

Post Incident Meeting

Depending on the nature of the incident, the Youth Protection Coordinator may schedule a post-incident meeting with the youth program staff and leadership to discuss guidelines and protocols, what worked and what did not, violations/incidents, concerns, and next steps.

Action Plan

The Youth Protection Coordinator and the Activity Director will develop an action plan on how to address the violation and attain compliance for future events. Depending on the severity of the violation, action may be taken including but not limited to suspension of the program activities for the remainder of the year and/or until retraining and compliance can be assured.

If the YPC, DYPS, and other campus leadership (VC, Director of Title IX and Compliance, Risk Management, etc.) are satisfied with the action plan, they may approve the youth program to resume activities. For multiple, repeated, or sever violations, or if there are any concerns with the risks of continuance of the program, program termination and/or removal of authorization to work with youth may be determined.