

UW-L

Youth Protection and Compliance

HOESCHLER TOWER

UWL Process Guide



1

Obtain Approval: The Youth Activity Acknowledgement Form (YAA)



Youth Camp and Program Calendar Year 2022
Today's Date: _____

UWL's Youth Activity Acknowledgement Form

(Note: This form should be initiated and signed by the Program Director and approved by the appropriate supervisor(s) and forwarded to UWL's Youth Protection and Compliance Office. Within Academic Affairs the program director, chair and Deans sign this form. For all other non-academic Divisions, the program and unit director and the Vice Chancellor for the other Divisions of UWL. The form should be received 30 days prior to the advent of the youth activity).

The youth activity/program named _____
will be held under the auspices of the University of Wisconsin-La Crosse:
Start date: _____ End date: _____
Location(s): _____

Expected age range or participants: _____ Expected number of youth participants: _____

Purpose / goals / anticipated outcomes of this youth activity

_____.

The ongoing UW faculty/staff designated to oversee this youth activity:
Program Director: Name _____ NetID _____
Phone _____ Email (uwlax.edu) _____
Campus Unit _____
Campus Role _____

- As Program Director, I understand:
- that the responsibilities of hosting this youth activity include compliance with University, State, and Federal requirements and protections for minors under age 18.
 - that the budget for this activity must include planning for sufficient financial and human resources to ensure that the youth activity can successfully take place in alignment with the youth protection guidelines.
 - that expenses associated with this youth activity may include but are not limited to meeting space, transportation, parking, food, technology, fees, and personnel.
 - that all UWL-affiliated staff serving minors must be screened according to required HR/Title IX processes and that this process must be documented.
 - that risk management and insurance requirements must be met and that cybersecurity protocols must be followed for data handling and record retention.
 - that a youth activity cannot be hosted until all items are deemed complete and in compliance with the Director for Title IX & Compliance and Pre-College Liaison.

I understand that I am expected to be trained to act in alignment with UWL's Youth Protection protocols. Furthermore, I understand that I am obligated to report any violations or other incidents reported to me. I will report to authorities and understand that incidents may be escalated based on the nature of the incident.

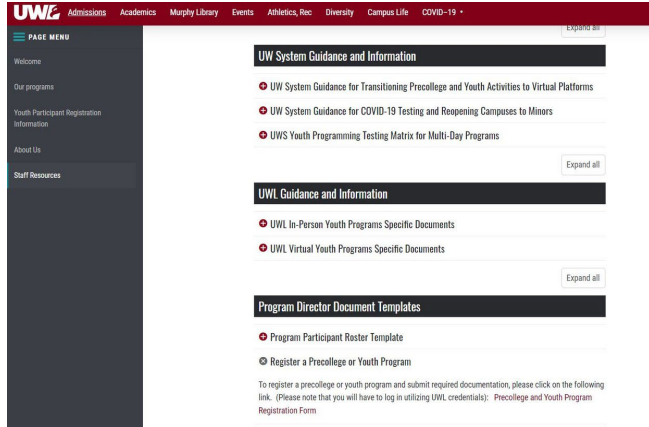
Signature of Program Director: _____ Date: _____

The Youth Activity Acknowledgement Form (YAA) is a signed form that outlines the risks and the responsibilities that the highest-level dean or director in a university unit, is willing to assume on behalf of a program. The YAA letter shows that the executive level dean or director in your unit is aware of your program, understands the risks involved in your program, agrees to accept ultimate responsibility, and supports your ability to run your program. The YAA letter also demonstrates that sufficient financial resources are available to cover an unexpected budgetary shortfall.

Program Directors will upload the YAA form during program registration (Section 2).

2

Youth Activity Registration Form (Maxient)



The Registration Form is on the UWL Youth Programs Website under [Staff Resources](#)

Individuals will be directed to Maxient and must enter UWL credentials to access the form.

Program Information

Youth Program or Camp Information

You are currently authenticated as Dany Thompson. [Not you?](#)

Your Full Name:

Your phone number:

Your email address:

Name of Camp/Program/Fieldtrip (Required):

Mode of Program or Camp (Required):

Name of Program Director

Program Staffing Information

Please list the name of the Program Director and the person in charge of the program/camp if they are different individuals.

| Full Name | Select Role | ID Number if Known |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Add another party](#)

2

Youth Activity Registration Form (Maxient)

Program Information and submit the Youth Acknowledgement Form



Questions

What are the dates of the program/field trip? *(Required)*

Please Submit the Youth Activity Acknowledgement Form *(Required)*

Youth Activity Acknowledgment Form

Supporting Documentation

Please upload the Youth Activity Acknowledgement Form 5GB maximum total size.

Attachments require time to upload, so please be patient after submitting this form.

3

Staff Screening

After Program Directors have hired staff (both paid and volunteers) and completed reference checks, they should connect with Human Resources (HR) to start the screening process, which includes the criminal background check and sex offender registry check.


All **paid staff** will need Employee Action Forms (EAF - non-students) or Student Employee Action Forms (SEAF - students) completed. To ensure paid staff receive a criminal background check, please complete the following:

- ◆ EAF Form
 - Please check the "Position of Trust with Vulnerable Population" box
- ◆ SEAF Form
 - Please check the "Criminal Background Check (CBC) needed" and "Check here if there are applicable position of trust responsibilities" boxes
 - **All PAID STAFF for "Criminal Background Check (CBC) should be sent to HR**


Volunteers will need to complete a Volunteer Agreement form. **Program Directors will send a list of volunteer names to the Precollege Liaison, Antoiwana Williams, awilliams@uwlax.edu** to complete CBC's.

*An email from HireRight will be sent to all staff to start the CBC process. Please note that staff need to initiate this process after receiving this email or the link will expire. Program Directors should follow up with all staff to ensure they have received an email. Delays in start dates will occur if staff do not start the CBC process as soon as possible. Staff cannot interact with minors until the CBC is cleared.

Program Directors should submit names to HR at least 2-3 weeks before the start of a program to provide sufficient lead time. Once CBC's are completed/cleared, HR will notify Program Directors (name of individual listed as supervisor on the EAF or SEAF) when a staff can start working. Current UWL employees who have not worked with minors should connect with their supervisors and HR to ensure proper screening prior to interacting with youth.

| | |
|---|--|
|  | Office of Human Resources 1725 State Street, 144 Graff Main Hall La Crosse, WI 54601 |
| EMPLOYEE ACTION | |
| Contact Human Resources at (608)785-8013 if you have questions on completing this form. Note to final approver: submit this form to hrinfo@uwlax.edu | |
| Employee Information | |
| Employee name: Enter employee's name | Employee ID #: Enter Employee ID |
| Email address: Enter employee's email address | Phone: Enter employee's phone number |
| Current Department: Enter employee's current department | Current Title: Enter employee's current title |
| Action Information | |
| Type of action: Select an action | |
| Employee type: Select employee type Position # or title Code: Enter position # or Title Code | |
| Title: Enter UW System Title | |
| Working Title, if applicable: Enter working title, if applicable | |
| Department: Enter department | |
| Reports to: Enter Chair or Supervisors first and last name | |
| Time & Labor: Enter Time & Labor Approver Time & Labor Backup: Enter Time & Labor Approver | |
| <input type="checkbox"/> Academic Year Effective Dates*: Choose start date to Choose end date <input type="checkbox"/> Annual/Hourly Effective Dates: Choose start date to Choose end date, if applicable | |
| Pay Basis: Choose an item Check if Redbook <input type="checkbox"/> | |
| Early Start (Summer Payment form needed) <input type="checkbox"/> Early Start Begin Date: Choose start date | |
| FTE Action: Select FTE action FTE: Enter FTE % FTE % change: Enter % change % | |
| FTB Action: Select FTB action FTB: Enter FTB or Hourly Rate Actual salary: Enter actual salary (if FTE<100%) | |
| Credited Experience: <input type="checkbox"/> Years Enter # of years OR <input type="checkbox"/> Semesters (IAS Only): Enter # of semesters | |
| Probationary Period: <input type="checkbox"/> Months Enter # of months OR <input type="checkbox"/> Years (Faculty Only): | |
| Relocation: Enter details | |
| <input type="checkbox"/> Workload statement required <input type="checkbox"/> School of Education Affiliation <input type="checkbox"/> Position of Trust <input type="checkbox"/> Position of Trust with Vulnerable Population | |
| Comments: Enter comments | |

EAF

| | |
|---|--|
|  | Office of Human Resources University of Wisconsin-La Crosse |
| STUDENT EMPLOYEE ACTION FORM | |
| Contact HR at 608.785.8013 or hrinfo@uwlax.edu if you have questions on completing this form. For units hiring or making changes to more than 10 student employees at a time, it is required that you fill out and submit this Excel document to hrinfo@uwlax.edu . You do not need to fill out the SEAF Form, HR will complete this form on your behalf using the Excel data provided. | |
| Employee Name: | Employee ID: (if new type 'new') |
| Employee Email: | Employee Department: |
| REQUIRED: <input type="checkbox"/> Student is NEW to employment at UWL <input type="checkbox"/> Student has worked for UWL in the past | |
| For the following fields, please complete all fields marked with an (*). Missing information will result in delayed entry of employee. | |
| Action Information | |
| *Type of Action: Select an option | |
| (if action type is hourly rate change or funding change, enter EFFECTIVE DATE. If action is hire or extend job end date, enter that information on DATES OF EMPLOYMENT) | |
| *Effective Date: _____ | |
| *Dates of Employment: _____ to _____ (Please note that student employment positions cannot exceed the current academic year; to extend a students employment into the summer, please submit a new SEAF with the action of extend job end date) | |
| Employee Type: Student Help | |
| *Job Title: _____ | |
| *Department: _____ | |
| *Hourly pay rate: _____ | |
| *Work-Study Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No (if you are unsure if the student is work-study eligible, email workstudy@uwlax.edu with the student ID to confirm prior to submitting this form). | |
| <input type="checkbox"/> Criminal Background Check (CBC) needed <input type="checkbox"/> Check here if there are applicable position of trust responsibilities | |

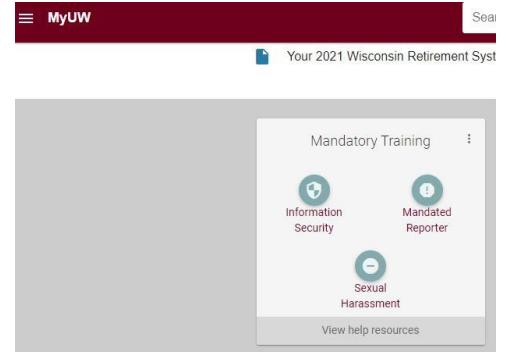
SEAF

4

Staff Training

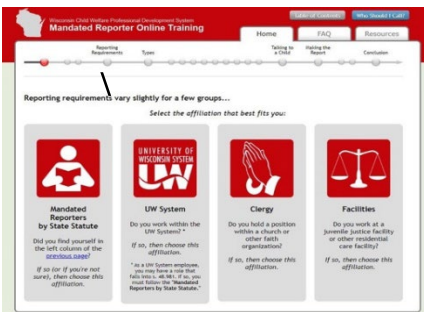
Program Directors must train program staff identified as Authorized Adults on the following content, at minimum, prior to interaction with youth:

Mandated Reporter and Sexual Harassment Current UWL employees can access these modules in their HRS portal. For volunteers and UWL students, Program Directors should contact the Title IX Director for links to these modules.



Executive Order 54 (EO54)

Program staff can access this [training module](#) on the Wisconsin Child Welfare Professional Development System website. Staff should click on the "UW System" module and download a copy of the certificate after completion.



All certificates should be gathered by the Program Director and stored on SharePoint or OneDrive for audits. Dates of completion for each training should be included in the Staff Roster and uploaded as part of program registration (see Section 2).

*Designated individuals must receive additional training on Institutional youth protection best practices, including

prohibited behaviors, (as part of staff orientation/onboarding).

Campus Security Authority Training

The purpose of this training is to inform Campus Security Authorities (CSAs) of their responsibilities under the Clery Act to report crimes for which they become aware in a timely manner. CSA training can be accessed at the following link [Campus Security Authority \(CSA\) Training](#) and [CSA Training Assessment](#).

Optional training for staff: First Aid/CPR and 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

Program Documents

Program Directors must complete the following documents to finalize the registration process. Documents should be uploaded to Maxient . You will receive an email with the link to upload these documents.

Required Documents

- Youth Activity Acknowledgement Form
- General Health and Safety Plan
- Staff Roster
- Participant Roster at the conclusion of program/activity
- Reporting Protocols
- Emergency Plan
- Field Trip Form (if needed)
- Volunteer Agreement (if using volunteers)

Templates are available on the UWL Youth Program website under [Staff Resources](#)

Staff Roster

| First Name | Middle Name | Last Name | Primary Organization # from UW | UW Youth Compliance HRID (not used) | NetID | UW PWI | UW Empl ID | Year | Work phone (555/791-3721) | Mobile phone (248-885-4688) | Email | UW-La Crosse Contract Type | UW-La Crosse Contract Date | Job Role | Criminal Background Check Date | Sexual Offender Registry Check Date | Youth Protection Training Date | Child Abuse Prevention and Mandator Reporter training date | Preventing Sexual Harassment and Sexual Violence CIP1 Training Date | First Aid Training Date | Youth Mental Health Training Date | Reference Check #1 OK Y/N | State Check OK Y | |
|------------|-------------|-----------|--------------------------------|-------------------------------------|-------|--------|------------|------|---------------------------|-----------------------------|-------|----------------------------|----------------------------|----------|--------------------------------|-------------------------------------|--------------------------------|--|---|-------------------------|-----------------------------------|---------------------------|------------------|--|
| | | | | | | | | | | | | | | | | | | | | | | | | |

All staff names should be added to the roster. Fields highlighted in black are required.

Participant Roster

| Program Family | Program Name | Program ID | First Name | Middle Name | Last Name | Birth Date mm/dd/yyyy | Gender | Race | Ethnicity | Participant Email | Parent/Guardian Phone 123-456-7890 | Participant Phone 123-456-7890 | Country | Street Address | City | State |
|----------------|--------------|------------|------------|-------------|-----------|-----------------------|--------|------|-----------|-------------------|------------------------------------|--------------------------------|---------|----------------|------|-------|
| | | | | | | | | | | | | | | | | |

All participant first names should be added to the roster. Fields highlighted in yellow are required.

5

Program Documents

Youth Supervision Plan

UWL must require that supervision ratios meet the minimum standards set through Wisconsin Legislature [ATCP 78](#) recreational and educational camps, 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.

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.

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Program Documents

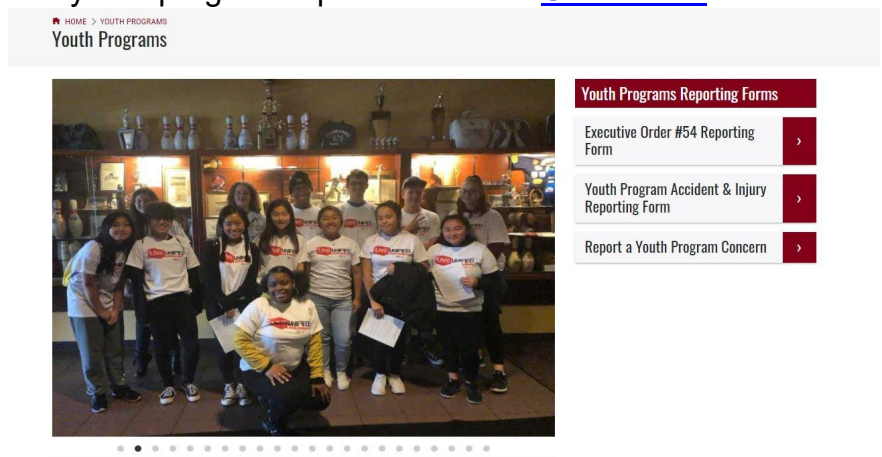
Reporting Protocols Plan

Institutions must adopt a Reporting Protocols Plan 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.
- ◆ [UWL's Incident Reporting Obligations.](#)

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](#).



The screenshot shows the UWL Youth Programs website. At the top, there is a navigation bar with "HOME > YOUTH PROGRAMS" and "Youth Programs". Below this is a large group photo of youth members in white t-shirts. To the right of the photo is a sidebar titled "Youth Programs Reporting Forms" with three links: "Executive Order #54 Reporting Form", "Youth Program Accident & Injury Reporting Form", and "Report a Youth Program Concern".

Other Helpful Program Documents (for program use)

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

What Comes Next?

Approval to Host a Youth Activity

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

- review the initial program registration form
- send an email with list of documents and the link where to upload them
- follow up submission of staff screening/training requirements and required documents

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