



The University of Oregon's Protection of Minors Policy applies to all youth programs including those run by third parties. Faculty, staff, students, student employees, graduate teaching fellows, and volunteers are expected to hold themselves to the highest standards of conduct when interacting with minors.

WHAT IS A UNIVERSITY OF OREGON YOUTH PROGRAM?

All events, operations, 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.

NON-UNIVERSITY ORGANIZATION OR VENDOR

Non-university organizations must certify that they have conducted criminal background checks of their employees, volunteers, and representatives. They also must certify conduct and training requirements are in place that meet or exceed university standards. Template language for departments to provide to vendors is on-line at: hr.uoregon.edu/hr-programs-services/youth-programs-protecting-minors.

YOUTH PROGRAM ADMINISTRATOR

The Youth Program Administrator (YPA) is essential to ensuring compliance. The YPA does the following:

- Registers the youth program and certifies compliance
- Confirms the university employees and volunteers have received required training
- Completes a program summary report to riskmanagement@uoregon.edu
- Retains records of training, hiring documents, and volunteer forms

REQUIRED ACTIONS

Visit Human Resources website to access policy, training, and enrollment information.
hr.uoregon.edu/hr-programs-services/youth-programs-protecting-minors

HIRE

- Notify HR of intent to hire summer camp employees
- Perform background checks
- Complete the volunteer form (if applicable)
- Retain hiring documents, background check clearance and volunteer forms

REGISTRATION AND ENROLLMENT

- Register and enroll in insurance coverage with the Office of Risk Management

TRAINING

- Conduct required trainings and document participant completion
Required trainings include:
 - Protection of Minors policy and procedures
 - Conduct requirements
 - Protecting Children
- Submit the completed Youth Program Summary Report two weeks prior to the start of the youth program to: riskmanagement@uoregon.edu

