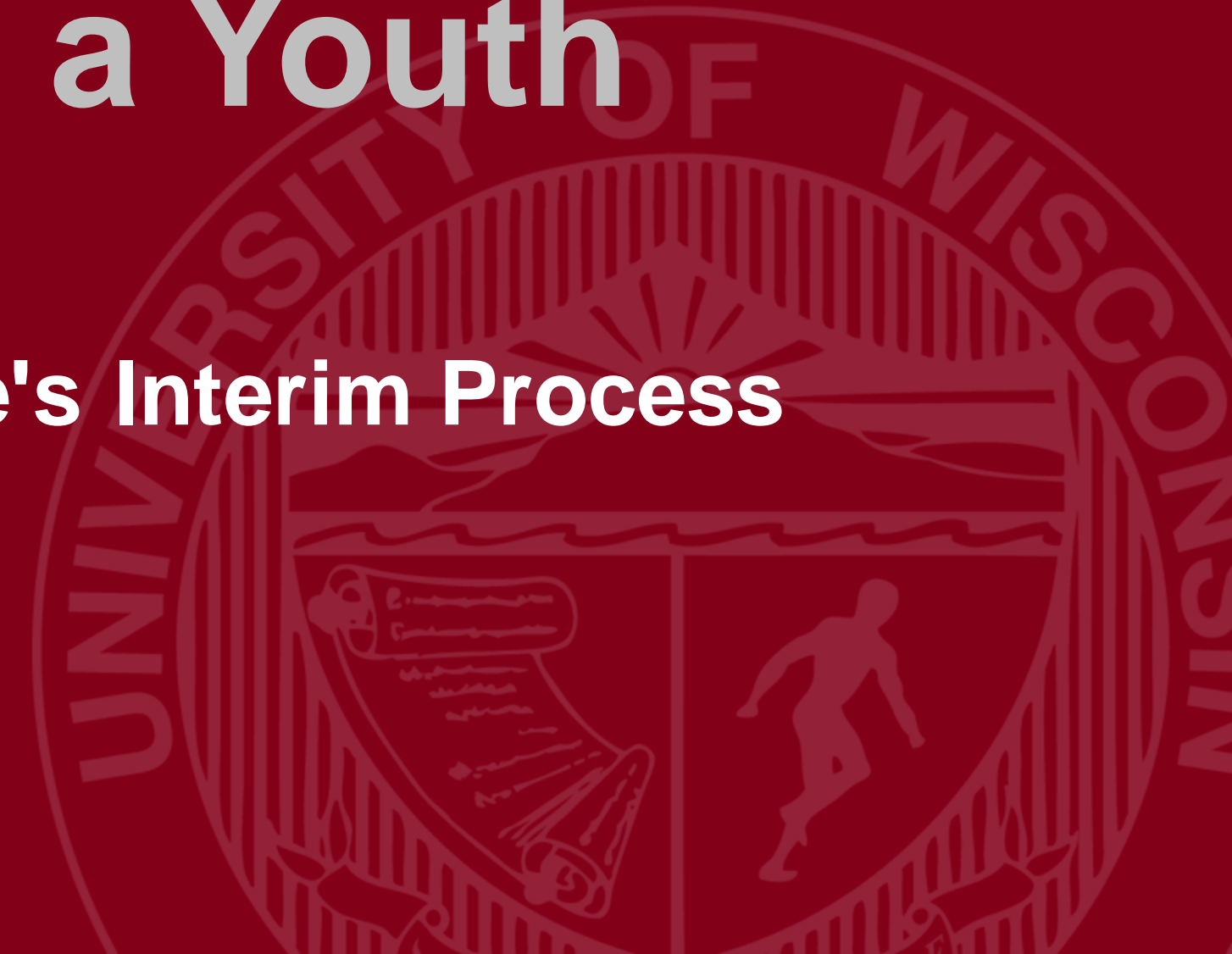




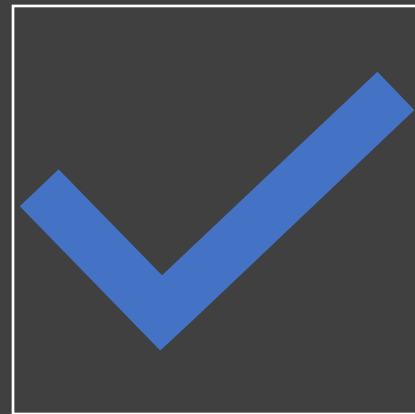
Youth Protection: Hosting a Youth Activity

UW La-Crosse's Interim Process

April 19, 2022



Agenda



Brief Overview of SYS 625
Policy



Requirements to Host a
Youth Program: UWL's
Interim Process



Historical Context:

Under Minor Protection and
Adult Leadership Policy
(last updated in 2016)

What's considered a youth/activity/program?

"Programs and activities
offered by various academic
or administrative units of
the University."

- **Former Requirements & Process were undefined and decentralized**

- Programs responsible for setting their own expectations with:
 - Proper screening of all staff (criminal background checks)
 - Training staff and volunteers (what content, requirements)
 - Program documentation (forms, waivers, permission slips, medical forms, insurance, emergency plans, reporting protocols/plans, etc.)

- **Programs with Minors Audit in 2020**

- Identified remaining gaps in staff and youth safety

Why are we making these changes now?

TO PROTECT YOU AND YOUR PROGRAM ATTENDEES!

SYS 625, **ACTIVE** **Youth** **Protection &** **Compliance** **Policy**

The UW System policy directs campuses to **implement minimum requirements** on campuses. UWL has **active expectations** for the following policy sections:

Emergency Preparedness

Attendee Registration

Event Registration

Volunteer and Staff Screening

Volunteer and Staff Training

**Measures to Maintain Adequate Supervision of Youth
Participants**

Reporting Obligations

Escalation Matrix

SYS 625, UPCOMING Youth Protection & Compliance Policy

These are the additional policy aspects that are defined in SYS 625:

Institutional Oversight

Institutional Sponsor

Retaliation

Consequences for Noncompliance

Prohibited Behaviors

Recruiting Activities Governed by the NCAA

Overnight Covered Activities

Data Retention*

Third Parties

**Reviewing the UW System Policy
Statements**

Interim Process: Summer to Fall 2022

In preparation for full implementation of SYS 625 policy in **2023**

Focus on oversight and readiness to host a youth activity

July 1, 2022 Launch Date: all youth programs offered after this date must comply with the interim process policy

Interim Process: Summer to Fall 2022

Covered Activities

All events, operations, endeavors, or activities designed for participation by Youth Participants organized, sponsored and/or operated by the Institution regardless of location; and regardless if it is hosted by a third-party or campus staff

Examples of covered activities include, but are not limited to:

- Programs
- Events
- Camps
- Clinics
- Workshops
- Symposia
- Conferences
- Tournaments
- Meets
- Clubs
- Projects
- Competitions
- Internships
- Job shadowing
- Mentoring
- Private lessons or instruction
- Coaching
- Tutoring
- Field trips
- Lab visits
- Precollege programs
- Service-learning placements

Interim Process: Summer to Fall 2022

SYS 625 and the Interim Policy does not apply to minors participating in:

- Events open to the general public,
- For-credit courses,
- Medical care provided to minors in in-patient or out-patient settings,
- Institutional Review Board-approved research,
- Daycare and preschool services operating under the direction of a licensed daycare or healthcare provider,
- Private Events, or
- Minors participating in pre-enrollment visitation or recruiting activities governed by the NCAA

**Reviewing the UWL Interim Process
Guide:**



Process to Host a Youth Activity



Handouts/Resources

- UWL Youth Program Quick Guide of Interim Process
- UWL Youth Program Guide of Interim Process (more in depth)
- [UWL Youth Program Website](#) (for youth activity registration form and templates)

Process to Host a Youth Activity

1. Obtain approval from Dean of College (academic unit) or Director (non-academic unit) ([Risk Sponsorship Form](#))
2. Register your youth activity/event
3. All staff (both paid and volunteers) must be properly screened prior to the event. Please work with Human Resources to complete criminal background checks (and employee action forms or volunteer contracts) as applicable

4. Staff training: Staff identified as Authorized Adults must complete the following prior to the event:

1. Mandated Reporting and Sexual Harassment training
 - a. Training modules for UWL employees accessible through their HRS portals
 - b. For volunteers and UWL students, program directors/faculty should contact the Title IX Director for links
2. Executive Order 54 Mandated Reporter training

*Certificates of completion for each staff will need to be collected by Program Directors and stored in SharePoint or OneDrive in case of audits. Dates of completion for each training must be reported in the Staff Roster.

For Designed Individuals, additional training on institutional youth protection best practices is also required.

Optional training for staff

1. First Aid/CPR
2. Youth Mental Health First Aid

Authorized Adult: Individuals, age 18 and over, paid or unpaid, who are authorized to interact with youth participants as part of a covered activity following completion of screening and training requirements. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, student-athletes, interns, and individuals associated with Third Parties. Authorized adults cannot have unsupervised access to minors.

Designated Individual: An authorized adult who is counted in the supervision ratio for a covered activity. Designated individuals are responsible for ensuring the care and safety of youth participants in covered activities. Additional training is required for authorized adults serving as designated individuals.

5. Complete the following documents:

1. Staff and Participant Rosters
2. Youth Supervision Plan
3. Health and Safety Plan
4. Emergency Plan (including Reporting Protocols)
5. Escalation Matrix Plan

Other program form(s), if applicable, for program use:

1. Media Release Form
2. Youth Health Form
3. Parental Waiver/Liability Form

Approval to Host a Youth Activity

The **Director for Title IX & Compliance** and **Pre-College Liaison** will

- review the initial program registration form
- follow up submission of staff screening/training requirements and required documents

The **Director for Title IX & Compliance** will communicate with Program Directors of any missing or outstanding items during this process to avoid delays

Once all items are deemed complete and in compliance, the **Pre-College Liaison** will notify Program Directors of approval to operate their program



Barbara Stewart
Pre-College Liaison



Dany Thompson
Director for Title IX &
Compliance

FYI about YARS (Youth Activities Registration System)

Eventually, all institutions will utilize YARS (the Youth Activities Registration System) to register youth activities

More information regarding YARS will be provided to program directors once UWL has a more finalized timeline and additional instructions from System

Next Steps

- Bring your specific program questions to the Open House this afternoon!
 - Additional Open House/Campus Sessions planned for late May for summer and early fall programs (information will be sent to campus community later in the spring)
- Creation of a Canvas training module for Program Directors
- UWL Youth Program Compliance Manual (UWL's policy)

UWL Youth Advisory Group



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Coordinator



Q&A

