

University of Oregon Protection of Minors on Campus

Why has the University of Oregon adopted this policy?

The primary purpose of the policy is to promote the well-being and safety of minors who participate in programs run by or associated with the University of Oregon and to implement procedures and that reflect best practices.

I'm not involved in any programs involving minors. Does the policy apply to me?

Yes. All employees are subject to mandatory child abuse reporting under state law and, under the minors on campus policy, are required to report known violations of the policy and procedures to their supervisor, a youth program administrator or to the university's anonymous reporting hotline. For more information regarding mandatory reporting obligation, please visit: <http://hr.uoregon.edu/policies-leaves/general-information/mandatory-reporting-child-abuse-and-neglect>

What is a Youth Program?

A youth program is an event, operation, endeavor, or activity designed for participation by minors and organized by the University of Oregon in which university employees or volunteers are responsible for the care, custody, or control of minors. Youth programs includes but are not limited to day camps, overnight camps, clinics, instructional programs, and sports camps.

Are there any exceptions to the policy?

Youth Program does not include the following:

- Undergraduate or graduate academic programs, classes, or activities in which all individuals under the age of 18 are enrolled students or students admitted for enrollment. (Enrolled students include students who are not taking classes over summer term but who were enrolled for the previous spring term and who are enrolled for the upcoming fall term.)
- Events open to the public that minors may attend, but where the university is not accepting care, custody, or control for the minor(s), as those terms are defined in the implementing procedures.
- Non-Youth programs where minors are working for the university as employees, volunteers, or interns. University employees and volunteers will be required to comply with the conduct requirements when working with minors.
- University employees or volunteers who may have incidental contact with minors but do not work directly with minors in a youth program. All university employees will be required to comply with mandatory reporting requirements under this policy and any implementing procedures and under the law.
- Campus tours, orientations or visits by minors considered to be prospective students.
- Activities and programs subject to regulations that already provide for the protection of minors or participants. For example, licensed childcare facilities.
- Other programs as may be designated from time to time by the appropriate university official in advance and in writing as exempted from this policy.

Q: My youth program frequently has guest speakers or coaches who present information to the children and interact with them. Will this policy require our guest speakers or coaches to go through a background check and/or training?

Employees and volunteers “working in youth programs” are required to go through the training and obtain a background check. An employee is working in a youth program: “when the university employee or volunteer, as a part of their duties in the youth program, is present with minors who are participating in a youth program, but the adult does not necessarily have care, custody or control for the minors because another adult has care custody or control.” Employees and volunteers do not have to obtain background checks if they only have incidental contact with minors. This means that if the coach or employee is only a guest speaker and will not be present with minors on a consistent basis throughout the program, they are not required to get a background check. However, if they have regular duties associated with the youth program and/or if they take care custody or control of a minor, they are required to get a background check.

I teach private lessons in University facilities. Will this policy apply to me?

Unless the student is an enrolled student and the private lesson is being taught as a part of an academic program, class or activity or another relevant exception applies, you must comply with this policy.

My program has unique circumstances and I’m not sure how to implement the policy. What should I do?

We are committed to working with programs with unique circumstances to help them identify how best to comply with the policy. Those with questions are encouraged review the Protection of Minors website and review the Youth Program Tool Kit. Please contact the Office of Risk Management or The Office of Human Resources if you have further questions.

EVENT REGISTRATION

Do annual events need to be registered and approved every year?

Yes. All events must be registered and approved annually to ensure the requirements of the Protection of Minors on Campus policy are being followed and implemented. [Register here](#)

Youth programs hosted by third-party contractors must be registered by the university entity facilitating the contract.

TRAINING

What training is in order to participate in youth program?

Employees and volunteer working in youth programs are required to complete one time online training on the practices and conduct requirements of this policy, on protecting minors from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct (including, but not limited to, appropriate law enforcement authorities). Youth Program Administrators and sponsoring departments are responsible to maintain records of completion of training. Online training is located on our website: <https://hr.uoregon.edu/hr-programs-services/youth-programs-protecting-minors/youth-programs-training-staff>

If our employees have taken a similar training course, are they required to take the online training?

We encourage all employees and volunteers to take our online training course –it is a 26 minute training. If an employee can show that they have completed a similar training, they will not need to complete the online course. The Youth Program Administrator must have official documentation verifying a similar course covering mandatory reporting, identifying and reporting child abuse, neglect and sexual misconduct was completed within a year of their employment with the youth program.

BACKGROUND CHECKS

Will volunteers, including but not limited to chaperones, be required to get background check certifications?

See question above regarding guest speakers. Employees and volunteers, including chaperones, “working in youth programs” are required to get background checks and complete youth program training. The Human Resources Department oversees the processing of criminal background checks for university programs and activities. More information concerning how to request background checks and their cost can be found at their website. <https://hr.uoregon.edu/background-checks-youth-programs>.

How often do we need to request a background check for our employees and volunteers working in youth programs?

The Office of Human Resources requires a background check clearance every two years.

If our camp is working with teachers are we required to process background checks for them?

Teachers should present confirmation of their enrollment in the Office of Child Care’s Central Background Check Registry. If they cannot provide this confirmation a background check must be completed.

SUPPORTING TRANSGENDER YOUTH

We have campers who identify as transgender and intersex at camp this year. How can we ensure these campers feel comfortable?

The University of Oregon strives to create a campus that is welcoming to all gender identities and gender expressions. To ensure campers feel comfortable visit the American Camp Association webpage, “[How Can Camps Support Transgender Youth?](#)” for information and resources.

The University of Oregon promotes the right of all individuals to equal opportunity in education and employment without regard to any protected basis, including race, color, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity and gender expression or any other consideration not directly and substantively related to effective performance.

NON-UNIVERSITY ORGANIZATION OR VENDOR

We are an outside group not affiliated with the University that wants to hold a retreat on campus this summer. What are we required to do in order to do so?

Thank you for choosing to host your event at the University of Oregon and for your commitment to the

safety of minors. Prior to the start of any program or activity involving minors, Non-university organizations must certify that they have conducted criminal background checks of their employees, volunteers, and representatives and that they have conduct and training requirements in place that meet or exceed the University's standards. [UO Protection of Minors Policy](#).

What is the insurance requirements of non-University organizations?

\$1Million Commercial General Liability with coverage for Sexual Abuse/Molestation coverage.
\$1Million Auto Liability coverage if transporting passengers is a requirement of their contract.
\$1M Workers Compensation coverage for employees.

Vendors who may have incidental contact with minors but do not work directly with minors in a youth program may not be required to provide insurance coverage.

What if the vendor does not have insurance?

The Office of Risk Management has a Waiver of Insurance Requirement Contract Review Process. Please contact Risk Management to discuss further. Flo Hoskinson, Risk Manager, 541-346-3233, flo@uoregon.edu

Template language to Vendors:

Thank you for choosing to host your event at the University of Oregon and for your commitment to the safety of minors. Prior to the start of any program or activity involving minors, Non-university organizations must certify that they have: (1) conducted criminal background checks of their employees, volunteers, and representatives; and (2) that they have conduct and training requirements in place that meet or exceed the University's standards. Policies and trainings can be found on our website: <http://hr.uoregon.edu/hr-programs-services/youth-programs-protecting-minors>

Below are the details on the process to satisfy the Protection of Minors policy.

1. Background check permission form (attached)

Please fill out the attached permission form and return it to me. Further information about the UO's background check policy can be found [here](#).

If you have already submitted a background check form as part of your contract signing process, then you do not need to submit a new one.

2. Protecting Children Online Training

The University also requires the viewing of an online training video for staff working with minors. Here is the training link for your staff:

Protecting Children: Identifying and Reporting Child Abuse and Sexual Misconduct

3. Conduct Requirements

- (a) When working in youth programs, individuals agree to:
 - i. Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and be a positive role model for minors.

- ii. Respect, adhere to, and enforce the rules, policies, and guidelines established by the youth program, this policy, and the university.
- iii. Endeavor to provide a safe and healthy experience for all participants.
- iv. Endeavor to avoid private one-on-one situations with a minor.
- v. Refrain from engaging in any criminal activity.
- vi. Refrain from making comments of a sexual nature in the presence of a minor or making sexually explicit materials available to a minor.
- vii. Comply with all applicable civil rights laws and policies, including and not limited to equal opportunity and nondiscrimination policies.
- viii. Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the youth program, such as food or shelter, to participants.

(b) Supervision of minors:

- i. The number of supervisors required at a youth program shall be determined by taking into account all aspects of the program, including the age of participants, number of participants, the nature of the activity, and the age and experience of the adult supervisors. In setting an appropriate ratio, it is recommended that the program administrator consult the American Camp Association (ACA) standards.
- ii. Youth programs shall establish a procedure for checking minors in and out of the program. Minors who are school age (K-12) may be checked in or out in an alternative way (e.g. transport by bus, walking home) if the minor has written permission of parent or legal guardian to check in and out in the manner described in writing.

We appreciate the time you will spend to enhance your awareness around identifying and reporting inappropriate sexual conduct. The information in these trainings will make our program safer for our participants and staff, and allows us to be more responsive in our roles as youth educators.

Please return your background check permission form and include the date in which you watched the above training video **no later than June 1, 2017.**

Thank you for your active involvement we look forward to a successful event.