

Youth Safety Training Assessment

Use the checklist below to assess your unit's current training content to ensure alignment with OSU minimum requirements for youth programs. For any requirements you identify as not currently in place (N), be sure to indicate your **Action Steps** and **By when?** date to ensure compliance.

Submit this form and any supplemental content to youthsafety.compliance@oregonstate.edu for review if you wish to add your unit's training to the dropdown list of "university-approved" trainings in the OSU Youth Program Registry. This will enable *Manual Entry* of your unit-level trainings.

Item	Y/N	Action Steps	By when?
Recognizing signs of abuse			
1. Types of abuse			
1.1. Child abuse in Oregon. Review statutory definitions of abuse, including physical injury, neglect, rape, sexual abuse and sexual exploitation, threats of harm, mental injury and child selling.			
2. Signs of abuse			
2.1. Physical abuse. Discuss non-accidental injuries, marks or bruises, changes in behavior, fearfulness, or injuries that do not match the child's description.			
2.2. Emotional abuse. Discuss indicators of neglect or mental injury, extremes in behavior, mood swings, lack of attachment, suicidal ideation, etc.			
2.3. Sexual abuse. Discuss physical or mental injuries associated with sexual abuse, as well as how to identify inappropriate interest in, knowledge of, or acting out of sexual behaviors or language.			
Reporting suspected child abuse and neglect			
3. External (mandated) reporting			
3.1. Report to law enforcement. Discuss how to call 9-1-1 for urgent or imminent safety concerns, including incidents in which a child is at serious risk of physical harm, or to report a crime in progress.			
3.2. Report to Oregon DHS. For non-emergencies, discuss the 24/7 Oregon DHS Child Abuse Hotline, which can be reached at 1-855-503-SAFE (7233).			
4. Notifying OSU			
4.1. Submit post-report notification form. Review the internal form to be submitted online for any reported instance of child abuse involving "university activities, locations or affiliated persons."			

Item	Y/N	Action Steps	By when?
How to help prevent child abuse			
5. Set guidelines on interactions			
5.1. Appropriate vs harmful behaviors. Identify acceptable verbal communication and physical contact versus inappropriate or harmful behavior.			
5.2. Supervision ratios. Establish minimum adult-to-child ratios based on type of activity, risk, age and developmental level of youth and volunteers.			
5.3. Responsibility for youth. Explain how youth enter and leave the program and clearly communicate who is responsible for youth before, during and after activities.			
6. Establish boundaries			
6.1. Set clear limits. Establish rules for communication and interactions. Define appropriate in-person and electronic boundaries.			
6.2. Understand power imbalance. Focus on assisting youth to develop as autonomous individuals. Promote the child's interests and make decisions based on their needs, not adults' needs.			
7. Avoid 1-on-1 interactions			
7.1. No private 1:1 contact. Discuss rules for personal vehicles, private property and residences, online venues or remote communication methods (cell phones, apps), or any place or time a second adult cannot provide sight and sound supervision.			
7.2. Documented exceptions. Discuss how to document approved 1:1 interactions (if any), such as outside contact between households, medical services from a licensed provider, or emergency situations when private contact is unavoidable.			

Item	Y/N	Action Steps	By when?
All requirements of the Safety of Minors Policy			
8. Responsibilities and procedures			
8.1. Sponsoring and registering programs. Clarify who (or which unit) is responsible for annual youth program registration and associated compliance.			
8.2. Criminal history checks. Explain the need for university CHC clearance and/or rechecks for those serving as authorized youth program personnel.			
8.3. Training. Explain the requirement for OSU-approved training and/or annual re-certification, including online versus in-person training options.			
9. Standards of Behavior			
9.1. Personal conduct. Set behavior expectations for program personnel, including adherence to all applicable laws and policies, no alcohol and drug use, and prohibition of corporal punishment.			
9.2. Self-disclosures. Emphasize the duty to report any status as a registered sex offender, and any criminal convictions outlined in University Standard 576-055-0060, that occur after hire.			
9.3. Child abuse reporting. Clarify reporting obligations for all OSU youth program personnel, regardless of mandatory reporter status.			
9.4. Communication. Set communication guidelines that limit in-person and electronic interactions with youth participants outside of sanctioned activities.			
9.5. Supervision. Establish plans to limit one-on-one contact, such as "Two-Deep" supervision (minimum 2 adults) and the "Rule-of-Three" principle (e.g., 1 adult with 2 children, or 2 adults with 1 child).			
10. Accountability			
10.1. Consequences of violation. Clarify that individuals who violate OSU policy may be subject to disciplinary action, including termination.			
10.2. Non-retaliation. Discourage and disallow retaliation against anyone who, in good faith, reports policy violations or suspected misconduct.			