

# UNL Youth Safety Policy

Update --January 15, 2015



# What will be discussed. . .

- Definitions
- Youth activity Director Requirements
- Activity Worker Eligibility
- Vehicle Travel
- Activity Worker/Youth Interactions
- Child Abuse and Neglect Reporting
- Resources Available

# Definitions

- **Youth Activity** – Any learning environment, activity, clinic, or conference sponsored by, or held on property owned or controlled by, the University of Nebraska-Lincoln that includes close interactions with youths with or without parental supervision/oversight. This includes visits by youth staying overnight for campus activities. - [Educators and Assistants](#)
- **Activity Director** – a person who plans, directs and supervises all youth activity programs and staff
- **Activity Support Staff** – any person who provides support services such as food service, custodial, maintenance, etc. for the youth activity.
- **Activity Worker** – includes directors, coaches, assistant coaches, trainers, student assistants, staff, faculty, counselors, chaperones, officials, referees or teachers or any other adult or student acting as a supervisor/mentor/worker in a paid, unpaid or volunteer status.
- **Youth** – Any person under the age of 19 excluding full- and part-time UNL students.



# Youth Activity Director

Educators and Assistants

## Requirements

- Youth Activity Directors are responsible for the safety of the workers and participants for the duration of the Youth Activity.
- They are responsible for the behavior of the Activity Workers and adherence to this and all applicable University policies.

# Activity Director Check List

- ✓ All activities will comply with UNL's *Youth Activity Safety Policy*. Non-UNL Sponsoring Organizations will be required to comply with this policy or the activities must provide alternative guidelines that are approved in writing by the UNL Vice Chancellor for Business and Finance. Activity Directors may request modifications to the policy, but modifications must be approved by UNL's Vice Chancellor for Business and Finance.
- ✓ All Activities must comply with University policies including weapons, drug and alcohol policies. These policies can be found at: <http://bf.unl.edu/policies/>
- ✓ All Activity Contracts must be approved by UNL's Vice Chancellor for Business and Finance.
- ✓ It is the responsibility of the Activity Director to ensure all Activity Workers have received a copy (electronic or paper) of the [Activity Worker Guidelines](#). Revisions to this form are not allowed. Parents/Guardians must receive the Parent/Guardian Information form approved by the UNL Vice Chancellor for Business and Finance.

# Activity Director Check List

- ✓ Activity Workers and Activity Support Staff must pass a Sex Offender Registry Check for the state(s) in which they currently reside annually. Activity Directors must maintain an updated list noting the date that the Sex Offender Registry Checks were completed.
- ✓ The All Activities must have or arrange for access to individuals that are certified in Adult & Youth CPR and First Aid within reasonable proximity to the Activity in case of an emergency.
- ✓ In the case of an emergency or accident involving youth, parents/guardians will be notified, following notification of the appropriate emergency personnel.
- ✓ All Activity materials and publications must prominently note the name, address, and phone number of the Sponsoring Organization.

# Activity Worker and Activity Support Staff Eligibility

**Activity Worker** –student assistants, staff, faculty, counselors, chaperones, teachers, fair judge or any other adult or student acting as a supervisor/mentor/worker in a paid, unpaid or **volunteer** status.

**Activity Support Staff** – any person who provides support services such as food service, custodial, maintenance, etc.

We are responsible for checking that an Activity Worker or Activity Support Staff does not have a relevant criminal background.

Options may include:

- ✓ question on an activity application
- ✓ criminal history background check

UNL Administration reserves the right to deny any Activity Worker or Activity Support Staff participation in the event.



# Convictions that disqualify staff or volunteers

- ✓ Any drug distribution activity or felony drug possession
- ✓ Any sexual offense
- ✓ Assault, including domestic violence related incidents
- ✓ Child abuse, molestation or other crime involving endangerment of a minor
- ✓ Murder
- ✓ Kidnapping
- ✓ Or any other felony or crime involving moral turpitude.



# Vehicle Travel

- Any participating UNL Activity Worker who will be responsible for transporting youth by vehicle must undergo and pass a Driving Record Check as required by the University of Nebraska-Lincoln [Transportation Safety policy](#). Non-UNL Activity Workers who transport youth must have a valid driver's license and be approved by the Activity Director to transport youth.
- Non-UNL Activity Workers who transport youth must have a valid driver's license and be approved by the Activity Director to transport youth.
  - Avoid any one-on-one transportation of youth.
  - If one-on-one travel will occur, the Activity Worker is encouraged to contact his/her supervisor or designee immediately before departure and immediately upon the arrival at destination.

# Activity Worker/Youth Interaction

- A ratio of:
  - at least one adult supervisor to every 10 youth is required,
  - a minimum of two adult supervisors regardless of size of activity.
  - At least one adult supervisor of the same sex as the youth is required.
- When in bathrooms or locker rooms:
  - same gender as the youth.
  - Never shower or bath with youths.
  - Never be in the shower or bath areas with youth except during extreme medical emergencies.
- Taking pictures of youth or posting to social media sites without parental permission is prohibited. Never use child's full name when posting.
- Never use a personal room, office or home for interacting/meeting alone with youth that are affiliated with the activity is prohibited.
- Volunteers can have club meetings in homes with at least 2 adults.
- Activity Workers are prohibited from meeting youth off-site or off hours.
- All youths must always have adult supervision until released to a parent or guardian, unless specific written parental permission is received.

# Interactions with Youth

Respect the privacy of youths.

Supervise in pairs whenever possible; avoid being alone with a youth.

Never leave youth unsupervised.

All physical contact should be appropriate (i.e. high fives, bones). Touching of youth is prohibited, except when it is in the open with others present.

Sexual touching or related activity is prohibited. Any touching of youth should be restricted to areas not covered by a typical bathing suit.

Physical restraint is prohibited, except to protect youth or other youths.

Always be in view of others (i.e. when meeting in an office) leave the door open and have another Activity Worker present in the room or close proximity. If privacy is required, inform another Activity Worker that the door will be closed for a private conversation and make sure the other Activity Worker will remain nearby in the area. If no other Activity Worker is present in the building, the meeting should be rescheduled or moved to a more public location.

Whenever possible, youths should not be transported in an Activity Workers' personal vehicle.

All youths must have adult supervision until released to a parent or guardian, unless specific written parental permission is received.

Do not share personal or intimate information with youth.

Do not give personal gifts to youths.



# Overnight Activities/Programs

- In addition to the above, the following are further precautions related to overnight youths who stay in campus/other housing.
- Youth are not allowed alone in Activity Worker(s)' private rooms.
- Never leave youths unsupervised in the residence halls at night.
- All staff and volunteers must pass the Nebraska on-line Chaperone Training

# Child Abuse and Neglect Including Sexual Assault Reporting Requirements

- Nebraska statutes require any person who becomes aware of any child abuse or neglect, including sexual assault, to report such abuse, neglect, or assault to law enforcement or the Department of Health and Human Services.
- This means that if you suspect any child abuse or neglect, including sexual assault:
  - 1) you must report it,
  - 2) you should give as much information about the circumstances as possible,
  - 3) you are immune from liability from any civil or criminal liability if you have reported the information in good faith, and
  - 4) if you know of child abuse, neglect, or sexual assault but are not reporting it, you are breaking the law.
- You should not question the child, leave this to the professionals.

# Child Abuse and Neglect Including Sexual Assault Reporting Requirements

- Nebraska statutes require any person who suspects or is aware of any child abuse or neglect, including sexual assault, to report such abuse, neglect, or assault to law enforcement or the Department of Health and Human Services (DHHS). Law enforcement is likewise required to notify DHHS of any such incidents reported to them. Activity Workers are required to notify the University Police Department at 402-472-2222 immediately when these situations are suspected.
- This means that if you suspect any child abuse or neglect, including sexual assault:
- You must report it,
- You should give as much information about the circumstances as possible,
- You are immune from liability from any civil or criminal liability if you have reported the information in good faith, and
- If you know of child abuse, neglect, or sexual assault but are not reporting it, you are breaking the law.
- Reference: Nebraska Statutes 28-711; 28-716; 28-717:
- Nebraska Statute 28-711: (1) When any physician, medical institution, nurse, school employee, social workers, or any other person has reasonable cause to believe that a youth has been subjected to abuse or neglect or observes such youth being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report the incident or cause a report to be made to the proper local law enforcement agency, the local Department of Health and Human Services or by calling the statewide hotline number 1-800-652-1999.
- Nebraska Statute 28-716: Persons participating in an investigation or making a report of youth abuse or neglect shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements.
- Nebraska Statute 28-717: Any person who willfully fails to make any report required by the law shall be guilty of a Class III misdemeanor.



# Activity Worker Judgment

Ask yourself the following questions regarding your decisions and the situations you may find yourself in as an Activity Worker.

- What are the physical risks involved in this activity/decision?
- Are there any foreseeable risks? What dangers can be avoided?
- Who is this activity/decision for, the youths or me?
- How will youths benefit from this activity and how is it related to the purpose of the activity?
- What would I do if the youths or their parents were watching?
- What would I do if the Activity Director was watching?
- Could my action/decision cost me my job?

# Sample Parent/Guardian Information

- **Name of Youth Activity**
- **Date(s) of Youth Activity**
- **Sample Parent/Guardian Information**
- The University of Nebraska-Lincoln has implemented a Youth Activity Safety Policy to provide a safe environment for youths participating in UNL sponsored activities, clinics or conferences.
- Our policy includes safe interaction guidelines as well as background and sex registry checks for Activity Workers. This policy will help to protect participating youths from potential misconduct incidents and help provide a safe, educational and enjoyable activity/program experience.
- **Activity Workers**
- All Activity Workers must successfully pass a sex offender registry search for Nebraska and the state(s) they reside.
- All Activity Workers driving activity vehicles must successfully pass a Driving Record Check.
- In the case of an emergency or accident involving your youth, parents/guardians will be notified, following notification of the appropriate emergency personnel.
- All UNL activities will comply with UNL's *Youth Activities Safety Guidelines*.
- As parent(s) or legal guardian(s) you give permission to this activity to use photos of your child in promotional media.
- **Disciplinary Action**
- The activity directors of University-sponsored activities, clinics and conferences reserve the right to immediately dismiss any youth from the activity, clinic or conference who is found to have violated behavioral expectations. Dismissed youth will be sent home at their expense and will be responsible for all other expenses associated with their dismissal. Parent(s)/guardian(s) will be immediately notified of the youth's dismissal

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Parent or Guardian's Printed Name

Signature

Phone Number

Date





# Youth Safety Checklist

CHECKLIST	YES	NO
I have read <a href="#">Youth Safety Policy</a> .		
Each activity worker has a copy of the <a href="#">Safety Policy guidelines</a> .		
All parental forms are signed.		
Each activity worker (including volunteers) has been checked and has no history on the Sex Offender Registry.		
Driving records of anyone transporting youth have been reviewed and approved. (UNL Only)		
Do I have established written behavioral expectations of participants?		
Am I familiar with the statutes on reporting child abuse or neglect?		
Have I arranged for first aid for participants?		
If the activity involves an overnight stay, do I have the appropriate number of workers?		
All forms have been completed and are in my possession?		
Do I have my certificate of liability insurance approved by UNL at least 30 days in advance of the Youth Activity? (Non UNL Youth Activities only)		
The contract is signed by the <a href="#">Vice Chancellor for Business and Finance</a> prior to the start date of the activity.		



# Things for you to review

- UNL Youth Safety Policy -- <http://police.unl.edu/policies/youth-activity-safety-policy>
- Resources on 4-H Web page – <http://4h.unl.edu/youthprotectionresources>
- Youth Activity Safety Policy FAQ
- Sample Parent/Guardian Information Form
- Youth Safety Checklist
- Activity Worker Guidelines

# Resources On-Line for your use

- UNL Youth Safety Policy
- Sample Parent/Guardian Information Template
- Youth Safety Checklist
- Youth Activity Safety Policy FAQ
- Activity Worker Guidelines
- PowerPoint for use with staff
- PowerPoint for use with volunteers
- Youth Safety Newsletter Article
- Crisis Management Planning Form
- Incident Report
- Volunteer Screening Form
- Letter to 4-H Volunteers – Volunteer Screening
- Nebraska Chaperone Training
- Youth Safety Policy FAQ
- FAQ for Volunteers 2015

# USE YOUR COMMON SENSE

- Our first priority is to ensure the safety and well-being of the youth that are in our program
- All faculty, staff, support staff and volunteers must conform to the UNL Youth Safety Policy
- Faculty, staff, support staff and volunteers need to periodically review the UNL Youth Safety Policy