



UWS Policy 625 for Youth Protection Guidebook



University of Wisconsin
Stevens Point

STEVENS POINT • MARSHFIELD • WAUSAU

Contents

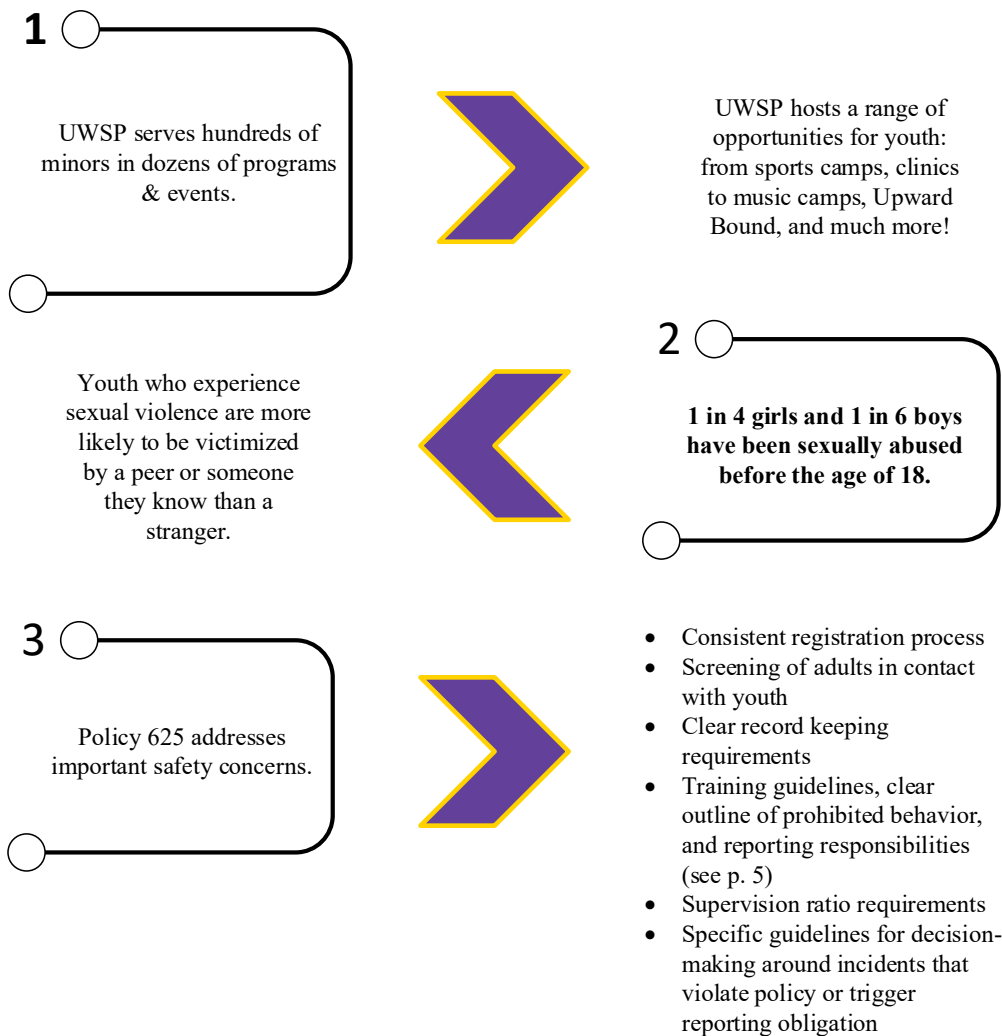
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Introduction

Hosting youth on campus is one of the best ways to showcase the University of Wisconsin–Stevens Point to the community and especially to future college students. But we must remember that our young visitors, whether they are 7 years old or 17 years old, are minors. Therefore, it is our responsibility to take necessary precautions to protect them, as well as to protect UW-Stevens Point employees and our institution. **The Youth Program Guidebook outlines processes, procedures, and best practices that support following the UWS [Policy 625 for Youth Protection](#).**

What is Policy 625 and how will it function at UWSP?

UW System Administrative Policy 625's purpose is to establish minimum standards for the protection of minors engaged activities throughout the UW System. In short, the purpose of the policy is to keep kids safe!



Risk Management and Compliance

The Office of Risk Management and Compliance is a central resource to all UW-Stevens Point entities that offer youth programming. We support programs by:

- Sharing expertise on youth protection policies and best practices.
- Enforcing processes so that programs meet youth protection standards.
- Reviewing programs to help them adhere to youth protections standards.
- Providing access to youth protection training and professional development for program staff, administrators, and other adult leaders of youth programs.

Risk Management and Compliance works with UW-System (UWS) and partner departments across UW-Stevens Point to define processes and procedures that meet requirements for each program and that achieve compliance with youth protections standards.

Please contact Risk Management and Compliance at Risk.Management.Youth.Programs@uwsp.edu before beginning any detailed planning for a youth event if one of the following applies:

- Hosting minors in a UWSP sponsored event/program off campus.
- Hosting minors in a UWSP co-sponsored event/program on or off campus.
- Coordinating the hosting of a Third Party event/program to organize and lead a program for minors on campus.

The above situations require additional considerations before they can be approved.

UWSP Students and Student Organizations

Students and registered student organizations are required to have a University faculty or staff member sponsor their youth event (The state liability insurance does not extend to students or student organizations). UWSP students may work as staff or as volunteers in a youth event/program or Authorized Youth Event and be covered as employees with liability coverage extended to them for the duration of the event/program. If UWSP students are working at an event and are counted in the 1:10 supervision ratio, all required training and CBC requirements apply.

Liability and Participant Waivers

All event/program participants must have a signed indemnification, media release, and permission to treat form on file. Refer to this [Youth Activities Participant Packet](#) for participant forms.

Camps and Clinics Medical Insurance

All UWSP precollege or youth events must purchase the Camps and Clinics Accident Insurance policy. This policy protects participants by offering up to \$25,000 of coverage for injuries sustained while participating in event/program activities. Costs are minimal and vary with the duration of the program accounting for camps and clinics is done within Campdoc, and the insurance is added based on the information provided in the Youth Activities Event Request (E-form). This coverage is primary and supersedes any personal medical insurance of the participant.

Please note the following:

- It is best to complete the [Youth Program Request Form](#) (see pages 7-9) as soon as the dates of the event are confirmed. It can take some time to arrange specifics, so the sooner, the better. If the form is not filled out 30-60 days prior to the event, it cannot be guaranteed that the event can take place as planned. (The more elaborate the event, the sooner the form should be submitted.)
- Programs must submit the following plans (see page 10): supervision, health & safety, and emergency to Risk Management within three (3) days prior to the program's start day.

Annual Program Initiatives

The following requirements must be met prior to operating a Program for Minors.

1. To offer an Event/Program hosted in a UWSP space, complete the [Youth Activities Event Request Form](#) (E-form). It is recommended that the E-form is submitted 30-60 days prior to the start date of the Program.
2. Each Program must have a designated Program Manager who must be an employee of UWSP. Program Managers are Authorized Adults who are responsible for ensuring the Program's adherence to the requirements outlined in the [Precollege/Youth Program Policy](#). They must maintain documentation that verifies compliance with program staff screening, training, and supervision requirements according to both the Precollege/Youth Program Policy and applicable University record retention requirements.
3. All Programs sponsored and controlled by the University must purchase Camps and Clinics Medical Insurance for program participants. To do so, the Program Manager will check the box for the insurance in the E-form. As of April 2023, the cost of the insurance per participant is \$1.61 per week or \$0.29 per day. A camp that runs 1 or 2 days with no overnight stay is charged at the daily rate. Any camp that includes an overnight stay is charged at the weekly rate, including 2-day camps with an overnight stay. Camps that run 3-7 consecutive days are charged the weekly rate. Camps that run 1 day per week for multiple weeks should be calculated at the daily rate. Program Managers should factor this cost into the price of their Programs. UWSP Accounting assists to ensure that the cost of the insurance is built into the fee for the event. Third Parties must meet minimum insurance requirements; see page 10 for more information on Third Parties.
4. Program Managers must follow the appropriate steps to offer an authorized youth event specific to the type of program being offered. A Program can fall under three types: Authorized Youth Event requiring Campdoc, an Authorized Youth Event not requiring Campdoc, or a Third Party Event. **Refer to the chart on page 7 to determine the type of program.** If you have questions, please contact Risk Management.

Training & Screening Program Staff

Each program manager is responsible for ensuring that their staff and volunteers are properly trained for their roles.

Trainings for Authorized Adults

Mandated Reporter Training* - required once upon hire in a position of trust or as a volunteer as a Designated Individual for a youth event

Preventing Sexual Harassment and Sexual Violence at UW–Stevens Point* - required every three years

** These trainings are required for all UW-Stevens Point employees, regardless of job description, and for all Authorized Adults including volunteers and contractors who work with minors. Please contact your HR business partner if you plan on having volunteers for your event.*

Trainings for Designated Individuals

All Designated Individuals must complete these trainings every two years and submit proof of completion (a certificate, for example) to the Program Director. ***Designated Individuals must have the same trainings required for Authorized Adults and the below content as well:***

- CPR/First Aid is required for at least one staff member or volunteer at all times (If the program is in a location that takes EMS more than 15 minutes to respond, the program will need someone present who has further medical training.) WI Admin. Code ATCP 78.19

- If supervising an over-night event: [Campus Security Authority](#) (CSA) Training is required for staff who have significant responsibility for student and campus activities such as housing, discipline, and the monitoring of access / security of a campus facility. Program Managers and Directors are considered CSAs and are required to complete the short training regarding the reporting of crimes on campus. If you have any questions, please contact University Police and Security Services at 715-346-3456 or protsv@uwsp.edu for more information.
- *Recommended trainings (especially for Program Managers/leaders), but not required:*
 - [Youth Protection Training](#) is available in large group or small group sessions through UW Systems Office of Precollege/Youth Program and Compliance.
 - [Youth Mental Health First Aid](#) is available through UW Systems Office of Precollege/Youth Program and Compliance.
 - [Safe Zone](#) The Faculty and Staff Gender-Sexuality Alliance, in partnership with the Center for Inclusive Teaching and Learning (CITL), provide Safe Zone training sessions to the faculty and staff members of UW-Stevens Point campuses.
 - [Nonviolent Crisis Intervention® Training | Crisis Prevention Institute \(CPI\)](#).

Contact Risk Management at Risk.Management.Youth.Programs@uwsp.edu to arrange a training session for any of the above trainings except Safe Zone. For Safe Zone, follow the link provided above.

Screening for Authorized Adults & Designated Individuals

- UWSP youth programs must follow applicable UW System screening policies and procedures including, but not limited to criminal background checks (CBCs).
- Both volunteers and employees serving as supervisors of participants in University sponsored youth events (counting as part of the required 1:10 ratio) must be screened through a reference check process in alignment with the minim standards found in [Recruitment Policies | UW Policies](#) (6. D.)

Program Staff Orientation

Include these topics in training and/or Program Staff orientation*:

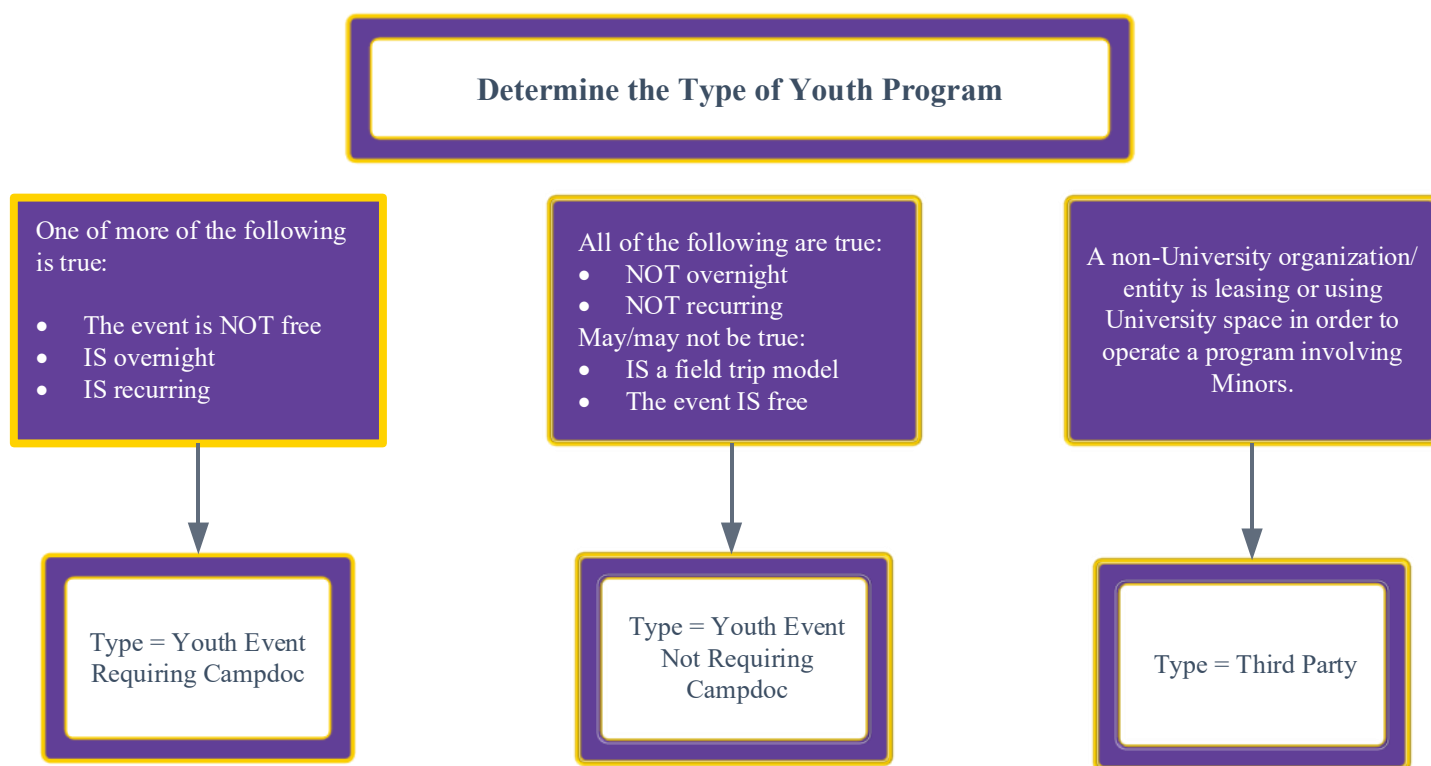
- Specific job functions and expectations of acceptable performance
- Acceptance and respect for diversity
- The program Supervision Plan
- All program procedures and policies
- Safety orientation and emergency plans
- Goals of the program
- Incident reporting. Refer to Appendix B – Incident Reports
- Staff and participant interactions, including how to speak with and listen to participants respectfully, how to focus attention primarily on the participants, and how to promote physical and emotional safety
- Behavior management and discipline, specifically to teach problem-solving skills to achieve positive outcomes, to recognize and address bullying, and to implement fair and consistent disciplinary steps appropriate to the program participants and situation.
- Prohibited Behavior:
 - Conduct that violates the law (e.g., child abuse, child sexual abuse, protected class discrimination, emotional abuse, hazing, indecent exposure, child pornography, neglect, physical abuse, sexual abuse, and sexual harassment);
 - Conduct that violates UW System policies;
 - Actions that are found to constitute bullying or grooming;

- Infringement on privacy of youth participants in situations where they are changing clothes or taking showers except in situations when a health or safety exception is necessary and appropriate;
- Adults showering, bathing, or undressing with or in the presence of youth participants;
- Photographing or recording in shower houses, restrooms, or other areas where privacy is expected by participants; and
- Use of alcohol when engaged in covered activities.

*Record a roster of attendance as well as the date, time, and topics covered in the orientation. This information may be requested in reviews of UWSP's youth programming by UW Systems.

How to Offer an Authorized Youth Event

Take a moment to consider which type of youth program is being offered based on the criteria below.

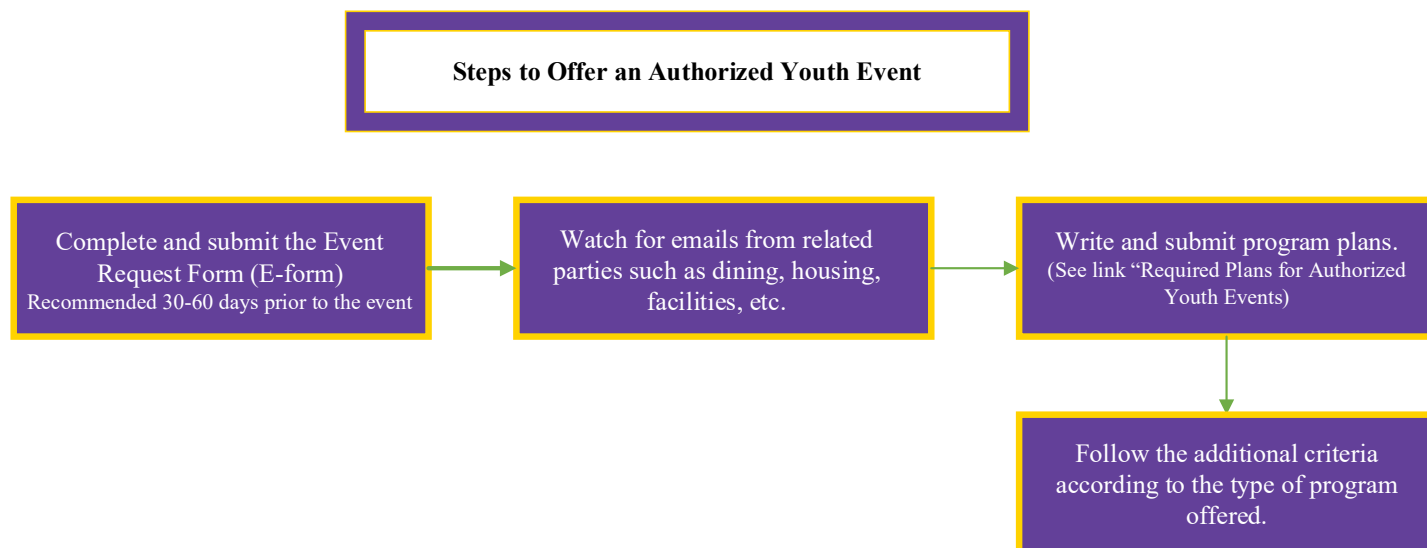


A connotation of an event requiring a registration system (i.e. Campdoc) is that the University is taking custodial care of youth. This necessitates the collection of health information, parent contact information, etc.

Initial steps to offer an Authorized Youth Event

All precollege and youth programs must start by submitting a digital Event Form (E-form) (linked below) **thirty to sixty (30-60) days prior** to the start of the event/program. Programs should register as early as possible, especially for a new event, even at the beginning of the planning phase, to allow ample time to complete requirements.

Program Managers must submit an E-form for each term of program operation. For example, if a camp is offered multiple times, a new E-form must be filled out for each new session.



Steps to Offer a University Sponsored Event

(The youth event charges a fee, is overnight, multiple days, or in some cases Campdoc is required if attendees do not come with chaperones.)

1. Complete the [Youth Activities Event Request Form \(E-Form\)](#).
 - a. The E-Form notifies the departments related to the event such as dining, facility use, lodging, and parking. These departments will contact the person who completed the E-Form to arrange details.
 - b. If offering coupons or have other items that require customization in Campdoc, please email the specifics to Risk Management at Risk.Management.Youth.Programs@uwsp.edu
 - c. If Program Managers choose to write one, participants can receive a welcome letter via email sent automatically from within Campdoc after registration (to communicate parking/drop off info, what to bring, etc.). To do this, Program Managers can enter the content into Campdoc under Messages. Alternatively, Program Managers may email the welcome letter to Dana Busby, and she will its delivery to Campdoc.
2. The E-Form goes to Accounting and Risk Management for approval.
3. Once approved, the Program Manager receives an email with a Campdoc registration link to distribute.
4. Make sure you are a member of the Youth Programs Team in Microsoft Teams. There you will find the Youth Activity Tracker. This contains all the required plans, section for staff roster, and more. Completion and submission of this tracker is required 10-14 days prior to the start of the event.

Policy 625 Registration Requirements for University sponsored youth events (Policy 625 6. C.):

The following information must be collected about the event & staff:

1. Date(s)/time(s) of event
2. Primary contact for the event
3. Authorized adults: Names, contact information, screening, training

The following minimum information must be collected about the participants/attendees:

1. First & last name, date of birth
2. Parent/guardian name(s) and contact information
3. At least one emergency contact information

Steps to Host a Field Trip

(The youth event is free, not overnight, not recurring, and the youth are supervised by their own chaperones.)

1. Complete the [Youth Activities Event Request Form \(E-Form\)](#).
 - a. The E-Form notifies the departments related to the event such as dining, facility use, lodging, and parking. These departments will contact the person who completed the E-Form to arrange details for the event.
2. The use of a registration system for participants is not required for this type of event. However, if you would like to use Campdoc, you may. See instructions in the previous section for events that require Campdoc.
3. Review the required plans for authorized youth events starting on page 10; UWSP authorized youth events are required to submit and follow a health & safety, supervision, and an emergency plan. Additions to the plans are permitted, however, before removing or adjusting verbiage, please contact Risk Management.
 - a. Each program must draft its own program-specific policies and procedures.
 - b. Starting in March 2023, the Program Manager must email a roster of participants and staff/faculty/volunteers* who will be working with youth participants (including yourself if applicable) to Dana Busby for uploading to the Youth Activity Registration System (YARS).
 - b. Use [this template](#) for the roster. (Complete staff rosters include the date of last CBC and date of required training.)
 - i. If this information is recorded elsewhere, you may submit that.
4. Click [HERE](#) to view an optional field trip/visit letter for adult chaperones.

Steps to Offer an Authorized Youth Event on Behalf of a Third Party

When a Non-University organization leases or otherwise uses any University property to operate programs or activities involving Minors, this is a Third Party event/program. Depending on the size/scope of the event, Conferences and Events Services may be a good first contact to arrange the event.

1. The university contact for the event completes the [Event Request Form \(E-Form\)](#).
 - a. The E-Form flags the departments related to the event such as dining, facility use, lodging, and parking. These departments will contact the person who completed the E-Form to arrange details for the event. – Subject to Risk Management review.
2. The Risk Manager will reach out for Third Party contact information to arrange the signing a [Third Party Facilities Use Agreement](#) and collection & verification of the Third Party's certificate of insurance (COI) for the event.

Eligibility of Third Party Programs

UW–Stevens Point pre-college and youth events must be sponsored by UWSP employees. The State liability insurance extends to University “agents” acting under the direction and control of the University and within the scope of their assigned responsibilities.

Insurance Requirements for Third Party Hosts Of Youth Events at UWSP

Coverage limits must include the following:

- **Certificate of Insurance**
 - Policy should be written on occurrence basis; insurance shall be primary and noncontributory.
 - Policy must cover all activities to be performed by the external party, including athletic/physical activities.
 - Policy must not contain any exclusion for intentional acts.
 - Policy must not contain any exclusion for abuse from sexual, emotional or physical action and/or misconduct. If such exclusions are included, separate coverage must be purchased and evidenced.
- **Commercial Comprehensive General Liability**
 - Each Occurrence \$1,000,000
 - General Aggregate \$2,000,000
- **Automobile Liability**
 - Coverage must be obtained for all owned, non-owned, and hired vehicles
 - Combined Single Limit \$1,000,000
- **Umbrella Liability**
 - Each Occurrence \$1,000,000
 - General Aggregate \$2,000,000
- **Workers Compensation**
 - Workers Compensation is for third party’s employees
 - Must list Per Statute
 - E. L. Each Accident - \$100,000
 - E.L. Disease – Each Employee \$100,000
 - E.L. Disease – Policy Limit \$500,000
- **Description of Operations/Locations/Vehicles**
 - Verbiage to be listed:
 - The Board of Regents of the University of Wisconsin System, its officers, employees, and agents are listed as Additional Insured on a primary non-contributory basis with regard to General Liability, Auto, and Umbrella. Waiver of Subrogation in favor of the Additional insured applies with regard to General Liability, Auto, Umbrella, Workers’ Compensation, and Professional 30-day notice of cancellation applies.
- **Sexual Abuse/Molestation Liability**
 - Can be listed as Commercial General Liability, or noted in the Description of Operations, or as a special endorsement.
 - Each Occurrence \$1,000,000
 - General Aggregate \$2,000,000
 - If an insurance company is unable to provide sexual abuse/molestation liability insurance, URMIA youth camp insurance can be purchased.
 - URMIA Insurance link
 - <https://www.wisconsin.edu/risk-management/manual/urmia-youth-camp-liability-insurance-program/>
 - URMIA Cost
 - \$.97 per minor for the length of the camp but a \$100 minimum premium

- \$1.94 per minor for overnight stays or the length of the camp but a \$200 minimum premium
- **Additional Requirements:** The third party shall deliver certificates of insurance evidencing the above coverage and applicable renewals thereof prior to the approval of the program to take place.

See Policy 625 6. P. for more details regarding requirements for Third Parties.

Required Plans for Authorized Youth Events

*Prior to the start of a program, each program must have plans for supervision, health & safety, transportation (if applicable), and emergencies. Each program must also have a letter of acknowledgement for staff and volunteers to sign as well as a code of conduct for participants. **As of the summer of 2025, these plans are now contained within the Activity Tracker (located in the Youth Programs Team). If you already have your own plans written, you may paste a link to the file in the appropriate tab within the Excel file of the activity tracker for an event.***

Plans/activity trackers must be submitted to Risk Management along with the staff rosters prior to the start of the program. Use the guidelines below to create plans, and the link below provides helpful templates for some of the required plans.*

*Leadership would like activity trackers/plans completed and submitted 10-14 days prior to the start of a youth event.

Supervision Plan

State and/or UWS Requirements for the Supervision of Youth

- 1:10 ratio (1 Designated Individual per every 10 participants)
- Attendance must be taken at regular intervals such as participants switching to a new location/class.
- Unsupervised free time is not allowed. Participants must be supervised at all times.
- Any exceptions to ratio guidelines must be requested through Risk Management.
- One-on-one contact is not permitted. Exceptions: lessons (i.e. music) or emergency. Any one-on-one interactions must be observable and interruptible; this includes virtual settings.

Each program's written Supervision Plan must meet the required staff to participant ratios (above), must be available for review by Risk Management and must address the following:

Overall Supervision Structure

- All minors must be supervised by program staff at all times while in the custodial care of the University.
- The specific roles and responsibilities of all Authorized Adults and Designated Individuals who make up the Program Staff.
- A list of Designated Individuals, categorized as employees, volunteers, and students.

Note: UWSP students may serve as volunteers at a youth event. If they are being counted in the 1:10 supervision ratio or are interacting with participants in a meaningful way, then they must have the same criminal background check and training as any other Designated Individual or Authorized Adult.

University Sponsored Overnight Events

Please note that the following policy requirements for overnight events must be included in the policies/procedures/plans of all University sponsored overnight events:

- Designated individual status is required to supervise youth overnight.
- Designated individuals must not enter the youth participants' rooms, bathroom facilities, or similar area without another designated individual in attendance except in emergency situations.

- Designated individuals may not share a bed or sleeping bag with a youth participant during overnight events.

Supervision Plans for Program Scenarios

- Bathroom and locker room plans
- Overnight procedures: Develop and document procedures for activities in which minors reside in the custodial care of the University overnight. This includes overnight staffing, lights out/curfew, bathroom instructions, and all supervised free time. Include escalation processes for responding to incidents that may occur during the evening and overnight.
- Transitions and free time
- Field trips or off-site activities
- Mealtimes
- Breakout sessions and class time
- Free time: Do not allow unsupervised free time.

Check-in and Check-out Procedures

Arrival and Departure:

- Provide parents and guardians with written information for check-in and check-out. Include times, locations, and procedures.
- Inform parents immediately if there are any changes to the check-in or check-out procedure, location, or time.
- At check-in, parents and guardians must transfer custodial care for a minor participant to a program staff member by meeting at a designated drop off location. Do not allow a parent or guardian to drop off and leave without confirming that the participant is in the care of program staff.
- Programs may set up a waiver to allow age-appropriate participants to sign themselves in and out.

Pickup Verification:

- Keep a master list of which adults are designated to pick up program participants. A parent or guardian must inform the program director in writing if there is a change to the list of adults authorized to pick up a participant.
- All programs must check the ID of adults picking up minors and verify that the adult is on the minor's pick-up list. *Note:* Once programs are able to self-identify authorized adults, programs may use visual verification in lieu of IDs.

Communications with Parents: Parents must be provided with written pick-up/drop-off times, safety procedures, and safety rules for van/bus. This includes informing parents that adults picking up minors must present IDs and be on the authorized pick-up list.

Verification of Absences: Define a procedure for contacting a parent or legal guardian if a participant is absent but notification of the absence was not provided in advance.

Health and Safety Plan

- Participants should not attend a camp or clinic if they have symptoms of illness.
 - Staff and participants should follow CDC COVID-19 guidelines as outlined on the [UWSP Emergency Management website](#).
- Any injuries or accidents involving participants, volunteers, or employees must be reported via the Risk Management website: [Risk Management - Liability - Financial Operations | UWSP](#) (click the link for Non-Employee Accident Reporting (aka NEAR))
- Each staff member has been made aware of the policy to immediately report any suspected physical abuse, neglect, or sexual abuse of a minor through required mandated reporter training. The escalation matrix for suspected or witnessed child abuse or neglect is included in Appendix A (p. 14).

- Furthermore, each staff member has been made aware of the necessity to report incidents of sexual harassment or sexual violence through the required sexual harassment training, and staff members know where to report incidents between adults. For any abuse or neglect incidents involving youth, refer to the escalation matrix in Appendix A.
- Documentation for compliance with UW-Stevens Point Environmental Health and Safety policies and procedures, when applicable: [Occupational Health and Safety - Human Resources | UWSP](#)

Reporting Obligations

Include a statement to the effect of: UWSP requires that all responsible adults working with a University Sponsored Youth Event to monitor all report the following (not an exhaustive list – when in doubt, make a report). Refer to [Policy 625 6. L.](#) for more detailed description of Reporting Obligations. **See also Appendix A of this document for an Escalation Matrix decision tree regarding suspected or witnessed child abuse or neglect.**

- Any suspected physical abuse, neglect, or sexual abuse of a minor pursuant to the institution's EO54 reporting procedures,
- Sexual harassment or sexual violence as defined by the UWSP's [Title IX policy](#),
- Incidents resulting in serious harm requiring professional medical attention, and
- Incidents of illegal or unauthorized drug use.

Emergency Plan

Program Managers must include a written plan indicating how and when they will contact parents in the event of various types of emergencies. The building manager of the location where the event will be held is a good resource for the development of emergency plans.

Fire or Other Emergency Requiring Evacuation

- In case of an evacuation alarm: staff members will ensure that everyone safely evacuates as a group to a minimum of 100 yards away from the building. Programs will include a specific evacuation meeting place in their policies and procedures.
- Once everyone has evacuated, staff will do a head count and account for anyone missing.
- In case of a fire or other event, pull a fire alarm and leave the scene; follow the evacuation protocol.

Severe Weather

- Staff will monitor the weather in the cases of a tornado watch or severe thunderstorm. In the event of a tornado warning, staff members will lead participants as a group the nearest tornado shelter, lowest interior room, or stairwell without window exposure. **Wide-span structures such as gyms, pools, and large classrooms are to be avoided.**
- If unable to flee to a safer area, staff will instruct participants to get under a heavy desk, heavy table or other object that will help to shield from flying debris.

Lost Participant

Establishing guidelines at the beginning of the program is very important; following through on what you say is also important, both in discipline and in everyday interactions. Clear procedures can help keep this type of incident from happening.

0-10 Minutes

1. Program Manager calls participant's cell phone if available.
2. Program director calls staff to begin searching typical areas where participants may go, speaks to close friends within the program, etc.

3. Program Manager calls UWSP Police Department at 715-346-3456 to inform them of the missing participant.
4. Program Manager contacts the participant's parent(s)/guardian(s) to inform them of the situation.

11-20 Minutes

1. Program Manager reaches out to any other UWSP faculty or staff who can help in the search.
2. The participant's cell phone is called every 10 minutes if available; parents are updated every 15 minutes or at the time of any new developments.
3. All parties work together to keep one another updated so if the incident escalates, all necessary University officials have been notified.
4. Program Manager alerts anyone who needs to be informed, such as Risk Management.

When the participant has been located, the Program Manager should assess the participant's needs and/or behavior as every incident is different and could be traumatic. The Program Manager should file an incident report and provide a copy to UWSP PD if they were involved.

If it is determined that the participant chose not to follow the protocol, it is up to the Program Manager to issue any reprimands.

NOTE: If a participant does truly become lost, **never answer any questions asked by the media**; direct any questions from media to UWSP leadership.

Transportation Plan

Programs must indicate which vehicles will be used to transport minors during a program and verify that drivers are in the Driver Authorization Database. Provide documentation that demonstrates compliance with these requirements.

During Transport

Supervisory Roles: Vehicles must have a program staff person, in addition to the driver in order to supervise the participants.

Safety Procedures: All programs must complete a review of [UW Driving procedures](#) and must include seating limits, use of seat belts, passengers remaining seated, convoy procedures, and wheelchair-handling procedures.

Driver Authorization and Training

Authorization: To be covered by the State's Liability Protection while driving on University business, all prospective drivers must complete the appropriate driver authorization request form. All drivers must be approved through Risk Management, regardless of whether the person is driving a personal vehicle, a Car Fleet or DOA vehicle, or a rental vehicle. Prior to applying for Driver Authorization, all potential drivers should read and understand the policies: [Driver Authorization Process and Requirements | UW Policies \(wisconsin.edu\)](#)

Training: Drivers must all have behind-the-wheel training and practice when the vehicle to be driven differs in size/capacity from the driver's regularly driven vehicle (i.e. 15 passenger vans).

Codes of Conduct

All programs must maintain signed codes of conduct for all staff and participants. Sample codes of conduct can be found on the following University of Wisconsin System's link under "Templates": [Preparing for Youth Activities | Compliance & Integrity \(wisconsin.edu\)](#)

Staff Code of Conduct

Staff (including Volunteers) code of conduct is covered in the [letter of acknowledgement](#) upon engagement/hiring in a program.

Participant Code of Conduct

Program Managers must develop a code of conduct for their participants. Specifics must include general rules to be followed as well as the procedure for what will occur if a participant does not follow the rules. **Additionally, it must be clear what will constitute grounds for dismissal from the program.** It is recommended that staff verbally go over the code of conduct with participants at the start of the program.

Cellphone Policy

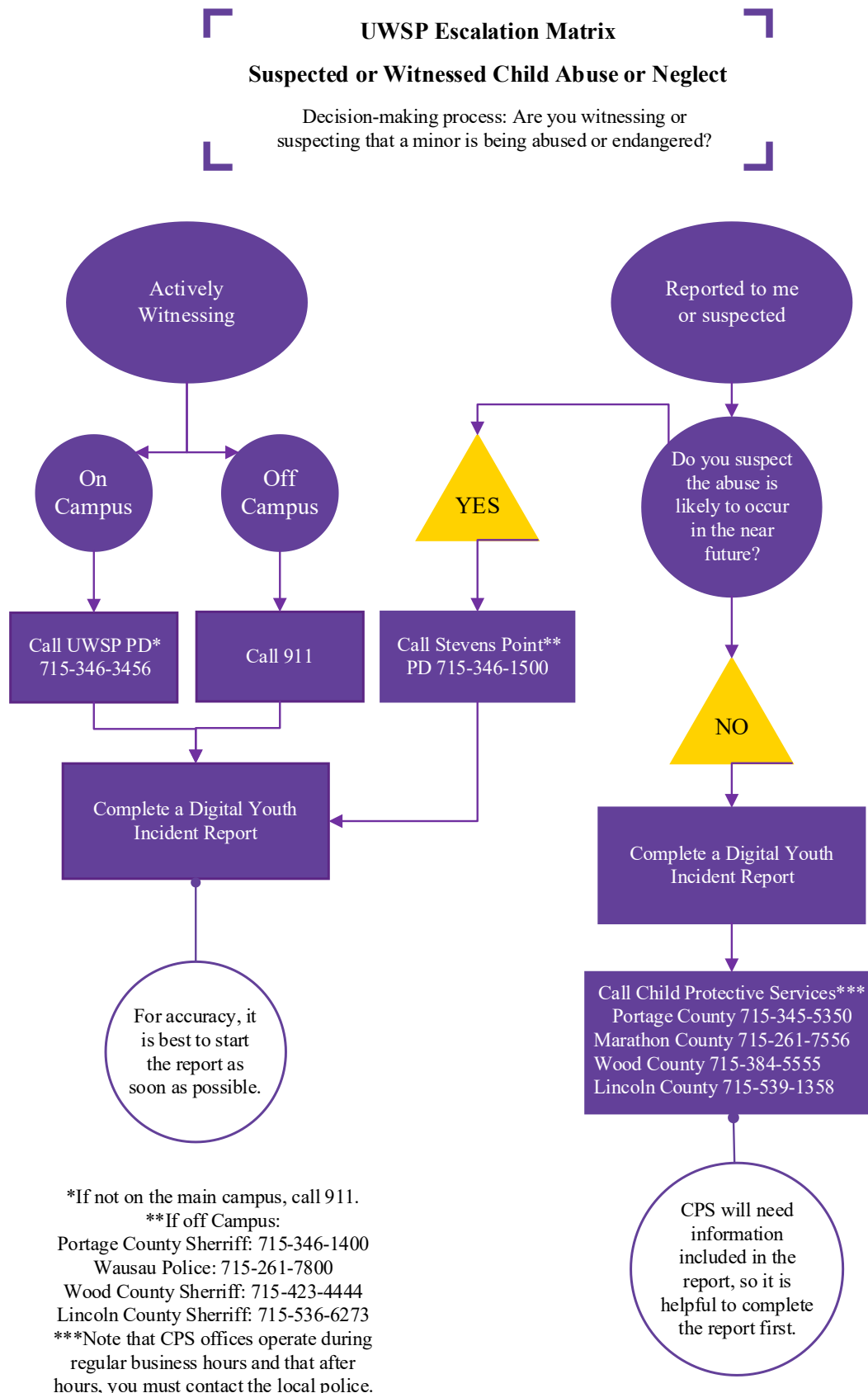
Cellphones and other devices capable of taking photos or videos are not permitted to be used in locker rooms, restrooms, or other place where individuals have a reasonable expectation of privacy. This policy must be included in each program's code of conduct and letter of acknowledgement.

Transportation of Participants

Only applicable if the program necessitates transportation.

If the program includes a field trip to an off-campus location, indicate that the program requires transportation when completing the E-Form. The form offers choices between University owned fleet vehicles, rentals from Enterprise, and buses from Lamers, Progressive, and Korbussen.

Appendix A – Child Abuse or Neglect



Appendix B - Incident Reporting

Programs must report all incidents to the appropriate authorities.

General Youth Related Incidents

All program staff must be familiar with the reporting requirements outlined in the sections below. In addition to abuse and neglect reporting, program staff must be diligent to document every incident that occurs during a program. Incidents that do not follow a specific requirement might include:

- Behavioral incidents
- Confrontations between participants
- Arguments
- A fall without injury
- Violations of technology rules

Follow reporting requirements for incidents that fall into the categories below. For all other incidents, record the incident via the [Non-Employee Accident Reporting Form](#). If using Campdoc, also record in the notes tab within the individual participant's profile.

Mandated Reporter for Child Abuse and Neglect

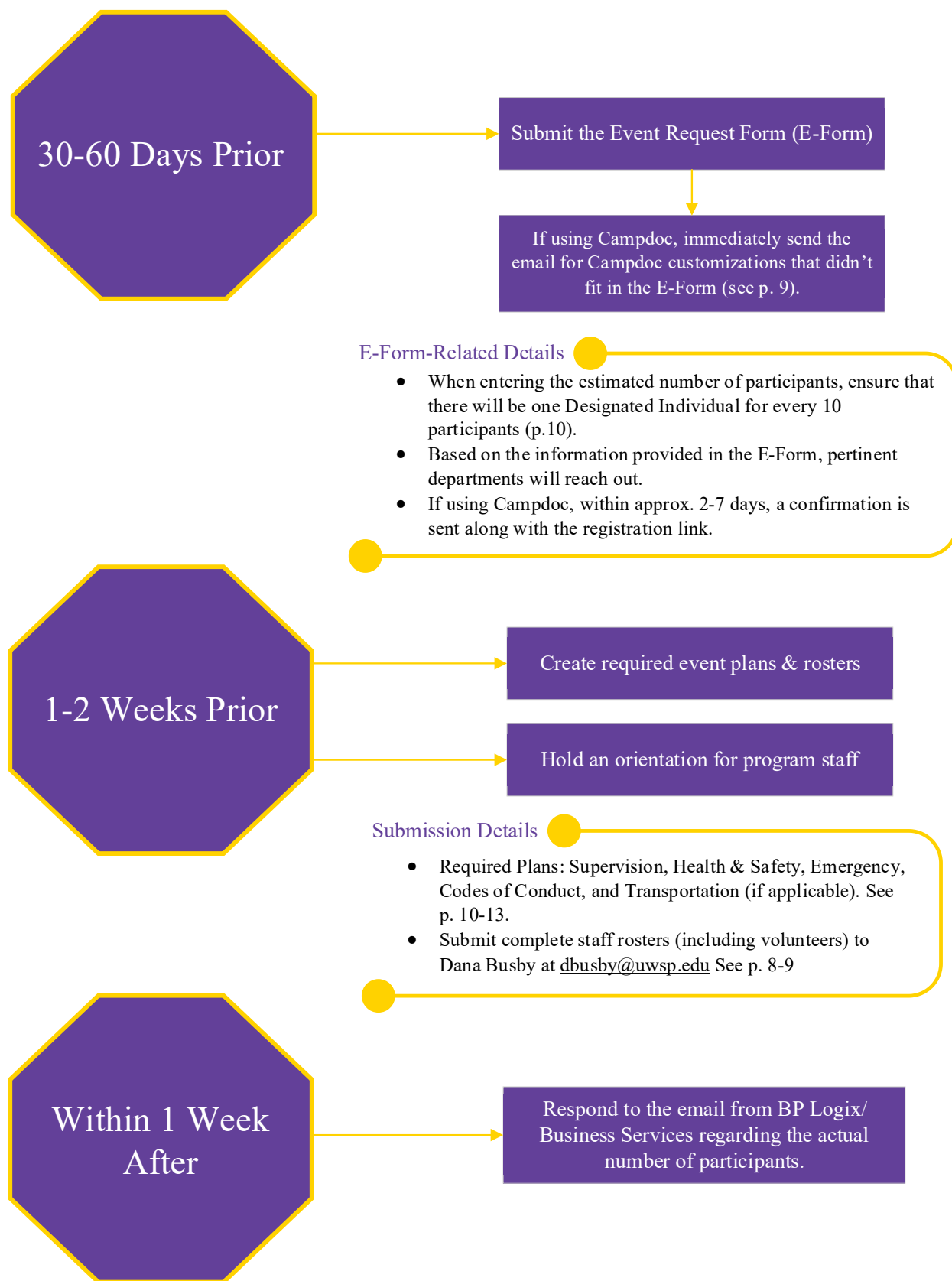
All UWSP employees, including volunteers and contractors, are required to report suspicions of child abuse or neglect to local authorities. Click [HERE](#) to report a non-emergency incident of abuse or neglect involving a minor.

Mandated Reporter training is required for all program staff.

See also the matrix in Appendix A.



Appendix C – Overview of Action Steps to Offer a Youth Activity



Glossary of Terms

Authorized Adult: Any person authorized by the University to supervise or interact with a minor under the auspice of the University. For the purposes of [UWS Policy 625](#), minors 16 and over employed by programs may be indicated as an Authorized Adult. However, they must still be directly supervised by a Designated Individual age 21 or older. This definition also applies to adults leading internships, teaching in youth programs, and those adults associated with programs but that do not make up the adult-to-minor supervision ratio. (i.e. guest speakers, teachers, and tour guides).

Chaperone: An adult (such as a parent/guardian or teacher) attending with Participants to an authorized youth event. These adults are responsible for the supervision of the participants and maintain responsibility of Participants.

Custodial Care: The responsibility for the care, supervision, guidance or control of minor(s) on a temporary basis for the purpose of the minor(s) engaging in programs or activities without a parent, guardian, teacher, etc. present who is responsible for their supervision.

Designated Individual(s): Any person making up the adult-to-minor supervision ratio involved in a Program for Minors (program or programs), who supervises or interacts with a Minor. This includes those Programs held on or off campus sponsored by the University. All Designated Individuals are Authorized Adults. For the purposes of [UWS Policy 625](#), minors age 16 and over employed by programs may be indicated as a Designated Individual. However, they must still be directly supervised by a Designated Individual age 21 or older.

Field Trip Model: An Authorized Youth Event in which participants are transported and arrive with their school or another outside entity that is responsible for their supervision and care.

Legal Guardian: An adult who is legally responsible for a minor.

Minor: A person under the age of eighteen (18) who is not a University employee or volunteer, enrolled for academic credit, with the exception of academic credit received pursuant to a Program, or accepted for enrollment at the University.

Program: Any activity, event, recital, lesson, camp, educational activity involving supervision or interaction with a Minor that is sponsored or operated in whole or in part by the University and/or its academic or administrative units on or off campus or offered by a third party on University Facilities. The term Program specifically includes, but is not limited to: workshops, sport camps, academic camps, conferences, Precollege and Youth Programs, clinics, internships, 4H Programming, shadow days, and similar activities, involving Minors and regardless of whether they offer day/commuter or overnight/residential Programming.

One-on-one Contact: Unsupervised interaction between an adult and a program participant without at least one other Authorized Adult, parent, guardian, family member, or other minor being present.

Program Manager/Director: The University college, school, unit, affiliate, department employee, or other divisional leadership who owns, operates, or is responsible for the oversight of any Program involving Minors held on or off campus sponsored by the University.

Program Participant: A Minor who is attending or participating in a Program.

Program Staff: Program staff refers to the individuals who are hired or volunteer to work in the operation of a precollege or youth program. Program staff includes instructors, presenters, counselors, resident advisors, supervisors, and any other roles which have contact with program participants. All program staff are either Authorized Adults or Designated Individuals, and all must complete required screening and trainings.

Risk Executive Sponsor (RES): An individual in a University school, college, or auxiliary unit who is ultimately responsible for programmatic and budgetary oversight for that unit. Within a school or college, the RES would be the Dean; for a major auxiliary unit, the RES would be the Director.

Third Party: Non-University organizations and entities that lease, license, or otherwise use any University property in order to operate Programs or activities involving Minors.

University Facilities: Facilities or land owned by, or under the control of, the University. This includes facilities or property used for off-campus Programs.

Document History

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