



## Youth Program Guide

2024



### Youth Program Staff Responsibilities

**Manage** a good program (hiring, scheduling, registering the program, training and follow up)

**Prevent** opportunities for abuse to occur

**Observe** participants for red flag behavior

**Report** any red flag behavior or conduct code violations

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# Introduction to the Youth Protection Program

This guide is designed to answer policy/program questions and clearly define how to host a successful summer camp/program from application to departure.

The UM Universities annually host camps and programs for youth under 18. Along with your efforts, diligence and enthusiasm, the Youth Protection Program (formerly the Protection of Minors Program) creates a safe and positive experience for them. This guide will familiarize you with your role and responsibilities.

For questions about the policy or youth programs generally, please contact the UM System Youth Program Representative:

JoAnne Flowers  
Manager, Youth Program  
Ethics, Compliance and Audit Services  
umyouthprograms@umsystem.edu  
(573) 882-8847

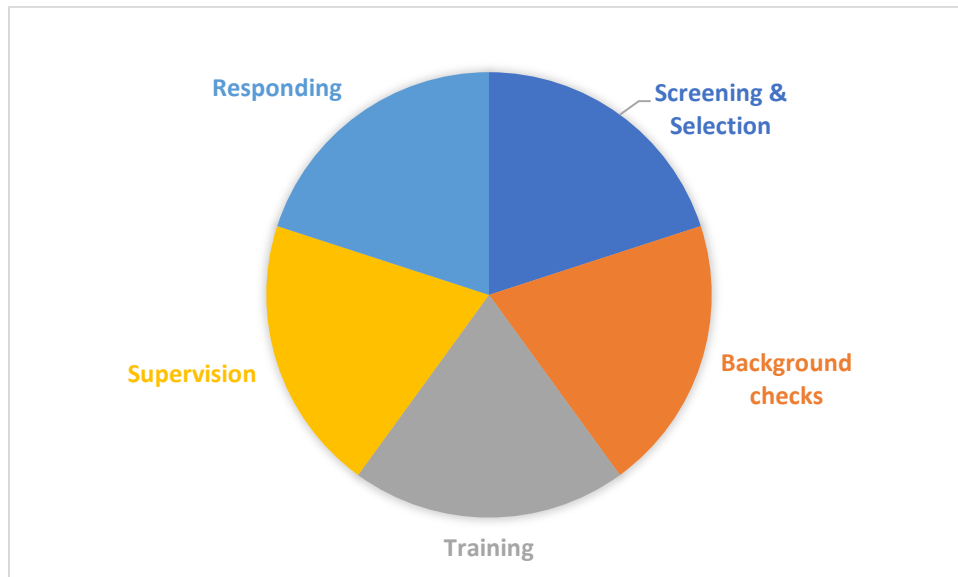
## Please read the policy.

The first step of the planning process is to review the [policy](#). The policy components include the scope of the policy, the program and leader responsibilities, individual responsibilities, and reporting requirements.

## The Youth Protection Program Mission

The Program is designed to create a positive, safe, and secure environment for youth participating in programs at our universities. This includes those participating in camps or programs on premises, virtually or those sponsored or supported by the University.

There are several components to the Youth Protection Program



Adapted from The Praesidium Safety Equation

## How do I know if the policy applies to my program?

For most university Youth Programs, understanding whether the Youth Protection Policy applies can be determined through a 'three question rule':

1. Are you University faculty, staff or a department member hosting a campus program (camp, workshop, internship, lab, activity, etc.) for individuals, who are not accepted or enrolled at the university?
  - a. If yes, go to question 2
2. Are the participants under the age of 18?
  - a. If yes, go to question 3
3. Are you or other university representatives taking on supervisory responsibility for the participants during the program?
  - a. If yes, the policy most likely applies. Please read further or reach out to the Youth Program via email [umyouthprograms@umsystem.edu](mailto:umyouthprograms@umsystem.edu) or call 573-882-8847

**Policy Scope:** This policy applies to any Youth Program, in person or virtually by all schools and departments of the university, student groups, partnership and by non-university groups on university property or facilities.



## QUICK REFERENCE CHECKLIST FOR [UM YOUTH PROGRAMS](#)

All UM Youth Programs are required to comply with CRR 210.020 (Executive Order No. 48)

This checklist is meant to be a resource for Program Directors for Youth Programs held on or by the universities of University of Missouri. This list is not meant to be an exhaustive list but includes steps to facilitate a program that meets the requirements set forth by the Youth Protection Policy [CRR 210.020 \(Executive Order No. 48\)](#)

- [Registration of Youth Program](#)** – Programs should be registered 30 days in advance of the start date
- Background Checks** – All Program Directors and Designated Individuals must successfully complete a background check at least 10 days prior to any interaction with youth. Checks completed within the prior twelve (12) months are accepted and every three (3) years thereafter.
- Training** – All Program Directors and Designated Individuals must complete the annual training course: at least 5 days prior to any interaction with youth. The training now includes the campus security authority training (Clery reporting)
- Orientations** – All program staff must complete a program orientation including the items below:
  - Standards of Conduct Requirements** – Review and provide to all program staff
  - Reporting** – Know how to report and review with all program staff
  - Emergency and Safety Planning** – Include information about how to handle these situations in orientations
- Documentation** – parents or guardians of youth participant must receive the '[Youth Protection Policy Letter](#)' which describes the Youth Protection policy and related reporting mechanisms. Each program should have a registration form, medical authorization and photo release at a minimum.

### Key terminology:

- Youth Program – any program, activity, event or research that is operated or sponsored by the university in which youth are a primary audience.
- Program Director – plans and oversees programs and activities for minors and is responsible for the overall operation of the camp/program/internship.
- Designated Individual – any university faculty or employee, volunteer, student, and intern, who has care and control of minors.

Additionally, consider other university policies that address the protection of youth including:

- [Employment of Minors HR-116](#)
- [Reporting Suspected Child Abuse or Neglect](#)
- [Visitors in the Workplace](#)

# University Programs

## Program Types

**University Programs** include those operated by the university, in person or virtually or partnership with non-university groups.

**Non-university Programs** – Programs operated by non-university groups on university premises or in partnership with the university.

## Program Requirements

- Programs designated as Youth Programs must comply with this policy and procedures outlined by the Youth Program Guide as well as any other applicable requirement of federal, state, or local law or regulation and other University policy.
- A program will not allow the participation in the program of anyone whose background check and/or sex offender registry check includes sexually based offenses or offenses against children. Records of other offenses or substantiated reports of child abuse or neglect will be considered on a case-by-case basis by the program, in consultation with the appropriate offices (e.g., Human Resources, Academic Affairs, Student Affairs, Athletics, Office of Risk Management, Title IX & Equity Office, and/or Office of General Counsel) as needed, to determine if the individual's record will preclude participation.

## Program Director/Coordinator Requirements

- Register the program thirty (30) days in advance
- Ensure all Designated Individuals complete the required training, background checks, and follow the Program established Standards of Conduct.
- Provide training and orientations
- Provide parents/guardians of participants with required forms
- Follow the established Standards of Conduct as published by the Youth Program Guide
- Adhere to all reporting obligations
- Follow the Youth Program Guide

## Youth Program Registration

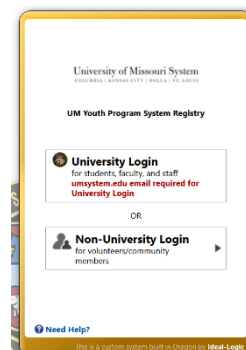
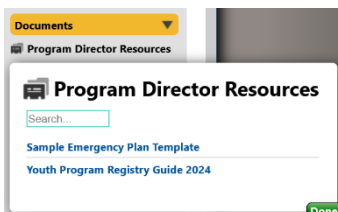
### Registry Portal

Registration is required for ongoing and pre-established activities and programs with minors on an annual basis prior to the start of the university's academic year (i.e., August). Registration for other activities and programs with minors should be completed thirty (30) days in advance.

More information is available in the Appendices or the Youth Protection Program webpage.

Log in with SSO and PW to this [home screen using your umsystem.edu email address](#):

There is a Registry Training Guide available online in the Program Director Resources



## Required Training

Youth programs must ensure that faculty, staff, students, student employees, appointees, and volunteers complete the Youth Protection annual training before they work in activities and programs with minors. This should be completed 5 days prior to the program. The required training is within the registry plus the items below:

- **Designated Individuals.** Each youth program is expected to provide an orientation to Designated Individuals that addresses the following topics:
  - i. Program responsibilities and expectations
  - ii. Program policies and procedures
  - iii. What to do in the event of a crisis or emergency
  - iv. Safety and security precautions
  - v. Discrimination and harassment policies and reporting obligations
  - vi. University reporting protocols for suspected child abuse
  - vii. Prohibition of retaliation
  - viii. Conduct rules for staff and volunteers outlined in this policy
- **Youth Leaders.** Each youth program is expected to provide an orientation to youth leaders that addresses the following topics:
  - i. Safety and security precautions
  - ii. Discrimination and harassment policies and reporting obligations
  - iii. University reporting protocols for suspected child abuse
  - iv. Conduct rules for staff and volunteers outlined in this policy

## Alternative process approvals

Written requests should be made to the Youth Program manager to consider if an alternative process meets or exceeds the policy requirement.

## Virtual Programs

Tools are available for virtual programs such as [Recommended Zoom Settings](#) and [Virtual Program Etiquette](#)

## Internships

High School students completing internships should also be registered if they are not university employees or otherwise excluded. Form samples for this type of Youth Program will be available soon on our website.

## Minors in Laboratories and similar Facilities

UM committed to introducing minors to interesting and challenging scientific, scholarly, or artistic pursuits at a young age. These experiences should be handled in ways that will promote the safety of the minors and that will not impair the normal functions of the University. Please reach out to the Environmental Health and Safety Office with any questions or concerns. There are also resources available

# Program Expectations Overview

## Screening and Training of Program Designated Individuals

An email is sent to Designated Individuals after the session is submitted in the registry with a link to the required annual training course.

## Conduct

Review the [Conduct Expectations](#) sheet during orientation.

## Communication

**Parent/Guardian Communications** – Programs must have a communication plan in place should there be program changes, weather or another emergency.

**Online Communications** – Staff should not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time, except and unless there is an educational or programmatic purpose, and the content of the communication is consistent with the mission of the Program/Activity and the University.

### Media Inquiries

- Any university employee must seek authorization to represent the university publicly, including talking about an official stance or policy.
- Should you receive media inquiries about your program, please contact your supervisor before responding.
- When receiving a call from the media, please ask them for their name, affiliation, and any questions they are looking to get answered. Do not respond to the questions unless you are given authorization. Let them know that someone will get back to them. If they press, just continue to tell them that you will be sure to pass their message to the appropriate person.
- Media can always be referred to the appropriate campus New Bureau.
  - MU News Bureau, 573-882-6211
  - UMSL, 314-516-7673
  - Missouri S&T, 573.341.4328
  - UMKC, 816-235-1585

NOTE: Employees should always feel free to talk to reporters about their personal experience. It is their choice as individuals to exercise their right to talk to the media. However, they may not represent an official university stance or policy without proper authorization.

## Supervision

Each program must establish a plan for adequate supervision considering the number and average age of participants, the program activity, and whether overnight accommodations are involved. This can exceed the minimum noted below but not be less. This should include an age-appropriate check-in and check-out procedure. See sample form in the appendices.



Designated Individuals should be easily identified during the program. Manage the program area to know who the other adults around are and their purpose for being there, confirming if they are parents or in some way associated with a youth

Youth programs must follow the following guidelines for ratio of Designated Individuals to minor participants based on the American Camp Association guidelines:

Age of Participants	Supervision Ratio – Day Programs	Supervision Ratio – Overnight Programs
5 years and younger	1:6	1:5
6 – 8 years	1:8	1:6
9 – 14 years	1:10	1:8
15 – 17 years	1:15	1:10

Designated Individuals, or camp staff, must:

- Be (18) years or older
- Have an eligible criminal background check prior to the start with the youth program completed in advance of the program start date, recommended 10 days prior.
  - If the individual was a recent hire and completed a check with HR with 12 months of the program start date, this will be accepted.
  - Once completed through the registry the eligible background check will be on file for 3 years.
- Complete the Youth Protection and Campus Security Authority combined training prior to the start of the youth program, recommended 5 days prior. This will remain eligible for 365 days.

For overnight youth programs, Designated Individuals must stay in the residence halls with the participants.

For overnight housing, participants must be at least (8) years old at the start of the camp to stay as an unaccompanied minor. All participants under the age of (18) years must be always supervised by a Designated Individual of the program, this includes during “free time”.

## Generic Program Staff Orientation Template

Link to PowerPoint Template posted on program website will be added here.

## Emergency Plan Template

Link to the sample Emergency Management reviewed template in available in the registry.

Each camp or program must have an emergency preparedness plan that outlines the responsibilities and procedures for Designated Individual(s) responding the emergencies that affect the program while it is conducting operations. In addition to this plan, Program Directors must ensure that Designated Individuals:

- Escort the campers out of the building and proceed to a safe area designated by the camp emergency plan
- Remain with their assigned camp group and take attendance immediately
  - If all campers and staff are accounted for, the Program Director will maintain order and follow the instructions of emergency personnel.

- If a camper or Designated Individual is missing when attendance is taken, immediately notify the emergency personnel and follow their instructions.
- The plan may be compiled electronically and saved for subsequent use. Documentation relative to training of Designated Individuals should be kept for program reviews.

## Medical Information and Emergency Procedures

The Program Director or Designated Individual is responsible for collecting medical forms for campers. Medical information is confidential and only for use by camp staff. It is imperative that parents are notified of all medical-related situations.

1. The following forms must be on file for all campers:
2. Notice of HIPAA Privacy Practices
3. Medical Treatment Authorization
4. Express Assumption of Risk/Release and Indemnification Agreement

### Emergency Procedures

- ii. In the event of an emergency involving an injury or acute illness, the Program Director must follow the risk reduction measures listed below:
  1. Call 911 to summon emergency personnel.
  2. Notify the parent/legal guardian or the emergency contact.
  3. A designated individual must accompany the camper to the hospital and remain until the parent/legal guardian arrives.
  4. Prepare a written report no later than 24 hours following the medical emergency to submit to the Program Director and the YPP director.

## Record Retention Requirement – UM Hosted Groups Only

The records retention period for financial supporting documentation is specified by the Office of Records and Information Management [retention schedule](#).

In addition to following the University approved retention schedules, you must follow these additional guidelines:

- Do NOT collect social security numbers from participants and do NOT maintain credit card numbers on program registration forms.
- Social security numbers will be collected from summer camp employees for employment related purposes only.
- Securely destroy medical information after the program has concluded.

## Liability Insurance

It is recommended that programs enroll participant in the available accident insurance coverage. This is commonly referred to as 'camps and clinics coverage'. Programs will automatically be enrolled when they're registered in the Youth Registry Portal. Please refer to [Risk & Insurance Management](#) for more detail or questions.

## Liability Insurance

Programs will automatically be enrolled when they are registered in the Youth Registry Portal. Please refer to the [Office of Risk & Insurance Management](#) for more detail or questions.

## Camper Behavior Management

There are occasions when it may be necessary for the Designated Individual(s) to address behavior issues with campers while they are participating in a program.

When a camper's behavior creates a risk for the physical health and safety of another child, himself/herself, or the Designated Individuals, adhere to the following procedures will be followed:

Discipline is an important part of the designated individual's duties.

- Be fair. All rules are the same for everyone.

Give a verbal warning.

- Explain to the camper(s) why behavior is inappropriate.
- Give the camper(s) time to refocus and/or redirect their behavior.

Do not admonish the entire group.

- Direct instructions to individuals by name.

It is the designated individual's responsibility to be a mediator in disagreements between campers.

- Use quiet authority. Do not yell or use abusive language. No physical contact.

Let campers know their boundaries.

- Do not assume the campers know what is expected.
- Read over and reiterate code of conduct with campers upon arrival to ensure the expectations and rules are understood from the beginning.
- Explain to campers if code of conduct is not adhered to it will result in dismissal from the camp.

Always be present.

- Lack of supervision is a major cause of accidents and problems between the campers.

A Designated Individual may discipline a camper as listed above. The following types of discipline are prohibited:

- Corporal punishment
- Hitting
- Touching or Grabbing
- Shaking
- Intimidating a camper
- Verbal abuse
- Failure to abide by the above rules will result in immediate dismissal.

# Reporting

The most important factor in reporting is to act promptly. Reporting procedures vary depending on whether the problem is child abuse or child neglect. If the individual making the report is a health practitioner, police officer, educator, or human service worker, some added responsibilities apply.

Sample [report flow chart](#) is in the appendices for use in orientation materials.

## Who Must Make a Report?

- I. Any Designated Individual, youth leader, including youth program staff, volunteers, and other individuals associated with a youth program must adhere to University protocols for reporting child abuse and neglect, discrimination and sexual harassment. You may view the university's Collected Rules and Regulations related to [anti-discrimination and Title IX policies and procedures](#). Multiple reports may be required.
- II. First, a report must be made to the proper authorities if one of the following circumstances exist:
  1. In the event of an emergency, call 911 immediately.
  2. If an Designated Individual or youth leader, including youth program volunteers, has reasonable cause to suspect that a minor has been or may be subjected to abuse<sup>1</sup> or neglect<sup>2</sup> as defined by the Missouri Revised Statutes, or observes a minor being subjected to conditions or circumstances which would reasonably result in abuse or neglect as defined by the Missouri Revised Statutes, that person shall immediately make a report to the Children's Division **Child Abuse and Neglect Hotline, which is a 24- hour, 7-day per week hotline: (800) 392-3738.**
- III. Second, a report to the university's Equity Officer or Title IX Coordinator may also be required.
  1. University of Missouri's discrimination and sexual harassment policies apply to all University of Missouri students, employees, or third-party community members, including youth program participants. Consistent with these policies, the University expressly prohibits sexual harassment, and discrimination based on race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law, in any University program or activity.
  2. The Equity Officers and Title IX Coordinators for each university oversee the University's compliance with its sexual harassment and anti-discrimination policies and are available to meet with youth program participants about matters involving discrimination or harassment.
  3. If a report of suspected child abuse or neglect is made to the Children's Division as described above by a Designated Individual or youth program leader, a report shall also be made to the applicable university's Equity Officer or Title IX Coordinator as described below.
  4. Even if a report is not required as described above per the Missouri statutory child abuse and neglect laws, any Designated Individual or authorized youth leader that becomes aware of or suspects that a minor has suffered or faces a substantial threat of suffering any form of discrimination or harassment in violation of the University's policies shall immediately report the possible violation to the applicable Equity Officer or Title IX Coordinator, law enforcement, or both.

You can find the appropriate contact here:

[https://www.umsystem.edu/ums/dei/titleix/title\\_ix\\_offices](https://www.umsystem.edu/ums/dei/titleix/title_ix_offices)

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<sup>1</sup> Section 210.110(1) of the Missouri Revised Statutes defines, "abuse," as any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse. Victims of abuse shall also include any victims of sex trafficking or severe forms of trafficking as those terms are defined in 22 U.S.C. 78 Section 7102(9)-(10).

<sup>2</sup> Section 210.110(12) of the Missouri Revised Statutes defines, "neglect," as the failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being. Victims of neglect shall also include any victims of sex trafficking or severe forms of trafficking as those terms are defined in 22 U.S.C. 78 Section 7102(9)-(10).

## Program Reviews and Site Visits

The purpose of the program review for UM's Youth Programs is to:

1. To provide guidance to Program Directors on best practices for safe and effective youth programs and
2. Ensure compliance with the Policy (CRR 210.020)

The program review will be managed by the Youth Program Representative (YPR). Program reviews may include a self-assessment, review discussion and/or site visit during the program. The primary goal of the review will be to measure adherence to program elements and provide recommendations to Youth Program Directors on areas for improvement. Individual programs will be randomly selected for visits considering the program risk level and program type.

Failure to comply with the requirements set forth in this policy may lead to immediate cancellation of the program, disciplinary action, and/or revocation of the opportunity to use university facilities. Actions may include but are not limited to:

- Programs in violation of this policy may be denied permission to continue operation.
- Any violations of university policies by an individual will be dealt with in accordance with applicable University policy and procedures, which may include disciplinary actions up to and including termination of employment or expulsion from the University. Prohibitions regarding physical presence on campus/trespassing may also be pursued.
- Law enforcement may be contacted if a crime is suspected. Conduct that violates local, state, federal, or otherwise applicable laws, statutes, regulations, codes, or ordinances, domestically or internationally, may be punishable under those laws.

Examples of disciplinary actions for noncompliance of policy requirements are set forth below:

Behavior	Consequence
Failure to successfully complete the required background check or training in advance of the program	Cannot work the program
Failing to meet child to staff ratios	Reduced participant numbers or higher adult ratios for next program
2 instances of repeated high risk noncompliance items such as dangerously low adult to minor ratio based on age, activities or program type, without attempts to correct issue	Suspension of hosting programs
Allowing unvetted staff to have primary care of children	Suspension of program

## Non-University Programs\*

As a non-university organization, in most cases, you are required to [register your program](#), complete a Facility User Agreement including the Youth Protection Addendum notifying you of the policy requirements and your responsibility to operate consistent with the policy. The university reserves the right to require proof of compliance with the requirements, which include but are not limited to:

1. Responsibility for completing background and DOJ sex offender registry check within the prior 3 years at least 30 days prior to the program on all Designated Individuals.
2. Provide youth protection training to all adults who will supervise minors.
3. Be aware of how to report any incident/concerns as required by law.
4. Structure the program to eliminate any one-on-one time between an adult and a minor in a private area not readily observable by others.
5. **Disclaimer:** The following statement should be included in all program related brochures, websites, advertising materials, etc.: *("Program Name) is solely operated by (Legal Name of Entity), which is not affiliated with The Curators of the University of Missouri."*

\* Minors in the care of their own legal guardians or event open to the general public are not subject to these provisions.

## **Frequently Asked Questions**

- Who is required to have a background check?
  - Anyone who will be supervising or have responsibility for supervising minors.
- How frequently will background checks be required?
  - These will be conducted for active program staff and volunteers every 3 years.
- How much do background checks cost?
  - Background checks begin at a cost of \$17 plus access fees for additional county/state searches or required motor vehicle record checks.
- Who is responsible for paying for background checks?
  - Each program is responsible for its own background check costs or volunteers may opt to cover the costs for themselves.
- Who is required to complete training?
  - In addition to any training required by a department or sponsoring unit, all Designated Individuals are required to complete the online *Youth Protection* course at least 5 business days prior to the start of the covered program. Returning staff must complete the training annually.
- What does the training cover?
  - The training covers the following topics:
    - signs and indicators of potential abuse/neglect in children
    - strategies for potentially preventing abuse/neglect in programs
    - responding and reporting suspected abuse, neglect, or concerning behaviors
- How long does the training take to complete?
  - Training takes about 30 minutes to complete.
- How do camp/program staff complete the training?
  - They will receive an email link to log in to the training course after a camp/program is submitted in the Youth Registry Portal.

## Appendices (Links will be added here)

[Facilities Use Addendum](#)  
[Designated Individual Expectation Form](#)  
[Youth Policy Parent/Guardian letter](#)  
[Registration Form sample](#)  
[Internship Form sample](#)  
[Medical Treatment Authorization sample](#)  
[Photo/Video Release sample](#)  
[Incident Report Form sample](#)  
[Pick Up Authorization sample](#)  
[Reporting Flow Chart samples](#)

## References

*University of Texas at Austin*  
*Penn State University*  
*Arizona State*  
*Vanderbilt University*  
*Washington University*  
*Texas A&M*  
*American Camp Association*  
*United Educators*  
*Praesidium*



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