

Commuter Program Compliance Checklist

This checklist is for UW System Youth Activity Directors and Administrators who plan and organize Commuter youth programs/activities and are responsible for meeting campus compliance requirements. Get more information about *UWL Youth Program* at the link below:

<https://www.uwlax.edu/diversity-inclusion/youth-programs/staffresources/>

Program Registration

- Register or renew program with campus precollege liaison
- Obtain permission Youth Activity Acknowledgement Form

Staffing Requirements

Complete Youth Supervision Plan

- Define roles and responsibilities of Authorized Adults who make up program staff
- Define roles and responsibilities of Designated Adults who make up program staff
- Indicate planned supervision ratios for the program during:
 - Large group assembly
 - Small group and/or break-out times
 - Transitions between activities
 - Bathroom breaks
 - Classroom/instructional time
 - Recreation activities off premise
 - Free time (supervised)
 - Showering and bathing
- Plans for finding alternate supervision if a Designated Individual has to leave the group
- Include protocol for reporting incidents to Human Resources, Precollege Liaison, and parents/guardians

- Establish Check-in & Check-out procedures
 - Provide parents & guardians with written information on check-in and check-out procedures
 - Outline responsibilities of Designated Individuals who meet participants at daily-check-in
 - Describe protocol for Designated Individuals staying with minors until a parent, guardian, or designee arrives

Complete Staffing Plan

- Work with HR office to hire and onboard individuals working in programs involving minors. All program staff must be centrally tracked as an employee or volunteer with the university

Hiring Requirements

- Complete and track screening, interviews and reference checks for program staff applicants
- Provide Human Resources list of program staff (employees or volunteers) to complete and/or verify CBC and National Sex Offender Registry screening

- Keep master roster of CBC's and screening completion dates for all program staff

Staffing Requirements, continued

Responsibilities of HR Staff

- Verify the completion of CBC and Sex Offender Registry screening for program staff (employees and volunteers)
- Keep CBC records according to the policy and data retention requirements
- Provide Program Director with CBC and National Sex Offender Registry Completion dates

Training for Designated Individuals and Program Directors

Confirm training is completed prior to start of program/activity

- Title IX Responsible Employee (Annually)
- Campus Clery Security Authority (Annually)
- Youth Protection
- Youth Mental Health First Aid
- CPR/AED First Aid

Program Staff Orientation/Training

To be completed prior to the start of program/activity

- Explain program procedures and policies, including youth supervision plan, emergency planning, and escalation protocols.
- Review job performance expectations (code of conduct)
- Review required trainings
- Review types of incident reporting and reporting requirements
- Review emergency procedures for program location(s)
- Communicate plan for emergency contact with parent/guardians
- Outline drop-off and pick-up procedures for participants
- Discuss topics specific to Residence Halls
- Summarize appropriate staff and participant interactions
- Recap behavior management and discipline protocols

Health and Safety

Risk Management

- Purchase Insurance: Work with Precollege Liaison to determine program eligibility for accident insurance
- Ensure Third Party and Affiliated contracts define responsibilities of all parties
- Submit Third Party and Affiliated contracts for review to OGC when contracts deviate from the standard contract template
- Complete and submit a Notice of Injury Form to Risk Management for each participant injury
- Submit final participant roster to Precollege Liaison within 3 days of the program or session end

Health and Wellness Plans

- Include Communicable Disease protocol (Refer to current COVID -19 guidance)
- Document activity staff are trained to provide first aid care
- Collect contact information for parents and guardians
- Collect "Permission to Treat Forms" for each participant
- Develop plan for maintaining supervision ratios if a Designated Individual has to attend to an ill or injured participant or accompany them to urgent care

- Distribute, collect, and store waivers and participant forms

Transportation

- Outline Transportation Plans for program participants in multiple scenarios
 - Between program activities and locations on campus
 - To off-campus activities that are part of programming
 - During medical emergencies and non-medical emergencies

Health and Wellness Plans, continued

- Detail how Program Directors notify parents and guardians via phone and in writing in emergency situations
- Outline procedures for transportation to an urgent care or walk-in clinic according to the transportation and/or safety plan
- Determine activity's ability to meet special needs of participants and outline accommodations to meet the needs of participant(s)
- Include cost of Camp Health and related expenses in program budget

- Determine activity's ability to meet special needs of participants and outline accommodations to meet the needs of participant(s)

- Describe process to notify parents and guardians in writing of any illness or injury that occurs .

- Determine plan for participants to meet with Program staff including late-check-in's.
- Outline Program protocol to:
 - Collect, review, and store health history forms
 - Verify access to first aid kits or provide first aid kits to Designated Individuals
 - Collect, administer, and store medications
 - Log all treatment provided and all medications administered
- Establish guidance for program staff notify Program Manager of participants with health concerns or taking medications

Technology & Information Security

- Follow Information Security guidelines to upload and store information
- Control access to program information
 - Track who has access and to what information