# Requirements of Authorized Personnel

## Background Screening
Do all personnel who have supervisory, custodial, caregiving or chaperone responsibilities, or unsupervised access to youth receive a criminal background check via UW HR?

- [ ] Yes
- [ ] No

## Training
Does your onboarding process require completion of the UW Reporting Suspected Child Abuse of Neglect and Promoting Safe Interactions with Youth trainings?

- [ ] Yes
- [ ] No

Do you provide additional training focused on providing safe and developmentally appropriate services to your youth population?

- [ ] Yes
- [ ] No

Do you provide additional on-the-job training or coaching to help personnel hone their skills?

- [ ] Yes
- [ ] No

## Conduct
Does your personnel onboarding process include reviewing a code of conduct?

- [ ] Yes
- [ ] No

Do personnel agree in writing that they will uphold the code of conduct?

- [ ] Yes
- [ ] No

## Reporting
Do you have a “see something, say something” policy to encourage personnel to report behaviors of concern among staff and/or participants?

- [ ] Yes
- [ ] No

Do you provide training to personnel on their child abuse and neglect reporting duties?

- [ ] Yes
- [ ] No

### Resources from OYDPS
- Background check rationale and process through UW HR
- Unsupervised access definition
- Required trainings available [here](#)
- Suggested additional training content available [here](#)
- Sample conduct code Standards for Interaction with Youth can be integrated into existing conduct codes
- SafeCampus should be added to existing reporting processes.
- Red flag behaviors tip sheet
- Information on how to report
ADDITIONAL CONSIDERATIONS

DESIGNATING AUTHORIZED PERSONNEL
Consider how your program is structured and what that means for the designation of “authorized” versus “other” personnel:
- Are tasks, roles, and responsibilities clearly delineated between these classifications of staff?
- How are you communicating those roles and responsibilities to all of your staff so they understand the scope of their role versus others?
- What contingency plans do you have in place for upholding those differential classifications in practice as well as on paper?

SCREENING
Background screening can take anywhere from a few days to three weeks. In planning for your authorized personnel to complete this process prior to your program start date, consider:
- How far in advance of your program are you typically hiring or assigning staff to the program? Does your current recruitment, hiring, and assignment timeline allow adequate time for your authorized personnel to be screened and trained?
- What are the consequences to your program operations if your authorized personnel aren’t cleared to work with youth by your start date? Do you have a back-up plan (such as restructuring or reallocating work among your team) for such contingencies?

SPECIFIC REQUIRED TRAININGS
Promoting Safe Interactions with Youth and Reporting Suspected Child Abuse & Neglect
- How can you carry forward the lessons from and values of these trainings into your program context? For example, can you provide opportunities for your staff to apply the principles as it relates to your program environment and population of youth?

ADDITIONAL TRAINING
- What topics might be necessary for your program? Consider your youth population, activities, environments, and staff skill and experience levels.
  What training style or platform is best for delivering those topics? In-person? Online? Individually? In groups?
- When should these topics be covered? As soon as someone is hired? Before someone begins working with youth? On an ongoing basis?
- How can you incorporate continuing education and training into your daily procedures and practices?

CONDUCT
- How are you monitoring your staff’s adherence to the Standards of Interacting with Youth code of conduct? What are your supervision practices?
- How are you providing feedback to your staff about their own conduct? How are you communicating about any potential problem behaviors to your entire staff?
- What are your internal protocols for responding to concerns that are raised by staff?

REPORTING
- Do other elements of your program environment (for example, signs posted in your space, tone of workplace) reiterate the message that reporting is valued? How can you create a culture where reporting is prioritized and supported?

QUESTIONS? Contact the Office for Youth Programs Development and Support at uwminors@uw.edu or (206) 616-5706.