

## **Communicating requirements of APS 10.13 to Third Party Led Youth Programs in UW written agreements and contracts**

UW departments that host Third Party Led Youth Programs in University facilities or properties are responsible for communicating the requirements of [Administrative Policy 10.13 Requirements for University and Third Party Led Youth Programs](#).

The following language, reflecting the requirements of APS 10.13, should be inserted into written agreements (e.g., facility use agreements, contracts, memorandums of understandings (MOAs), affiliation agreements, etc.) with Third Party Led Youth Programs (i.e., non-UW Youth Programs) that use University facilities or UW properties.

Any desired modifications to the language below should be directed to the Office for Youth Programs Development and Support.

Written agreements may use either of the two methods described below:

- A) Inclusion of a statement of requirements within the body of an agreement or contract; or
- B) Reference to an attachment that outlines requirements.

## Method A

**Instructions:** Embed the language below directly into your written agreement.

**REQUIREMENTS FOR THIRD PARTY-LED YOUTH PROGRAMS.** Third party-led youth programs that use University facilities must meet or exceed the requirements of [Administrative Policy Statement 10.13 Requirements for University and Third Party Led Youth Programs](#), including, without limitation:

- Ensuring that all personnel with youth supervisory, custodial, chaperone, or caregiving responsibilities, or with unsupervised access to youth:
  - Have successfully completed [criminal background checks](#),
  - Are sufficiently trained to provide safe and developmentally appropriate care for youth,
  - Abide by UW [standards](#) for safely interacting with youth, and
  - Report to the proper authorities, in accordance with state and federal laws and regulations, any suspected child abuse, neglect, or other behaviors of concern.
- Maintaining safe environments to prevent injury,
- Having procedures in place to respond to emergencies and known health needs of youth, and
- Safeguarding the privacy of youth while in their care. Specific definitions for the above requirements can be found on the UW's [Administrative Policy Statement webpage](#).

**Optional additional clause:** For use of bathroom, shower, or locker room facilities, embed the language below in addition to and along with the language above.

**Restroom Use:** When youth are using public bathrooms, youth programs must utilize the “rule of three” supervision, e.g., two adults with one or more children, or one adult with two or more children.



### Method B

**Instructions:** Embed a clause (see sample clause below) into the written agreement that references Attachment A and then attach Attachment A (which is on the next page of these guidelines) as an addendum to the written agreement. The requirements are set forth in Attachment A, so in contrast to Method A, they do not need to be directly inserted into the body of the written agreement.

Sample clause:

Third Party shall comply, and shall require its employees, agents, subcontractors and guests to comply, with the Youth Program requirements set forth in **Attachment A**, all applicable laws, regulations, rules, and ordinances, and all applicable University of Washington policies.

## ATTACHMENT A

**REQUIREMENTS FOR THIRD PARTY-LED YOUTH PROGRAMS.** Third party-led youth programs that use University facilities must meet or exceed the requirements of [Administrative Policy Statement 10.13 Requirements for University and Third Party Led Youth Programs](#), including, without limitation:

- Ensuring that all personnel with youth supervisory, custodial, chaperone, or caregiving responsibilities, or with unsupervised access to youth:
  - Have successfully completed [criminal background checks](#),
  - Are sufficiently trained to provide safe and developmentally appropriate care for youth,
  - Abide by UW [standards](#) for safely interacting with youth, and
  - Report to the proper authorities, in accordance with state and federal laws and regulations, any suspected child abuse, neglect, or other behaviors of concern.
- Maintaining safe environments to prevent injury,
- Having procedures in place to respond to emergencies and known health needs of youth, and
- Safeguarding the privacy of youth while in their care.

Specific definitions for the above requirements can be found on the UW's [Administrative Policy Statement webpage](#).

**Optional additional clause:** For use of bathroom, shower, or locker room facilities, add the clause below to the clauses above by inserting it directly into Attachment A.

**Restroom Use:** When youth are using public bathrooms, youth programs must utilize the “rule of three” supervision, e.g., two adults with one or more children, or one adult with two or more children.