Oregon State University
Youth Program and Activity 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 3-28-2018.

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*With the adoption of a new Safety of Minors Policy and Youth Safety Standards of Behavior on 10/23/2019, the document formerly entitled ‘Youth Program Policies and Guidelines’ has been renamed. The official policy and supplemental materials can be access online at youth.oregonstate.edu/policy.

The following collection of program guidelines and recommendations should be considered standard practice for all OSU youth programs. **Per OSU policy, deviation from these best practices requires clearly documented justification and approval from the program sponsor or department head.**

Questions about this guide may be directed to 541-737-9362 or youthsafety.compliance@oregonstate.edu.
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. This document outlines standards and best practices to help keep youth, faculty and staff safe. Note that the practices outlined in this guide 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 Eric Cardella (phone: 541-737-9362, email: eric.cardella@oregonstate.edu) in the Office of Youth Safety & Compliance.

I. YOUTH PROGRAM SAFETY 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.

Standards for Working with Youth

The following standards represent broadly accepted standards of care for youth. **Deviation from these best practices requires clearly documented justification and approval from the program sponsor or department head.** See Appendix C for a current Youth Safety Standards of Behavior Form.

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 Appendix A.

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 is **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** register youth activities with the Office of Youth Safety & Compliance. The Youth Program Registry can be accessed at youth.oregonstate.edu/register.

**Youth Program Best Practices**

The following guidelines represent broadly accepted best practices for working with youth. **Deviation from these best practices requires clearly documented justification and approval from the program sponsor 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 3rd 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](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 practices are not allowed to work with youth. (See Appendix C - Standards of Behavior)

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 online at youth.oregonstate.edu/resources.

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 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 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 Use

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 of school-sponsored youth programs **must sign a Model and Information Release** before pictures or videos can be used for reports, advertising or promotional materials. See the OSU Risk Services webpage for liability waiver and media release forms: [https://risk.oregonstate.edu/forms](https://risk.oregonstate.edu/forms). These forms must be used verbatim and cannot be modified by individual programs without approval by the Office of Insurance and Risk Management Services or the Office of General Counsel.

3. A **photo opt out release** is available for those participants of OSU-sponsored youth programs who do not wish for the University to record their participation and appearance on any recorded medium.

Requirements 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 Appendix A.

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. Youth Program volunteers are required to sign the Volunteer Assumption of Risk form, in addition to the Conditions of Volunteer Service, and receive a brief (written and/or verbal) program orientation. See Appendix A for link to Risk forms.

4. Volunteers in positions that qualify for a Criminal History Check (criteria can be found below) 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 D 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

For a complete description of OSU’s Criminal History Check Policy, including FAQ and release forms, visit the Human Resources webpage at: http://hr.oregonstate.edu/manual/criminal-history-check

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: information technology (IT), live animals (A), hazardous materials (H), limited access areas (L), fiscal responsibility (F), access to minors and one-on-one work with youth (M), access to personal information (PI), youth program (YP). OHR will determine if a crime is disqualifying based on the access type of the position. Program Supervisors must fill out the gray box at the top of the CHC release form before the applicant finishes it. The release must be completed in full including the index number, program name, supervisor contact info, and access types.

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 OSU Office of Human Resources; contact information is on the bottom of page 1 of the release below the signature line.

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 type 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 OSU OHR noting the YP Recheck box. 4-H extension offices track their volunteers and submit a new release when it is time to recheck.

Questions?

Questions regarding OSU’s criminal history check policy and processes should be directed to employment@oregonstate.edu or 541-737-0549.
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.

b. The volunteer applicant authorizes OSU to conduct a criminal history check. See Appendix A 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 D for Sample Reference Form and Appendix E for Sample Phone Reference 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 Appendix F.

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 Youth Program 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 Reference 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 outline can be found in Appendix H.

Minimum training standards and online resources can be found at youth.oregonstate.edu/training
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)

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. At the time of program registration, program leaders will be asked to certify that they understand their obligations and that volunteers and staff working with youth have been screened 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)
The following records should be kept for at least ten (10) years after the youth program or event:

- 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 through OSU’s Public Incident Report.

**Youth Program Registration and Data Collection**

All university-operated and hosted youth programs must register at [https://youth.oregonstate.edu](https://youth.oregonstate.edu). Registration for ongoing programs should be completed annually. One-time or seasonal programs should be registered at least 30 days prior to the proposed start date of the program.

In addition to pre-registration, OSU units sponsoring youth activities are asked to submit program data annually to the Office of Precollege Programs. Data may be submitted at any time throughout the year after a program has finished; there is no need to wait until the end of summer to submit. The data submission form can be found here: [http://precollege.oregonstate.edu/osu-youth-program-data](http://precollege.oregonstate.edu/osu-youth-program-data)

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

**DATA COLLECTION FIELDS (required)**

1. Program or Activity Name: *
2. Brief Description of the Program or Activity: (100 words maximum)
3. When did your program take place? *
4. Activity Leader Name: *
5. Activity Leader Email Address: *
6. Sponsoring College or Unit: *
7. Event Location: *
8. Number of minor participants (under age 18) served: *
9. Sources of program funding:
10. Type(s) of support received from Precollege Programs:
11. Contact Hours (Participants x Programming hrs):
12. Demographic Data: Female; Native American; Latino/a; African American; Asian/Pacific Islander; Multiracial; Free/Reduced Lunch Eligible
13. # of K-12 Teachers:
14. # of Parent/Guardians:
15. # of OSU Faculty/Staff Involved:
V. RESPONDING TO SUSPECTED CHILD ABUSE

All university employees have a legal obligation to report child abuse at all times and in all situations, including instances occurring off campus or outside of work hours. Separate from any legal duty, non-employees and volunteers acting as youth program personnel or support personnel are required by OSU policy to report reasonably suspected child abuse discovered while performing duties related to the program. 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 and call either law enforcement (9-1-1) or Oregon’s Department of Human Services (DHS) Child Abuse Hotline: 1-855-503-7233.

The Office of Youth Safety & Compliance offers online resources for recognizing and reporting abuse. These resources can be found here: youth.oregonstate.edu/abuse.

Abuse Reporting Procedure

A. Child Abuse – without sexual misconduct/discrimination element
   • If there is an imminent safety threat, immediately contact local law enforcement (9-1-1) and/or OSU Department of Public Safety (DPS) at 541-737-7000
   • Required verbal report to DHS Child Welfare* or local law enforcement
   • If incident is in connection with OSU individuals, property or programs, submit OSU Mandatory Reporting Form at youth.oregonstate.edu/abuse/notification-form.

B. Child Abuse – with sexual misconduct/discrimination element
   • If there is an imminent safety threat, immediately contact local law enforcement (9-1-1) and/or OSU Department of Public Safety (DPS) at 541-737-7000
   • Required verbal report to DHS Child Welfare* or local law enforcement
   • If incident is in connection with OSU individuals, property or programs, submit OSU Mandatory Reporting Form at youth.oregonstate.edu/abuse/notification-form.
   • Required consultation with the Office of Equal Opportunity and Access (EOA)

Reporting Resources and Responsibilities

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 (doj.state.or.us/crime-victims) 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.

Instances involving sexual abuse or misconduct must be reported to the Office of Equal Opportunity and Access (web: http://eoa.oregonstate.edu, phone: 541-737-3556) in accordance with Title IX obligations. The EOA 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.
**Reporting Protocol for Other Types of Incidents**

In addition to the reporting guidance listed above for instances of suspected child abuse, OSU internal reporting protocol should be followed to ensure effective response to the following types of incidents:

- **Major injuries of youth participant(s), employees or volunteers that require professional medical attention or injuries that are caused by unsafe conditions or hazards in the program environment, including injuries that are the result of employee/volunteer action or inaction.**
  
  ➢ **Report to:** 9-1-1 if emergency; also report internally via [Public Incident Reporting Form](#).

- **A threat of serious harm to self or others, and anything with potential to escalate and require intervention by emergency services or law enforcement (e.g., missing child, safety concerns).**
  
  ➢ **Report to:** 9-1-1 if emergency; on-campus non-emergency to Department of Public Safety Dispatch (541-737-3010).

- **A known or suspected felony-level criminal offense or [Clergy Act Crime](#) committed at a program site or university sponsored activity.**
  
  ➢ **Report to:** 9-1-1 if emergency; on-campus non-emergency to Department of Public Safety Dispatch (541-737-3010) and submit a [CSA Crime Reporting Form](#), if applicable.

- **Actions affecting participation in or access to programs or services, such as termination or withdrawal of any youth participant(s), employees or volunteers, that may raise reasonable concerns of discrimination, harassment, bullying or retaliation.**
  
  ➢ **Report to:** Office of Equal Opportunity and Access (541-737-3556) or [Submit a Concern to EOA](#) via online form.

**VI. DEFINITIONS**

**Youth Program** is defined as any event or activity that (1) involves minors who are unaccompanied by their parent or guardian and (2) is either university-operated or university-hosted.

**University-Operated Youth Programs** are offered by a university representative or unit and can take place either on or off university property. **University-Hosted Youth Programs** take place on university-owned or controlled property, but are operated by a third-party contractor, consultant, vendor, student-run organization or other non-university entity or individual.
**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: [https://www.oregonlegislature.gov/bills_laws/ors/ors419b.html](https://www.oregonlegislature.gov/bills_laws/ors/ors419b.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.”

*View more Definitions online at youth.oregonstate.edu/definitions.*

**VII. FREQUENTLY ASKED QUESTIONS**

*A comprehensive FAQ related to youth programs can be found at youth.oregonstate.edu/FAQ.*

**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:

- The volunteer is working on an OSU task assigned by an authorized OSU supervisor.
- The volunteer limits their actions to the duties assigned in a clearly written position description.
- The volunteer performs their assigned tasks in good faith, and does not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

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. The University’s automobile liability coverage may apply on a limited basis only after primary coverage limits have been exhausted. If driving duties are part of the volunteer’s written position description, he or she may request use of an OSU motor pool vehicle. Such requests should be submitted to OSU Transportation Services.

Volunteers and Worker’s Compensation Insurance
Workers’ compensation is not provided for volunteers of OSU.

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. See Appendix A for a link to the form.

What is “Camps and Clinics Insurance”?
Camps and Clinics Insurance is available to OSU departments and programs that sponsor short-term events and activities involving participants, typically youth, who are generally not affiliated with the University. Such events/activities include but are not limited to youth sports camps, 4-H events, and pre-approved outings.

When does my program need Camps and Clinics Insurance?
You need Camps and Clinics 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 trip).

What is the cost for the Camps and Clinics Insurance?
Generally less than $2/participant or spectator for day programs, depending on the length of the activity.

How do I purchase Camps and Clinics Insurance?
Special Event Insurance must be purchased PRIOR to the program/event/activity. To learn more:
[http://risk.oregonstate.edu/insurance/special](http://risk.oregonstate.edu/insurance/special)
VIII. APPENDICES

Appendix A - OSU Online Resources and Downloadable Forms

- OSU Conditions of Volunteer Service Form http://risk.oregonstate.edu/insurance/volunteer
- OSU Acknowledgement of Risk and Waiver of Liability http://risk.oregonstate.edu/files/OSU_AcknowledgementofRiskandWaiverofLiability_individual.docm
- Accident/Injury Public Incident Reporting Form http://hr.oregonstate.edu/benefits/workers-compensation-resources/incident-reporting
- Criminal History Check Release Form: http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/hrsteam/forms/criminal_history_check_disclosure_notice_and_release_authorization.pdf
- Employee Guidance for Responding to Disclosures of Sexual Violence or Harassment http://eoa.oregonstate.edu/sexual-misconduct-resources-and-information
Appendix B - Youth Program Liability Waiver and Media Release

Acknowledgement of Risk and Waiver of Liability forms available online at risk.oregonstate.edu/forms
Appendix C - Youth Safety Standards of Behavior Form

Standards of Behavior Form available online at youth.oregonstate.edu/standards
Appendix D - Sample: Reference Form for Volunteer Applicant (Oregon 4-H)

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:

<table>
<thead>
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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Unknown</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understands children</td>
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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

More on Side 2...
7. What other strengths would this applicant bring to a volunteer role in a program like this?

8. What difficulties might this applicant have fulfilling a volunteer role that needs to be focused on positive youth development or safety?

9. Describe how effective this applicant might be, when working with people who may have a disability, different values, religion, economic background, culture, or traditions?

10. What additional skills, abilities, and attributes does the applicant have that would be helpful in a volunteer position?

11. Would you be willing to place your child, or any other child for whom you are responsible, under his/her supervision? 
   ___Yes ___No ___Maybe 
   Comments:

12. Do you have any reason(s) why this person should not be considered for this position? If yes, please explain:
   ___No 
   ___Yes 

13. Would you recommend this applicant to be a volunteer in this program?
   (   ) Yes, definitely          (   ) Yes          (   ) Yes, hesitantly          (   ) No 
   Comments:

Reference Name: __________________________________________________  Phone: ________________________________
Address: ________________________________________________________________________________________________
   (RR, Str., Apt.)   (Town)     (State)   (Zip)
E-Mail: __________________________________________________________________________________________________
Signature: ____________________________________________________________  Date: _____________________________

Thank you for helping identify volunteers to approve for OSU programs.

Return Volunteer Reference Form by mail, e-mail, or fax to: 
For Office Use: 
   Date received: 
   Reviewed By:

Revised February 2012 
M. Lesmeister
Appendix E - Sample: Volunteer Reference Check via Phone (Oregon 4-H)

Applicant's Name: ____________________________________________________ is applying for a volunteer position, to work with youth in OSU Programs as a _______________________________________________________________.

(Identify the role and describe it as needed to help the reference respond effectively)

(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.

1. How long have you known (the applicant)? _____________________________________________

2. What is your relationship to (the applicant)? _____________________________________________

3. Have you ever worked with (the applicant) in a volunteer capacity? __________________________
    If yes, please describe: ____________________________________________________________

4. Describe (the applicant's) attitude toward his/her volunteer work? __________________________

5. Would you consider this applicant a positive role model?   ___Yes   ___No   Comments: ____________________

6. Describe a situation where you've observed (the applicant) interacting with children: ____________

7. How does (the applicant) interact and work with adults? Describe a situation: ___________________

8. How does (the applicant) respond when he/she interacts with people who have opinions and actions different from his/her own? Please explain: ________________________________

9. Is (the applicant) dependable? ___Yes ___No   Comments: _____________________________

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 (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

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Appendix F - Questions for Screening and Selecting Employees and Volunteers
(From U.S. Department of Health and Human Services, Centers for Disease Control and Prevention)

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.
Appendix G - 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.
Appendix H - Sample Youth Safety Training Outline (OSU Precollege Programs)

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 and Activity 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 Use

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 Youth Safety & Compliance webpage: youth.oregonstate.edu/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 and the Department of Human Services (DHS) child abuse hotline: **1-855-503-7233.**
Appendix I - Sample Volunteer Orientation for Low-Risk Events (OSU Precollege)

[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 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 a 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) Call the Department of Human Services (DHS) child abuse hotline: 1-855-503-7233 and/or OSU Department of Public Safety: 541-737-3010. **If there is an imminent safety risk, call 9-1-1.**

2) Notify a program supervisor, as appropriate.

3) After making a verbal report, submit the OSU Mandatory Reporting Notification Form at youth.oregonstate.edu/abuse/notification-form.

**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:_____________________________
Appendix J - References and Resources


3) Accreditation Standards for Camp Programs and Services American Camp Association; 2012. Includes sample staff application form and voluntary disclosure form www.acacamps.org

Appendix K - OSU Youth Program Compliance Check List

The following checklist covers the required procedures for offering a youth program at OSU. Policy details can be found in the Youth Program and Activity Guidelines (YPAG) manual. Questions may be directed to Eric Cardella (eric.cardella@oregonstate.edu, phone: 541-737-9362) in the Office of Youth Safety & Compliance.

**Before your program starts:**
Activity registration
- Register online at [https://youth.oregonstate.edu/register](https://youth.oregonstate.edu/register)

Hiring staff and volunteers (YPAG pg. 10)
- Volunteer Application and Reference Forms (3 references recommended)
- Conditions of Volunteer Service (Form link: pg. 18)
- Criminal history checks (YPAG pg. 9 and release form link pg. 18)

Staff and Volunteer Training (minimum 2 hours)
- Supervision guidelines (YPAG pg. 4-6)
- Appropriate boundaries and social controls (YPAG pg. 7)
- Media use (YPAG pg. 7-8)
- Child abuse and incident reporting procedures (YPAG pg. 13-15)

- Liability waiver and media release for each participant signed by their parent or guardian (YPAG pg. 18-19)
- Special Event Insurance (purchase from OSU Insurance and Risk Management Services 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 (YPAG pg. 4-6)
- Program logbook of incidents and accidents (YPAG pg. 12)

**After your program:**
- Submit actual number of participants to Insurance and Risk Management Services for Special Event Insurance
- Retain participant and program records for two years (accident/incident records for ten years) (YPAG pg. 12)
- Submit program data for annual report here: [http://oregonstate.edu/precollege/osu-youth-program-data](http://oregonstate.edu/precollege/osu-youth-program-data)

Additional planning checklists can be found online at [youth.oregonstate.edu/checklist](https://youth.oregonstate.edu/checklist)