Protection of Minors on Campus

University of Oregon Youth Program Conference
February 12, 2018

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Youth Programs on Campus Highlights and Updates

Increase in youth programs on campus:

- 200 Youth Programs in CY2017
- 224 Youth Programs in CY2018

Contract template for third party youth programs on campus

Camp/Clinic insurance claim form – not updated this year
Protection of Minors on Campus

• Employees of the University of Oregon are, by law, mandatory reporters of child abuse and neglect.

• The university has additional reporting and training requirements for university-affiliated youth programs and activities.

• The university is committed to providing a safe campus environment for participants in these programs.

• This policy intends to outline responsibilities related to the protection of minors at the university.
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.
Typical youth programs include but are not limited to...

...day camps, overnight camps, clinics, instructional programs, and sports camps.
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.
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
Youth Programs Procedures

The following procedures provide the standards referenced in the Protection of Minors Policy:

• Mandatory reporting
• Criminal background checks
• Conduct requirements
• Training
• Registration of programs
Staffing

The number of supervisors required at a youth program:

• Aspects of program, age, participants, activity, experience of supervisors

• Consult American Camp Association (ACA) standards.
  • 5 years & younger 1 staff for each 5 overnight campers
  • 1 staff for each 6 day campers 6–8 years
  • 1:6 for overnight, and 1:8 for day
  • 9–14 years 1:8 for overnight and 1:10 for day
  • 15–18 years 1:10 for overnight and 1:12 for day
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 reporters 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
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.
CONDUCT REQUIREMENTS
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:

- 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.

- 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.
TRAINING
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

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.
Accessing the Training

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.

Employee Training - Protecting Children course

Volunteer Training - Protecting Children course
REGISTRATION OF PROGRAMS
Registration of programs

• Each youth program 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

https://safety.uoregon.edu/youth-program-registration-insurance

Youth program insurance covers participants, and the premium is based upon the actual number of attendees.
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.
Two Sections:
Youth Program Summary Report

At least two weeks prior to the start of your program departments must submit the Youth Program Summary Form.
Non-compliance of the Youth Program procedures may result in discipline up to and including termination of employment or volunteer duties.
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.
Please hold questions for Q&A Panel

Thank you.

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