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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## 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.

### Where We Are Now

- Separate policies at each campus with varying definitions and standards for compliance.
- Limited to certain types of precollege or youth programs
  - May not capture the full scope of activities, including commuter or day programs, field trips, and other activities.
- These policies may require training on how to report incidents but not fully address training on prevention related matters.

### Where We Want To Go

- A single comprehensive system policy that establishes a **uniform definition** for “precollege and youth activities” and **sets forth minimum standards for compliance**:
  - 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

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*University of Wisconsin System, 2022*
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?

**Direct Impact**
- Program Directors and staff
- Faculty offering experiences to minors (1-1's, 1-time internships, observations, etc.)
- New protocols and requirements to offer a program/activity

**Indirect Impact**
- All campus employees and volunteers will come into contact with minors at some point

**Better Together**
- To better protect minors on campus, the entire campus community must keep up-to-date with best practices and campus reporting protocols.
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
# Checklist for Staff/Faculty

## UWL Pre-College and Youth Activities 2022

### Proposed Centralized Process and Checklist for In-Person Programming

#### 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 materials 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 final 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 Chair, Dean, or Director. The 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 vendors or contractors. Program directors should utilize this link to determine which forms/contract words best for their needs: [Contacting for Personal Services](#).

**Step 5** Work with HR to complete Criminal Background checks for all staff (including volunteers), Employee Acknowledgment of Liability, and Criminal Record History Required forms. More information can be found here: [Background Checks and Positions of Trust or Access to Vulnerable Populations](#) and [New Student Worker Background Checks](#).

**Step 6** Work with Business Services/Purchasing on the following as needed:
- Food Approval Forms and/or Catering
- Bus/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, and emergency plans, including COVID mitigation plans
- Staff orientation training
- Participant and Staff Training
- 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 continue 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Timeframe &amp; Notes</th>
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<tbody>
<tr>
<td>Register Program(s)</td>
<td>To be completed 1-6 months to a year prior to start of program, ideally.</td>
</tr>
<tr>
<td>Review Youth Program Compliance Manual</td>
<td>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.</td>
</tr>
<tr>
<td>Review Risk Executive Sponsorship Checklist and Complete Risk Executive Sponsorship Form (Approval of Director/Dean)</td>
<td>To be completed 6 months to a year prior to start of program, ideally.</td>
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<tr>
<td>Submission of Employee Action Forms for all hired staff to Human Resources</td>
<td>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.</td>
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<tr>
<td>Work with Human Resources to complete criminal background checks (CBCs) for all hired staff (including volunteers)</td>
<td>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.</td>
</tr>
<tr>
<td>Work with Business Services (as needed) to complete forms for non-UWL hires (contracts) and contracts the UWL staff, etc.</td>
<td>To be completed 1 to 3 months prior to start of program</td>
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### Timeframe & Notes

- **ASSAs** with completed W-9’s 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.
- **PSRs** – to be completed 2-3 weeks prior to individual contractor needing to be paid.
- **Criminal Background Check forms** – to be completed 1 to 3 months prior to start of program. Each program is unique as some program directors should connect with a committee member to discuss needs of program and whether the templates available still 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
Q&A