AUBURN UNIVERSITY

YOUTH PROTECTION PROGRAM

334-844-2626 • aub.ie/youth • youthprotection@auburn.edu

Key Definitions

Youth Programs are:

(1) programs, events, activities, or endeavors offered by academic or administrative units of the University; or by student organizations or other University-affiliated organizations; or by External Entities using University facilities;

(2) that are designed to serve minors under age 19 who are not enrolled or accepted for enrollment at the university; and

(3) during which parents or guardians are not expected to be responsible for care, custody, and control of the minors.

Exclusions may be found in the Youth Protection Policy.

Youth Program Personnel includes the Program Director, staff, and volunteers other than support personnel who do not directly interact with Program Participants. Personnel should be 19 or older, unless an exception is granted.

Authorized Program Staff are counselors, coaches, instructors, etc. who have **direct contact** with minors by providing care, supervision, instruction, guidance, oversight, or control of the minors, or by having routine interaction with minors in a Youth Program.

Supervised Program Staff must be supervised by Authorized Program Staff at all times.

One-On-One Contact is personal, unsupervised interaction between any Youth Program Personnel and an individual Program Participant without at least one other Youth Program Personnel or the Program Participant's parent/guardian present.

Program Registration

Register in the Campus Event Planning System. You will receive an email from the Youth Protection Portal requesting additional information such as:

- The number of minors and their age ranges
- Personnel list
- Participant list (if available; if not, submit once finalized)
- Program itinerary/agenda
- Flyers, brochures, or other information about the event
- Registration forms, waivers, medical forms, etc. being used by the Program.

On-campus summer programs must also register with the Summer Planning Committee.

Virtual Programs

Virtual programs are still considered "Youth Programs" and must comply with the Youth Protection Policy. Use this waiver for a virtual program and review the Guidelines for Virtual Youth Programs.

Training

All program personnel (including the Program Director, staff, and volunteers) must take **annual** Youth Protection training.

- Registration Instructions for Online Training
- If you have previously registered, visit the United Educators Online Training Website.
- The only required course is "Protecting Children: Identifying and Reporting Sexual Misconduct."
- Groups may request in-person training in lieu of the online module.

Background Checks

All Authorized Program Staff must have successfully completed a criminal background check **within the last 3 years.** To set up a background check account for your program, submit this form.

You may also use the optional personal reference checks and these sample screening questions.

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Program Operation

- Develop program rules, which must include the program rules listed on p. 5 of the Guide.
- Follow the Rule of Threes: Do not have one-on-one interactions with a minor in person or in electronic communications. If any activity requires one-to-one interaction, these interactions must take place in a location that is open, observable, and interruptible.
- Follow the supervision ratios on p. 16 of the Guide. An Authorized Program Staff member who is at least 21 years old must be accessible to participants and must reside in the housing unit if the program is an overnight program.
- Make sure at least 2 personnel are registered for AU ALERT.
- Develop a plan for communicating with parents about emergencies. You may use the Parent Handbook Guide.
- Volunteers, including employees who are volunteering off-the-clock for program duties outside the scope of their job duties, must sign the Volunteer Waiver.
- Train personnel on emergency plans, the topics listed on pp. 12-13 of the Guide, and the behavior standards listed on pp. 17-18 of the Guide.
- Review and follow the Fleet Safety Policy and 12-15 Passenger Van Policy, if applicable.
- Have approval from the Office of Trademark Management & Licensing for marketing and advertising materials.
- Report emergencies; crimes; child abuse or neglect; and any injuries, incidents, or accidents. See p. 19 of the Guide.
- Maintain records of the event. See p. 19 of the Guide.

Participant Forms

A parent/guardian must sign forms and waivers on behalf of a participant under age 19 or a participant who otherwise lacks the capacity to enter into a binding agreement. Electronic signatures are acceptable, and this information may be incorporated into an online registration. Check with your department's Information Technology specialist or OIT regarding secure methods of storing information.

- Use the General Information Form or your own similar form to register participants and collect emergency contact and pick-up information.
- Use the Youth Program waiver for in-person programs. Virtual programs must use this waiver.
- Use the media/photo release, if applicable.
- Use the Medical Information and Release Form. Be sure to store this information securely. Review the forms to allow time to accommodate special needs or food allergies.
- For programs over 4 hours long, follow the medication management procedures in the Guide. Have parents complete the Self-Administration of Prescription of Medication Form, and record every time a participant takes medication.
- If over-the-counter medication will be available for participants, use the Over-the-Counter Medication Form.