

Required Plans for Authorized Youth Events

Prior to the start of a program, each program must develop 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.

These plans must be submitted to Risk Management along with the staff rosters within three days of the start of the program. See the link below for helpful templates for program planning.

UWS has templates for some of the required plans. Use of these templates is optional: [UWS Templates for Authorized Youth Event Plans](#)

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.

Supervision Plans for Program Scenarios: Include additional scenarios unique to the program.

- 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 website](#).
- Any injuries or accidents involving participants, volunteers, or employees must be reported via the Risk Management website: [Risk Management - Liability - Financial Operations | UWSP](#)
- 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. 16).
- 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. **This section will need the new link from MV.**

- Documentation for compliance with UW-Stevens Point Environmental Health and Safety policies and procedures, when applicable: [Occupational Health and Safety - Human Resources | UWSP](#)

Emergency Plan

Create a written plan indicating how and when the program 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.

[Program Name & Year] Emergency Plan	
Name & Cell # of Program Manager	
Event Address	
Evacuation Location	
Tornado Shelter Location	
Contact procedures in event of emergency/participant injury/lost participant (Who will contact parents?)	

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 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.** These will be addressed by UWSP Leadership.