Protection of Minors on Campus

University of Oregon

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Objectives

• What is a Youth Program?
• Protection of Minors on Campus Policy
• Designating a Youth Program Administrator
• Background Checks
• Reporting, Conduct and Training Requirements
• Registering your program and Enrolling in Insurance Coverage
• Review the Steps to Compliance
• Forms and Resources
What is a Youth Program?

All events, operations, endeavors, or activities designed for participation by minors and organized by the University of Oregon in which university employees or volunteers are responsible for the care, custody, or control of minors.

- A minor is any person under the age of 18.
Youth Programs are NOT...

Undergraduate or graduate academic programs, classes, or activities in which all individuals under the age of 18 are enrolled students or students admitted for enrollment.

Events open to the public that minors may attend, but where the university is not accepting care, custody, or control for the minor(s), as those terms are defined in the implementing procedures.
Youth Programs are NOT...

Non-Youth programs where minors are working for the university as employees, volunteers, or interns. University employees and volunteers will be required to comply with the conduct requirements when working with minors.

University employees or volunteers who may have incidental contact with minors but do not work directly with minors in a youth program. All university employees will be required to comply with mandatory reporting requirements under this policy and any implementing procedures and under the law.
Youth Programs are NOT...

Campus tours, orientation or visits by minors considered to be prospective students.

Activities and programs subject to regulations that already provide for the protection of minors or participants. For example, licensed childcare facilities and institutional review board approved research.

Other programs as may be designated from time to time by the appropriate university official in advance and in writing as exempted from this policy.
Protection of Minors on Campus Policy

All employees of the University of Oregon are, by law, mandatory reporters of child abuse and neglect.

The Minors on Campus Policy and Procedures applies to all youth programs. The policy and procedures are located online: https://hr.uoregon.edu/hr-programs-and-services/youth-programs-protecting-minors
Designate a Youth Program Administrator

Youth Program Administrators are responsible for:

- Registering youth program and certifying compliance with required actions as described below will occur prior to minors being present for a youth program.

- Confirming the university employees and volunteers have received required training.

- Retaining records of training, hiring documents, and volunteer forms.

- Completing a program summary report and email to riskmanagement@uoregon.edu
Hiring Staff - Criminal Background Checks

• The university will conduct criminal background checks for any university employee or volunteer working in youth. Policy number: 03.09.01

• If a criminal background check reveals information that could affect the individual’s suitability for their role in the youth program, the university will follow its usual policies and procedures regarding confidentiality, assessing the results, informing the youth program and the individual and any other processes.
To submit a background check request, go to our website (https://hr.uoregon.edu/recruit/background-checks) and click “Submit a Request”

Request a Background Check

No hardcopy forms required.
Background checks are completed through an online process. No hardcopy forms are used to complete the process.

Hiring process determines request method.

- MyTrack Hires
  Employees hired through MyTrack receive automated background check instructions through the hiring process once a contingent offer is accepted.

- Non-MyTrack Hires and Volunteers
  Employees hired outside of MyTrack and volunteers use the same online process. Departments submit a request for a background check via email to backgroundcheck@uoregon.edu providing the following required information:
  - Person's full name and contact email address.
  - Department representative to be contacted when background check is completed.

SUBMIT A REQUEST
Volunteers – Background Checks Cont.

The *Conditions of Volunteer Service* form must be fully completed by the volunteer supervisor and the volunteer. Assigned duties and an estimate of volunteer hours are to be completed by the volunteer supervisor. A *Conditions of Volunteer Service* form must be completed each fiscal year (July 1-June 30). If the volunteer assignment continues beyond June 30th of any year, a new form must be completed.

- A person appointed to perform official university duties without compensation
- We provide liability coverage for our volunteers but no workers compensation coverage.
- If volunteer is receiving a stipend, the amount paid to the volunteer must be less than 20% the amount that would be paid to an employee to perform the same duties.
Required Training

Youth Program administrators and sponsoring departments are responsible for confirming that university employees and volunteers working in their youth programs will have training on the following topics:

- Child abuse awareness and prevention
- Reporting suspected child abuse and neglect
- All requirements of the policy and these procedures
- "Protecting Children" (One time required completion of online course)

Human Resources and partner departments will provide resources to Youth Program administrators and sponsoring departments to facilitate completion of the training requirements. Such resources are available on the Youth Program: Protecting Minors website.
Employees and volunteers working in youth programs are required to complete a one-time online training on the practices and conduct requirements of the university's Protection of Minors policy. University employees should use this link to access the online course through the MyTrack Learning system.

- [https://hr.uoregon.edu/hr-programs-services/youth-programs-protecting-minors/youth-programs-training-staff](https://hr.uoregon.edu/hr-programs-services/youth-programs-protecting-minors/youth-programs-training-staff)
Mandatory Reporting

All university employees have a duty to make a report to the Oregon Department of Human Services or a law enforcement agency when there is reasonable cause to believe any child with whom the employee comes in contact has suffered abuse or that any person with whom the employee comes in contact has abused a child.

For instances that related to UO authorized activities, UO employees are expected to make the report immediately to the University of Oregon Police Department.
Mandatory Reporting

https://hr.uoregon.edu/policies-leaves/general-information/mandatory-reporting-child-abuse-and-neglect

Employees are required to report child abuse and neglect:

- Employees of Oregon higher education institutions are by law subject mandatory reporters of child abuse and neglect. For a current and complete list of public or private officials who are mandatory reports please refer to Oregon Revised Statute 419B.005 (3).

Resources to understand reporting obligations:

- Frequently Asked Questions (FAQ) on Mandatory Reporting
- What You Can Do About Child Abuse from the Department of Human Services.
- Department of Human Services Mandatory Child Abuse Reporting webpage

Make a Report:

- Follow the instructions provided on the Department of Human Services website.
- Submit reports to the Oregon Department of Human Services at 1-855-503-SAFE (7233).
- For questions about UO Mandatory Reporting of Child Abuse and Neglect, please contact Jen Mirabile, mirabile@uoregon.edu, 541-346-2195
Conduct Requirements

University employees and volunteers shall report known violations of procedures to their supervisor, youth program administrator, or anonymously to the Reporting Hotline 855-388-2710

When working in youth programs, individuals agree to:

• Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and be a positive role model for minors
• Respect, adhere to, and enforce the rules, policies, and guidelines established by the youth program, this policy, and the university
• Endeavor to provide a safe and healthy experience for all participants
• Endeavor to avoid private one-on-one situations with a minor
Conduct Requirements

When working in youth programs, individuals agree to:

• Refrain from engaging in any criminal activity
• Refrain from making comments of a sexual nature in the presence of a minor or making sexually explicit materials available to a minor
• Comply with all applicable civil rights laws and policies, including and not limited to equal opportunity and nondiscrimination policies
• Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the youth program, such as food or shelter, to participants
Conduct Requirements

Supervision of minors:

• Youth programs shall establish a procedure for checking minors in and out of the program. Minors who are school age (K-12) may be checked in or out in an alternative way (e.g. transport by bus, walking home) if the minor has written permission of parent or legal guardian to check in and out in the manner described in writing.

• The number of supervisors required at a youth program shall be determined by taking into account all aspects of the program, including: participant age, number of participants, nature of activity, and age and experience of adult supervisors. In setting an appropriate ratio, it is recommended that the program administrator consult the American Camp Association (ACA) standards.
Recommended Staffing

Consider the aspects of program, age, participants, activity, experience of supervisors when determining the number of staff.

American Camp Association (ACA) standards:

<table>
<thead>
<tr>
<th>Camper Age</th>
<th>Number Staff</th>
<th>Overnight Campers</th>
<th>Day-only Campers</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 years and younger</td>
<td>1</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>6–8 years</td>
<td>1</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>9–14 years</td>
<td>1</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>15-18 years</td>
<td>1</td>
<td>10</td>
<td>12</td>
</tr>
</tbody>
</table>
Registration

Youth programs must be registered annually with the Office of Risk Management.

Youth programs hosted by third-party contractors must be registered by the university entity facilitating the contract.

https://hr.uoregon.edu/program-registration-and-insurance
Youth Program Registration & Insurance

What information you will need:

• Dates
• Contact name, phone number, and email
• Estimated number of participants (following the camp report actual number of participants to Risk Management)
• Index to be charged; include Activity Code (if applicable)

This insurance must be requested PRIOR to the beginning of the camp, clinic, or event.
Insurance

Youth program insurance covers participants, and the premium is based upon the actual number of attendees.

Youth Program Insurance Premium Costs

<table>
<thead>
<tr>
<th>Youth Program Length</th>
<th>Rate Per Camper: Day Program</th>
<th>Rater Per Camper: Overnight Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 2 Weeks</td>
<td>$1.78</td>
<td>$2.78</td>
</tr>
<tr>
<td>2- 4 Weeks</td>
<td>$2.95</td>
<td>$4.45</td>
</tr>
<tr>
<td>4-6 Weeks</td>
<td>$4.43</td>
<td>$6.93</td>
</tr>
<tr>
<td>6-8 Weeks</td>
<td>$6.50</td>
<td>$10.00</td>
</tr>
<tr>
<td>2 Months, but less than 6 months</td>
<td>$9.21</td>
<td>$17.21</td>
</tr>
<tr>
<td>6 months, but less than 1 year</td>
<td>$18.21</td>
<td>$37.21</td>
</tr>
</tbody>
</table>

https://safety.uoregon.edu/youth-program-registration-insurance
Youth Program Summary Report

At least two weeks prior to the start of your program departments must submit the Youth Program Summary Form. This documents the completion of training and background checks.
Non-compliance

Non-compliance of the Youth Program procedures may result in discipline up to and including termination of employment or volunteer duties.
Review the Steps to Compliance

STEP 1: Hire Program Staff

• Notify HR of intent to hire summer camp employees. Visit the Seasonal Employment webpage for more information.
• Complete background checks for volunteers, employees and students working with minors. Background check clearance is required every two years. Visit the Background Check Guidelines webpage for instructions and form.
• Complete the volunteer form and submit a copy to the Office of Risk Management. Visit the Volunteers webpage for instructions and form.
• Retain records, which include hiring documents, background check clearance and volunteer forms, according to UO records retention requirements.

STEP 2: Register Program

• Register youth program annually with the Office of Risk Management.
• Enroll in Insurance: Registration and Enrollment Link
• Waiver of Liability needs to be completed by all participants (6 year required record retention by department).
• Model Release form needs to be completed if you intend on taking photo/video.
Youth programs hosted by third-party contractors must be registered by the UO entity facilitating the contract.

STEP 3: Train Staff

Conduct required trainings and document participant completion. Required trainings include:
• Protection of Minors policy and procedures
• Conduct requirements
• "Protecting Children" (One time required completion of online course)
• Conduct additional training, if needed. Visit the Training Employees webpage for resources.
• Complete a program summary report and email to riskmanagement@uoregon.edu.
Forms and Resources

Youth Program Administrator – Printed handout contains:

• Timeline and Planning information
• Emergency and Medical Information Collection Form
• Child sign-in and out Form
• Waiver of Liability
• Volunteer Form
• Model Release Form
• Third Party Incident Reporting Form
• Insurance claim form
• United Educators Check Lists for Camp Administrators
Waiver of Liability Form
https://safety.uoregon.edu/waivers-liability

All minor participants must have a waiver of a liability form completed. We recommend that the parent or guardian sign and return this form prior to the start of the camp.

A Waiver of liability:
• Informs prospective participants of potential risks involved with an activity
• Allows an individual to *voluntarily* choose to incur risks
• Secures an agreement from the individual to hold the university *harmless*
Volunteer Form
https://safety.uoregon.edu/volunteers

Who is a volunteer?

• A volunteer is a person appointed to perform official university duties without compensation or remuneration.
• Individuals volunteer as a public service, for civic and humanitarian as well as personal development reasons.
• The university receives the primary benefit from services performed by a volunteer. Volunteer services are performed at the request or consent of and under the direction and control of a university department or program.
• The university department or program is responsible to oversee work to ensure each volunteer complies with all applicable university policies and procedures as well as all local, state and federal requirements and laws.
## Emergency Contact Information Form

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Date of Birth</th>
<th>M ☐ F ☐ Non-Binary ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent’s/Guardian’s Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, ST, ZIP Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Emergency Contacts**

In the case of an emergency we always try to contact parent/guardian first. However, we are required to have an emergency contact other than the parent(s).

<table>
<thead>
<tr>
<th>Primary Emergency Contact</th>
<th>Secondary Emergency Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone</td>
<td>Work Phone</td>
</tr>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>City, ST, ZIP Code</td>
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</table>

## Health Permissions and Medical Information Form

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Date:</th>
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<tbody>
<tr>
<td><strong>Allergies</strong> <strong>Allergies may require an allergy plan on file prior to program participation</strong></td>
<td></td>
</tr>
<tr>
<td>Does your child have any food allergies? Yes ☐ No ☐</td>
<td></td>
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<tr>
<td>If you answered yes, please provide details below:</td>
<td></td>
</tr>
</tbody>
</table>

**Please check mark the following places your child can be around the allergen?**

| Does your child have any non-food allergies? Please list below: |
| Table ☐ | |
| Room ☐ | |
| Building ☐ | |

**Is medication needed? If so, explain:**

University of Oregon does not have Epi Pens on site for general emergency use. An allergy plan should be on file prior to program participation.

**Medications**

| Is your child currently taking any medications? Yes ☐ No ☐ |
| Please list if applicable: | |

**Special health considerations we should be aware of:**

| My child may be given prescribed medication with written parent consent Yes ☐ No ☐ |
| My child may be given non-prescribed medication with written parent consent Yes ☐ No ☐ |
Sign-in/Sign-out forms

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Child</th>
<th>Drop-off Parent/Authorized Individual's Signature</th>
<th>Time In</th>
<th>Pick-up Parent/Authorized Individual's Signature</th>
<th>Time Out</th>
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Self-check in/out

Youth Program Child Self-Check In/Out Permission Slip

This form is intended to be used for minors aged 12 and above. This form allows the minor to sign themselves in and out of a youth program for the duration indicated below.

I give my permission for ___________________________.

To ___________________________.

On date(s) ___________________________.

Comments / notes ______________________________________

____________________________________

Signed ___________________________  Date__/__/____

(Parent / Guardian)

Parent / Guardian’s phone number (cell phone) ___________________________.

Emergency contact or second Parent / Guardian’s phone number (cell phone) ___________________________
Forms and Resources

https://hr.uoregon.edu/hr-programs-services/youth-programs-protecting-minors/youth-programs-tool-kit-risk-management

Youth Programs Tool Kit: Risk Management

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1. Program Registration and Insurance
2. Volunteer Tracking
3. Waiver of Liability
4. Emergency Procedures
5. Checklists and Guidelines
6. Contact Information
Questions?

https://hr.uoregon.edu/minors-campus