

UW-L

Youth Protection and Compliance

HOESCHLER TOWER

UWL's Guide to Hosting Youth Activities

2023

1

Submit a Program Registration Form

The Activity/Program Director (AD) submits a Program Registration Form. The form will be routed to youthprotection@uwlax.edu.

This information should be provided at least eight weeks before the proposed program start date.

Required information to request Initial Program Approval:

- Program name
- Expected dates of program
- Activity Director (primary contact) for program: first name, last name, phone, email
- Preliminary agenda or brief description of activity (who, what and why)
 - Include expected age range of Youth Participants
 - If possible, include a rough schedule and preferred locations
 - Indicate if meals/food will be provided to youth participants
- Description of volunteer and supervision structure, including whether parent or teacher chaperones will be attending. Describe the general expectations of staff and/or volunteers, if known.
- If the program is proposed by a UWL employee, include: Statement confirming the program has been preliminarily discussed with the UWL employee's department chair or unit supervisor.
- Schedule availability for a follow-up meeting with the corresponding Division Youth Program Liaison.

University of Wisconsin-La Crosse
Youth Program Registration Submission

Submit this form:

- As early as possible in your program planning process
- A minimum of 8 weeks prior to the start of your program

You must receive Initial Program Approval prior to marketing your program or making space/catering reservations at UWL.

For questions, contact: youthprotection@uwlax.edu

Are you a UWL student, faculty or staff member?

- Yes
 No

Primary program contact:

First Name
Last Name
Email
UWL department or outside organization name
Name of Department Chair/Unit Supervisor

Program name:

Please provide a preliminary agenda or brief description of the activity and if food will be provided to youth participants. If possible, include a rough schedule and preferred locations.

2

Initial Meeting with Division Youth Protection Liaison

Division Youth Program Liaison (DYPL) sets up a meeting to review plans for youth protection during the program. Email initiating the meeting will have the department chair/unit supervisor cc'd to ensure awareness.

This meeting may take place in-person, over video or phone. Multiple meetings might be required for larger or more complicated programs.

- DYPL and Activity Director (AD) review agenda and supervision structure, identify and lessen potential risks
- DYPL will determine the Program Type (see Section IV. Program Type Definitions)
- DYPL provides required forms to AD based on Program Type
- DYPL and AD will categorize volunteers as either Authorized Adults or Designated Individuals, and review differences and requirements for each
- Review UWL youth protection expectations (see Section I. Guiding Principles)
- Questions regarding insurance will be sent to the Assistant Controller in Business Services
- Schedule a Final Program Approval meeting at least two weeks prior to event start

3

Initial Program Approval

If the DYPL concludes that a program can be held in compliance with the UWL Youth Protection Policy, the DYPL will provide the CYPS a recommendation for Initial Program Approval.

That message will also include

- Information from Program Registration Form plus any additional notes from the STEP 2 meeting,
- Program Type categorization and
- Their professional assessment of the program's plans for Youth Protection Policy compliance.

In some cases, the DYPL is also the AD, and will be submitting information pertaining to their own program.

The CYPS will review the DYPL's recommendation. The CYPS may require clarification or program alterations, which will be shared with the AD via email. Ultimately the CYPS will either grant or deny Initial Program Approval, via email to the DYPL and AD.

4

Completion of Required Forms

If needed, The CYPs (with DYPL as back up) sends notice of Initial Program Approval to University Centers, University Housing, and Chartwells. The program is eligible to make room reservations at UWL and order catering once Initial Program Approval is received.

At least four weeks prior to the program, the AD will send a list of volunteers to the DYPL, using the **UWL Youth Program Staff & Participant Roster**. UWL covers the cost of **Criminal Background Checks (CBC)** for employees. All other CBC costs are charged to the unit or organization sponsoring the program.

The DYPL will first determine whether any individuals needing CBC already have one on file with UWL which was completed within the last four years. The DYPL will provide the Activity Director a CBC information form link to distribute to volunteers (the link will work only for email addresses placed on the Volunteer CBC Request tracker).

The Activity Director should request that the program volunteers complete the CBC information form within 5 business days of its receipt. The CYPs (with DYPL as back up) will periodically check for CBC completion and update the program's Youth Event Staff & Participant Roster.

The Activity Director is responsible for informing volunteers of **training requirements** and providing instruction on how to access and complete the training. The DYPL will **monitor completion** of the UWL Youth Protection Training Course, and periodically update the UWL Youth Program Staff & Participant Roster.

All UWL employees working with youth are encouraged to review [Position of Trust and Mandated Reporter](#) expectations.

Most Authorized Adults and Designated Individuals must complete the UWL Youth Protection Training Course, which addresses best practices in youth protection along with the [UWSA Policy 625](#) requirements regarding Mandated Reporter and sexual harassment training.

Volunteers in Third-Party Non-Custodial Programs are not required to **complete the UWL Youth Protection Training Course**. However, third-party Activity Directors must agree to make their volunteers aware of and consent to following the UWL Campus Visit Guidelines, as laid out in the Third-Party Youth Program Acknowledgement.

All Activity Directors, both UWL and Third-Party, must complete the [WI Mandated Reporter Online Training](#). UWL employees who are up-to-date on required training assigned by HR will have already completed this requirement.

Program Documents

Youth Supervision Plan

UWL must require that supervision ratios meet the minimum standards, with the exception of classroom settings, which allow for a 1:18 Adult to Youth Participant ratio. A minimum of two adults is required for all field trips. Designated individual status is required for all adults serving in supervision ratios.

Institutions must prohibit one-on-one interactions between adults and youth participants, unless the adult is a designated individual in a setting where one-on-one instruction occurs. In such settings, activities must be observable and interruptible. Institutions must designate an employee or department with knowledge of youth safety to review and approve requests to grant exceptions. Exceptions can also be made where a familial relationship exists and in emergency situations.

A template is available on the UWL Youth Program Website under [Staff Resources](#). Templates should be modified to fit program needs.

Health/Safety and Emergency Plans

The Health and Safety plan outlines response protocols in place to address mitigation/quarantine/isolation incidents. In addition, all residential programs must have a communicable disease protocol.

The Emergency Plan documents minimum emergency preparedness protocols based on the program's level of risk and as advised by the institution's risk management authority or other relevant Institution stakeholders.

Links to the Health/Safety and Emergency plan templates are on the UWL Youth Program Website under [Staff Resources](#). Templates should be modified to fit program needs.

Program Documents

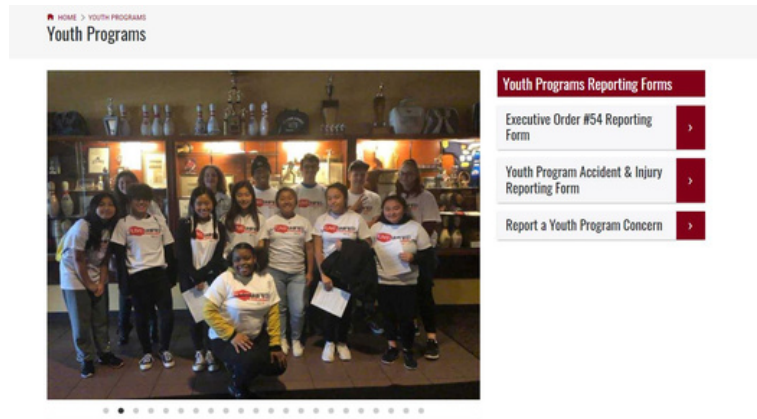
Escalation Matrix Plan - (Reporting Protocols)

Institutions must adopt an Escalation Matrix to guide decision-making around incidents that violate institutional policy or trigger a reporting obligation as defined by the following:

Reporting Obligations

- Institutions must require adults covered under this policy immediately report any suspected physical abuse, neglect, or sexual abuse of a minor pursuant to the institution's EO54 reporting procedures.
- Institutions must also require adults covered under this policy to report the following incidents that occur within a covered activity to the institution through procedures established by the Institution:
 - Sexual harassment or sexual violence as defined by the institution's Title IX policy;
 - Incidents resulting in serious physical harm requiring professional medical attention; and
 - Incidents of illegal or unauthorized drug use.
- Institutions may identify additional reportable incidents.

Program Directors need to include the how, when, where, and who as part of the reporting protocols. Links to make a youth program report are on the UWL Youth Programs website.



Other Helpful Program Documents (for program use)

- Parental Waiver/Liability Form
- Media Release Form
- Youth Health Form

Final Check-In Meeting with DYPL

The AD meets with DYPL at least 2 weeks prior to the event, to confirm that the following requirements are met:

- All required plans for the Program Type (see Section IV Program Type Definitions) are written and complete.
- Volunteers on the roster have completed or are on schedule to complete all required trainings and CBC prior to the start of the program.
- Proof of Insurance (either through campus or another insurer, as was determined prior to Initial Program Approval) has been received and shared with the Assistant Controller in Business Services.

If the DYPL is satisfied with the program's status, they will provide the CYPs with a report on the check-in meeting, including a summary of: completion of required plans, volunteer training, volunteer CBC, and proof of insurance.

Any missing information must be identified and documented for the CYPs, including pending staff supervision assignments. The DYPL will also provide a recommendation for Final Program Approval.

Within 2-3 business days, the CYPs will respond to DYPL and AD with Final Program Approval or refusal based on their review of the DYPL's report and recommendation.

The CYPs will forward the Final Program Approval to any additional campus stakeholders as need be.