UW-Madison’s Youth Protection Policy Contains a Multifaceted Youth Protection Framework

This guide will help you navigate each section of the policy’s Youth Protection Framework,* which is designed to protect:

• youth who participate in youth activities,
• university employees and volunteers, and
• UW-Madison as an institution.

Information in this guide reflects the latest version of UW-1045, Youth Protection Policy.** Email youthprotection@wisc.edu with questions.

*While the framework is standard throughout the university, administrative processes may vary in the university’s largest youth-serving programs, including Athletics and Wisconsin 4-H.

**The Office of Youth Protection website is currently undergoing significant redevelopment, with an update and relaunch scheduled for Fall 2022.
SECTION I: Register Youth Activities

All **YOUTH ACTIVITIES** Must Be Registered with the Office of Youth Protection

**YOUTH ACTIVITY:** An intentional interaction between one or more youth and a university employee or university-appointed volunteer; the activity is sponsored or operated in part or in whole by the university, regardless of location or duration (UW-1045, Definitions).

Examples: programs, events, camps, clinics, workshops, symposia, conferences, tournaments, meets, clubs, projects, competitions, Olympiad, internships, job shadowing, mentoring, lessons, coaching, tutoring, field trips, lab visits, and service-learning placements.

To register, use the Office of Youth Protection Registration Form for 2022. See pages 4-6 for more information on registering Youth Activities.
SECTION I: Register Youth Activities

A Taxonomy of Youth Activities

Youth activities are offered for minors under age 18, who are not yet University of Wisconsin students.

### TIP FROM OYP:

All Youth Activities must register with the Office of Youth Protection UNLESS the Activity is Listed in the Blue Box.

#### Full-Hledged Youth Program

Individual participation is tracked through enrollment/registration and/or attendance taking. Parent permissions/ waivers, accident insurance, staffing plans with supervision ratios, and additional considerations may apply. Typically, this means supervising youth and providing Custodial Care.

#### Youth Activity
Hosted by and/or associated with University of Wisconsin

**UW-Madison Youth Protection Policy** outlines expectations for mandatory reporting of incidents (such as child abuse), registering annually with OYP; staffing (including screening, training, and supervision ratios); behavioral standards and expectations; and emergency preparedness including safety plans.

#### Residential - includes overnight stay

**On campus**
- Summer Music Clinic
- Bagder Sports Camps
- Pushkin Institute

**Off campus**
- Program using local hotel space, not UW Housing
- Extension summer camps

#### Commuter - multiple sessions

**On campus**
- Chemistry Camp
- Bagder Sports Camps
- Earth Focus Day Camps (Arboretum)

**Off campus**
- Odyssey Junior (meets at South Park Street)
- 4H club meetings

#### One Day - single session

**On campus**

**Off campus**

#### Virtual - programming is conducted entirely online

*Virtual* = an activity conducted using electronic technology to communicate. Participants must be supervised but are not considered under UW custodial care. Not eligible for health or custodial care. Incident reporting obligations still apply.

#### Service-Learning Activities

- Chapenred K-12 youth field trip
- Recruiting activities for prospective students
- Campus tours designed for youth

#### Field Trips & Campus Visits

**Examples:**
- High school student visiting a lab
- High school student with unpaid internship at UW
- Job shadowing / workplace visit
- 11: music lessons or instruction

#### Individual Placements

**Examples:**
- Person presents to Youth and connects with them afterwards
- A non-job-related youth activity, such as mentoring

#### Guest Speaker (one time)

**Examples:**
- Teacher presents on Youth and connects with them afterwards
- A non-job-related youth activity, such as mentoring

#### Outreach Programs/Events

- Camps designed for youth

#### Connections (ongoing)

**Examples:**
- Person presents to Youth and connects with them afterwards
- A non-job-related youth activity, such as mentoring

#### Programs that do not easily fit into known categories

**Examples:**
- New program with innovative design
- Hybrid activity
- Youth activities embedded within a larger program
- Co-sponsored (within university, and/or with external partners)
- Community-led activities that could not happen without specialized UW facilities, location, or faculty/staff

#### Third Parties (non-university organization or entity)

- Third Parties can conduct any of these Youth Activity types.
- Campus space reservations must ascertain the nature of the activity.

#### Exclusions. Not a Youth Activity although Minors may be present

- Activities Outside Scope of Youth Protection Policy
  - Although Minors under age 18 may be in attendance, these activities are not required to register annually with OYP.

1. Paid hourly employment of an individual under age 18. *(Example: high school students working in food service jobs.)*
2. Enrollment in university courses by an individual under age 18.
3. Orientation and academic advising activities for matriculated UW-Madison students under the age of 18. *(Example: SOAR.)*
4. University events open to the general public. *(Examples: sporting events, concerts, ticketed events.)*
5. Licensed UW preschool/child care activities.
6. Medical care given to minors in a University patient-care setting by a licensed health care provider.
7. Research protocols approved by the University IRB (Institutional Review Board). *Note: supplemental procedures may constitute a Youth Activity, for example transportation or supervision of minors as research participants if uncompensated by a parent/guardian.*
8. Activities under UW Policy S939 Children in the Workplace, typically an employee bringing their own child to visit campus.
9. Campus/admissions tours for prospective students that are open to the public.
SECTION I: Register Youth Activities

Frequently Asked Questions

Do I need to register my activity? Check the Taxonomy of Youth Activities on page 4. Unless specifically excluded in the blue box, you should register it with the Office of Youth Protection. Still not sure? Email questions to youthprotection@wisc.edu.

How do I register? Click or copy this link: https://uwmadison.co1.qualtrics.com/jfe/form/SV_9tSYHcBEOwcnzRl
Note: The image on the right is not the entire form.

When should I register? At least 30 days before the start of the youth activity.

How do I prepare to register?
• Designate a contact person for the activity: Must be an employee.
• Get permission from the sponsoring school/college/division: Permission must be in writing from the Risk Executive Sponsor or their designee (see page 6 for more information). You may be asked to provide documentation to OYP for review.
• Identify the timeframe for the youth activity: Activities with multiple sessions or an ongoing program can be registered in a single entry.

What else do I need to provide the Office of Youth Protection?
Additional information may be requested by the Office of Youth Protection. Staff and participant rosters are required for all youth activities offered by UW-Madison that take custodial care of youth. See page 7 for more information.

Do I need to register each year? Yes.

TIP FROM OYP: If you offer youth activities each year, consider putting an annual registration reminder on your calendar.
Permission from a **Risk Executive Sponsor** or Their Designee is Needed for ALL Youth Activities: Keep the Approval on File

**Risk Executive Sponsor (RES):**
The RES is the highest-level Dean/Director of the school/college/division who is responsible for all operations of the unit. The RES has the responsibility for approving youth activities in the school/college/division.

The RES’s duty to approve or deny Youth Activities can be delegated to another person ([UW-1045, Definitions](#)).

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**What does the youth activity need from the Risk Executive Sponsor or designee?**

Written documentation of approval. It can be an email, letter, or a form developed by your school/college/division. Maintain this documentation as part of your records for the youth activity.

**Who is the Risk Executive Sponsor or designee for my school/college/division?**

The Dean/Director of each school/college/division has been asked to identify the name of the staff member who has authority to approve activities involving youth in the school/college/division. A list will be posted to the Office of Youth Protection website, [https://youthsafety.wisc.edu/](https://youthsafety.wisc.edu/), by May 1, 2022.

**Do third-party youth activities require permission from a Risk Executive Sponsor or their designee?**

Yes. All Youth Activities need permission to operate on the UW-Madison campus and on all university property.
SECTION I: Register Youth Activities

What Happens After the Registration is Complete?

If UW-Madison staff or volunteers take custodial care of youth during the youth activity, you will be required to submit additional information (e.g., participant rosters) to the Office of Youth Protection following the conclusion of the activity.

The Office of Youth Protection will reach out to the primary contact identified on the registration form with more details.

Message you will receive when you submit the registration form:

Thank you for registering a Youth Activity with the Office of Youth Protection at the University of Wisconsin-Madison! UW-Madison's Youth Protection Policy (UW-1045) outlines requirements for running youth activities, including important information about screening and training staff. You can read the updated policy at https://policy.wisc.edu/library/UW-1045.

You will be contacted by staff from the Office of Youth Protection if your activity is required to post rosters to Simple Safe Zone. More information about Simple Safe Zone can be found on the Office of Youth Protection website at https://youthsafety.wisc.edu/compliance/simple-safe-zone-ssz/.

If you have questions about this registration or any youth protection requirements, please email youthprotection@wisc.edu.
In this section, you will learn about the four roles in Youth Activities and the screening and training requirements for each role.
# Four Youth Activity Roles

## Authorized Custodian
Employee responsible for operating/managing logistics of a youth activity and ensuring compliance; can be counted in supervision ratio (when present during the activity and engaging in supervision).

- Staff member running a two-week camp
- Professor organizing and managing a one-day arts workshop for community youth

## Authorized Assistant Custodian
Employee or volunteer authorized to supervise youth in a youth activity providing custodial care; counted in the supervision ratio.

- Volunteers supervising youth in an afterschool drama program
- Staff responsible for supervising youth in an overnight camp

## Authorized Adult
Authorized to interact with youth under supervision of an Authorized Assistant Custodian or Authorized Custodian; not counted in the supervision ratio.

- Tour guide in museum giving tours to youth
- Outreach educator who brings programs to local schools or community groups, but is not responsible for the youth
- Professor who teaches physics weekly in a summer precollege program on campus

## Guest Speaker
Individual who is invited to present, demonstrate, or facilitate instruction during a youth activity for a limited and defined period.

- Firefighter speaking to a group about safety
- Professor giving a two-hour presentation on physics to a STEM program on campus
- Sport official giving a one-time classroom lecture about rules to a volleyball camp

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**Responsibility for youth participants increases with each level as you move up this list**
Key Question to Determine the Need for Each Role Type in Your Activity: Who takes CUSTODIAL CARE of Youth?

CUSTODIAL CARE: Responsibility for the supervision, care, or control of youth without accompanying parents, guardians, or chaperones. (UW-1045, Definitions)

TIP FROM OYP: There are differences in requirements for Youth Activities taking custodial care of youth and Youth Activities that do not take custodial care. Keep an eye out for those differences on upcoming pages.
# SECTIONS II and III: Train and Screen Personnel

## Roles for Activities WITH and WITHOUT Custodial Care

<table>
<thead>
<tr>
<th>Activities WITH Custodial Care of Youth</th>
<th>Activities WITHOUT Custodial Care of Youth</th>
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</thead>
<tbody>
<tr>
<td><strong>ALWAYS HAVE</strong></td>
<td><strong>ALWAYS HAVE</strong></td>
</tr>
<tr>
<td>Authorized Custodian(s)</td>
<td>Authorized Custodian(s)</td>
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<tr>
<td>Authorized Assistant Custodian(s)</td>
<td>Authorized Assistant Custodian(s)</td>
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<tr>
<td><strong>SOMETIMES HAVE</strong></td>
<td><strong>SOMETIMES HAVE</strong></td>
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<tr>
<td>Guest Speaker(s)</td>
<td>Guest Speaker(s)</td>
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<tr>
<td>Authorized Adult(s)</td>
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<td>who are not serving as Authorized Assistant Custodians or Authorized Custodians</td>
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<tr>
<td><strong>NEVER HAVE</strong></td>
<td><strong>NEVER HAVE</strong></td>
</tr>
<tr>
<td>Authorized Assistant Custodian(s)</td>
<td>Authorized Assistant Custodian(s)</td>
</tr>
</tbody>
</table>

**TIP FROM OYP:** Ensure the number of individuals providing supervision in Youth Activities meets supervision ratio requirements on page 17. In situations where only one adult is required by the ratios, always remember to have a backup.
Ensuring Your Staff are Appropriately Screened

A representative for the activity must:
• Disclose the youth activity role each adult (employees and volunteers) holds to Human Resources for their school/college/division
• Ensure screening requirements are completed for each adult prior to the start of the activity

Human Resources must ensure employees and volunteers with youth activity roles:
(except Guest Speakers)
• Are documented appropriately (e.g., hire letter, volunteer appointment letter, position description)
• Have appropriate Position of Trust or POTAVP designations entered in HRS
• Receive background checks reflective of the level of responsibility for youth in the assigned role

TIPS FROM OYP: Staff planning new youth activities should communicate early and often with their school/college/division’s Human Resources professionals.
• Be clear about the roles each staff member and volunteer will play.
• Plan to allow several weeks for the criminal background check process to be completed, even if you are not hiring new employees for this program year.
• Check with Financial Services for your school/college/division to find out how charges for criminal background checks will be applied to your youth activity.
## Position of Trust Designations and Frequency of Criminal Background Checks Required for Each Position Type

<table>
<thead>
<tr>
<th>ROLE TYPE</th>
<th>SCREENING REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Custodian</td>
<td>Position of Trust with Access to Vulnerable Populations:</td>
</tr>
<tr>
<td></td>
<td>Two-Year Criminal Background Check Cycle</td>
</tr>
<tr>
<td>Authorized Assistant Custodian</td>
<td>Position of Trust with Access to Vulnerable Populations:</td>
</tr>
<tr>
<td></td>
<td>Two-Year Criminal Background Check Cycle</td>
</tr>
<tr>
<td>Authorized Adult</td>
<td>Position of Trust with Access to Vulnerable Populations:</td>
</tr>
<tr>
<td></td>
<td>Four-Year Criminal Background Check Cycle</td>
</tr>
<tr>
<td>Guest Speaker</td>
<td>Not required</td>
</tr>
</tbody>
</table>
ROLE TYPE | CURRENT TRAINING REQUIREMENTS
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Authorized Custodian | • [Mandatory Reporting of Child Abuse and Neglect](#) (Every 2 years)
 | • [Responsible Employee](#) (Annually)
 | • [Clery Campus Security Authority](#) (Annually)

Authorized Assistant Custodian | • [Mandatory Reporting of Child Abuse and Neglect](#) (Every 2 years)*
 | • [Sexual Misconduct and Clery Crimes in Youth Activities: Reporting and Prevention](#) (Annually)*

Authorized Adult | • [Mandatory Reporting of Child Abuse and Neglect](#) (Every 2 years)*

Guest Speaker | • None

* These trainings are also available for volunteers who do not have NetIDs.
Behavorial Standards

and Expectations of Personnel when Interacting with Youth

SECTION IV: Maintain Supervision Standards

Youth Protection Policy, UW-1045

YOUTH PROTECTION POLICY FRAMEWORK

SECTION I
Register Youth Activities

SECTION II
Screen Personnel

SECTION III
Train Personnel

SECTION IV
Maintain Supervision Standards

SECTION V
Prepare for Emergencies

SECTION VI
Report Incidents
Ensure Staff and Participants are Aware of the Range of Conduct that is Prohibited, including **GROOMING**

**GROOMING**: Describes the process whereby a person engages in a series or pattern of behaviors with the goal of engaging in sexual misconduct. Grooming is initiated when a person seeks out a vulnerable youth. Once selected, offenders will then earn the youth’s trust, and potentially the trust of the youth’s family. After the offender has engaged the youth in sexually inappropriate behavior, the offender seeks to maintain control over them. Grooming occurs through direct, in-person, or online contact ([UW-1045, Definitions](https://www.youtube.com/watch?app=desktop&v=q9lzEYLnMMA)).

**TIP FROM OYP**: Consider viewing this video to better understand the impact of grooming:
https://www.youtube.com/watch?app=desktop&v=q9lzEYLnMMA
SECTION IV: Maintain Supervision Standards
See Figure 4

Meet Required Supervision Ratios

Supervision ratios in Youth Activities must meet the minimum standards set through ATCP 78.18. This standard must be met by the group responsible for custodial care. Requirements for 2022 are listed on this page.

TIP FROM OYP: Think about how to maintain ratios if staff are unable to work due to illness. Hiring extra staff or training and screening additional volunteers can help Youth Activities with maintaining ratios.

### Commuter Programs and Campus Visits

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Situation</th>
<th>Required Ratio (Adult:Minor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age 3-4 years</td>
<td>Commuter Program or Campus Visit</td>
<td>1:4</td>
</tr>
<tr>
<td>Age 4-5 years</td>
<td>Commuter Program or Campus Visit</td>
<td>1:6</td>
</tr>
<tr>
<td>Age 5-9 years</td>
<td>Commuter Program or Campus Visit</td>
<td>1:10</td>
</tr>
<tr>
<td>Age 10 years and older</td>
<td>Commuter Program or Campus Visit</td>
<td>1:18</td>
</tr>
<tr>
<td></td>
<td>Commuter Program or Campus Visit during Water Activities, Sports, and Field Trips</td>
<td>1:10</td>
</tr>
</tbody>
</table>

For all field trips, meet the indicated ratio AND have a minimum of two (2) supervising adults.

### Residential Programs

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Situation</th>
<th>Required Ratio (Adult:Minor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age 6 and younger (higher risk)</td>
<td>Residential - General Activities</td>
<td>1:4</td>
</tr>
<tr>
<td>Age 7-17</td>
<td>Residential - General Activities</td>
<td>1:10</td>
</tr>
<tr>
<td>Age 10-17</td>
<td>Residential - Classroom settings (and transitions between classrooms and lunch)</td>
<td>1:18*</td>
</tr>
</tbody>
</table>

* Another supervising adult must be on duty during classroom time to call upon and respond within 5 minutes if assistance is needed.

For all field trips, meet the indicated ratio AND have a minimum of two (2) supervising adults.
SECTION IV: Maintain Supervision Standards
See Section IV.3.A-C

One-on-One Interactions

Since abuse typically occurs in isolated one-on-one situations, remember to implement the rule of three. This means that there should always be at least three people present for any activity, unless it meets the criteria for exceptions in Section IV.3.C.

TIP FROM OYP: Whenever interacting with youth, think about how your interactions can be OBSERVABLE AND INTERRUPTIBLE. That means, the interaction should take place in such a way that another person can see, hear, or has knowledge of the interaction and can interrupt if needed (UW-1045, Definitions).
SECTION V: Prepare for Emergencies

All Youth Activities Must Have a Safety Plan

The youth activity safety plan must address medical and weather emergencies. Additionally, all activities must have clear protocols to address infectious disease (e.g., measles, flu, Covid) outbreaks among staff or youth.

Each activity is responsible for ensuring that their safety plan meets all requirements that apply to the activity. For example, certain high-risk activities (e.g., swimming, woodworking) may need to address additional items in their safety plans.

TIP FROM OYP: Consider using the new Communicable Disease Response Templates developed by OYP as a guide for creating protocols to address infectious diseases in on-campus and off-campus youth activities.
SECTION VI: Report Incidents

Staff Must Report Incidents to Appropriate Authorities in a Timely Manner

UW-Madison’s required training for each role informs employees and volunteers serving in youth activities about their reporting obligations. Remember, call 911 or the UWPD (if the activity takes place on campus) before completing any reports if the situation is a medical or life-threatening emergency.

TIP FROM OYP: Use the chart on the next page as a reporting resource. Consider including a copy of the chart in training materials for the activity. A more detailed version of the chart can be downloaded from the UW-Madison website.
SECTION VI: Report Incidents

Staff Must Report Incidents to Appropriate Authorities in a Timely Manner

For questions on reporting Sexual Harassment and Sexual Violence, contact Lindsey Peterson with the Sexual Misconduct and Response Program in the Office of Compliance at lindsey.peterson@wisc.edu.

For questions on reporting Clery Crimes on Campus, contact Elisa Lopez with Clery Compliance in the UW-Madison Police Department at elisa.lopez@wisc.edu.

Contact youthprotection@wisc.edu with all other questions.
Other Relevant Policies

In addition to UW-1045 Youth Protection, activities involving youth may fall under the following policies:

- UW-146 Policy on Sexual Harassment and Sexual Violence
- UW-301 Policy on Mandatory Reporting of Child Abuse and Neglect (Executive Order 54)
- UW-503 Cybersecurity Risk Management Policy
- UW-509 DoIT Incident Reporting and Response Policy
- UW-5014 Criminal Background Check Policy
- UW-5039 Children in the Workplace
- UW-5040 Minor Protection and Adult Leadership HR Policy
- UW-6106 Minors in Research Laboratories Policy

Youth Protection Policy, UW-1045

**SECTION I**
Register Youth Activities

**SECTION II**
Screen Personnel

**SECTION III**
Train Personnel

**SECTION IV**
Maintain Supervision Standards

**SECTION V**
Prepare for Emergencies

**SECTION VI**
Report Incidents
Contact the Office of Youth Protection for questions about activities involving youth on the UW-Madison campus and across the state.

Email: youthprotection@wisc.edu

Location:
21 N. Park Street, 7th Floor
Madison, WI 53715