



**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, Coordinator of Youth Protection Services (CYPS) 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.

### How to Report & Incident Escalation

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

Incident Escalation		
Responsibility	Emergency	Non-Emergency
<b>Witness: Step 1</b>	Call UWL University Police (608.785.9999) or La Crosse City Police (911)	Verbally inform the Activity Director
<b>Witness: Step 2</b>	Verbally inform the Activity Director	
<b>Activity Director: Step 1</b>	Verbally inform the Division Youth Protection Liaison and Coordinator of Youth Protection Services (608.785.5099).  If an Executive Order 54 incident, the AD and/or Witness must also complete the <a href="#">electronic reporting form</a>  If a general incident, the AD and/or Witness must also complete the <a href="#">electronic Youth Camp/Program Incident Reporting Form</a>	Verbally inform the DYPL and CYPS (608.785.5099).  If an Executive Order 54 incident, the AD and/or Witness must also complete the <a href="#">electronic reporting form</a>  If a general incident, the AD and/or Witness must also complete the <a href="#">electronic Youth Camp/Program Incident Reporting Form</a>
<b>CYPS: Step 1</b>	Verbally inform the Vice Chancellor of Diversity & Inclusion (VC) (608.785.5097).	Verbally inform the VC and the appropriate unit: Title IX, University Police/La Crosse City Police, etc.
<b>VC: Step 1</b>	Verbally inform next level of campus and/or System leadership as appropriate	Verbally inform next level of campus and/or System leadership as appropriate

The CYPS and VC will follow up with the appropriate agency (University Police, La Crosse City Police and/or Child Protective Services) as needed. Depending on the nature of the report, UWL may engage UW System Office of General Counsel.

## 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

## Post Incident Meeting

The Coordinator of Youth Protection Services schedules 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 Coordinator of Youth Protection Services 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 CYPS, DYPS, and other campus leadership (VC, Title IX Director, etc.) are satisfied with the action plan, they may approve the youth program to resume activities. For multiple, repeated, or severe 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.



### Youth Protection

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