

# Oregon State University

## Youth Program Policies and Guidelines



*Developed by*

***The OSU Youth Outreach Leadership Council (YOLC)***

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**This document was created in January 2012 by the OSU Youth Safety Workgroup below. Revised 5-26-2015.**

- Kyle Cole (Office of Precollege Programs)
- Marilyn Lesmeister (4-H Programs)
- Steven Harder (Youth Safety Specialist)
- Roger Rennekamp (4-H Programs)
- Marianne Vydra (Athletics)
- Ryan Collay (SMILE)
- Skip Rochefort (PCP)
- Tracy Crews (Sea Grant)
- Becca Gose (Office of General Counsel)
- Brandi Aston (Office of Risk Management)
- Roni Sue (Office of Equity and Inclusion)

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## INTRODUCTION

Oregon State University has a vibrant and diverse community of youth-serving programs that are dedicated to providing safe and healthy learning environments for youth (herein defined as ages 6-17). This document outlines policies, requirements and best practices to help keep youth, faculty and staff safe. Note that these policies represent university-wide standards for all youth programs; particular programs, however, may adhere to more stringent requirements (e.g., yearly criminal history checks for state childcare certification). For policy questions contact Kyle Cole (phone: 541-737-8262, email: [kyle.cole@oregonstate.edu](mailto:kyle.cole@oregonstate.edu)) in the Office of Precollege Programs.

## I. YOUTH PROGRAM SAFETY POLICIES AND BEST PRACTICES

### Risk Management

At OSU we strive to provide safe and healthy learning environments for youth. To do this, it is essential to employ risk management techniques that will reduce or mitigate as much risk as possible. A Risk Management assessment tool can be found here: <http://risk.oregonstate.edu/risk-assessment-tool>

The risk of accidents or abuse can be drastically reduced by following the “**ACT**” model of risk management:

- **Avoid:** avoid risky behavior, cease risky action.
- **Control:** prevent or reduce the severity and or frequency of adverse incidents.
- **Transfer:** utilize insurance, contracts, and waivers to transfer risk to another party whenever possible.

### Required Policies for Working with Youth

The following required policies represent broadly accepted standards of care for youth. **Deviations from these policies are not generally permitted.**

1. Individuals who perform functions or duties that regularly require interaction with minors in a private setting or without direct supervision on-site **must** receive a criminal history check from the Department of Human Resources. A link to the form can be found in the Appendix.
2. Employees and volunteers who meet the above criteria and work with youth on an ongoing basis **must** have a new criminal history check every two years.
3. Faculty, staff, and volunteers who work with youth **must** have adequate training to perform their duties. Adequate training will vary depending on the duties of the position. For more information and examples, see Orientation and Training section.
4. The use of physical contact for disciplinary measures in **NOT** allowed.
5. All youth program faculty, staff and volunteers are **required** to report suspected child abuse. See “Responding to Suspected Child Abuse” section of this manual.

6. Registered Sex Offenders (RSOs) are **NOT** allowed to have contact with youth in the context of volunteering for an OSU student club or Youth Program. See “Conditions of Volunteer Service”.
7. Program leaders **must** submit participant data and certify policy compliance annually. The collection form is here: <http://oregonstate.edu/precollege/osu-youth-program-data>

## Youth Program Best Practices

The following guidelines represent broadly accepted best practices for working with youth. **Deviations from these best practices requires clearly documented justification and approval from the program director or department head.**

1. The **recommended** supervision ratio for **on-site** programs is one staff or volunteer for every ten youth (**1:10**). The recommended supervision ratio for overnight or **off-site** events is one staff or volunteer for every eight youth (**1:8**). If the youth participants are **younger than 3<sup>rd</sup> grade (or 8 years old)**, the recommended ratio is one staff or volunteer for every five youth (**1:5**). NOTE: these ratios may vary for specific activity camps. See the American Camp Association supervision standards for more information: <http://www.acacamps.org/standards>.
2. Faculty, staff, and volunteers should avoid situations where they are alone with one, unrelated youth. A “Two Deep” strategy having two or more adults supervise youth is highly recommended. Another faculty, staff or volunteer should be made aware prior to an unavoidable one-on-one event.
3. 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. Under these circumstances staff or volunteers should respect youth privacy but remain within hearing supervision by waiting nearby. Having participants wear brightly colored t-shirts displaying the program name increases visibility and eases identification in crowded areas.
4. Staff or volunteers charged with supervising a group of youth must remain in sight and/or sound supervision of that group until relieved by another faculty, staff or volunteer.
5. To avoid youth-on-youth abuse, youth should not be left alone with another unrelated youth for more than a few minutes. For example, avoid leaving youth for prolonged periods in bathrooms or changing rooms or situations where they are not under visual supervision.
6. Avoid placing youth of widely differing ages (more than 3 years) in the same group. If this is not possible, closely supervise the group for appropriate interactions.
7. Faculty, staff or volunteers who do not follow these stated policies are not allowed to work with youth. (See Appendix: Code of Conduct example)

8. Programs should have a plan for emergency evacuation, relocation and reunification of youth with their parents or guardians. A template plan can be found on the PCP resources web page: <http://oregonstate.edu/precollege/support-services>

## Tips for Creating Safe Programs

Program policies that ensure a safe social environment reduce the chance of abuse. Staff trainings and supervision practices should create a sense of responsibility in staff, volunteers and program participants for following safe practices. Below are additional tips for creating safe environments.

1. Create a **welcoming environment**. Parents, family members and other staff are invited to visit programs at any time. Safety is everyone's shared responsibility.
2. Hold programs in **open places** that are easy to observe (through windows when indoors).
3. Observe the **physical and emotional state** of youth each time they participate in a program. Signs of injury or suspected child abuse must be reported. See abuse reporting requirements in this manual.
4. If the program is over-night, **lodging assignments** should not house a single adult with a single, unrelated youth. Ideally, adults should be housed separately from youth, but within easy supervision range.
5. The need for **youth privacy** should be respected, specifically when youth are changing clothes or bathing. The appropriate adult action is to turn your back, provide a visual barrier (e.g., hold up a towel) or step out of the room (but remain within hearing supervision).
6. **Physical contact** is a complex issue that requires staff training and discussion. Talking points should include public/private contact, gender awareness, age awareness, frequency and the "needy" youth, awareness of one's own needs, the role of horseplay, etc. Physical contact between an adults and youth should only take place in a **public setting** where other adults are present. Appropriate touching avoids contact with private body parts and should be in response to the needs of the child - not initiated by the adult.
7. A **"buddy system"** pairing 2-3 youth is useful when forming small groups that will separate from the larger group. For example, a staff member can escort 2-3 students for a restroom break.
8. **Disciplinary measures** never include use of physical punishment or failure to provide necessities of care, such as food, water or shelter. Nor should punishments single out an individual for group ridicule.
9. **Bullying**, hazing or secret initiations are never allowed. Watch for early indications and intervene early. Define appropriate behavioral expectations at the start of your program.
10. Youth are protected from inappropriate **adult conversations** and topics, including but not limited to adult-oriented jokes or discussion of sexual interactions. Staff that use coarse or foul language around youth can be a signal that the staff member is not concerned with social norms. In the extreme case, this is a method which a perpetrator will "cast a wide net" to elicit a response from vulnerable youth.

## Appropriate Adult-Youth Boundaries

Below is a list of frequently encountered areas of concern related to appropriate adult-youth boundaries. None of these areas always indicate a problem; when done publicly and with proper supervisor approval, many would be considered well-intentioned and positive. However, when done without proper consideration and approval, they can be indicative of an adult or youth forming the beginnings of an inappropriate relationship. One goal of staff training should be to clearly define safe and respectful relationships and discuss potential areas for concern as listed below. Training should also ensure that supervisors are equipped to be on the lookout for these indicators and know when to look more closely at a situation as having potential for inappropriate boundary crossing.

1. **Social media** communication with youth: Twitter, Facebook, Myspace, etc. Creating group public “group pages” is preferable to allowing adult staff to privately “friend” youth.
2. **Cell phone** communication, including texting is a form of 1:1 interaction that can present issues.
3. **Outside-of-work interaction** including babysitting, providing transportation, taking a youth for a soda/treat as a reward, etc.
4. **Discussing personal issues** and information with youth or within earshot of youth. This includes any subject that one would normally discuss with a same-age friend: i.e. relationships, finances, family, gossip-type information, etc.
5. **"Holding contracts" with youth.** Holding a contract with a youth means agreeing to keep a secret with a youth, however innocuous it may seem. Example: Staff A observes Youth X taking an extra snack despite instructions that it is one snack/camper. Staff A responds by saying "It's a good thing only I saw you, Staff B would be really mad." Two things happen as a result. First, Staff A now has leverage with which to manipulate Youth X and Youth X now knows that Staff A is willing to operate outside the authority of the other staff. This is one of the most common precursors to deviant behavior by adults and youth.
6. **Consistent application of authority among youth.** It is human nature to relate more closely to some youth than others. However, it becomes a boundary issue when adults apply their authority inconsistently and some youth receive consideration not available to others.

## Media Policy

Advances in technology are enabling new forms of social interaction that may extend beyond the appropriate use of cameras or recording devices. The following policies are meant to ensure the appropriate use of digital media:

1. **Inappropriate use of cameras, imaging, cell phones or digital devices is prohibited.** It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms or other areas where privacy is expected by participants.
2. **Participants must sign a media release form** before pictures or videos can be used for reports, advertising or promotional materials. See the Appendix for liability waiver and media release

forms. These forms must be used verbatim and cannot be modified by individual programs without approval by the Office of Risk Management or the Office of General Counsel.

## **Policies and Best Practices for Youth Program Volunteers**

1. Volunteers serving OSU youth programs **must** complete a Conditions of Volunteer Service form annually. This form identifies the University rules and regulations as well as tort and motor vehicle liability. A link to this form can be found in the Appendix.
2. Role descriptions communicate the duties and expectations of volunteers. Every volunteer should have a role description for each different role he/she holds in the organization.
3. “Short term” volunteers (volunteering for less than 3 events per year), who will not have contact with youth outside the presence of an OSU employee or designee, are exempt from the application procedure set forth in Section II below. They are, however required to register on a “Short-Term Volunteer Agreement” form, and receive a brief (written and/or verbal) program orientation. See Appendix for form.
4. “Longer term” volunteers (volunteering for 3 or more events per year) should be screened through an application process that includes an application form, interview, criminal history check and reference support from at least two references who are not family members or roommates. See Section II below and Appendix for sample reference forms.
5. Volunteer service may be suspended or terminated at any time for any non-discriminatory reason at the discretion of the program supervisor or their designee. Dismissals shall be made in consultation with the OSU Office of General Counsel.

## **Youth Program Criminal History Check Process** (Rev. 2.21.2013)

For a complete description of OSU’s Criminal History Check Policy and release forms, visit the Human Resources webpage at: <http://oregonstate.edu/admin/hr/ercc/criminal-history-checks>

Youth Program CHC forms can be found on the PCP resource webpage:  
<http://oregonstate.edu/precollege/support-services>

### **The Criminal History Check Process**

1) The **Program supervisor** develops a brief **position description** that includes specific duties in every “access type” that requires a Criminal History Check (CHC). Access types that require a CHC include: supervising youth or working one-on-one with youth; access to personal information; fiscal responsibilities. OHR will determine if a crime is disqualifying based on the access type of the position.

For more information, including a crosswalk of all access types with examples, see the OHR Criminal History Check Webpage <http://oregonstate.edu/admin/hr//ercc/criminal-history-checks>

The position description should include this language: *“This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OAR 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every two (2) years.”*

2) The **Applicant** fills out a CHC release and returns it to Ed Austin; his contact information is on the second page of the release below the signature line. The release must be completed in full including the index number, program name, supervisor contact info. Generic CHC releases are on the OHR CHC webpage above but may be customized to include specific program information. Customized youth program releases will be available on the PCP website: <http://oregonstate.edu/precollege/support-services>

3) **Human Resources** will run the CHC, determine if the applicant meets the minimum requirements, and notify the supervisor and business center. HR enters the applicant in a CHC database. CHCs are in effect until the applicant terminates, moves into a new position with different access necessitating a new CHC, or for two years if in a qualifying Youth Program.

**NOTE:** It is the supervisor’s responsibility to reinitiate a CHC if and when necessary. To run a new CHC, the incumbent completes a new CHC release and submits it to Ed Austin noting the YP Recheck box. 4-H extension offices track their volunteers and submit a new release when it is time to recheck.

### **Criminal History Check (CHC) Frequently Asked Questions**

**Q: Who needs to get a CHC to work or volunteer with youth?**

**A:** All Individuals who perform functions or duties that regularly require interaction with minors in a private setting or without direct supervision on-site.

**Q: Can I get help developing a position description?** Does OHR have example descriptions?

**A:** Human Resources and/or the HRC2 in your business center can work with you to develop position descriptions and personalized Criminal History Check Release Authorizations. Contact Ed Austin ([employment@oregonstate.edu](mailto:employment@oregonstate.edu)) for more information

**Q: If I’ve already had a CHC done outside of OSU, do I need to get another one to work or volunteer at OSU?**

**A: Yes,** if the position requires a CHC, all criminal history checks must be conducted by the Assistant Vice President for Human Resources or his/her designee (HR), and not by outside vendors.

**Q: Do I need another CHC if I've already had one done by OSU Human Resources?**

**A:** Only if you take a new position with a different access type **OR** you work for a Youth Program in a qualifying position for two years or more (CHCs must be repeated for qualifying positions every two years).

Every applicant (regular staff, temporary worker, student worker, volunteer, intern, etc.) who goes through the CHC process is entered into the CHC database. Every incumbent's CHC, regardless of employment type, is in effect until they terminate, accept a new position with new access, or reach the two year mark in a Youth Program and need a recheck.

If an incumbent had a CHC done by HR for one position (regardless of position type or name), that CHC may apply to a new position if the access doesn't change and there hasn't been a termination.

**NOTE:** If an applicant indicates they have received a CHC by HR in the last two years, the supervisor can request Michele Spaulding to check the database to determine if a re-check is necessary.

**Q: If I volunteer or work in a CHC-qualifying position for a Youth Program, how often do I need to be rechecked?**

**A:** Every two years. It is the responsibility of the Youth Program supervisor to keep track of and initiate rechecks for all qualifying positions.

## **II. SELECTING EMPLOYEES AND VOLUNTERS TO WORK WITH YOUTH**

Volunteers interested in working with youth who will perform functions or duties that regularly require interaction with minors in a private setting, or without direct supervision on-site, must complete the following application process (steps a-d) to be approved to work with youth in OSU programs:

- a. Potential volunteer completes and submits an application, including three personal references. See Appendix for sample Volunteer Application.
- b. The volunteer applicant authorizes OSU to conduct a criminal history check. See Appendix for current authorization form.
- c. Program supervisor contacts three (3) personal references (by mail, e-mail or phone) provided by applicant (*to provide diverse and subjective perspectives of the applicant's character and trustworthiness for being responsible when working with youth*). See Appendix for Mail Form and Phone Form.
- d. Program staff provides program orientation for volunteer or employee role (*reinforcing applicant's personal commitment and ability for this role*).

Program hiring supervisors should conduct interviews with potential long-term volunteers. This step allows professional judgment regarding an applicant's intentions and motivation for working with youth. Sample interview questions are provided in the Appendix.

**IMPORTANT:** Registered Sex Offenders are not allowed to have contact with youth in the context of volunteering for an OSU student club or Youth Program. By signing the Conditions of Volunteer service form, volunteers acknowledge the following: *"I am NOT a registered sex offender and I am not required to register on any state sex offender list. Misrepresentation on this point is subject to discipline through the Student Conduct and Community Standards Office, which may impose sanctions up to and including suspension or expulsion from OSU."*

Youth program **employees** apply through standard Human Resources procedures. When calling the potential employees personal references, the questions on the Volunteer Phone form can be valuable indicators for appropriateness for working with youth.

### III. ORIENTATION AND TRAINING

A consistent orientation for all employees and volunteers, prepares them to make appropriate decisions and take appropriate actions in their role. Whether the program is on or off campus, all volunteers and staff who work with youth must have adequate training to perform their duties. The recommended minimum is at least two (2) hours of training. Below is an outline for a 2-hour orientation to be conducted in person, via video, computer modules or a combination.

An example training can be found in the Appendix section.

#### Outline for 2-hour Orientation and Training Session

What is the Relationship of this Program to OSU?

Understanding the value of the program/event

What is the mission of the program?

Q & A about role descriptions of the employee(s) and volunteer(s)

How Does OSU Protect Approved Volunteers?

Forms to Review and Sign

Adult Expectations

OSU Conditions of Volunteer Service (volunteers only)

OSU Volunteer Injury Coverage (volunteers only)

Policies and Procedures

Overview of policies and procedures for working with youth

Discussion about social controls to prevent child abuse

Appropriate boundaries between youth and adults

Preventing youth abuse of youth

Safety Procedures to Implement during Program/Event

Ratio of supervising adults to youth

Lodging arrangements

Check-in and check-out procedures

Emergency procedures: medical needs, weather, transportation, activities

Reporting accidents

When and How to Report Suspected Child Abuse

Signs of abuse

Protocol for reporting suspected abuse

Individual is protected when report is done in good faith

Practice skills through scenarios, "When a Youth Discloses..."

#### IV. Program Data and Policy Compliance

Compliance with OSU policies and guidelines is the responsibility of the youth program leaders of each department or unit. For example, the program leader may be a program Director or Coordinator or an individual faculty member in an academic department. Program leaders will be asked on a yearly basis to verify to the **Provost** that they understand their obligations and that volunteers and staff working with youth have been vetted and received adequate training.

The following records should be kept for at least two (2) years after the youth program or event:

- Volunteer and staff contact information and whether they received a background check
- Documentation of volunteer and staff training (training agenda and volunteer-signed code of conduct are best)
- Accident and incident log for the program or event. It is a good practice to record minor accidents even if a formal accident report is not filed with the Office of Risk Management.

#### Youth Program Data Collection and Compliance Certification

OSU Youth Programs are required to submit program data and certify compliance with policies and guidelines annually. The data submission form can be found here:

<http://oregonstate.edu/precollege/osu-youth-program-data>

The youth program data collection fields are inserted below. Not all programs will be able to collect comprehensive participant data.

## **DATA COLLECTION FIELDS**

1. Program or Event Name: \*
2. Program Leader Name and Phone Number: \*
3. Program Leader Email Address: \*
4. Hosting Organization Name: \*
5. Host Organization College or Unit: \*
6. Host Organization Division: \*
7. Program Financial Sponsor
8. Event Location:
9. Brief Program Description: (100 words maximum)
10. Total number of K-12 Students served: \*
11. Contact Hours (Participants x Programming hrs): \*
12. Female Participants: Native American Participants: Latino/a Participants: African American Participants; Asian/Pacific Islander Participants: Multiracial Participants :
13. Free/Reduced Lunch Participants:
14. K-12 Teachers:
15. Parent/Guardians:
16. OSU Faculty/Staff Involved:
17. OSU Students (undergrad + grad) Involved:
18. OSU student contact hours (OSU students x Programming hrs):
19. Can your program uniquely identify participants? (i.e., do you record names, birthdays, etc.): \*
20. Policy and Guideline Compliance (program leader's name): \*

I certify to the Provost that I am responsible and accountable for my program complying with the policies stated in the OSU Youth Program Policies and Guidelines manual. I will maintain the following records for at least two years: verification that staff and volunteers received training, contact information for all staff and volunteers (including whether they passed a criminal history check) and accident/incident reports for my program. By entering my name above, I am certifying that my program is in compliance.

## **V. Responding to Suspected Child Abuse**

As of January 1<sup>st</sup>, 2013 all Oregon State University employees became mandatory reporters of child abuse. In addition, it is the policy of Oregon State University that all volunteers working with youth act in accordance with expectations for mandatory reporters. This includes expectations that they report suspected abuse, or cause a report of such abuse to be made, to law enforcement officials immediately upon witnessing or being notified of suspected abuse.

While screening procedures for employees and volunteers improve safety, timely and diligent reporting of suspected abuse is critical for ensuring safe environments. Trust your instincts; if you see

suspected evidence of abuse, report it immediately to your supervisor or Department of Human Services (DHS) Child Welfare **child abuse hotline**: 541-757-5019.

The Oregon State University Human Resources offers online training for recognizing and reporting abuse. These resources can be found here: <http://hr.oregonstate.edu/policy/child-abuse>

## **Abuse Reporting Procedure**

### **A. Child Abuse – without sexual assault/harassment element**

- Required reporting to DHS Child Welfare or local law enforcement
- Required reporting to Human Resources and Supervisor if abuse is in connection with OSU faculty, staff, property or program.
- If there is imminent threat, required direct reporting to law enforcement (OSU Oregon State Police (OSP) unit and Department of Public Safety (DPS) if in Corvallis; if not in Corvallis, local law enforcement and DPS)
- Required reporting from Supervisor to DPS for Clery Acts statistic gathering and annual reporting. For a description of Clery Act crimes see: <http://hr.oregonstate.edu/clery>

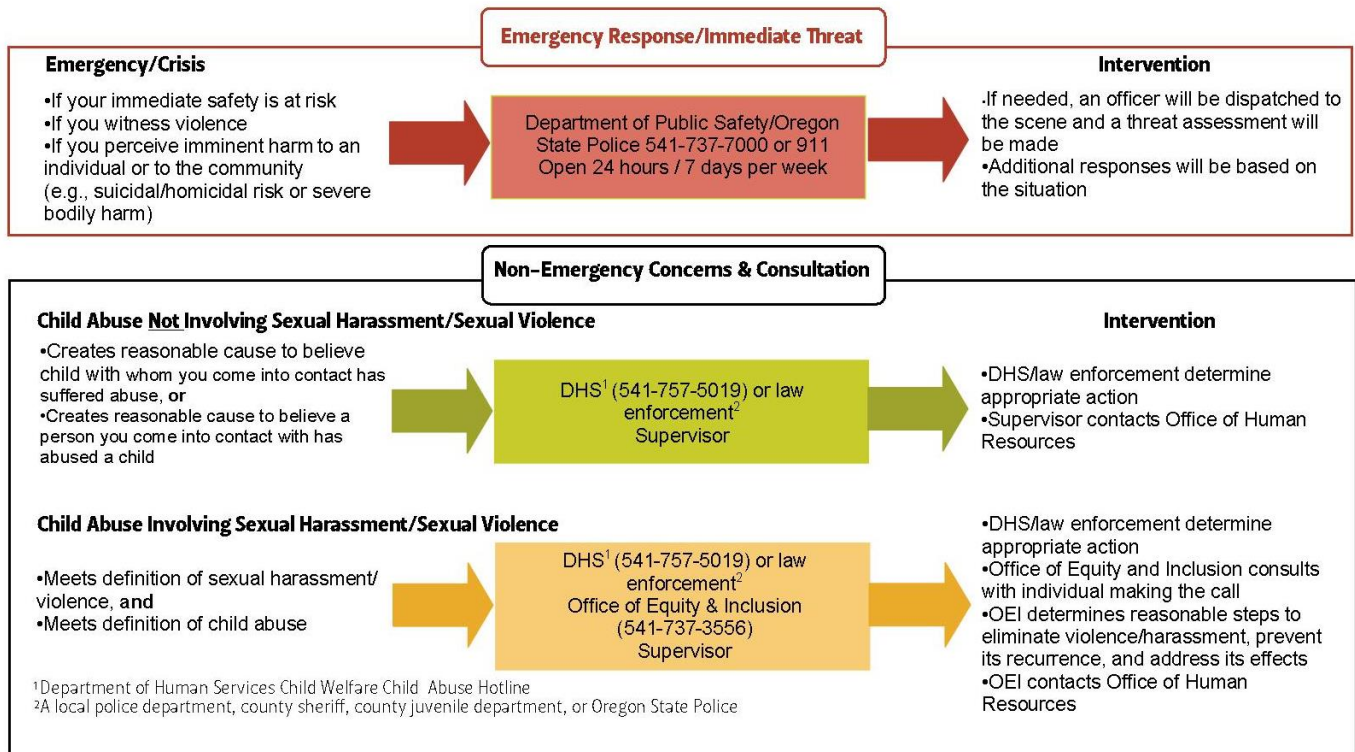
### **B. Child Abuse – with sexual assault/harassment element**

- Required reporting to DHS Child Welfare or local law enforcement
- Required reporting to Human Resources and Supervisor if abuse is in connection with OSU faculty, staff, property or program
- Required consultation with the Office of Equity and Inclusion (OEI)
- If there is imminent threat, required direct reporting to law enforcement (OSU OSP unit and DPS if in Corvallis; if not in Corvallis, local law enforcement and DPS)

### **C. Other Crimes**

- If imminent threat, required direct reporting to law enforcement (OSU OSP unit and DPS if in Corvallis; if not in Corvallis, local law enforcement and DPS)
- Required reporting to Supervisor
- If Clery Act reportable crime, reporting to DPS for Clery Act statistic gathering and annual reporting. For a description of Clery Act crimes see: <http://hr.oregonstate.edu/clery>

## Reporting Resources and Responsibilities



When responding to a youth who discloses possible sexual abuse or maltreatment a report must be filed with the Office of Equity and Inclusion, see Appendix for “Employee Guidance for Responding to Disclosures of Sexual Violence or Harassment.” For more info: <http://oregonstate.edu/oei/shp>.

For information and training on mandatory reporting, see the Office of Human Resources webpage: <http://oregonstate.edu/admin/hr/policy/child-abuse>

**Department of Human Services Child Welfare for Benton, Linn and Lane Counties:** child abuse hotline 541-757-5019 local, 866-303-4643 toll free. To find the phone number for other Oregon counties: [http://www.oregon.gov/DHS/children/abuse/cps/cw\\_branches.shtml](http://www.oregon.gov/DHS/children/abuse/cps/cw_branches.shtml)

### INTERNAL REPORTING OF INCIDENTS

To ensure an effective university-wide response, the team of people below should be notified **as soon as possible** when a significant accident has occurred or an allegation of abuse has been made. The program Leader or Supervisor should call or email the response team immediately after the initial report is made to DHS. As much information as possible should be given, including the names of the people involved, what occurred, the location and time. The university response team will strive to keep the initial reporter’s identity confidential to the full extent allowable by law.

- Viki Dimick, Office of Human Resources ([viki.dimick@oregonstate.edu](mailto:viki.dimick@oregonstate.edu)), office: 541-737-5355.
- Rebecca Gose, Office of General Counsel ([Rebecca.gose@oregonstate.edu](mailto:Rebecca.gose@oregonstate.edu)); office: 541-737-2474)
- Kyle Cole, Precollege Programs ([kyle.cole@oregonstate.edu](mailto:kyle.cole@oregonstate.edu), office: 541-737-8262, cell: 541-740-8285)
- Steve Clark, University Relations and Marketing ([steve.clark@oregonstate.edu](mailto:steve.clark@oregonstate.edu), office: 541-737-3808, cell: 503-502-8217)
- Patrick Hughes, Office of Risk Management ([Patrick.hughes@oregonstate.edu](mailto:Patrick.hughes@oregonstate.edu); office: 541-737-7340, cell: )

## SUPPORTING VICTIMS OF ABUSE

Connecting the victims of abuse with proper support services is an important goal of OSU. When an allegation of abuse has been made, refer the alleged victim and his/her family to the District Attorney's **Crime Victim Assistance Office** ([www.doj.state.or.us/victims/index.shtml](http://www.doj.state.or.us/victims/index.shtml)) in the county the allegations are reported to have occurred. The Crime Victim's Assistance Office can provide court advocacy, judicial system information and orientation. In addition, the Crime Victim's Office can provide a Crime Victim's Compensation application which may provide for long-term counseling to address the impact of the crime on the youth.

For informational brochures contact the Benton County District Attorney's Crime Victim Assistance Office: Benton County District Attorney's Office, 120 NW 4th St., Corvallis, OR 97330 • 541-766-6815

Instances involving sexual abuse or misconduct must be reported to the **Office of Equity and Inclusion** (web: <http://oregonstate.edu/oei/>, phone: 541-737-3556) in accordance with Title IX obligations. The OEI will provide survivors of sexual abuse with referrals to support services including the Center Against Rape and Domestic Violence (CARDV), OSU Counseling and Psychological Services, Student Health Services and The Employee Assistance Program.

## VI. DEFINITIONS

**Youth Program** is defined as activities and events specifically directed to children 17 years of age or younger. Youth Programs include activities and events directed towards achieving goals of youth development, academic enrichment, recreation, or enrollment in postsecondary education. Such activities and events may be conducted on- or off-campus by University faculty, staff and approved volunteers.

**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 to the child's welfare (for a full definition see ORS 419B.005: <http://www.leg.state.or.us/ors/419b.html>).

**Child sexual abuse**-involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact that is accomplished by force or threat of force, regardless of the age of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity. Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.”<sup>1</sup>

**Child and Youth** - in this document the terms “child” and “youth” are used interchangeably and are defined broadly to include minors under the age of 18.

## VII. FREQUENTLY ASKED QUESTIONS

### What is a “Volunteer”?

A volunteer is a person that:

- OSU appoints in writing to perform official OSU business; and
- Receives no remuneration for his/her services to OSU; and
- OSU receives the primary benefit from the work performed by the volunteer; and
- Works at OSU’s request or consent under OSU’s direction and control.

### What protection does OSU afford a volunteer?

ORS 30.285(1) says: "A public body will defend, save harmless and indemnify any of its officers, employees and agents... arising out of an alleged act or omission occurring in the performance of duty."

OSU volunteers are considered agents of OSU so long as:

- There is a clearly written position description for the volunteer; and
- The volunteers are trained to operate within their assigned duties.

OSU would not consider volunteers agents of OSU under the following circumstances:

- The volunteer is serving only his or her own interest.
- The volunteer is only serving the interest of another organization.
- The volunteer is clearly operating outside the scope of his or her duties.

### Volunteers and Motor Vehicle Liability

If a volunteer uses a personally owned vehicle in the course of their duties, they are required to have automobile liability insurance to provide primary coverage for any accidents involving that vehicle. State provided automobile liability coverage will apply on a limited basis only after primary coverage limits have been exhausted. If driving duties are part of the volunteers written position description, he or she may use an OSU motor pool vehicle. Motor pool vehicles are covered by the State of Oregon Insurance Fund.

## **Volunteers and Worker's Compensation Insurance**

Generally, worker's compensation insurance is not available for volunteers. If the volunteer is an official volunteer and has signed the Conditions of Volunteer Service form, there is some medical coverage available. This coverage is limited to only injuries due to an accident while performing the volunteer duties.

## **Volunteers and Reporting an Accident**

Volunteers must report all accidents to their supervisor immediately.

## **Oregon State University Conditions of Volunteer Service**

This form must be signed by all volunteers in order for them to be recognized as agents of OSU. This recognition provides the protections noted above.

FORM: [http://risk.oregonstate.edu/sites/default/files/volunteer\\_form\\_rev8.26.pdf](http://risk.oregonstate.edu/sites/default/files/volunteer_form_rev8.26.pdf)

## **What is "Special Event Insurance"?**

Special Event Insurance covers accident medical expense benefits to persons who are generally not affiliated with the University but participate in University-sponsored short-term programs/events/activities. Such events/activities include but are not limited to sports camps for minors, non-sports clinics, 4-H events, and trips or tours for adults.

### **When does my program need Special Event Insurance?**

You need Special Event Insurance when:

- a) Your program/event/activity is **held at OSU, or an OSU facility** (e.g., Hatfield Marine Science Center)
- b) Your program/event/activity is officially sponsored by OSU and **held at a non-OSU facility** (e.g., a school)
- c) Participants are NOT affiliated with OSU (i.e., they are NOT OSU students, staff or faculty)
- d) Participants are NOT participating in a K-12 school-sponsored program (e.g., NOT on a school-sponsored field trip).

### **When does my program NOT need Special Event Insurance?**

You do not need Special Event Insurance when:

- a) Your program/event/activity is **held in a facility not owned or leased by OSU** (e.g., K-12 school or Boys and Girls Club) **AND** your program/event/activity is not sponsored by an OSU Department, Program or faculty/staff member.
- b) Participants are part of a K-12 school-sponsored program (e.g., field trips and tours)

### **What is the cost for the Special Event Insurance?**

Less than \$2/participant or spectator

### **How do I purchase Special Event Insurance?**

Special Event Insurance must be purchased PRIOR to the program/event/activity. To learn more:

<http://risk.oregonstate.edu/insurance/special>

## VIII. Appendix

### OSU Downloadable Forms

- **OSU Conditions of Volunteer Service Form** <http://risk.oregonstate.edu/insurance/volunteer>  
(NOTE: short term volunteer form for group events is on pages 27-28 of this manual)
- **OSU Reports of Accident/Illness Form** <Http://oregonstate.edu/admin/hr/benefits/roa.pdf>
- **Criminal History Check Release Form:** <http://oregonstate.edu/admin/hr/team/forms/BGChkRlse.doc>
- **Employee Guidance for Responding to Disclosures of Sexual Violence or Harassment**  
[http://oregonstate.edu/oei/sites/default/files/sh\\_sv\\_response\\_final06.26.12.pdf](http://oregonstate.edu/oei/sites/default/files/sh_sv_response_final06.26.12.pdf)

## Youth Program Liability Waiver and Media Release

NOTE: The “**ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY FOR YOUTH PROGRAMS**” below was developed in collaboration with the Office of Risk Management and Office of General Counsel in December 2012. **The waiver must be used with the EXACT WORDING as it appears below (font size may be changed):**

### ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY FOR YOUTH PROGRAMS

PROGRAM: [insert program name]	ACTIVITY: [insert general activity description]
--------------------------------	---

*Please read this Acknowledgement of Risk and Waiver of Liability for Youth Program carefully and in its entirety; it is a binding legal document.*

*Return signed forms to [Insert Program Name/Address]: \_\_\_\_\_*

By signature, with full knowledge of the facts and circumstances surrounding the ACTIVITY, I acknowledge my child's participation in the ACTIVITY may expose him/her to actions, events, and environments that may be hazardous to his/her person and/or property. I acknowledge that I am solely responsible for any action that my child may participate in associated with this ACTIVITY or around this ACTIVITY, regardless if occurring before, during or after the period of the ACTIVITY.

I have adequate applicable insurance necessary to provide for and pay any medical costs that may directly or indirectly result from my child's participation in the ACTIVITY, or otherwise understand that I am solely responsible for any medical costs that may directly or indirectly result from my child's participation in the ACTIVITY. I understand that there may be participant insurance available for some camps/clinics and if so, that information will be shared with me for processing and handling of any claims.

I will indemnify and hold the State of Oregon, acting by and through the State Board of Higher Education, on behalf of Oregon University System and Oregon State University, its employees, directors, officers, and agents (hereafter referred to as UNIVERSITY) harmless with respect to any and all claims, injuries, and costs associated with my child's participation in this ACTIVITY.

It is my express intent that this Acknowledgement of Risk and Waiver of Liability shall bind my spouse, the members of my family and my estate, heirs, administrators, personal representatives and assigns. I further agree to save and hold harmless, indemnify and defend the UNIVERSITY from any claim by the aforementioned parties arising out of my participation in the ACTIVITY.

I recognize and acknowledge that the UNIVERSITY makes no guarantees, warranties, representations, or other promises relative to the ACTIVITY, and assumes no liability or responsibility for injury or property damage that my child may sustain as a result of participation in the ACTIVITY.

I further understand and agree that this is a release of liability and indemnity agreement, and it is intended to be as broad and inclusive as permitted by law. If any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and legal effect.

### SIGNATURES

In signing this Acknowledgement of Risk and Waiver of Liability I hereby acknowledge and represent: (a) that I have read this document in its entirety, understand it, and sign it voluntarily; and (b) that this Acknowledgement of Risk and Waiver of Liability is the entire agreement between the parties hereto and its terms are contractual and not a mere recital. Further, I certify that I am the parent or legal guardian of the above-named participant in the ACTIVITY. On behalf of myself and my spouse, partner, co-guardian or any other person who claims the participant as a child. I acknowledge that my child and I have agreed to the terms and conditions of my child's participation in the ACTIVITY, and I hereby give my consent to participation by my child in the ACTIVITY, and to receive medical treatment determined to be necessary. I further agree to hold harmless, indemnify and defend the UNIVERSITY from and against all claims, demands or suits that my child has or may have.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

(continued from previous page)

#### **MEDIA RELEASE**

I recognize and acknowledge that UNIVERSITY may record my child's participation and appearance in ACTIVITY on any recorded medium (including, but not limited to video, audio, photos) for use in any form. I authorize such recording and release UNIVERSITY to use my child's name, likeness, voice, and biographical material to exhibit or distribute such recordings in whole or part without restrictions or limitations for any educational or promotional purpose. No signature below represents my choice to opt out of this media release.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
(ORM Rev. 12.04.12)

### **Example Youth Program Volunteer and Staff Code of Conduct**

*This Code of Conduct is an example that Hatfield Marine Science Center (HMSC) uses to state expected professional relationships between staff and children. It includes staff/staff interactions as well as staff/children interactions. The care and safety of other people's children is our number one priority. Your safety as staff, volunteers and program participants is of equal importance to us. Your signature on this document is acknowledgment that you understand the contents and are in complete agreement.*

1. At no time during a program may any staff, volunteer or program participant be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them. Do not isolate a single child for discussion or discipline unless you are clearly visible in a public area.
2. Staff must never leave a child alone and unsupervised.
3. Bathroom supervision of children must always occur with another staff member or group chaperone within sight or hearing distance. Do not enter these areas when in use by a child of the opposite sex except when summoned in an emergency. Do not enter these areas when in use by a single child of any sex without others present.
4. Staff must not abuse children including:
  - Physical abuse- to strike, spank, shake, slap
  - Verbal abuse- to humiliate, intimidate, threaten
  - Sexual abuse- to inappropriately touch or speak
  - Mental abuse- to shame, withhold kindness, be cruel
  - Neglect- to withhold food, water, basic care such as medical or bathroom needs
5. Staff will respect a child's right not to be touched in ways that make them feel uncomfortable. Children are not to be touched between their waist and knees, front and back and the chest for a girl.
6. Staff should use positive techniques of behavior management, including redirection, positive reinforcement, and encouragement. Physical restraint is used only when necessary to protect the child or other children from harm, and must be documented with your supervisor and director.
7. Staff will respond to children, other staff and parents with respect and consideration and treat all children equally regardless of gender, race, religion, sexual orientation, economic background, or any type of physical or mental ability.
8. Staff members will refrain from intimate displays of affection towards other staff in the presence of children, parents, and staff.
9. Staff must appear clean, neat, and appropriately attired at all times. So that staff may be distinguished from guests, staff are required to wear staff shirts, vests, or their name badge while working.

10. Using, possessing, or being under the influence of alcohol, or illegal drugs during working hours is prohibited. The use of prescription drugs that may impair your judgment during working hours is also prohibited; see your supervisor so that your shift may be covered if you require them.
11. Smoking or use of tobacco in the presence of children or participants is prohibited.
12. Profanity, inappropriate jokes, and sharing intimate details of your personal life in the presence of children, or participants are prohibited. Doing such with other staff is unprofessional and always is at risk of being overheard.
13. Staff members must be free of contagious conditions that may adversely affect any child's physical or mental health and must not act in any way that adversely affects a child's physical or mental health. See your supervisor if you are too sick or stressed to work. And, please contact the Office of Equity and Inclusion if you have a physical or mental disability and believe you need reasonable accommodation to safely and effectively perform your duties.
14. Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
15. Staff members may not be alone with children they meet in OSU programming outside of OSU work. This includes babysitting, tutoring, sleepovers, inviting children to your home or taking them places. Any exceptions require a written explanation before the fact and are subject to the supervisor's knowledge and approval. Parents or guardians requesting your services directly should be referred to your supervisor.
16. Giving children personal contact information, including, but not limited to social networking websites, personal e-mail or home addresses and phone numbers is prohibited, unless exempted in writing by your supervisor.
17. Posting photos or info about children without parent or guardian permission is prohibited.
18. Staff members must not transport children in their personal vehicle in their job duties.
19. Under no circumstances should staff release day camp children to anyone other than the authorized parent, guardian, or other adult as documented by the parent or guardian on file.
20. Staff members are required to immediately report any instances of child abuse or neglect, whether at home, or during OSU programming to their supervisor. Suspicion or concerns about the possibility of abuse should also be reported to your supervisor. Your supervisor will make the call to the local Youth and Family Services.
21. In the event that a child discloses that they have been abused, listen to them but under no circumstances can you tell them that you will not disclose the information that they gave you. Ask no questions of any kind and recite the following four statements:
  - Thank you for telling me
  - I believe you
  - You have done nothing wrong
  - I will get help for you (not I will help you)

## Reference Form for Volunteer Applicant

### Oregon State University

NAME: \_\_\_\_\_ is applying to be a volunteer with the OSU \_\_\_\_\_  
\_\_\_\_\_ Program, and has given your name as a reference.

OSU asks for your help in selecting well-qualified people to serve in volunteer roles. Please complete and return this reference form as quickly as possible. To the extent allowed by law, information you provide will be treated in a confidential manner.

If you have questions or additional comments, you are welcome to call (name) \_\_\_\_\_ at the local office (phone number only) \_\_\_\_\_.

1. How long have you known the applicant? \_\_\_\_\_ Years / \_\_\_\_\_ Months
2. What is your relationship to the applicant? \_\_\_\_\_
3. Please rate how you would rate the applicant in each of the following qualities:

	Excellent	Good	Fair	Poor	Unknown	Comments
Understands children						
Communication skills						
Personal initiative						
Respect for others						
Positive attitude						
Sense of fairness						
Role model						
Sensitivity						
Flexibility						
Resourcefulness						
Patience						
Dependability						
Ability to complete a task						
Ability to organize						
Enthusiasm						
Sense of humor						

***Please share your impressions and knowledge of the applicant's qualifications for a volunteer role, by using specific examples whenever possible.***

4. Describe how well the applicant interacts and works with children/youth:
5. Describe how well the applicant interacts and works with adults:
6. How would you describe the applicant's ability to handle records and/or money?  
\_\_\_\_\_ Very good. I would trust this person with my organization's money and financial records.  
\_\_\_\_\_ Fair. The person would do O.K., but would need some help.  
\_\_\_\_\_ Poor. Handling money and financial records is a problem for this person.  
\_\_\_\_\_ Not Applicable
7. What other strengths would this applicant bring to a volunteer role in a program like this?

- Reference Name: \_\_\_\_\_ Phone: \_\_\_\_\_
- Address: \_\_\_\_\_  
(RR, Str., Apt.) (Town) (State) (Zip)
- E-Mail: \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Volunteer Reference Form by mail, e-mail, or fax to:**

## Volunteer Reference Check via Phone

is applying for a volunteer position, to work with youth in OSU Programs as a

***(The applicant) has given your name as a reference.***

***I would like to ask you several questions.***

***Do you have a few minutes to talk? (pause)***

**Thank you. Your comments will be confidential.**

- If yes, please describe: \_\_\_\_\_

- 24

10. (Use this question if it relates to the volunteer role.) How would you describe (the applicant's) ability to keep records, provide reports, and/or handle money?

11. What are (the applicant's) greatest strengths and weaknesses as they relate to working with people (youth or adults)?

Strengths

Weaknesses

12. Would you be willing to place your child, or any other child for whom you are responsible, in his/her supervision? \_\_\_\_\_ Yes \_\_\_\_\_ No Why or why not?

13. Do you know any reason why this person should **not** be considered for this volunteer role?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain:

14. Would you recommend this applicant for this position?

( ) Very Strongly ( ) Yes ( ) With Some Hesitation ( ) No

Comments:

---

Reference Name: \_\_\_\_\_

Interviewed By: \_\_\_\_\_ Date Interviewed: \_\_\_\_\_

Revised February 2012  
M. Lesmeister

## Questions for Screening and Selecting Employees and Volunteers

The following questions may be used in a written application or personal interview. A single answer should not determine whether an applicant is selected or rejected. Along with other forms of information, answers to these questions can help you build a more complete picture of an applicant.

- ***What type of supervisory situation do you prefer?***

If applicants are very independent, they may not fit in an organization whose policies and procedures require close supervision.

- ***What age/sex of youth do you want to work with? How would you feel about working with a different age/sex?***

If an applicant seems fixated on one age/sex, be wary. However, it may be that the applicant has experience or is gifted with working with certain age groups. Asking follow-up questions about why an applicant has a strong preference can help you determine if there is cause for concern.

- ***Is there anyone who might suggest that you should not work with youth? Why or why not?***

- ***Why do you want the job?***

- ***What would you do in a particular situation?***

Set up scenarios that involve potential concerns, boundary issues, or youth protection policies and interactions to gauge the applicant's response. Be concerned if applicants disregard the organization's policies and procedures or handle a situation poorly.

- ***What makes you a good candidate for working with youth? What would your friends or colleagues say about how you interact with youth?***

- ***What other hobbies or activities do you enjoy?***

Determine if applicants have mature, adult relationships—not just relationships with youth.



## CONDITIONS OF VOLUNTEER SERVICE

Office of Risk Management  
(541) 737-7252

As a volunteer working at Oregon State University (OSU), you need to understand the extent to which you are covered by insurance for liability and personal injury or illness. Please read the following carefully and sign below.

### TORT LIABILITY

OSU will indemnify and defend you against civil actions for injuries or damage to the person or property of others, subject to the following general conditions:

1. You are working on an OSU task assigned by an authorized OSU supervisor;
2. You limit your actions to the duties assigned (defined in the assigned duties section below); and
3. You perform your assigned duties in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

The conditions and limits of this protection are stated in the Oregon Tort Claims Act, ORS 30.260 – 30.300.

### VOLUNTEER INJURY COVERAGE (VIC)

**Worker's compensation coverage is not provided.** However, OSU has an injury protection plan to cover injuries of authorized volunteers in excess of the volunteers' own insurance coverage (i.e., personal medical insurance). It is limited to injuries resulting from the volunteer acting within the course and scope of his/her assigned duties.

### REPORTING RESPONSIBILITY

Any time you are involved in any accident or injury to person or property while performing assigned duties, you **MUST** inform your immediate supervisor as soon as possible.

### WAIVER OF LIABILITY

As an authorized OSU volunteer, I understand that OSU will provide limited medical and accidental death, dismemberment and disability coverage for me in the event I suffer injury due to an accident while performing authorized volunteer duties. In exchange for the coverage, I, for myself, my heirs, executors, administrators and assigns, release and forever discharge OSU from any and all demands or claims for damage or injury, from any cause of suit or action, known or unknown, that I may have against OSU or its officers, agents or employees, and from all liability under the Oregon Tort Claims Act, ORS 30.260 – 30.300, for any and all harm or damage to my health in any matter resulting from or arising out of my volunteer activities. This release does not extend to or waive any rights I may have under the Oregon Tort Claims Act, ORS 30.260 – 30.300 to defense and indemnification from any demand, claim, suit or action brought against me, or liability I may be subject to, or arising out of my authorized volunteer activities.

**Note: This form may only be used if ALL volunteers are performing the same volunteer activities identified in the "Job Description". Minors must have parental consent and must use the individual form.**

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS OF VOLUNTEER SERVICE AND WAIVER OF LIABILITY. I CERTIFY THAT ANY PERSONALLY OWNED VEHICLE USED IN THE COURSE OF MY VOLUNTEER DUTIES ARE INSURED IN ACCORDANCE WITH OREGON INSURANCE REQUIREMENTS. I UNDERSTAND THAT IN ORDER TO RECEIVE THE PROTECTIONS SET FORTH IN THIS AGREEMENT, THE FOLLOWING MUST BE FILLED IN COMPLETELY AND APPROVED BY AN AUTHORIZED OSU REPRESENTATIVE.

**JOB DESCRIPTION:**[illegible]

## Youth Safety “Culture of Responsibility” (CoR) Principles

Rev 5.8.2013

Oregon State University Youth Programs are dedicated to offering physically, psychologically and emotionally safe environments for all youth. Ensuring comprehensive safety requires more than simply following a list of policies and precautions; we must adopt a shared set of values and practices defining a “culture of responsibility” (CoR) for youth safety.

### CoR Principles

- **Sharing:** All community members (*program leaders, staff, volunteers and youth participants*) share responsibility for assuring safety at all times.
  - Safety is part of daily conversation in designing, delivering, and enhancing programs.
  - CoR safety principles (Sharing, Understanding, Acting) are communicated as an integral aspect of each program.
- **Understanding:** All community members understand the expectations, responsibilities and opportunities to create a safe environment.
  - It is each member's responsibility to address unsafe practices and procedures.
  - Members understand that safety is situational. Ongoing training allows the adaptability necessary to be prepared, attentive and responsive.
- **Acting:** All community members act to resolve safety concerns in a timely fashion and follow mandatory reporting requirements.
  - Members practice open, honest communication and are aware of effective reporting pathways to address safety concerns without repercussions.
  - Community members are expected to hold each other to high standards of practice and engage in challenging conversations to elevate program safety.

### Integrating CoR Principles into our programs

- Leaders, staff and volunteers foster open communication and hold each other to high standards. Hierarchical barriers to communication are broken down.
- Proactively design collective responsibility, high standards and best practices into each youth program.
- Our community offers professional development and leadership training to enable the design and delivery of safe programs.

## Example Precollege Programs Short Staff Safety Training

Rev 6.9.2014

Oregon State University Youth Programs are dedicated to offering physically, psychologically and emotionally safe environments for all youth. Ensuring comprehensive safety requires more than simply following a list of policies and precautions; we must adopt a shared set of values and practices defining a “culture of responsibility” (CoR) for youth safety.

NOTE: This is an abbreviated training worksheet. For full details, please see the OSU Youth Program Policies and Guidelines manual here: <http://oregonstate.edu/precollege/support-services>

### Culture of Responsibility (CoR) Principles

- **Sharing:** All program members (*program leaders, staff, volunteers and youth participants*) share responsibility for assuring safety at all times.
  - Safety is part of daily conversation in designing, delivering, and enhancing programs.
  - CoR safety principles (**Sharing, Understanding, Acting**) are communicated as an integral aspect of each program.
- **Understanding:** All program members understand their expectations, responsibilities and opportunities to create a safe environment.
  - It is each member's responsibility to address unsafe practices and procedures.
  - Members understand that safety is situational. Ongoing training allows the adaptability necessary to be prepared, attentive and responsive.
- **Acting:** All program members act to resolve safety concerns in a timely fashion.
  - Members practice open, honest communication and are aware of reporting pathways to address safety concerns without repercussions.
  - Program members hold each other to high standards of practice and engage in challenging conversations to elevate program safety.

### Supervision Guidelines

- The **recommended supervision ratio** for on-site programs is one staff or volunteer for every ten youth (1:10). If the youth participants are younger than 3rd grade (or 8 years old), the recommended ratio is one staff or volunteer for every five youth (1:5).
- Faculty, staff, and volunteers should **avoid situations where they are alone with one, unrelated youth**. Another faculty, staff and/or volunteer should be made aware prior to an unavoidable one-on-one event. A “Two Deep” policy where two or more adults are present with youth at all times is highly recommended.
- 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. Under these circumstances staff or volunteers should respect youth privacy but remain within hearing supervision by waiting nearby. Send youth to bathroom in groups of 3-5 to reduce risk.
- To avoid youth-youth abuse, **youth should not be left alone with another unrelated youth for more than a few minutes**. For example, avoid prolonged periods in bathrooms or changing rooms where youth are not under visual supervision. Groups of 3-5 youth are safer than 2.

## Appropriate Behavior and Boundaries

- Share your enthusiasm! This is your chance to inspire future scientists and engineers—make the most of your time with them.
- Model respectful behavior for the participants, other staff and volunteers. Avoid inappropriate adult conversations and topics, including adult-oriented jokes or discussion of sexual interactions.
- Disciplinary measures never include use of physical punishment or failure to provide necessities of care, such as food, water or shelter. Nor should punishments single out an individual for group ridicule.
- Observe the physical and emotional state of youth each time they participate in a program. Signs of injury or suspected child abuse must be reported (see section below).
- Bullying, hazing or secret initiations are never allowed. Maintain adult-youth boundaries. Staff should ensure that programs are psychologically and emotionally safe for everyone, in addition to physically safe.

## “Gray Area” Boundaries

Below is a list of frequently encountered areas of concern related to appropriate boundaries. None of these areas is always a definite indication of a problem. In fact, when done publicly and with proper supervisor approval, many would be considered well-intentioned and positive. However, when done without proper consideration and approval, they can be indicative of an adult or youth forming the beginnings of an inappropriate relationship.

- **Social media** communication with youth: Twitter, Facebook, Myspace, etc.
- **Cell phone** communication, including texting.
- **Discussing personal issues** and information with youth or within earshot of youth. This includes any subject that one would normally discuss with a same-age friend: i.e. relationships, finances, family, gossip-type information, etc.
- **"Holding contracts" with youth.** Holding a contract with a youth means agreeing to keep a secret with a youth, however innocuous it may seem. Example: Staff A observes Youth X taking an extra snack despite instructions that it is one snack/camper. Staff A responds by saying "It's a good thing only I saw you, Staff B would be really mad." Two things happen as a result. First, Staff A now has leverage with which to manipulate Youth X and Youth X now knows that Staff A is willing to operate outside the authority of the other staff. This is one of the most common precursors to deviant behavior by adults and youth.
- **Physical contact.** This issue has a great deal of complexity and requires some training. Training points include public/private contact, gender awareness, age awareness, frequency and the "needy" youth, awareness of one's own needs, the role of horseplay, etc.
- **Consistent application of authority among youth.** It is human nature to relate more closely to some youth than others. However, it becomes a boundary issue when adults apply their authority inconsistently and some youth receive consideration not available to others.

## Media Policy

Advances in technology are enabling new forms of social interaction that may extend beyond the appropriate use of cameras or recording devices. The following policies are meant to ensure the appropriate use of digital media:

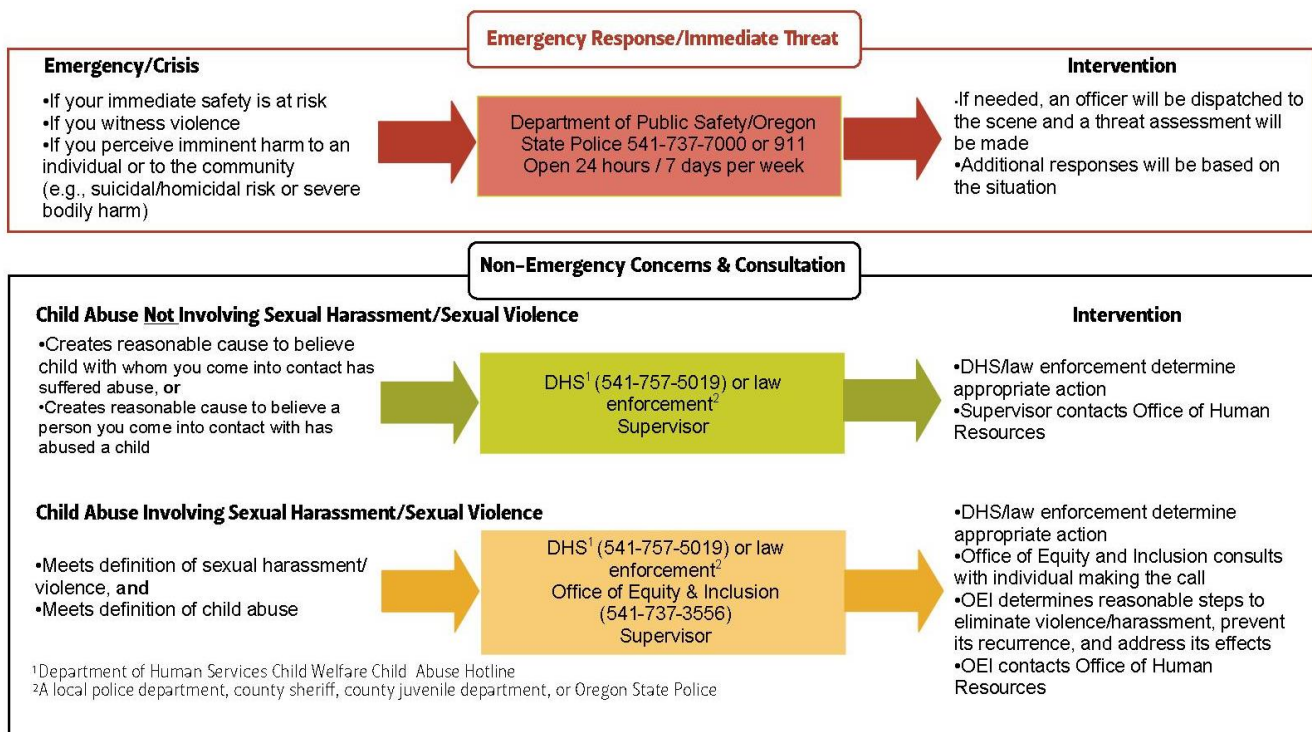
- **Inappropriate use of cameras, imaging, cell phones or digital devices is prohibited.** It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms or other areas where privacy is expected by participants.

## Reporting Suspected Child Abuse

All OSU Youth Program staff, volunteers and contractors are mandatory reporters of child abuse. This means we are required to report suspected abuse to appropriate agencies immediately upon witnessing or being notified of suspected abuse. For information and training on mandatory reporting, see the Office of Human Resources webpage: <http://oregonstate.edu/admin/hr/policy/child-abuse>

As part of our CoR Principles, timely and diligent reporting of suspected abuse is critical for ensuring safe environments. Trust your instincts; if you see suspected evidence of abuse, report it immediately to your supervisor (Amas Aduviri) and the Department of Human Services (DHS) Child Welfare child abuse hotline: 541-757-5019.

## Reporting Resources and Responsibilities



**Youth Program Scenarios: What would you do in these situations?**

- 1) One of your students is monopolizing your attention and is clearly developing a crush on you.
- 2) One of your students is withdrawn and not participating in the activities.
- 3) You arrive at an activity and two of your students are missing.
- 4) A student smashes their finger in a door while fooling around.
- 5) One of your students left her backpack at the last activity and wants to go back and get it.
- 6) The teacher chaperone for your group does not participate in activities.
- 7) One of your students constantly wants hugs.
- 8) One of your students is using foul language and misbehaving and won't stop when you ask them to.

## Example volunteer training for low-risk events (Rev 5-26-15)

### [EVENT NAME AND DATE]

Please read the following policies and procedures, then sign and return the form to [supervisor name].

- 1) Share your enthusiasm! This is your chance to engage future scientists and engineers.
- 2) Model respectful behavior for the participants and other volunteers. If a participant has a behavior issue, notify their teacher/chaperone for disciplinary action.
- 3) In case of accident or emergency:
  - If there is a serious injury or imminent threat, call 911 immediately.
  - Notify Margie Haak or your station supervisor and they will make an accident report.
- 4) Try to avoid being alone with a participant. If there is an emergency, ask a teacher/chaperone to attend to the child with you while another volunteer notifies Margie Haak or another supervisor immediately.
- 5) Try to avoid physical contact with youth unless necessary for the station activity (for example, helping a student to focus a microscope or spinning a student in the centrifugal chair).

### Responding to Suspected Child Abuse

OSU youth program volunteers are required to report suspected child abuse. This includes any assault, physical or mental injury (other than accident), rape, incest, sexual abuse, negligent treatment, maltreatment or subjecting the child to risk of harm to their welfare. If you witness or suspect child abuse:

- 1) Notify Margie Haak or another program supervisor.
- 2) Call the Department of Human Services (DHS) Child Welfare **child abuse hotline**: 541-757-5019 and/or OSU Department of Public Safety: 541-737-3010.
- 3) If the abuse was sexual in nature, also notify Roni Sue in the Office of Equity and Inclusion: 541-737-0868.

Note: registered sex offenders are not allowed to participate in OSU youth programs.

☐ I am NOT a registered sex offender and I am not required to register on any state sex offender list. Misrepresentation on this point is subject to discipline through the Student Conduct and Community Standards Office, which may impose sanctions up to and including suspension or expulsion from OSU.

By signing here, I acknowledge that I understand and will abide by the above policies and procedures.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PHONE: \_\_\_\_\_

## References and Resources

- 1) Myers JEB, Berliner L, Briere J, Hendrix CT, Jenny C, Reid TA, editors. The APSAC handbook of child maltreatment. 2nd ed. Thousand Oaks (CA): Sage Publications; 2002. p. 55.
- 2) Saul J, Audage NC. Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures. Atlanta (GA): Centers for Disease Control and Prevention National Center for Injury Prevention and Control; 2007.
- 3) Accreditation Standards for Camp Programs and Services American Camp Association; 2012. Includes sample staff application form and voluntary disclosure form [www.acacamps.org](http://www.acacamps.org)
- 4) The Guide to Safe Scouting by the Boy Scouts of America. Updated quarterly at: <http://www.scouting.org/HealthandSafety/GSS.aspx>.

## OSU Youth Program Compliance Check List

Updated 2/21/13

The following checklist covers the required procedures for offering a youth program at OSU. Policy details can be found in the Youth Program Policies and Guidelines (YPPG) manual. Questions can be directed to Kyle Cole ([kyle.cole@oregonstate.edu](mailto:kyle.cole@oregonstate.edu), phone: 541-737-8262)

### **Before your program starts:**

Hiring staff and volunteers (YPPG pg.10)

- ☐ Volunteer Application and Reference Forms (3 references recommended)
- ☐ Conditions of Volunteer Service (Short term service: YPPG pg. 27; extended service form link: pg. 19)
- ☐ Criminal history checks (YPPG pg. 8 and release form link pg. 19)

Staff and Volunteer Training (minimum 2 hours)

- ☐ Supervision policies (YPPG pg. 4-6)
- ☐ Appropriate boundaries and social controls (YPPG pg. 7)
- ☐ Media policy (YPPG pg. 7)
- ☐ Emergency and abuse reporting procedures (YPPG pg. 13-15)

- ☐ Liability waiver and media release for each participant signed by their parent or guardian (YPPG pg. 20-21)
- ☐ Special Event Insurance (purchase from the Office of Risk Management prior to your event)
- ☐ Contracts from off-campus facilities or vendors must be signed by Office of Procurement and Contract Services (<http://pacs.oregonstate.edu/contracts>).

### **During your program:**

- ☐ Follow recommended supervision ratios and procedures (YPPG pg. 4-5)
- ☐ Program logbook of incidents and accidents (YPPG pg. 12)

### **After your program:**

- ☐ Submit actual number of participants to the Office of Risk Management for Special Event Insurance
- ☐ Retain participant and program records for two years (YPPG pg. 12)
- ☐ Submit program data for annual report here: <http://oregonstate.edu/precollege/osu-youth-program-data>