

Youth Activity Compliance Policy

PROTECTION OF MINORS AT UW-LA
CROSSE



Overview

Introduction to Youth Activities Policy

Why Now

Why Does this Matter?

Current Policy/Protocols

Upcoming Changes

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Where We Are Now	Where We Want To Go
<p>Separate policies at each campus with varying definitions and standards for compliance.</p> <p>Limited to certain types of precollege or youth programs</p> <ul style="list-style-type: none"> • May not capture the full scope of activities, including commuter or day programs, field trips, and other activities. <p>These policies may require training on how to report incidents but not fully address training on prevention related matters.</p>	<p>A single comprehensive system policy that establishes a uniform definition for “precollege and youth activities” and sets forth minimum standards for compliance:</p> <ul style="list-style-type: none"> • Proper supervision and safety plans are in place • Staff and volunteers are properly screened and trained • Mechanisms are in place to report concerns of inappropriate or suspicious behavior, child abuse or neglect • Adequate insurance coverage exists for program participants • Participants’ personal information and data is protected • Third party hosts of programs with minors on campus properly adhere to all applicable requirements



Introduction to Youth Activities Policy

UW System policy to ensure a safe environment for minors on campus. Each institution adapted this system policy for their own campus.

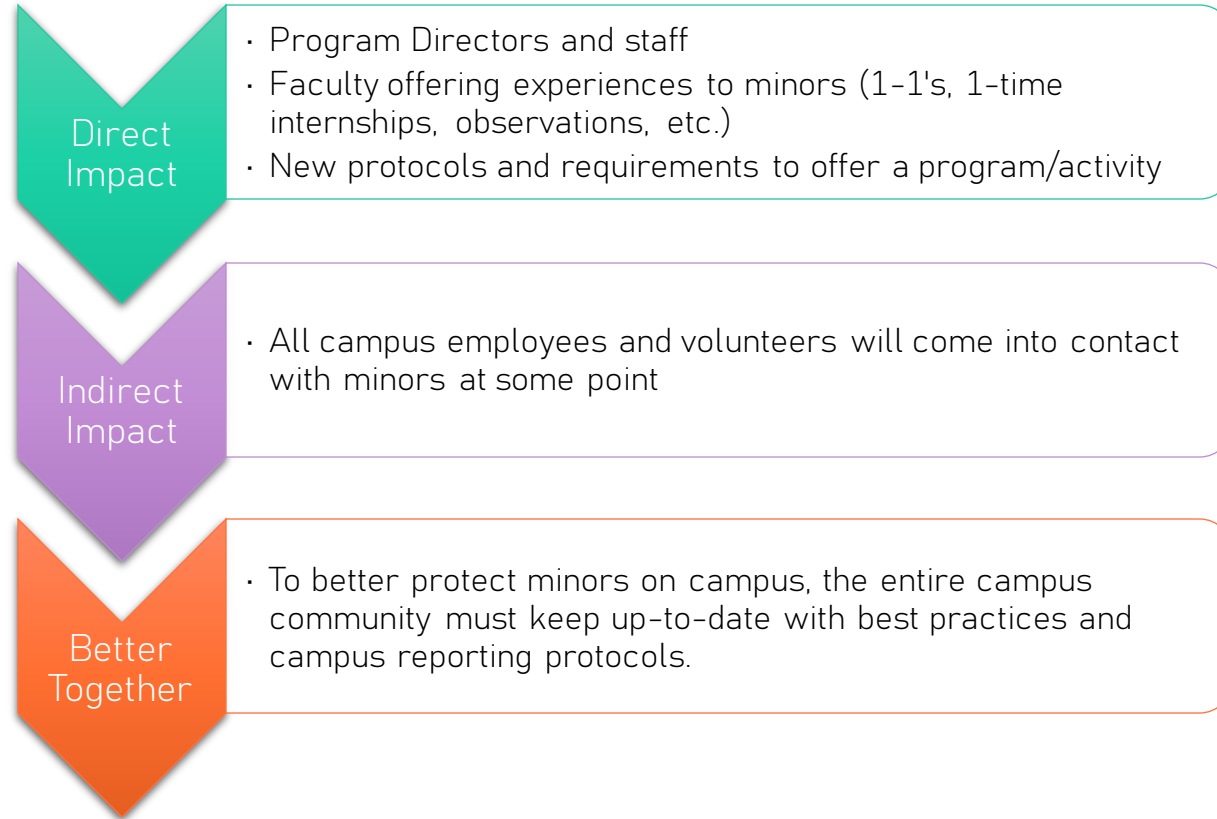
In 2020, an initiative was developed to update/revise the UW System policy.



Why Now?

- Renewed focus on youth protection and safety in light of national cases involving minors on campuses (Penn State, Michigan State, etc.)
- Strengthen UW System's policy and ensure higher standard of protection for minors (and employees)
- Centralization and comprehensive system policy

How Does This Impact Me?



Review Current UWL Policy and Compliance Protocol

UWL Youth Policy: [Minor Protection and Adult Leadership Policy \(2016\)](#)

- Outlines scope of activities
- Set guidelines for supervision ratios and appropriate interaction with minors

Requirements for Compliance (implemented in 2021)

- Registration of program/activity
- Approval of Dean/Department Chair/Director
- Submission of program documents (staff/participant rosters, COVID and health mitigation plans, communication/emergency plans, etc.)
- Hiring/Screen of all paid and volunteer staff (criminal background checks, mandatory reporting, etc.)
- Reporting Protocol

[Youth Programs Website](#)

- Access to youth information and resources, including templates
- Checklist for program directors and faculty



Youth Programs Website

The screenshot shows the top navigation bar with the UWL logo and links for Admissions, Academics, Murphy Library, Events, Athletics, Rec, Diversity, Campus Life, and COVID-19. A secondary navigation bar includes links for Future students, Current students, Community, Alumni & friends, and Faculty & staff. A dark sidebar on the left contains a 'PAGE MENU' with links for Welcome, Our programs, Youth Participant Registration Information, About Us, and Staff Resources. The main content area features a breadcrumb trail 'HOME > YOUTH PROGRAMS' and the title 'Youth Programs'. Below this is a large group photo of people outdoors. To the right, a 'Youth Programs Reporting Forms' section lists three forms: 'Executive Order #54 Reporting Form', 'Youth Program Accident & Injury Reporting Form', and 'Report a Youth Program Concern'. A 'Welcome' banner is positioned below the photo.

This screenshot displays the 'Staff Resources' page. The navigation and sidebar are identical to the home page. The main content area has a breadcrumb trail 'HOME > YOUTH PROGRAMS' and the title 'Staff Resources'. It features three expandable sections: 'UW System Guidance and Information' with three links, 'UWL Guidance and Information' with two links, and 'Program Director Document Templates' with one link. Each section has an 'Expand all' button. The 'Youth Programs Reporting Forms' sidebar is also present on the right.

Checklist for Staff/Faculty

UWL PRE-COLLEGE AND YOUTH ACTIVITIES 2022

Proposed Centralized Process and Checklist for In-Person Programmin

Centralized Process

- Step 1* The program director must [register their program/event](#) to notify the Youth Policy committee of their intent to offer programming.
- Step 2* The program director shall review the [UWL Youth Program Compliance Manual](#) and timeline for completion of tasks/items on checklist (see below). The program director should work with the Youth Policy committee and/or Human Resources (HR) to ensure they have enough time to complete each requirement before the first day of programming.
- Step 3* Review the [Risk Executive Sponsorship Checklist document](#) and complete the [Risk Executive Sponsorship Form](#). The program director is required to obtain approval from the department Dean, Chair, or Director. This form should be submitted to the committee via the [Youth Programs website](#).
- Step 4* Work with Business Services to submit appropriate forms: ASSAs, W-9s, and other contracts for hired vendor or contractors. Program directors should utilize this link to determine which form/contract works best for their needs: [Contracting for Personal Services](#).
- Step 5* Work with HR to complete Criminal Background checks for all staff (including volunteers), [Employee Action Forms](#), and [Overload and Summer Pay Request forms](#). More information can be found here: [Background Checks and Positions of Trust or Access to Vulnerable Populations](#) and here [Student Worker Background Checks](#).
- Step 6* Work with Business Services/Purchasing on the following as needed:
- Food Approval Forms and/or Catering
 - Busing/transportation
 - Vehicle Authorization
 - These forms and additional information can be found here: [Business Services Forms](#).
- Step 7* Create and submit required program documents:
- Program guidelines/expectations
 - Program registration forms
 - Communication/safety/emergency plans, including COVID mitigation plan
 - Staff orientation/training
 - Participant and Staff Roster
- Templates and resources can be found on the [Youth Programs website](#) and in the Compliance Manual. See the checklist below for a complete list of program documents.
- Step 8* Complete staff onboarding and training.

Communication/contact with HR, Business Services, and the Youth Policy committee will be ongoing throughout this process to ensure compliance and that all requirements are met before the start of programming. Informational sessions and a potential Canvas module will be available for program directors to learn more about this new centralized process.

Checklist

ITEM	TIMEFRAME & NOTES
<input type="checkbox"/> Register Program(s)	<input type="checkbox"/> To be completed 3-6 months to a year prior to start of program, ideally.
<input type="checkbox"/> Review Youth Program Compliance Manual	<input type="checkbox"/> To be completed 6 months to a year prior to start of program, ideally. Manual will be sent out to program director after completion of survey.
<input type="checkbox"/> Review Risk Executive Sponsorship Checklist and Complete Risk Executive Sponsorship Form (Approval of Director/Dean)	<input type="checkbox"/> To be completed 6 months to a year prior to start of program, ideally.
<input type="checkbox"/> Submission of Employee Action Forms for all hired staff to Human Resources	<input type="checkbox"/> To be completed 1 to 3 months prior to start of program depending on program training process, etc. Keep in mind that forms take about two weeks to process.
<input type="checkbox"/> Work with Human Resources to complete criminal background checks (CBCs) for all hired staff (including volunteers).	<input type="checkbox"/> To be completed 1 to 3 months prior to start of program depending on program training process, etc. Keep in mind that background checks take about two weeks to process. Program directors should meet with HR regarding CBCs to determine who needs one, other scenarios, etc.
<input type="checkbox"/> Work with Business Services (as needed) to complete forms for non-UWL hires (contracts) and overloads for UWL staff, etc.	<input type="checkbox"/> <ul style="list-style-type: none"> • ASSAs with completed W-9 – to be completed 1 month prior to start of program • Contracts and Purchase Orders – to be completed 1 to 3 months prior to start of program • Food Approval Forms – to be completed 1 month prior to food being needed • PIRs – to be completed 2-3 weeks prior to individual/contractor needing to be paid
<input type="checkbox"/> Creation of the following documents (to be shared with all staff)* <ul style="list-style-type: none"> • Emergency protocols/line of communication • Recommended staff to student ratio • Incident Reporting protocol • Safety Plan (include COVID safety protocols, such as testing, isolation, communication plan, etc.) 	<input type="checkbox"/> To be completed 1 to 3 months prior to start of program. Each program is unique so program directors should connect with a committee member to discuss needs of program and whether the templates available will work for them.



Upcoming Changes

- Revised policy will be presented to Board of Regents for approval
- Institutions must implement revised UW System policy (if approved) as the minimal standard by Spring 2023
- Institutions can develop their own procedures and/or guidance to support compliance with System policy
- Proposed changes include
 - Additional mandatory training for staff and faculty (including prevention of abuse and violence)
 - Enhanced/strengthened screening/hiring protocols (paid staff and volunteers)
 - Expanding the scope of covered youth activities and definitions
 - Annual registration of programs/activities and required documentation (safety plans, health mitigation plans, rosters, etc.).



Next Steps

The Youth Policy group will provide additional training sessions and workshops late spring and early summer 2022

- Focus on requirements/protocols for compliance
- Resources for program directors and faculty

Resources

- [UW System Policy](#)
- [UW System Office of Compliance](#)
- [UWL's Youth Programs](#)



UWL Youth Policy Group



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Q&A

