



APS 10.13 REQUIREMENTS FOR UNIVERSITY & THIRD PARTY LED YOUTH PROGRAMS

QUICK REFERENCE CHECKLIST FOR UW YOUTH PROGRAMS

All UW Youth Programs are required to comply with APS 10.13.

The requirements of this policy are outlined in the checklist below:

- ❑ **Registration of Youth Program** - Registration in the UW Youth Program Registration System must be completed prior to the program start date.
- ❑ **Background Checks** - All authorized personnel must successfully complete a background check through UW HR prior to any interaction with youth and every three years thereafter.
- ❑ **Required Training**- All authorized personnel must complete the *Promoting Safe Interactions with Youth* training prior to any interaction with youth. All new employees and volunteers, regardless of interaction with youth, must complete the *Reporting Suspected Child Abuse and Neglect* training. Programs are additionally required to train staff to provide safe and developmentally appropriate program services.
- ❑ **Conduct Requirements** - Programs must certify that all authorized personnel have reviewed and will comply with the UW Standards for Interacting with Youth.
- ❑ **Reporting** - Ensure that all employees and volunteers report suspected child abuse or neglect to the appropriate authorities, and notify SafeCampus regarding behaviors of concern as described in the Standards for Interacting with Youth.
- ❑ **Safe Environments** - Adhere to all UW, state, and federal workplace and environmental safety regulations and recommendations.
- ❑ **Emergency and Safety Planning** - Maintain an emergency preparedness plan specific to the program. Have procedures in place to respond to known health conditions of youth participants and health related emergencies.
- ❑ **Privacy Practices** - Follow the Privacy Policy for UW Youth Programs to maintain youth's privacy including providing proper notice and obtaining consent for use of personal data of youth.

Key Terminology:

- UW Youth Program – any program, activity, event or research that is operated or sponsored by a UW department in which youth are a primary audience.
- Authorized Personnel – any university employee, volunteer, student, and intern, who in the course of their duties at the University supervise, chaperone, act as a caregiver for, or have unsupervised access to youth.

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

- [Administrative Policy Statement 2.2: University Privacy Policy](#)
- [Administrative Policy Statement 10.9: Visitors and Children in Labs and Shops](#)
- [Administrative Policy Statement 44.3: Employment of Minors](#)
- [Executive Order 31: Nondiscrimination and Affirmative Action](#)
- [Executive Order 51: Sexual Violence Elimination](#)
- [Executive Order 54: Employee-Student Romantic Relationships and Conflicts of Interest](#)
- [Executive Order 55: University Health and Safety Programs: Policy and Responsibilities](#)
- [Executive Order 56: Reporting Suspected Child Abuse or Neglect](#)