

# Youth Protection Program Guideline

March 2024

Prepared by:

Author Name: Lynniece Warren

Title: Executive Director of Risk Management

Email: [riskmanagement@csusb.edu](mailto:riskmanagement@csusb.edu)

(909) 537-4552

## Youth Program Guideline Review and/or Update Log

Please review and update the written program annually and track the revision in the log below.

<b>Date</b>	<b>Revised by: Name</b>	<b>Approved by</b>	<b>Program Reviewed* (x)</b>	<b>Program Updated** (x)</b>	<b>Comments:</b>
11/1/2023	Lynniece Warren	LW			Initial program
11/20/23	Marissa Boles	LW		X	
3/1/2024	Lynniece Warren	LW		X	Include updated Mandated Reporter language.

\*Review: Program was either edited for grammatical errors and formatting, minor changes occurred

\*\* Update: Program was edited for changes in content

We certified at the time of review, the information provided on this plan is complete and accurate.

## Table of Contents

<b>I. Purpose of Policy.....</b>	<b>4</b>
<b>II. Definitions.....</b>	<b>4</b>
<b>III. Roles and Responsibilities .....</b>	<b>6</b>
<b>IV. Consequence of Failing to Comply.....</b>	<b>7</b>
<b>V. Program Registration, Risk Assessment and Approval.....</b>	<b>7</b>
<b>VI. Responding to suspected child abuse - Mandated Reporting.....</b>	<b>8</b>
<b>VII. Staff Background Check, Screening and Selection.....</b>	<b>9</b>
<b>VIII. Training Requirements.....</b>	<b>10</b>
<b>IX. Program Standard Operating Procedures .....</b>	<b>11</b>
<b>X. Medical Treatment and First Aid.....</b>	<b>17</b>
<b>XI. Emergencies.....</b>	<b>18</b>
<b>XII. Camps Directed by Third Party (“Outside”) Entities.....</b>	<b>18</b>
<b>XIII. Recordkeeping .....</b>	<b>20</b>
<b>XIV. Forms .....</b>	<b>20</b>

## I. Purpose of Policy

---

California State University, San Bernardino (CSUSB) is committed to providing a safe environment for all individuals including all those who participate in CSUSB programs and activities on campus or who use or visit CSUSB and campus facilities, especially for those who are potentially vulnerable, such as minors and individuals who require special attention and protection. The university has a Youth Protection Policy and these program guidelines to address the special requirements when minors participate in CSUSB sponsored activities or other activities utilizing CSUSB or university facilities.

The following procedures and provisions apply to:

- Programs in which the university has care, custody and control of the program and the minor participant within the program. Tour groups are excluded.
- CSUSB departments and/or groups, sponsoring, offering, or approving a program which involves minors and/or provides university housing for minors participating in a program.
- A non-university group utilizing university facilities.

## II. Definitions

---

**Adult** - Any person 18 years of age or older.

**Appropriate Physical Contact** - Physical contact with minors is limited to the following: side hugs; shoulder-to-shoulder or “temple” hugs; pats on the shoulder or back; handshakes, high-fives, hand slapping, fist-bumping; verbal praise; pats on the head when culturally appropriate; touching hands, shoulders and arms; arms around shoulders; lifting young children when necessary; holding hands (with young children in escorting situations).

**Direct Contact** - Providing care, supervision, guidance, or control of minors and/or having regular interaction with minors.

**Buddy System** - An operating policy in which each minor participant is assigned one or more "buddies" for the duration of any program. Minor participants engage in all aspects of the program with their assigned buddy (or buddies) to enhance participant safety and the program's ability to account for all participants continuously.

**Criminal Background Check** - the act of reviewing both confidential and public information to investigate a person's history.

**External Programs** - Those programs specifically designed for participation by minors that are offered by external groups using CSUSB or university facilities through a contract, license, or other written agreement with CSUSB. For purposes of this program guideline, external programs also include programs and visits by international groups where minors are accompanied and supervised by their teachers or school-supplied chaperones, even though CSUSB may provide some or all the activities or programs provided to the minors during the visit.

**Inappropriate Physical Contact** - Physical affection is limited to that which is listed in the appropriate physical contact definition. Examples of inappropriate and prohibited physical contact are: full-frontal hugs; kisses; showing affection insolated areas; lap sitting; wrestling; piggyback rides, tickling; allowing a minor to cling to program staff's leg; any type of massage given by or to a minor; any form of affection that is unwanted by the minor or program staff; compliments relating to physique or body development; touching bottom, chest, or genital areas.

**Parent(s) or Legal Guardian(s)** - A person who is entrusted by law with the care of the person, as a minor of someone legally incapable of managing his or her own affairs.

**Program Director** - Person(s) with primary responsibility as organizer of a program involving minors.

**Sponsoring Unit** - The academic or administrative unit of the university which offers a program or gives approval for housing or use of facilities.

**University Facilities** - Facilities owned by, or under the control of, the university.

**University Housing** - Facilities owned by, or under the control of, the university intended for use as housing.

**Youth Program** - All events, operations or activities designed for participation by minors organized by CSUSB in which youth program personnel are responsible for the care, custody, or control of minors; and all events, operations, or activities for participation by minors administered by an auxiliary organization or other third-party organization on CSUSB State property. Typical youth programs include CSUSB Programs and/or activities offered by various academic or administrative units of the university, or by non-university groups using University facilities. A program as defined by this program guideline includes any covered by California State University Coded Memorandum HR 2012-04: Background Checks Update or any superseding memorandum. This includes but are not limited to any program hosting minors having any of the following program elements:

- 4-H
- Academic Clinic
- Academic Program or Event
- CEGE Programs
- Community Based Service (tutoring, mentoring, after-school programs, etc.)
- Community Event on Campus
- Day Camp
- Sport Camps or Clinics
- Lessons (music, art, etc.)
- Research and Lab Activities
- Resident/Overnight Camps
- Sport Campus or Clinics

**Youth Program Personnel (Authorized Adult and/or Program Staff):** Any full-time or part-time employee of CSUSB State or its auxiliary organizations working in any youth programs run or sponsored by CSUSB or its auxiliary organizations; or any students, student assistants, or volunteers working in any youth program administered or sponsored by CSUSB or its auxiliary organizations.

**Youth or Minor:** Any person under the age of 18. The CSUSB Youth Protection Policy is specific to a non-enrolled person under the age of eighteen who is not enrolled at the university, who is “dually enrolled” in university programs while enrolled in elementary, middle and/or high school; is also referred to as a “participant” in this program.

### **III. Roles and Responsibilities**

---

#### **Sponsoring Unit**

The program director of the sponsoring unit is responsible for completing the following before the program or event begins:

- Submit program registration 30 days before the first day of the program.
- Ensure individuals working with youth have had their Live Scan and background check prior to the start of the program.
- Make sure individuals working with minors have completed youth protection training.

#### **Risk Management**

Risk Management is responsible for the administration and oversight of the Youth Protection Program. They should review the program for relevance, and utility, and modify it as appropriate. Periodic audits will also be performed to monitor compliance.

#### **Special Events and Guest Services**

- Have all third parties complete a Facility Use Agreement and when an agreement identifies the activity as a youth activity include youth protection contract language.
- Obtain the third party’s certification or documents about youth protection policies or procedures to keep on file.
- Identify campus events with youth activities and connect program sponsor or director to campus youth protection webpage.
- Have the third party provide proof of participant accident medical insurance for athletic events and Abuse & Molestation Coverage.
- Comply with and enforce all other venue rules and regulations in service of the youth participants’ best interests.

## **Department of Housing and Residential Education (DHRE)**

DHRE is responsible for establishing guidelines for the use of university residence halls by groups with minors. These will include:

- Security, loss prevention, and other housing-related safety and security issues.
- Instructing participants about exit locations, evacuation procedures, and what to do in the event of an emergency.
- Determining appropriate number of participants assigned to sleeping areas/spaces with consideration to gender and age.
- Establishing appropriate curfew times and procedures.
- Address overnight programs.
- Provide gender neutral room assignment options for minors.

## **IV. Consequence of Failing to Comply**

---

Failure to comply with the program requirements may result in corrective action, as appropriate under the circumstances. For programs, the corrective action may range from warnings up to and including denial of the ability to offer the program. For individuals, the corrective action may range from verbal warnings up to and including termination from employment or other relationship with the university.

## **V. Program Registration, Risk Assessment and Approval**

---

All programs involving minors should obtain written approval from the host department and/or appropriate administrator and register their event on the Risk Management website before proceeding with the activities. There is a summary of the review and approval process:

### **1) Program registration**

The program director is responsible for registering the program or activity in which minors are expected to participate at least sixty (30) days prior to the first scheduled date of participation by minors. Registration should be completed by the appropriate program director and/or coordinator and approved by the department head. Reoccurring programs must register annually.

### **2) Risk assessment and conceptual approval**

Risk Management is a resource that can be consulted with ahead of time to determine the appropriate precautions and program specific compliance requirements. The registration form provides an initial risk assessment. Once this is completed, Risk Management is better equipped in communicating mitigation strategies and controls to the program director and/or coordinator. Youth events reserving space on campus should also complete the Special Events Event Management System submission.

### 3) Risk mitigation implementation

The program director is responsible for implementing mitigation strategies and processes like training, orientation, background checks etc. prior to the first scheduled date of participation by minors.

### 4) Final Approval

Risk Management does not issue a final written approval; however, it is the responsibility of the program director and/or coordinator to have documented processes in place that comply with the Youth Protection Policy and keep them according to the University retention policy.

## VI. Responding to suspected child abuse & mandated reporting

---

The California Child Abuse and Neglect Reporting Act (CANRA) imposes obligations and extends certain protections to certain groups of employees as "Mandated Reporters" of child abuse. (Cal. Penal Code §§11164-11174.3). CSU Executive Order 1083 which was updated on July 21, 2017, identifies two categories of Mandated Reporter:

- **General Reporters** - those who are legally required to report child abuse or neglect no matter where it occurs.
- **Limited Reporters** - those who are legally required to report child abuse or neglect only if it occurs on CSU premises or at an official activity of, or program conducted by, the CSU.

All CSUSB Management Personnel Plan (MPP) employees and all volunteers are considered Limited Reporters, unless they are in positions that require the General Reporter designation. Authorized CSUSB employees whose duties involve regular contact with children or who supervise such employees are considered as general reporters.

EO 1083 states that all volunteers, and all CSU employees hired after 1/1/1985 identified as Mandated Reporters will be required to sign a statement that acknowledges their reporting obligations either as a General Reporter or Limited Reporter.

### 1) Procedure for Reporting

Mandated Reporters are legally required to report suspected child abuse or neglect as follows:

- **Step One: Immediately, or as soon as possible, contact by phone one of the following:**
  - a police or sheriff's department (including campus police but not including a school district police or security department):
    - [CSUSB Police Department](#) - (909) 537 -7777



- San Bernardino Sheriff Department - (909) 387-8313
  - A county probation department (if designated by the county to receive mandated reports); [Riverside Sheriff Department](#) - (951) 955-2400 or
  - The county welfare department (Child Protected Services or CPS).
  - [San Bernardino County Department of Children and Family Services](#) - (800) 827-8724 or [Riverside County Department of Children Services](#) - (800)-442-4918.
- **Step Two: Within 36 hours of receiving the information concerning the incident:**
    - [Complete Form SS 8572](#) and
    - Send, fax, or electronically transmit it to the agency that was contacted by phone. (Penal Code § 11166(a))

## VII. Staff Background Check, Screening and Selection

---

### 1) Background check

All program staff who have direct contact with minors or supervise a program with them must have a background check on record with the University at the time of hire or contact with participants. Background checks will also be required of all new program staff. Returning staff who have had a break in service of 12 months or more will be subject to a new background check. No individual should be permitted to participate in direct contact and sole supervision with youth participants or have a defined role or responsibility where youth participants' personal identification information is conveyed, if said individual does not have a verified, clean criminal background check, unless a written exception is provided by University Police.

Background checks will be reviewed and approved by Human Resources prior to contact with program participants in compliance with all CSU policies for background checks of persons working with minors. Results of background checks conducted under these guidelines will be used only for the purposes of these programs, except that the university reserves the right to take appropriate action with respect to employees who may have falsified or failed to disclose information material to their employer on employment applications uncovered as a result of the background check, including and up to immediate termination of employment.

It is the responsibility of the program director to ensure that each program staff member has received clearance to participate.

### 2) Screening and selection

It is best practice for program personnel (authorized staff/volunteers) to be screened before being selected to participate in the youth program. The screening process is a way to surface risky behavior traits that cannot be caught through a criminal background check. Things to consider during the screening process include:

- **Motivation** – why does this person want to engage with youth?
- **Interest** – why does this person have an interest in working with youth? Is it genuine and does it align with personal goals, education, or career aspirations? Be wary of candidates who do not have any hobbies or volunteer activities besides those involving youth.
- **Attitudes** – what does this person think and feel about youth? Look for statements about youth that align with the values of your program. Screen out people who indicate a judgmental, overly strict, or otherwise negative attitude towards young people.
- **Approach** – what skills will this person bring to their work with youth? Look for prior education, training, and experience in child/youth development, especially when hiring staff. For volunteers you may not be able to expect prior experience or training; instead, look for a flexible, equitable approach to dealing with people of varied backgrounds and temperaments. Screen out candidates who give you concern that they would not keep the professional boundaries you set in your program.

**Common types of screening tools include:**

- Applications including a section to write a personal statement
- Interviews
- Reference checks

Red flags that come up in a screening process may indicate that a person should not be put in a position of power or influence over a young person, because they may take advantage of that position.

## **VIII. Training Requirements**

---

Each program staff member is expected to attend orientation training on conduct requirements, protecting participants from abuse, and on how to report incidents of improper conduct to the proper authorities including, but not limited to, appropriate law enforcement authorities.

- 1) Training for the program staff must include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/ emergency responses; safety and security precautions; addressing medical emergencies; confidentiality issues involving minors; and university responsibility/liability. Program staff must know how to request local emergency services and how to report suspected child abuse in accordance with [California State University Executive Order 1083: Mandatory Reporting of Child Abuse and Neglect or any superseding Executive Order related to the California Child Abuse and Neglect Reporting Act.](#)
- 2) Responsibilities of program staff must include, at a minimum, informing program participants about safety and security procedures, University rules, rules established by the program, and

behavioral expectations. Program staff are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to an emergency.

The program director may enhance and/or modify the required training program to meet specific needs of the particular program or activity involved, in consultation with the Title IX Coordinator and/or Mandated Reporting Coordinator, but any such enhanced or modified program must include at minimum the elements described in the table below. Program directors may also refer to the Risk Management website for a list of training courses. In addition, the program director should arrange for sufficiently frequent training sessions to permit covered programs and activities to continue functioning regularly.

Staff members transporting minors during the activity will need to complete the Defensive Driving training administered online by Parking and Transportation Services. [Visit the Parking & Transportation Services website](#) for registration.

Training	Affiliation				Frequency	Duration	LMS
	V	EE	V Day Camp	EE Day Camp			
<i>Keeping Your Day Camp Safe</i>			x	x	Annual	20m	Online - CSU Learn
<i>Keeping Your Higher Education Program Safe</i>	x	x			Annual	20m	Online - CSU Learn
<i>Mandated Reporter</i>	x	x	x	x	Annual	45m	Online - CSU Learn

## IX. Program Standard Operating Procedures

---

### 1) Program Participants Code of Conduct

The following should be included in program materials and stressed during the program:

- a) The possession or use of alcohol or drugs is prohibited.
- b) Fireworks, firearms, guns, knives, archery equipment and other weapons are prohibited unless being used for an officially sanctioned and approved instructional program.
- c) The operation of motor vehicles by minors is prohibited while attending and participating in the program.
- d) The parking of program staff and participant vehicles must be in accordance with university parking regulations.
- e) Rules and procedures governing when and under what circumstances participants may leave university property during the program.

- f) No violence, including sexual abuse or harassment, will be tolerated.
- g) Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
- h) No theft.
- i) Use of tobacco products will not be tolerated by participants or program staff. Smoking is prohibited.
- j) Misuse or damage of university property is prohibited. Charges will be assessed against those participants who are responsible for damage or misusing university property.
- k) The inappropriate use of cell phones, cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected.

## **2) Disciplinary Procedures**

Program directors should develop and make available to participants the rules and disciplinary measures applicable to the program. These should be provided to the parents or legal guardians when seeking their written permission for their minor to participate in the program. Program participants and staff should abide by all university regulations and may be removed from the program for non-compliance with rules. Participants and parents/guardians should complete a rules and disciplinary procedures form.

## **3) Bathroom Activities**

Whenever possible, program staff should take groups of two or more minors to the bathrooms for “group bathroom breaks.” One adult should not escort one minor; always use the “rule of three” or more. Junior program staff, volunteers, or anyone in training should not escort minors to the bathrooms.

- If the bathroom has only one stall, only one minor should enter the bathroom at a time while the other minors wait outside with program staff. If there are multiple stalls, program staff should only send in as many minors as there are stalls. Program staff should then stand outside of the bathroom with the door ajar in order to hear what is going on inside the bathroom.

In some program settings, group bathroom breaks are not always feasible. In these circumstances, minors should ask permission before using the bathrooms, so that program staff know who is going to the restroom and when.

Program staff should randomly and periodically monitor bathrooms to ensure that minors are not lingering there. It is important that employees and volunteers periodically check restrooms so that minors know that an adult could walk in at any time.

If possible, program staff should use employee-only bathrooms. If employee-only bathrooms are not available, adults should use bathrooms when no minors are present. If adults must use a

bathroom when a minor is present, the adult should follow the “rule of three.” (e.g., at least one other adult or minor should also be present).

#### **4) Transporting Minors**

When transporting minors by bus or van:

- a) Administrators must be notified of all transportation activities to initiate standard travel procedures.
- b) Minors must never be transported without written permission from a parent in the form of the Release of Liability associated with the program. Program staff must take copies of the signed releases with them on the trip.
- c) Determine the number of program staff necessary to adequately supervise the minors (as outlined in this procedure).
- d) The driver should not be assigned as a supervisor for the minors.
- e) Program staff should be seated throughout the bus for easier supervision of minors, with at least one program staff in the middle of the bus with and one in the far rear (minors should not be seated behind program staff). Program staff should sit in an outside seat so they can supervise minors on the bus.

#### **5) Day Trips, Field Trips, or Outings**

- a) All field trips or outings as part of a program with minors must be in compliance with university abuse prevention policies.
- b) All off-site activities must be documented and approved in writing by the program director.
- c) Program directors must observe off-site activities at scheduled times and random intervals.
- d) Parents must be provided with written information about off-site activities. All parents must sign the Release of Liability associated with the program. Program staff must take copies of the signed releases with them during the off-site activity.
- e) Determine the number of program staff necessary to adequately supervise the minors (as outlined in this procedure).
- f) When outside of the program facilities, all minors and program staff should be easily identifiable (i.e., lanyards, badges, or shirts).
- g) When transporting minors, the transportation procedures described above must be followed.
- h) Assign each program staff to a specific group of minors to supervise. Each program staff should then maintain a roll sheet listing all the minors in his or her group. Head counts and roll checks should be conducted routinely.

## **6) Residential/Overnight Camps**

Supervision of overnight activities:

- a) All overnight activities must be documented and approved in writing by the program director.
- b) The program director is expected to regularly and randomly observe overnight activities on a scheduled and periodic basis.
- c) The program director should appoint a lead program staff person to supervise the overnight activities.

## **7) Overnights on Campus**

- a) Physical boundaries within the housing facility and program should be clearly defined and explained to the minors.
- b) Assign each program staff to a specific group of minors to supervise. Each program staff should then maintain a role sheet that lists all the minors in his or her group. Head counts and roll checks should be conducted routinely throughout the evening.
- c) Assign program staff to high-risk areas in the facility, such as the bathrooms, entrances, and exits, hallways, elevators, etc. If it is not possible to assign specific program staff to these areas assign specific employees and volunteers to conduct periodic facility “walk-throughs” with a monitoring checklist.
- d) With regards to sleeping arrangements, separate the male and female minors into separate rooms and post program staff at the entrances and exits to these rooms. If this is not feasible, separate males and females by as much space as possible.
- e) When performing overnight checks, program staff should always go in pairs.
- f) At least one program staff must stay awake overnight.

## **8) Overnights Off-Site**

- a) Overnight stays for minors in private homes are prohibited unless approved by the Program Administration and Dean and an additional risk assessment is attached to the program registration submission.
- b) Physical boundaries at off-site location must be clearly defined and explained to the minors.
- c) Assign each program staff to a specific group of minors to supervise. Each program staff should then maintain a role sheet that lists all the minors in his or her group. Head counts and roll checks should be conducted routinely throughout the evening.
- d) If a cabin type setting, the program staff should be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of minors sneaking out (such as by the door).

- e) In hotel rooms, assign minors to rooms based on sex and age. Program staff should have their own rooms. If program staff must share rooms with minors, program staff must have their own beds and never change in front of minors.
- f) All program staff are to be on duty in the halls or cabins at night until an hour after the lights out and all rooms are quiet.
- g) All programs should adopt and implement rules and regulations for proper supervision of minors participating in overnight activities. The following must be included:
  - i. Written permission signed by the parent/guardian for the minor to participate in overnight activity.
  - ii. A curfew time which is age-appropriate for the participants, which in no case should be later than midnight.
  - iii. In-room visitation to be restricted to participants of the same gender.
  - iv. Guests of participants (other than a parent/legal guardian and other program participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the program.
  - v. The program must comply with all security measures and procedures specified by the housing facilities.

## **9) Incident Reporting and Response Protocol**

- a) If a program participant discloses any type of assault or abuse (at any time previous to, during or after the program), or an Authorized Adult has reason to believe that the participant has been subject to such assault or abuse, the Authorized Adult, as a mandatory reporter, must immediately call 911 or the local law enforcement agency. For instances of child sexual assault or abuse the authorized adult must immediately call 911. Further instructions for addressing child sexual abuse or assault can be found in Executive Order 1083, the policy on Mandatory Reporting of Child Abuse and Neglect policy or any superseding policy addressing the California Child Abuse and Neglect Reporting Act.
- b) Authorized adults must make all reasonable efforts to ensure the safety of minors participating in programs and activities covered by CSUSB policies, including removal of minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.
- c) If an allegation of inappropriate conduct has been made against an authorized adult participating in a program, s/he should discontinue any further participation in programs and activities covered by this program guideline until such allegation has been satisfactorily resolved.

## 10) Ratio of Staff to Minors

- a) Other than in cases outlined as follows, program staff should make every effort to ensure all activities involving minors are supervised by at least two authorized adults or by parent(s) or legal guardian(s) of the participants. Some of the factors to be considered in determining requirements for supervision are the number and age of participants, the activity(i.e.) involved, type of housing if applicable, and age and experience of the staff members. It is acceptable for an individual program staff member to provide program services to a group of participants (e.g., classroom instruction or outdoor activities) if the activity is conducted in an open or public area where the group is always visible to others outside the group. This includes classroom or meeting activities where open doors or windows allow for a clear line of sight.

b)

In accordance with the American Camp Association, the ratio of program staff to programs must reflect the gender distribution of the participants, and should, at a minimum, meet the following:

Standards for resident/overnight camps are:

1. One staff member for every five campers ages 4 and 5
2. One staff member for every six campers ages 6 to 8
3. One staff member for every eight campers ages 9 to 14
4. One staff member for every ten campers ages 15 to 17

Standards for day camps are:

5. One staff member for every six campers ages 4 and 5
6. One staff member for every eight campers ages 6 to 8
7. One staff member for every ten campers ages 9 to 14
8. One staff member for every twelve campers ages 15 to 17

- c) Program staff should assign a staff member who is at least 21 years of age to be accessible to participants. The staff member must reside in the housing unit, if applicable. Additional authorized adults should be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- d) When currently enrolled university students are hosting minor high school students participating university student(s) will not be required to be at least 21 years of age and the requirement for two authorized adults will be waived.
- e) In addition to the requirement that two adults to be present at all times when minors are being supervised, an additional authorized adult should be available as a "floater" to stand in if one of the two adults in a classroom or other situation must leave the area. The two authorized adults should not be family members. If un-related minors are present, the additional adult must be another authorized adult. If the participant minor(s) are related



and supervised by a parent(s) or legal guardian(s), the requirement of two adults will be satisfied by one authorized adult and one parent or legal guardian.

- f) All supervised participants in a University program or a program taking place on University property are permitted in the general use facilities [e.g. athletic fields, public spaces, academic buildings] but may, as needed, be restricted from certain areas of the facilities [e.g. storage rooms, equipment rooms, athletic training rooms, staff/ faculty offices] or from utilizing certain equipment.

## **X. Medical Treatment and First Aid**

---

- 1) The sponsoring unit should obtain a Medical Information and Release Form for each program participant and program staff member. All forms must include the following:
  - a) A statement informing the parent/legal guardian that the university does not provide medical insurance to cover medical care for the minor.
  - b) A statement authorizing the release of medical information and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.
  - c) A list of any physical, mental, or medical conditions the minor may have, including any allergies that could impact his/ her participation in the program.
  - d) All emergency contact information including name, address, and phone number of the emergency contact.
- 2) The sponsoring unit should obtain a Self-Administration of Medication Form and a Consent for Over-the-Counter Medication Form for each program participant. Forms should also be obtained for program staff members that are minors. Distribution of participants' medicines by program staff should be handled under the following conditions:
  - a) Program directors and staff should be responsible for reviewing all forms and assessing the needs of each program participant.
  - b) The participant's family provides the medicine in its original pharmacy container labeled with the participant's name, medicine name, dosage, and timing of consumption. Over-the-counter medications must be provided in their manufacturers' container.
  - c) Program staff should keep the medicine in a secure location, and at the appropriate time for distribution should meet with the participant.
  - d) The program staff member should allow the participant to self-administer the appropriate dose as shown on the container.
  - e) Parent(s) and/or guardian(s) are expected to plan for the administration of any medicine that the participant cannot self-administer.
  - f) Devices for the self-administration of medications which are prescribed by a physician may be carried by the participant during program activities (Examples include personal "epi" pens and asthma inhalers).

- g) Over-the-counter medications can only be administered with prior approval. Program staff should make reasonable efforts to have basic first-aid kits available if needed. Participants can self-administer over-the-counter medication that they bring themselves.
- h) The sponsoring unit should arrange for medical care appropriate for the nature of program activities including on-site emergency medical service coverage if needed.

## **XI. Emergencies**

---

Each youth program participant should complete an emergency contact information card when registering for the program. The sponsoring unit should maintain a list of all program participants and a directory of program staff. This list should include participant's name; local room assignment (if applicable); gender, age, address, and phone number(s) of parent or legal guardian, as well as emergency contact information.

The sponsoring unit should establish an appropriate procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. The sponsoring unit should provide information to the parent(s) or legal guardian(s) detailing the manner in which the participant can be contacted during the program. Authorized adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program.

## **XII. Camps Directed by Third Party (“Outside”) Entities**

---

From time to time, non-university camps and other educational programs or activities will be hosted on the university campus. All such outside entities must sign an appropriate contract with the university that governs their use of university facilities with the appropriate youth protection verbiage. Outside entities are responsible for the appropriate conduct, training, and oversight of their employees, volunteers, and other agents, and also are responsible for ensuring the appropriate supervision of any minors who participate in their programs or activities that occur on university property.

- 1) The outside entities should submit to the university all printed materials used in advertising camps held at the university.
- 2) The outside entities should assign at least one administrative program director with responsibility for satisfactory operation of the program, including:
  - a) Maintaining discipline among the participants and compliance with university rules, including overseeing the care of university property and observance of curfews, if applicable.

- b) Arranging for medical treatment in all cases of illness and injury occurring during the program, including transportation to and from the medical facility, and seeing that appropriate insurance forms and information are provided.
  - c) Maintaining regular and open communication with the university personnel to avoid problems.
  - d) Being on call 24 hours a day while the program is in session.
- 3) The outside entities should provide the university with regular updates of anticipated space requirements and, at a minimum, provide:
- a) a best estimate of attendance sixty days prior to the program.
  - b) an update every week for the four weeks leading up to the program.
  - c) a written reservation guarantees five working days prior to the program.
  - d) a list of all program staff and participants to the University Police Department prior to the start of program activities. The list should include all names, addresses, phone numbers and emergency contact information for staff and participants.
- 4) Complete fingerprinting and background checks on program staff and director(s) and provide copies of the attestation to Risk Management.
- a) All contracts with third party entities should have language regarding background checks as follows: As a condition of this contract, vendor agrees to certify that any of its employees, independent contractors or agents who will be performing services on behalf of the vendor, will have successfully completed a background check in accordance with the University's Minors on Campus Guidelines. This includes the completion of background checks that meet or exceed the standards of the Live Scan system for background checks. Vendors have a financial obligation to pay for all background checks of their employees, independent contractors, or agents. Should a vendor utilize background checks from a source other than Live Scan, vendor is required to submit evidence to the appropriate unit at the university of the completed checks.
- 5) The outside entities should conduct appropriate training equivalent to training describe in Section VII on protecting participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct to the proper authorities including, but not limited to, appropriate law enforcement authorities.
- 6) Insurance
- a) The outside entities should maintain proper insurance coverages that meet CSUSB requirement, and a copy of Certification of Insurance is required to be submitted to Special Events at least 30 days prior to the start of the program.
  - b) In addition to standard insurance requirements, Sexual Abuse and Molestation (SAM) insurance coverage is also required for non-university entities that host youth activities on campus. The minimum insurance limits are 2 million dollars per occurrence and 4-million-dollar aggregate. High insurance limits might be required for entities with higher risk activities. Any request for exemption from the SAM insurance should be reviewed and approved by Risk Management.

- 7) The outside entities should ensure the participant is accompanied by a parent/guardian or authorized adult who will be responsible for the conduct and safety of the participant while in attendance OR assign an authorized adult who will assume that responsibility for each unaccompanied participant. The ratio of authorized adults to participants should meet or exceed standards set in Section IV (j).
- 8) Authorized personnel/signatories for non-university entities using university facilities must provide satisfactory evidence of compliance with all of the requirements of this policy at least thirty (30) days prior to the scheduled use of university facilities, as well as sign an approved agreement for use of university facilities, if applicable.
- 9) The outside entities should assume financial responsibility for any special services or requests which program director(s) may deem necessary to enhance the program.
  - a) Assume financial responsibility for any and all losses or damages to facilities, equipment, residence halls, or other university property resulting from any act or failure to act on the part of participants or vendor staff.
  - b) Assume financial responsibilities of key and lock replacement for keys that are issued for the program and not returned to the university.

### **XIII. Recordkeeping**

---

Signed release of liability waivers (“Release”), emergency medical and contact information to be obtained from the parents/guardians of participating minors. These should be kept on file according to the university retention policy.

### **XIV. Forms**

---

- 1) Release of Liability Form
- 2) Volunteer Medical Information Disclosure and Emergency Contact Information Form
- 3) Program Staff Handbook
- 4) Parent Handbook
- 5) Program Management Binder
  - a) Names and contact information of the individual in charge of the program, and all other authorized adults who will be participating directly with minors in the program.
  - b) Evidence of training for all staff including:
  - c) Evidence of proper applicant screening and selection
  - d) The name and contact information for persons representing third parties who may be offering programs involving minors.
  - e) The dates and locations where minors will be participating.
  - f) A daily schedule of specific activities offered in the program.
  - g) A complete description of physical activities for minor participation