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
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.

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
- 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