



## UNIVERSITY OF WISCONSIN-LA CROSSE (UWL) YOUTH PROTECTION POLICY

This document outlines the expected policies and procedures for our campus to adhere to when working with youth. For questions regarding youth protection, email [youthprotection@uwlax.edu](mailto:youthprotection@uwlax.edu).

All activities at UWL that involve minors must be reviewed and granted Initial Program Approval prior to being scheduled. It is recommended that materials are submitted for review eight weeks prior to the activity taking place. Primary considerations associated with review include duration and purpose of activity, age of participants, level of supervision required, and volunteer duty expectation.

Violations of the UWL Youth Protection Policy and/or associated policies, protocols, or procedures may result in disciplinary action, including removal from the role or authorization to work with minors, in accordance with UWL policies and procedures.

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## **I. Background and Context**

### **Purpose of the Document**

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The purpose of this policy is to establish campus procedures for the protection of minors participating in events sponsored by UWL. Our institution grants policy interpretation permission to a designated group of campus experts. This document will serve as guidance to them in making determinations about how to protect minors on campus, in alignment with [UWSA Policy 625](#).

### **Scope of Policy**

The UWL Youth Protection Policy applies to youth participants in Covered Activities. Covered Activities are all events, operations, endeavors, or activities, regardless of location, that are designed for participation by youth participants and organized, sponsored and/or operated by the institution.

Activities that are exempt from this policy, as per [UWSA Policy 625](#), include:

- A. Events open to the general public,
- B. For-credit courses (i.e., individuals under 18 who enrolled in for-credit courses as college students),
- C. Medical care provided to minors in in-patient or out-patient settings,
- D. Institutional Review Board-approved research,
- E. Daycare and preschool services operating under the direction of a licensed daycare or healthcare provider,
- F. Private Events, or
- G. Minors participating in pre-enrollment visitation or recruiting activities governed by the NCAA.

#### **Notes on exemptions listed above:**

Events open to the general public. These are events on campus where individuals from the general public are likely to be present without needing to register for the event. Examples of general public events include lectures advertised as free and open to the public, athletic competitions (see WIAAC rules), and performances. If a program designed for minors requires most or all attendees to register in advance of the program start date, it is not a general public event. If uncertainty exists as to whether an event is open to the general public, it should be brought to the attention of the UWL Youth Protection Coordinator ([youthprotection@uwlax.edu](mailto:youthprotection@uwlax.edu)) for review and categorization. Events open to the general public might have components with youth participants which are not part of the public event itself, such as rehearsals before a play, or training prior to a game. Those components are not considered open to the public and are therefore subject to this policy.

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For-credit courses. Includes on-campus activities that are part of a Concurrent Enrollment class, and classes taken by Early College Credit Program students.

Private Events. Occasional and special events where only family, friends, and people known to the hosts are invited to attend, such as a birthday party or a wedding.

Non-UWL events. If a UWL employee participates in a youth program that is conducted at a non-UWL venue and is not marketed as a UWL-sponsored event, the activity is exempted from UWL's Youth Protection Policy, provided the UWL employee does not assume custodial care of a youth participant. This exemption is true even if the UWL employee is acting within the capacity of their UWL role, for example presenting on their area of expertise.

**Note:** All UWL employees are expected to adhere to [position of trust](#) requirements regardless of location and UWL sponsorship, if the off-campus volunteer requirements are such that the employee will have significant access to minors.

## **Role Definitions**

### **Youth Protection Coordinator (YPC; position within Diversity & Inclusion):**

This individual serves as the main point of contact with the Universities of Wisconsin regarding the content of [UWSA Policy 625](#). UWL requires all programs to receive Initial and Final Program Approvals from the YPC. As such, the Division of Access, Belonging & Compliance (AB&C) serves as the administrative unit within the Institution that is responsible for authorizing covered activities, as per [UWSA Policy 625](#) (i.e., serves as the institutional sponsor). While AB&C serves as the administrative unit that authorizes covered activities, UW-La Crosse, and its employees, are collectively responsible for the safety of minors and compliance of UWSA Policy 625. In the case of a vacancy within the position of YPC, the campus Vice Chancellors will authorize covered activities for their divisions.

### **Division Youth Protection Liaison (DYPL; specific individuals within Student Affairs, Academic Affairs, and Access, Belonging & Compliance):**

These individuals serve as the first line of Youth Protection Policy interpretation for their respective divisions. They assist Activity Directors in navigating youth protection policy, categorizing programs and volunteer types, and assisting programs with approval checkpoints and required procedure timelines. The appropriate DYPL provides a recommendation to the YPC for Initial and Final Program Approvals.

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Individuals who are unsure of which division an event falls under should email [youthprotection@uwlax.edu](mailto:youthprotection@uwlax.edu) for assistance. Any covered activities without a clear divisional affiliation will be assigned to the YPC.

**UWL Senior Leadership Team (UWL Deans, Directors, Vice/Assistant Vice Chancellors, Department Chairs, Unit Supervisors):**

These individuals have a shared responsibility to support Activity Directors within their departments to ensure appropriate functions are completed related to youth protection. They are responsible for reporting any violations or other incidents to authorities with the understanding that incidents may be escalated based on the nature of the incident.

**Activity Director:**

Individual responsible for the planning and direct oversight of a specific program. This individual may be either a third-party or a UWL employee. This individual will be present for the entire activity, and if absent, will appoint an interim Activity Director for that duration of time. A program may have multiple Activity Directors.

**Authorized Adult:**

Individuals, age 18 and older, paid or unpaid, who are authorized to interact with youth participants as part of a covered activity. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, student-athletes, interns, and individuals associated with third-party covered activities. Authorized adults cannot have unsupervised access to minors unless they are also Designated Individuals, and the activity is observable and interruptible (see [UWSA Policy 625 section G.II.](#))

**Designated Individual:**

An authorized adult who is counted in the supervision ratio for a covered activity. Designated individuals are responsible for ensuring the care and safety of youth participants in covered activities. Additional training is required for authorized adults serving as designated individuals (see *Section V. Program Requirements*).

**Youth Participant:**

Individuals who are registered, enrolled, or engaging in covered activities as a participant.

**Guiding Principles for Youth Activities at UWL**

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1. **Avoidance of one-on-one contact:** One-on-one contact between an adult and a minor is generally prohibited. **If one-on-one contact must occur, it needs to be observable and interruptible.** Strategies for making activities observable and interruptible include ensuring there are no window or door coverings that restrict or eliminate visibility into the room, leaving doors open when feasible, and ensuring doors used to enter and exit the space are unlocked and accessible. Free access by authorized persons to and from any space must always be maintained.
2. **Supervision ratio adherence:** Supervision ratios reflect Youth Participants' developmental stages, the type of program, and the type of interaction expected between Youth Participants and adults.

The following minimum supervision ratios must be maintained for all covered activities. Only Designated Individuals (either UWL employees or third-party staff) can count towards supervision ratios.

Minimum Supervision Ratios		
Grade Group	Program Type	Designated Individuals: Youth Participants
PreK – 1 <sup>st</sup> : Age 3-4	University Custodial Youth Commuter Program	1:4
PreK – 1 <sup>st</sup> : Age 4-5	University Custodial Youth Commuter Program	1:6
PreK – 1 <sup>st</sup> : Age 5-6	University Custodial Youth Commuter Program	1:10
PreK – 1 <sup>st</sup> : Age 6 & under	University Custodial Youth Overnight Program	1:4
Grades: 2 <sup>nd</sup> – 4 <sup>th</sup>	All program types	1:10 Field Trips and Overnight Programs must have a minimum of 2 adults
Grades: 5 <sup>th</sup> – 12 <sup>th</sup>	All non-classroom settings	1:10 Field Trips must have a minimum of 2 adults
Grades: 5 <sup>th</sup> – 12 <sup>th</sup>	Classroom settings	1:18

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Grades 2 <sup>nd</sup> – 12 <sup>th</sup>	Mixed-age participants (individuals over 18 plus youth participants)	1:6
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**3. Prohibited behaviors:**

- A. 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);
- B. Conduct that violates Universities of Wisconsin policies;
- C. Actions that are found to constitute bullying or grooming;
- D. 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;
- E. Adults showering, bathing, or undressing with or in the presence of youth participants;
- F. Photographing or recording in shower houses, restrooms, or other areas where privacy is expected by participants; and
- G. Use of alcohol and other intoxicants by volunteers or participants when engaged in covered activities.

- 4. Activities are insured:** All covered activities must be covered by an approved insurance policy or registered with the UWL [Camps and Clinics Blanket Accident Insurance policy](#). For more information regarding insurance requirements, contact the Assistant Controller in Business Services.

- 5. Programs develop and share an Emergency Plan and information regarding reporting:** Each covered youth program must have a Program Emergency Plan that is easily accessible to organizers and volunteers for the duration of the program. Additionally, each program will provide clear instructions to volunteers and participants on how to report incidents to the correct authorities.

## **II. Program Approval Process**

**STEP 1: Activity Director (AD) submits information regarding the proposed program using [the Program Registration Form](#), results will be sent to [youthprotection@uwlax.edu](mailto:youthprotection@uwlax.edu).**

*This information should be provided at least eight weeks before the proposed program start date.*

Required information to request Initial Program Approval:

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- A. Program name
- B. Expected dates of program
- C. Activity Director (primary contact) for program: first name, last name, phone, email
- D. Preliminary agenda or brief description of activity (who, what and why)
  - a. Include expected age range of Youth Participants
  - b. If possible, include a rough schedule and preferred locations
  - c. Indicate if meals/food will be provided to youth participants
- E. Description of volunteer and supervision structure, including whether parent or teacher chaperones will be attending. Describe the general expectations of staff and/or volunteers, if known.
- F. If the program is proposed by a UWL employee, include a statement confirming the program has been preliminarily discussed with the UWL employee's department chair or unit supervisor.
- G. Schedule availability for a follow-up meeting with the corresponding Division Youth Program Liaison.

**STEP 2. Division Youth Program Liaison (DYPL) sets up a meeting to review plans for youth protection during the program. Email initiating the meeting will have the department chair/unit supervisor cc'd to ensure awareness.**

This meeting may take place in-person, over video or phone. Multiple meetings might be required for larger or more complicated programs.

- A. DYPL and Activity Director (AD) review agenda and supervision structure, identify and lessen potential risks
- B. DYPL will determine the Program Type (*see Section IV. Program Type Definitions*)
- C. DYPL provides required forms to AD based on Program Type
- D. DYPL and AD will categorize volunteers as either Authorized Adults or Designated Individuals, and review differences and requirements for each
- E. Review UWL youth protection expectations (*see Section I. Guiding Principles*)
- F. Questions regarding insurance will be sent to the Assistant Controller in Business Services
- G. Schedule a Final Program Approval meeting at least two weeks prior to event start

**Step 3: DYPL recommends Initial Program Approval to the Youth Protection Coordinator (YPC)**

If the DYPL concludes that a program can be held in compliance with the UWL Youth Protection Policy, the DYPL will provide the YPC a [recommendation for Initial Program Approval](#). That message will also include 1) information from Program Registration Form plus any additional notes from the STEP 2 meeting, 2) Program Type categorization and 3) their professional assessment of the program's plans

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for Youth Protection Policy compliance. In some cases, the DYPL is also the AD, and will be submitting information pertaining to their own program.

The YPC will review the DYPL's recommendation. The YPC may require clarification or program alterations, which will be shared with the AD via email. Ultimately the YPC will either grant or deny Initial Program Approval, via email to the DYPL and AD.

#### **Step 4. YPC (with DYPL as back up) notifies other campus stakeholders of Initial Program Approval**

If needed, The YPC (with DYPL as back up) sends notice of Initial Program Approval to University Centers, University Housing, and Chartwells. **The program is eligible to make room reservations at UWL and order catering once Initial Program Approval is received.**

#### **Step 5. DYPL and AD arrange for Criminal Background Checks (CBC) as needed**

At least four weeks prior to the program, the AD will send a list of volunteers to the DYPL, using the [UWL Youth Program Staff & Participant Roster](#). UWL covers the cost of CBC for employees. All other CBC costs are charged to the unit or organization sponsoring the program.

The DYPL will first determine whether any individuals needing CBC already have one on file with UWL which was completed within the last four years. The DYPL and/or YPC will have access to lists of individuals with a current CBC completed by UWL Human Resources, the School of Education, and the Department of Health Professions (HP), all of which can be used to meet this requirement. For the purposes of youth protection, any HP student who does not receive a clear ("no hit") CBC associated with admission to the program would need to also complete a CBC through UWL's employee system so that HR can determine appropriate clearance for youth activities.

Any volunteers without a current CBC on file will be required to complete their screening and training via [VolunteerMatters](#). The DYPL will provide the Activity Director with a volunteer assignment link to distribute to volunteers (the link will work only for email addresses listed on the [UWL Youth Program Staff & Participant Roster](#)).

The Activity Director should request that the program volunteers complete the CBC information form within **5 business days** of its receipt. The YPC (with DYPL as back up) will periodically check for CBC completion and update the Activity Director of completion status.

Completed CBC are assumed to be approved unless UW-Shared Services communicates otherwise in situations of unexpected delays. Shared Services will also provide recommendations in adjudication cases.

CBC requests submitted less than two weeks prior to the start of the program are not guaranteed. At times, the YPC and DYPL can discuss and agree to an accelerated CBC timeline.

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## **Step 6. Arrange for and document training**

The Activity Director is responsible for informing volunteers of training requirements and providing instruction on how to access and complete the training. The DYPL will monitor completion of the UWL Youth Protection Training Course, and periodically update the [UWL Youth Program Staff & Participant Roster](#).

All UWL employees working with youth are encouraged to review [Position of Trust](#) and [Mandated Reporter](#) expectations.

Most Authorized Adults and Designated Individuals must complete the UWL Youth Protection Training Course, which addresses best practices in youth protection along with the [UWSA Policy 625](#) requirements regarding Mandated Reporter and sexual harassment training. This training must be repeated every two years to be eligible to serve as a youth program volunteer. Volunteers in Third-Party Non-Custodial Programs are not required to complete the UWL Youth Protection Training Course. However, third-party Activity Directors must agree to make their volunteers aware of and consent to following the UWL Campus Visit Guidelines, as laid out in the [Third-Party Youth Program Acknowledgement](#).

All Activity Directors, both UWL and Third-Party, must complete the [WI Mandated Reporter Online Training](#). UWL employees who are up to date on the required training assigned by HR will have already completed this requirement.

## **Final Check-In Meeting with DYPL**

The AD meets with DYPL at least 2 weeks prior to the event, to confirm that the following requirements are met:

- a. All required plans for the Program Type (*see Section IV Program Type Definitions*) are written and complete.
- b. Volunteers on the roster have completed or are on schedule to complete all required training and CBC prior to the start of the program.
- c. Proof of Insurance (either through campus or another insurer, as was determined prior to Initial Program Approval) has been received and shared with the Assistant Controller in Business Services.

## **Step 8: DYPL provides the YPC a recommendation for Final Program Approval**

If the DYPL is satisfied with the program's status, they will provide the YPC with a report on the check-in meeting, including a summary of completion of required plans, volunteer training, volunteer CBC, and proof of insurance. Any missing information must be identified and documented for the YPC,

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including pending staff supervision assignments. The DYPL will also provide a [recommendation for Final Program Approval](#).

Within 2-3 business days, the YPC will respond to DYPL and AD with Final Program Approval or refusal based on their review of the DYPL's report and recommendation.

The YPC will forward the [Final Program Approval](#) (via DocuSign) to the following for signatures to complete the approval process:

1. Activity Director
2. Division Youth Protection Liaison
3. Department Chair/Unit Supervisor
4. Dean/Director/Assistant or Associate Vice Chancellor

**Step 9: Program audits after Final Program Approval are on a case-by-case basis.**

Final Program Approval can be revoked by the YPC at any time if the program is not on schedule to meet requirements and efforts are not made to correct identified deficiencies. This will be communicated to the AD and their supervisor; it is the AD's responsibility to notify other stakeholders of the program's cancellation.

The YPC will conduct random audits to ensure compliance. Audits will be documented and conducted either electronically or in-person.

- a. Electronic Audits: verify and confirm required documents are in place such as rosters, CBC's and staff training.
- b. In-Person Audits: visually confirm supervision ratios, engage with authorized or Designated Individuals to seek their knowledge of required training points, and confirm Activity Director has a roster on hand at the event.

**Non-Compliance**

The YPC and DYPL will make every effort to assist and guide Activity Directors through the Youth Protection process to the best of their ability. The end goal for all parties is to successfully navigate the process resulting in Final Program Approval status.

In cases where Activity Directors, both UWL and Third-Party, have demonstrated a lack of effort and willingness to comply with set guidelines and parameters to host a youth activity, the YPC and UWL leadership team has the authority to:

1. Deny Final Program Approval or stop a program from operating (if started);
2. Restrict an Activity Director from hosting a youth program;
3. Ban a Third-Party from hosting future programs at UWL.

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Examples of non-compliance:

1. Refusal to register youth program with Youth Protection
2. Activity Director has a demonstrated record of non-compliance from prior years and continues exhibiting the same behavior
3. Lack of communication/no communication and response to requests by the YPC and/or DYPL
4. Proper completion of required documents, forms, and processes (CBC, proof of insurance, etc.)
5. Failure to implement youth safety and supervision plans during programming that may or may not lead to danger and harm to participants and staff
6. As observed during on-site audit visits and/or reporting from participants, staff, and others
7. Failure to address and/or report incidents, injuries, Executive Order 54-related concerns, etc. that result in immediate danger and harm to minor(s)

### **III. Volunteer CBC requirements**

UWL, via the DYPL and in collaboration with the Activity Director, determines categorization of volunteers into one of two categories that determine Criminal Background Check (CBC) and training requirements. Any adult assisting with a covered youth activity is considered a volunteer. Volunteers must complete the respective training and CBCs prior to assisting with an event.

**Authorized Adults:** individuals aged 18 and over, paid or unpaid, who are authorized to interact with youth participants as part of a covered activity. An authorized adult is not counted toward the supervision ratio for a covered activity and, therefore, has fewer training requirements. Authorized adults cannot have unsupervised access to minors. **Authorized adults are required to complete CBC for youth protection purposes unless determined by the DYPL or YPC to not have required significant access (per [Regent Policy Document 20-19](#)).**

**Designated Individuals:** authorized adults who are counted in the supervision ratio for a covered activity. Designated individuals are responsible for ensuring the care and safety of youth participants in covered activities. This role operates in a supervisory capacity and has extended contact with minors. Any volunteer whose role within the program requires them to have unsupervised access to minors must be classified as a Designated Individual. **Designated Individuals associated with University Custodial or Non-Custodial youth program are required to complete a CBC every four years in alignment with [RPD 20-19](#).**

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Activity Directors for Third-Party Non-Custodial or Custodial Youth Programs must complete the [Third-Party Youth Program Acknowledgement](#), which attests to the completion of CBC requirements by their volunteers. A third-party may rely upon their own CBC process to meet this requirement or opt to assign UWL the responsibility of completing CBC on their behalf; expenses incurred for the CBC will be charged back to the third-party.

#### **IV. UWL Program Type Definitions**

Activity Directors will work with the DYPL to determine the category of the program to be offered. All covered activities at UWL are classified by the DYPL into one of four Program Types. Category determination defines what documentation is required for Final Program Approval. Programs that cannot be classified into one of the categories below may require substantial revisions to receive Initial Program Approval.

Complex programs may be segmented into multiple components which can be categorized as different Program Types.

##### **1 University Non-Custodial Youth Program:**

*Programs that meet the following criteria:*

It is a Covered Activity that is organized, sponsored, and/or operated by UWL, regardless of location. Minors attend with an accompanying parent, guardian, or third-party chaperone. The UWL staff are not, at any time, solely responsible for the supervision, care, or control of the attending minors.

Examples include:

**On-Campus Field Trips:** A single-day visit where students remain under the care of teachers/non-UWL chaperones for the duration of the visit. Transportation to-and-from campus is arranged by the visiting third-party.

**Off-Campus Facilities Visits:** A single-day visit where students remain under the care of teachers/non-UWL chaperones for the duration of the visit and the event is sponsored by UWL. This might be part of a larger program, or a trip from campus to another location. Transportation, if arranged by UWL, is subject to UWL's Youth Policy, including minimum supervision ratios and requirements for drivers, including the [UWL Driver Authorization Policy](#).

##### **2 University Custodial Youth Program:**

*Programs that meet the following criteria:*

It is a Covered Activity organized, sponsored, and/or operated by UWL, regardless of location. The program's staff are UWL employees and/or volunteers, and are temporarily responsible for the supervision, care, or control of the attending minors, without accompanying parents, guardians, or chaperones.

Examples include:

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**Single-Day/Multi-Day Commuter program:** Youth Participants are dropped- off and then picked up at the end of the day rather than staying overnight as part of the program activities. In multi-day programs, youth return for another day of activities as part of the same program.

**Overnight Program:** Youth Participants remain under UWL custodial care for the duration of a multi-day program.

**Overnight Parent/Guardian/Chaperone Attendees Program:** Youth Participants remain under the shared custodial care of their parents, guardian or chaperone and UWL staff for the duration of a multi-day program. UWL establishes mandatory requirements for usage of shared spaces, agenda structuring and program staff supervision plans.

### **3 Third-Party Non-Custodial Youth Program:**

*Programs that meet the following criteria:*

It is a Covered Activity that is held on property owned or leased by UWL that is organized, sponsored, and/or operated by a third-party entity. Minors attend with an accompanying parent, guardian, or chaperone. The program's staff are not, at any time, responsible for the supervision, care, or control of the attending minors. It does not have the characteristics of a general public event or private event.

Examples include:

**Community Youth Event:** A third-party organization rents campus facilities to invite organization members, parents and their children to a single-day program, such as an awards ceremony or celebration, and the event is not open to the general public.

### **4 Third-Party Custodial Youth Program:**

*Programs that meet the following criteria:*

It is a Covered Activity held on property owned or leased by UWL that is organized, sponsored, and/or operated by a third-party. The program's staff are temporarily or fully responsible for the supervision, care, or control of the Youth Participants. The event will be required to follow UWL's minimum supervision ratio, volunteer policies, and sign a youth protection contract with UWL.

Examples include:

**Third-party Single Day Program:** This could be a school club using campus facilities, or an external community organization, and is not explicitly sponsored by UW-La Crosse.

Parents, guardians and teachers are either not present, or working on behalf of the third-party and may be supervising non-familial youth.

**Third-party Overnight Program:** A third-party using UWL housing facilities for an overnight stay. The third-party program staff are responsible for participant safety.

*All event staff serving through a third-party (including UWL employees) are subject to UWL's youth protection volunteer requirements.*

## **5 Programs involving mixed-age participants:**

Some programs might include both youth and adults registered attendees/participants in shared spaces. *This type of event is not recommended, but plans can be made to facilitate these events with explicit approval from the YPC so long as the program is properly prepared to meet policy requirements.*

## **V. Program Requirements**

**Note:** If the YPC and divisional Vice Chancellor have agreed to an exception for a program, or series of programs, written documentation must be housed with the YPC and activity director.

Each program must provide information listed in ***Requirements for ALL programs***. Additional information specific to the assigned Program Type may also be required. Prior to providing a recommendation to the YPC regarding Final Program Approval, the DYPL will ensure these forms are completed or are on schedule to be completed.

### **Requirements for ALL programs:**

1. Receive Initial Program Approval and subsequent Final Program Approval prior to the program start. This will require having adult staff and volunteers classified as either Authorized Adults or Designated Individuals, such that the required minimum supervision ratio of Designated Individuals is met and ensuring CBC and training for adults as determined by role.
2. Have a [Program Emergency Plan](#). If a program includes an off-campus component, additional contact information specific to the off-campus location is required. The plan must include [UWL's Escalation Matrix](#).
3. Provide emergency contact and reporting information to all volunteers. This includes emergency and non-emergency University Police phone numbers and the phone number of the Activity Director and any of their designee(s).
4. Any transportation coordinated by UWL must adhere to minimum supervision ratios and UWL Driver Authorization Policy.

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5. If the program includes mixed-age participants (registered individuals who are minors and others over 18), a completed [Mixed Age Waiver](#) must be completed by all adult registered participants. Mixed-age programs cannot involve children under six years old. Minor participants in such programs must always have explicit Designated Individual supervision, with no opportunity for one-on-one interactions with any adult staff or participants. These programs are subject to a heightened supervision ratio of 1:6 for each youth participant. Finally, mixed-age programs are expected to purchase insurance or be registered through UWL insurance with additional approval needed from Business Services.

## **1. University Non-Custodial Youth Program:**

In addition to the *Requirements for ALL programs*, University Non-Custodial Youth Programs must submit the following prior to Final Program Approval:

### **a. [Third-Party Youth Program Acknowledgement](#)**

This is a signed agreement between visiting school/third-party staff and UWL that the school district or visiting third-party group will:

- 1) Provide supervising staff in compliance with minimum supervision ratios
- 2) Provide appropriate insurance and provide proof of insurance
- 3) Perform (*or has already performed*) background checks for supervising staff

### **b. Field Trip Permission Forms**

The visiting group is expected to have completed their own field trip permission forms with accurate details regarding the visit, as communicated with UWL (may contain non-UWL aspects in the same form).

Hosting UWL employees must confirm that if off-campus trips are expected — and UWL staff will be joining for those trips (without assuming custodial care) — the third-party permission form has that explicitly mentioned.

## **2. University Custodial Youth Program:**

The Activity Director must train staff on youth protection prior to the start of on-site program activities. This should include reviewing the supervision plan, volunteer policies, check-in and check-out policies, emergency reporting protocols, and general definitions of Authorized Adults & Designated Individuals.

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In addition to the *Requirements for ALL programs*, **University Custodial Youth Programs must complete the following:**

- a. [UWL Youth Program Staff & Participant Roster](#), listing all program volunteers and youth participants.

**Staff/volunteers (paid or unpaid):** First Name, Last Name, Date of Birth, Contact information, Designated Individual or Authorized Adult, CBC requirement and status, training completion dates.

**Youth Participants:** First Name, Last Name, Parent/Guardian Name, Emergency Contact information. For overnight Programs, gender information must be provided for housing assignments.

- b. [Youth Health Form](#), completed by parents/guardians during registration. Can be based on the example provided, or another approach may be used. The information collected must include:
- Parental Consent, Waiver & Release form/permit to treat
  - Emergency contact information
  - Comments on any non-standard pick-up and drop-off arrangements (*who, where, when; if not at the event's standard location and time*)
  - Youth Participant medicine regimen
  - Any allergies
  - Gender (if housing is required)
  - If food is being served; food allergies
  - Required and requested accommodations (*for questions regarding accommodations, UWL staff, and third-party staff may reach out to UWL Office of Residence Life and the UWL Access Center*)
- c. [Youth Supervision Plan](#) A labeled agenda works well if it includes times, places, and staffing details – in particular the numbers of youth participants and designated individuals present. It must include plans for finding alternate supervision in case Designated Individuals (DI) must depart.

**For University Custodial Overnight Youth Programs, the following are also required:**

- a. [Overnight Program Mental Wellness Safety Plan](#)  
b. Youth Supervision Plan must include the schedule and staffing for overnight checks.

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- c. All volunteers must complete the [Overnight Program Staff Code of Conduct](#). An optional [Overnight Program Youth Code of Conduct](#) is also available.

**University Custodial Overnight Programs with Chaperoning Parents/Teachers must demonstrate the following for Final Program Approval:**

- a. UWL will provide minimum supervision ratio requirements and provide Designated Individual staff based on the total number of student participants. If all attending students have an attending chaperone (parent/teacher), and the minimum supervision ratio stays below 1:10 for those groups, they can be incorporated into the overall supervision plan for their own students. However, UWL must still provide Designated Individuals.
- b. During UWL-sponsored overnight events, parents/guardians cannot supervise non-familial youth, and do not count towards the total Designated Individual count of an overnight program without proper CBC and training. Similarly, attending teachers may assist with direct program needs and with students from their school district, but they are not considered part of the overall event Designated Individuals unless all event participants are from a single school.
- c. Any teachers, parents, or guardians who will serve as Designated Individuals for the program must complete the Universities of Wisconsin Youth Mental Health training module prior to the event.

**University Custodial Programs with Mixed-Age Participants (Including Programs with Chaperoning Parents/Teachers) must also meet the following requirements for approval.**

- a. All adult participants, including parents/guardians, teachers, and chaperones, must register for the program (First Name, Last Name, Email) and be included in the Participant or Volunteer Roster, depending on whether or not they are being considered Designated Individuals.
- b. [Mixed Age Waiver](#) must be completed by all adult registered participants.

**3. Third-party Non-Custodial Youth Program:**

Third-party Non-Custodial Youth Programs must provide clear communication to parents that they are responsible for the behaviors of their children as the third-party will not be responsible for supervision.

In addition to the *Requirements for ALL programs*, Third-party Non-Custodial Youth Programs must also provide the following prior to Final Program Approval:

- a. [Staff roster](#): a list of supporting event staff (First Name, Last Name, Email)

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#### **4. Third-party Custodial Youth Program:**

In addition to the *Requirements for ALL programs*, Third-party Custodial Youth Programs must submit the following prior to Final Program Approval:

- a. [UWL Youth Program Staff & Participant Roster](#), shared with the DYPL to facilitate sharing of information regarding CBCs and training completion.
  - **Staff/volunteers (paid or unpaid):** First Name, Last Name, Date of Birth, Contact information, DI or AA, CBC requirement and status, training completion dates
  - **Youth Participants:** First Name, Last Name, Parent/Guardian Name, Emergency Contact information. For Overnight Programs, gender information must be provided for housing assignments.
- b. [Youth Supervision Plan](#) A labeled agenda works well if it includes times, places, and staffing details – in particular the numbers of youth participants and designated individuals present. It must include plans for finding alternate supervision in case DI must depart.
- c. [Third-Party Youth Program Acknowledgement](#), completed by the visiting organization

## **VI. Appendix A: [UWSA Policy 625](#) Definitions**

**Adult:** A person 18 years of age or older who is not a youth participant in the covered activity.

**Authorized Adult:** Individuals, age 18 and older, paid or unpaid, who are authorized to interact with **youth participants** as part of a covered activity. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, student-athletes, interns, and individuals associated with **third-party covered activities**. Authorized adults cannot have unsupervised access to minors.

**Bullying:** An intentional, persistent, and repeated pattern of physical and/or non-physical behaviors that are intended to or have the reasonable potential to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate. **Bullying** is unwelcome behavior pervasive or severe enough that a reasonable person would find it hostile and/or intimidating.

**Custodial Care:** The temporary responsibility for supervision, care, or control of minors without accompanying parents, guardians, or chaperones.

**Designated Individual:** An **authorized adult** who is counted in the **supervision ratio** for a covered activity. Designated individuals are responsible for ensuring the care and safety of **youth participants** in **covered activities**. Additional training is required for authorized adults serving as designated individuals.

**Escalation Plan:** A document or system that defines the types of incidents that need to be communicated to a higher institutional level and the role or department that should handle incidents at each escalation level.

**Familial Relationship:** Parent, stepparent, legal guardian, grandparent, or **adult** sibling to the youth participant.

**Field Trip:** A visit made to a location on or off campus (e.g., museum, recreational center) for the purposes of firsthand observation or participation.

**General Public Activities/Events:** If anyone who sees a flier is eligible to participate in the event, “yes”, the event is open to the general public. Example: A community member can walk in and participate in the day of the event. If the event is geared/promoted to a certain population, such as fliers sent to local schools, daycares, certain teams, etc., “no”, the event is not intended for the general public.

**Grooming:** Describes the process whereby a person engages in a series or pattern of behaviors with a goal of engaging in sexual misconduct. **Grooming** is initiated when a person seeks out a vulnerable **minor**. Once selected, offenders will then earn the **minor**’s trust, and potentially the trust of the **minor**’s family. After the offender has engaged the **minor** in sexually inappropriate behavior, the

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offender seeks to maintain control over them. **Grooming** occurs through direct, in-person, or online contact.

**Institutional Sponsor:** The academic or administrative unit within the Institution, or executive-level officer of the Institution that is responsible for authorizing a covered activity.

**Matriculated:** A person admitted to the **institution** who enrolls in courses for the purpose of completing an academic degree.

**Minor:** A person under the age of eighteen (18) who is not **matriculated** at a Universities of Wisconsin **institution**.

**Observable and Interruptible:** An interaction that takes place in such a way that another person can see, hear, or has knowledge of the interaction and can interrupt if a concern arises.

**One-on-One Interaction:** Two people (e.g., an **adult** without a **familial relationship** and a youth participant) who are alone. Generally, being “alone” with another individual means that the interaction is not **observable and interruptible**.

**Third-party:** An organization or individual that is operating a **third-party covered activity**.

**Third-party Covered Activity:** An event, operation, endeavor, or activity designed for participation by minors that takes place on an **institution’s** premises pursuant to an agreement with that **Institution** but is not organized or operated by the **institution**.

**Youth Participants:** Individuals who are registered, enrolled, or engaging in **covered activities** as a participant.

**University Facilities:** Facilities owned by, or under the control of, the University. University daycare and preschool services or services provided by a licensed health care provider (or employee volunteer acting under the direction of a licensed healthcare provider) are not included in the definition of university facilities and will follow applicable laws, regulations, and separate policies that reflect the unique activities that occur in those locations.

## **VII. Appendix B: Reporting Requirements**

All Designated Individuals (paid or unpaid) must monitor and report according to applicable law.

Reporting must include, but is not limited to requiring all adults covered under this policy to report:

- Any suspected physical abuse, neglect, or sexual abuse of a minor in alignment with Wisconsin Executive Order #54;
- Sexual harassment or sexual violence as defined by the institution's Title IX policy;
- Incidents resulting in serious harm requiring professional medical attention; and
- Incidents of illegal or unauthorized drug use.

### **During/After the event reporting**

Any immediate threats to a minor's health or well-being should be reported to the University Police.

The "*see something, say something*" concept underlies UWL's commitment to youth protection.

Activity Directors should be informed of any emergency events or other welfare concerns.

All volunteers and staff are expected to monitor activities for violations\* and report any concerns observed during the activity or reported during/after the activity to the Activity Director.

\*Violations include physical abuse, neglect, sexual abuse of a minor, sexual harassment, incidents of illegal or unauthorized drug use, and incidents resulting in serious harm requiring professional medical attention.

All **Activity Directors** and all UWL employees are official **Mandated Reporters**. Specific training requirements are outlined in the Volunteer Management section below

### **MANDATORY REPORTING FOR CHILD ABUSE AND NEGLECT for Universities of Wisconsin Employees**

The UW-La Crosse Policy on Mandatory Reporting of Child Abuse and Neglect (as required by Wisconsin Governor's Executive Order #54, or EO54) requires that all **Universities of Wisconsin employees** report immediately, if in the course of employment, they observe or suspect that an incident or threat of child abuse or neglect has happened or will happen. UWL further requires that Activity Directors who are not UWL employees are held to mandated reporting expectations.

*If you have a concern, intervene if reasonable and call 9-1-1 if a child is in immediate danger.*

If police have not been involved in the incident otherwise, mandated reporters must report via 1 or 2 below:

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1. Report **in person or via the telephone** to UWL university police, La Crosse city police, or Child Protective Services. (Simply notifying a supervisor does not meet a mandated reporter's legal obligation.)

2. In addition, the UWL Employee or Activity Director must complete the electronic [Executive Order #54 Reporting Form](#)

### **Additional Reporting for UWL Insured Events**

If campus insurance was purchased and a participant is injured during a program activity, have the participant's parents/guardians fill out a [Camps and Clinics Injury Claim form](#). The form includes an address where claims should be sent.

### **Post Reporting Policies**

#### **1. Prohibited Retaliatory Actions**

UW-La Crosse prohibits retaliatory actions against:

- I. Anyone acting in good faith to report a concern about possible violations of institutional policy;
- II. Individuals involved in investigating or responding to concerns; and
- III. Anyone involved in enforcement of youth protection policy.

#### **2. Data Retention:**

All **covered activities** store protected health information and other confidential and sensitive data according to [Regent Policy Document 25-5, Information Technology: Information Security](#).

## **VIII. Appendix C: UWL Admissions Office Activities Including Youth Participants**

The following activities carried out by the Admissions Office have been granted Final Program Approval based on the following information:

**Campus Visits:** Many but not all of the minors in attendance are supervised by a parent, relative, or other guardian. UWL staff and volunteers are considered Authorized Individuals and will not assume custodial care of visiting students.

Vanguards (student campus tour guides) and other employees complete CBCs and appropriate training.

Activities are conducted in a group setting and are held in public areas whenever possible.

When private meetings are necessary, the offices used within Admissions are designed to ensure that meetings with youth are interruptible and observable.

**START:** Youth policy program type definitions and requirements regarding minors do not apply, since any individuals in attendance who are under 18 have been accepted for enrollment at UWL.

The Admissions Office is required to have a completed [emergency plan](#) in place and shared with all staff and volunteers.

**Note:** The Summer Academic Fieldtrip will be submitted for review on an annual basis, as a University Custodial Program. Specifically, it is handled as an **Overnight Parent/Guardian/Chaperone Attendees Program**.



## **IX. Appendix D: Other/Specific Program Types**

### **Third Party Custodial Youth Program**

#### ***Private Lessons/Tutoring***

UWL employees who may conduct private tutoring or lessons, that are outside the scope of their employment, must notify Youth Protection if the session is held on university space as this is not covered under university self-funded liability. An example of this is a UWL coach or faculty in the music department contracting (through their own private business) with UWL to use university space to run their camp or private lessons. Sessions must be in an observable and interruptible setting pursuant to prohibited conduct behaviors and mandatory reporting.

#### **Required Documents**

1. Receive Initial Program Approval and subsequent Final Program Approval prior to the program start. This will require having adult staff and volunteers classified as either Authorized Adults or Designated Individuals, such that the required minimum supervision ratio of Designated Individuals is met and ensuring CBC and training for adults as determined by role.
2. Modify the following [program waivers and forms](#) and provide to participant and guardian/parent to complete. Completed forms should be collected by employees and either kept on file or submitted to Youth Protection.
  - a. Required forms in this packet include
    - i. Media Release Form
    - ii. Release and Indemnification Agreement
    - iii. Transportation Form
      1. If Applicable: Permission to Drive form
    - iv. Program Rules & Regulations
3. [UWL Youth Program Staff & Participant Roster](#), listing all program volunteers and youth participants.

**Staff/volunteers (paid or unpaid):** First Name, Last Name, Date of Birth, Contact information, Designated Individual or Authorized Adult, CBC requirement and status, training completion dates.

**Youth Participants:** First Name, Last Name, Parent/Guardian Name, Emergency Contact information. For overnight Programs, gender information must be provided for housing assignments.

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4. [Youth Health Form](#), completed by parents/guardians during registration. Can be based on the example provided, or another approach may be used. The information collected must include:
  - o Parental Consent, Waiver & Release form/permit to treat
  - o Emergency contact information
  - o Comments on any non-standard pick-up and drop-off arrangements (*who, where, when; if not at the event's standard location and time*)
  - o Youth Participant medicine regimen
  - o Any allergies
  - o Gender (if housing is required)
  - o If food is being served; food allergies
  - o Required and requested accommodations (*for questions regarding accommodations, UWL staff, and third-party staff may reach out to UWL Office of Residence Life and the UWL Access Center*)
5. [Youth Supervision Plan](#) A labeled agenda works well, if it includes times, places, and staffing details – in particular the numbers of youth participants and designated individuals present. It must include plans for finding alternate supervision in case DI must depart.

### **Third-Party Non-Custodial Youth Programs**

#### ***Third-Party Visit to Campus with UWL Employee Instruction***

Activity where a third-party, such as a public school, is visiting the UWL campus, has custodial care over participants, and where university staff are providing instruction curriculum or interaction with participants but not oversight. Requires an agreement with the other party and the standard youth compliance components. This activity is broader than a campus tour field trip.

#### **Required Documents**

1. Receive Initial Program Approval and subsequent Final Program Approval prior to the program start. This will require having adult staff and volunteers classified as either Authorized Adults or Designated Individuals, such that the required minimum supervision ratio of Designated Individuals is met and ensuring CBC and training for adults as determined by role.
2. [Staff roster](#): a list of supporting event staff (First Name, Last Name, Email)
3. **Facilities Use Agreement** (through [business services](#))
  - a. Includes submission of Certificate of Insurance (COI)

The Third-Party will maintain

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1. CBC for adults with custodial care;
2. Staff and participant roster;
3. Maintain/verify supervision ratios are met;
4. Participant hold harmless/field trip forms;
5. Staff training and prohibited conduct, mandatory reporting and safety;
6. Event retention of records.

### **Third-Party Public-School Field Trip**

Activity where a public school is visiting the UWL campus, has custodial care over participants, and where university staff are merely guiding the group.

#### **Required Documents**

1. Receive Initial Program Approval and subsequent Final Program Approval prior to the program start. This will require having adult staff and volunteers classified as either Authorized Adults or Designated Individuals, such that the required minimum supervision ratio of Designated Individuals is met and ensuring CBC and training for adults as determined by role.
2. **Facilities Use Agreement** (through [business services](#))
  - a. Includes submission of Certificate of Insurance (COI)

The Third-Party will maintain

1. CBC for adults with custodial care;
2. Staff and participant roster;
3. Maintain/verify supervision ratios are met;
4. Maintain COI;
5. Participant hold harmless/field trip forms;
6. Staff training and prohibited conduct, mandatory reporting and safety;
7. Event retention of records.

UWL will

1. Complete a UWL staff roster of volunteers;
2. Maintain UWL's Escalation Matrix/Emergency Plan;
3. Maintain UWL staff training on prohibited conduct, mandatory reporting and safety.

### ***Registered UWL Student Organization***

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A registered student organization represented by UWL students falls under the Youth Protection Policy only when the student organization brings in outside youth participants for an event and has custodial care of minors.

[Under UWs policy](#), “most student organization activities are not covered by the University’s liability programs. Student organizations should be aware of the limits of the coverage and, at times, may need to purchase separate insurance.”

### **Required Documents**

1. Receive Initial Program Approval and subsequent Final Program Approval prior to the program start. This will require having adult staff and volunteers classified as either Authorized Adults or Designated Individuals, such that the required minimum supervision ratio of Designated Individuals is met and ensuring CBC and training for adults as determined by role.
2. **Facilities Use Agreement** (through [business services](#))
  - a. Includes submission of Certificate of Insurance (COI)
    - i. Student Organizations can contact the Assistant Controller in Business Services regarding the purchase of additional insurance.

The Student Organization will maintain

1. CBC for adults with custodial care when required;
2. A complete staff and participant roster;
3. Maintain/verify supervision ratios are met;
4. Participant hold harmless/field trip forms;
5. Maintain UWL’s Escalation Matrix/Emergency Plan;
6. Staff training and prohibited conduct, mandatory reporting and safety;
7. Event retention of records.

In cases where parent/teacher chaperones are present with minors throughout the entire event, this would be classified as a Field Trip where UWL/the student organization would not have custodial care/unsupervised access to minors. Expectations and requirements for student organizations include the following

1. Receive Final Program Approval prior to the program start.
2. [Third-Party Youth Program Acknowledgement Form](#)
  - a. Provided to the school or organization coordinating the trip
  - b. Staff Roster
  - c. COI

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The student organization must provide clear communication to parent/teacher chaperones that they are responsible for the behaviors of their children/students as UWL/the student organization will not be responsible for supervision.

\* **Co-Sponsorship:** In cases where a student organization partners with a UWL department or employee to jointly host a youth activity, the department/employee serves as the activity director and is responsible for ensuring the program adheres to the requirements under this policy and must obtain and/or retain documentation verifying compliance. At minimum, the sponsoring department/employee must be:

1. Involved in part of the management of the activity (planning, programming, preparation)
2. Present and acting within the scope of their employment during the event

Please refer to *Section V. Program Requirements* for a list of required items based on program type. Sponsorship is fact and circumstance based. The Universities of Wisconsin will make the final determination whether a student organization event is covered by the University's liability programs.

## **X. Appendix E: Annual Program Renewal/Review**

Activity Directors are expected to register their program(s) on an annual basis for review and approval, even if there are no changes to programming structure or staffing. This is so the university is aware of all hosted youth programs. Youth Protection follows the UWL fiscal year calendar (July 1 to June 30).

**Step 1:** Activity Director (AD) submits information regarding the proposed program using the [Program Registration Form](#), results will be sent to [youthprotection@uwlax.edu](mailto:youthprotection@uwlax.edu). There will be an option to select “Program Renewal” and enter program changes, if any.

**Step 2:** DYPL will review the information and determine (with the AD) if an initial meeting is needed. If no initial meeting is required, the DYPL recommends Initial Program Approval to The Youth Protection Coordinator (YPC). The YPC will notify other campus stakeholders if approval is granted.

**Step 3:** AD starts working on required completion of required documents and forms, including arrangement (and document) for Criminal Background Checks (CBC) and training.

**Step 4:** Final Check-In Meeting with DYPL. DYPL provides the YPC with a recommendation for Final Program Approval. The YPC will respond to DYPL and AD with Final Program Approval or refusal based on their review of the DYPL’s report and recommendation.

The YPC will forward the Final Program Approval to any additional campus stakeholders as need be.

**Step 5:** Program audits after Final Program Approval are on a case-by-case basis.

## **XI. Appendix F: Camps and Clinics Blanket Accident Insurance**

University custodial youth programs that are classified as “camps and clinics” are required to purchase additional insurance through the Universities of Wisconsin [Camps and Clinics Blanket Accident Insurance](#).

A camp is defined as a youth activity (commuter or residential) that is usually more than a day or two, such as a summer football camp or residential STEM camp. A clinic is defined as a youth activity that is a day or a few hours on a specific topic. Youth programs that have a registration process for participants should purchase additional insurance. A youth activity, such as band camp field trips would not necessarily need camps and clinics insurance.

These are only guidelines to help determine eligibility for the program. If you have a camp or clinic that you feel should be covered and does not fall directly under these guidelines, please contact the Assistant Controller in Business Services to determine if your activity should be covered under this policy. Final participant numbers are requested on a quarterly basis by the Assistant Controller for the university. System bills campuses annually in October.

Camps and clinics insurance is purchased by Universities of Wisconsin Risk Management to reduce the potential for liability claims arising out of injuries which occur at the various campus sponsored camps and clinics. This is not a substitute for liability insurance but rather provides “goodwill coverage” for small medical bills incurred by camp participants. These medical expenses must be the result of a covered accident; this is not an illness policy.

The policy gives us the ability to pay the medical expenses of camp participants covered under the policy without being negligent, thus reducing the number of claims and suits from participants and their parents. Coverage is primary to State liability insurance and the camper’s personal insurance for covered medical expenses up to \$10,000 per student but is intended to target injuries incurred related to camp activities. It is not meant to cover a student with allergies or a student who is playing with a pocketknife.

**Claims reporting procedure:** In the event of an injury, common sense should be used in assuring adequate care is given to the camper. If personal health insurance is available, that may be used in lieu of this policy. Upon injury, the injured camper or his/her parent should reach out to the Assistant Controller for more information on submitting a claim. The camp director must inform the parent that the claims form must be filed within 60 days of the injury.

**DISCLAIMER:** This insurance information is furnished to you as a matter of information for your convenience. It only summarizes coverage and is not intended to reflect all the terms and conditions or exclusions of such policy(ies). Moreover, the information contained in this information reflects coverage as of the effective date(s)  
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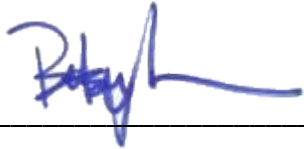
of the policy(ies) and does not include subsequent changes. This information is not an insurance policy and does not amend, alter or extend the coverage afforded by the listed policy(ies). The insurance afforded by the listed policy(ies) is subject to all the terms, exclusions and conditions of such policy(ies).



<b>Policy: Youth Protection</b>	
Frequency of review: 2 years	Effective Date: March 1, 2023
Next Revision Date: March 2025	

### Policy Approval

This policy was reviewed and approved by the Chancellor of the University of Wisconsin-La Crosse.



\_\_\_\_\_  
Betsy Morgan, Chancellor

\_\_\_\_\_  
\_ Date January 30, 2024