

Youth Program Policies and Guidelines

Oregon Tech

Presented by

Leticia Hill, Risk Officer

Suzette Yaezenko, Associate Vice President Human
Resources

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Agenda

Youth Program Policy Overview

- Required policies vs. guidelines
- Background check FAQ's
- Mandatory reporting
- Supervision recommendations
- "Culture of Responsibility"
- Volunteers and training
- Program data survey and compliance certification

Emergency Reunification Plan

- Evacuate, Relocate, Protect, Reunite
- Reunification system example

Youth Safety Background

- Youth program safety is our #1 priority
- January 1, 2013 - new OUS employee mandatory child abuse reporting law went into effect (HB 4016).
- February 1, 2013 - new background check policy (OAR 576) implemented.

Waivers and Forms

- Media release, participants opt out
- Updated Volunteer Form
- Background check
- Camp and Clinic Insurance
- United Educators - Checklist

Oregon Tech's "Youth Programs" defined as

- Activities and events specifically directed to children 17 years of age or younger. Youth Programs include activities and events directed towards youth development, academic enrichment, recreation, or enrollment in postsecondary education. Such activities are conducted on campus by University faculty, staff, and approved volunteers.

“Culture of Responsibility” (CoR Principles)

Oregon Tech is dedicated to offering physically, psychologically, and emotionally safe environments for all youth. All program members share responsibility for safety.

CoR Principles

Share: All program members (leaders, staff, volunteers, and youth participants) share responsibility for assuring safety at all times.

Understand: All program members understand their expectations, responsibilities and opportunities to create a safe environment.

Act: All program members act to resolve safety concerns in a timely fashion and follow mandatory reporting requirements.

Youth Program Policies and Guidelines

Criminal History Checks (CHC)

Who needs a CHC?

- Individuals that perform functions or duties that regularly require interaction with minors in a private setting or without direct on-site supervision must receive a background check.

How often is a CHC needed?

- Employees and volunteers who meet the above criteria are required to have a new background check every year.
- It is the program supervisor's responsibility to track and initiate repeat checks.

Youth Program Policies and Guidelines

Youth Supervision

The recommended supervision ratio for on-site programs is one staff or volunteer for every ten youth (1:10). For overnight or off-site events, 1:8. If participants are younger than 3rd grade or 8 years old, 1:5. See the American Camp Association supervision standards for more information: <http://www.acacamps.org/standards>

Faculty, staff, and volunteers should avoid situations where they are alone with one, unrelated youth. Use “Two Deep” and “Buddy System.” The best practice is to have at least three youth together.

Youth should be within visual and/or hearing supervision of volunteers or staff at all times. Exceptions to visual supervision include bathroom or changing room use.

Youth Program Policies and Guidelines

Youth Supervision Continued

You should not be alone with an unrelated youth for more than a few minutes. Avoid prolonged periods in bathrooms or changing rooms reduces the risk of youth-youth abuse.

Avoid placing youth of widely differing ages (more than three years) in the same group. If this is not possible, closely supervise the group for appropriate interactions.

Faculty, staff or volunteers who do not follow these stated policies are not allowed to work with youth.

Volunteer Policies

- Volunteers must complete an Oregon Tech volunteer form
- Volunteers should have role descriptions for each different role in the organization.
- “Longer term” volunteers (volunteering for 3 or more events) should be screened through an application process.
- Volunteer service may be terminated for any non-discriminatory reason.

Staff and Volunteer Training

- All volunteers and staff who work with youth must have sufficient training to perform their duties.
- Key training points should include:
 1. Staff/volunteer role and behavior expectations
 2. Policy discussions
 3. Appropriate boundaries between youth and adults
 4. Emergency and accident procedures
 5. Mandatory Reporting - definition of child abuse, what to look for, and reporting procedures.

Monitoring Compliance

Compliance with Oregon Tech policies and guidelines is the responsibility of the youth program leaders of each department or unit.

Program leaders will be asked annually to verify that they understand their obligations and have met policy requirements.

Camps and Clinics Insurance

What is Camps and Clinics Insurance (CCI)?

CCI covers medical expenses and sickness to persons registered for and in attendance of the event.

When does my program need CCI?

- a) Your program/event/activity is held at Oregon Tech
- b) Your program/event/activity is officially sponsored by Oregon Tech
- c) Participants not affiliated with Oregon Tech

How much does CCI cost and how do I purchase it?

Less than \$2.80 per camper/per camp

Insurance must be purchased prior to program/event/activity

Mandatory Child Abuse Reporting Policy

- Bill HB 4016 (passed in February 2012) added “...employees of higher education institutions, community colleges, public or private universities, and OHSU.” to the list of mandatory child abuse reporters. For more information:
<http://www.leg.state.or.us/12reg/asures/hb4000.dir/hb4016.en.html>
- As of 01/01/2013 all higher education employees became child abuse mandatory reporters.

Child Abuse – any assault, physical or mental injury (other than accident) rape, incest, sexual abuse, exploitation, negligent treatment, maltreatment, failure to provide adequately for needs, threatened harm or subjecting child to risk of harm.

What is a Mandatory Reporter?

- Someone who has “reasonable cause* to believe” that any child with whom you come into contact has suffered “abuse,” or that any person with whom you come into contact has abused a child.
- All Oregon Tech Employees and Youth Program Volunteers.

*reasonable cause standard is when what you have learned would lead a person of reasonable intelligence and ordinary prudence to come to the same conclusion in the same or similar circumstances.

What do I do if I suspect child abuse?

- WHAT – if you have “reasonable cause to believe” that any child has been abused or anyone with whom you come into contact has abused a child.
- WHEN – you must immediately report to local law enforcement* or the State of Oregon Department of Human Services (DHS.)
- HOW – the law requires an “oral” report, so reports are typically made by phone. You may be asked for additional written information from agency contacted.
- TO WHOM – you do not need to report to both local law enforcement and DHS. A report to one agency will be communicated to the other.
- Most DHS offices throughout the state are open 8 AM to 5 PM, Monday through Friday. After hours reports should be made to local law enforcement.

If the report of suspected abuse is related to an Oregon Tech program, activity, service or involves an Oregon Tech employee you must:

- Inform your supervisor of the report of suspected abuse.
- Contact the Office of Human Resources.
- IF SOMEONE IS IN IMMEDIATE DANGER DIAL 911

*A law enforcement agency is a local police department, county sheriff’s office, or county juvenile department.

What do you report to law enforcement or Department of Human Services?

When possible, provide the following information:

- Names and address of the child and parent;
- Child's gender and age;
- Type and extent of abuse; and
- Any other information that will help establish the cause of abuse or identify the abuser.
- Do not confront the suspected abuser.

Frequently Asked Questions

Do I have to prove abuse occurred?

- **No.** You are asking law enforcement or DHS to make an assessment of the situation. You are reporting only what you observed or have “reasonable cause” to believe a child was abused.

As a mandatory reporter, do my obligations under the law end when I am not working or I am not “on-the-job?”

- As an employee of an Oregon institution of higher education, you are designed by law as a mandatory reporter.
- Your obligations as a mandatory reporter are specific to you as an individual; not a time period, locations, or duty/role.
- As a mandatory reporter, your obligations continue 24/7 no matter where you are.

Responses to a youth who reports child abuse

- Listen calmly and openly
- Don't fill in the gaps, or rush to "get to the bottom of it."
- Allow silence in the conversation so that the child can take his or her time.
- Don't ask leading questions about the details. Questions can come across as judgement and can confuse the child's memory of events.
- Ask only open ended questions like, "what happened next?" or "it's okay to tell me more, you can tell me whatever you want."
- Say, "I believe you."
- Say, "what happened is not your fault."
- Tell the child, "this takes a lot of courage, I'm very proud of you for telling me."
- Don't promise that the information will be kept confidential.
- Seek the help of a professional who is trained to talk with the child about sexual abuse. Let a professional collect the details from the child. Professional guidance is critical in the child's healing and to any criminal prosecution.
- Don't make broad promises about the future.

From Darkness to Light's Stewards of Children® training

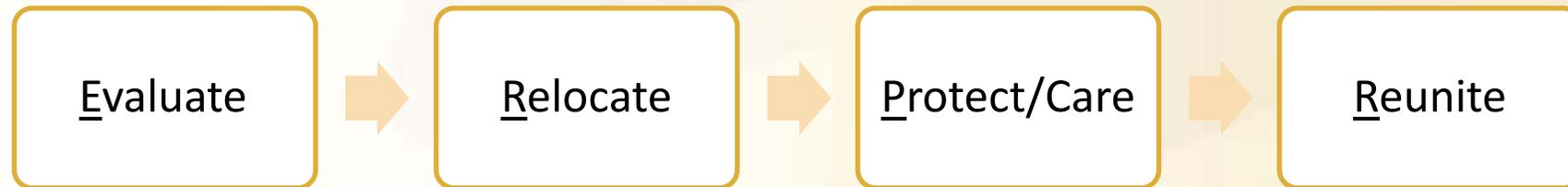
Planning for Emergencies

Goals of Emergency Plan

- Don't injure someone
- Don't lose someone
- Don't send home with wrong person

Youth Program and Emergencies

- Remember this sequence



Evacuate (get out of harm's way)

Fire Alarm

- Remain calm
- Obey the alarm and treat all alarms as real
- Think of your exit route: safest, closest exit
- Assign someone to assist those needing additional assistance

Earthquake, Security Event

- Remain calm
- Response appropriately:
 - Drop, cover, hold-on
 - Run, hide, fight
- Think of your exit route: safest, closest exit
- Assign someone to assist those needing additional assistance.

Relocate

Fire Alarm

- Outside the building
 - Follow floor monitor or building manager directions
 - 50 feet away from building
 - Don't interfere with responders
 - Upwind
- Maybe into another building

Earthquake, Security Event

- Situation dependent
 - EQ- outside when shaking has stopped
 - Security – maybe inside another building
- Open Areas
 - Grassy field
 - Parking lots

Protect/Care (first aid, security)

Fire Alarm/Earthquake/Security Event

- Situation dependent
- Coordinate with first responders for medical treatment
- Don't expose youth to additional hazard
 - Is building safe to return to?
 - Is there a classroom/building to move group into?
 - Wandering
 - Response equipment
 - Response personnel

Reunite (reunite youth to their family)

Fire Alarm

- Normal end of day reunification
- If youth injured, normal procedure

Earthquake/Security Event

- Not normal – chaos
- Could be hours until pickup
- Concerned adults
 - Parents/guardians
 - Good people overstepping their boundaries
 - Bad people taking advantage of the situation

Reunification Plan

- How to safeguard the youth while returning them to the proper parent/guardian
- Double gate system
 - 2 points of adult verification
 - Separation of youth from adult during process
- Can be run on a small scale or large scale event
- Can be conducted by any size leadership team
 - Principles are the same – safeguard children, verify adult
 - The more support to help run it, the more efficient the system becomes

The Process

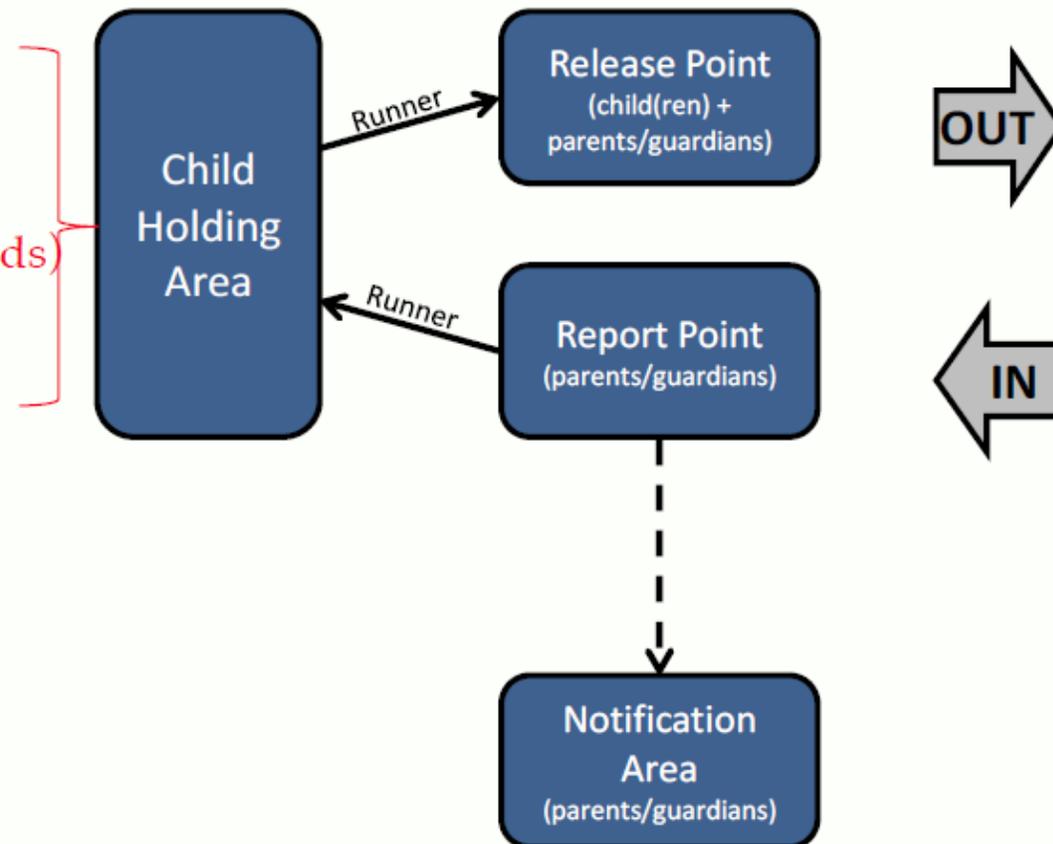
Secure area:

Physical barriers

Classroom door

Fence (think intermural fields)

Staff acting as barriers



How do I know if it is the right adult?

- Pre-identified/authorized on program registration from
- Staff needs to ask for:
 - Government ID (preferred)
 - Picture ID
 - Staff identify pickup person
 - Youth identify pickup person
- Record information of who picked up youth
 - Name
 - Phone number
- If problems or you are not sure, contact supervisor or police

.....now take a big breath and relax

- A little bit of preparedness goes a long way!
- Questions?