

SELF ASSESSMENT PLANNING TOOL FOR IMPLEMENTING APS 10.13 - REQUIREMENTS FOR PERSONNEL

REQUIREMENTS OF AUTHORIZED PERSONNEL	RESOURCES FROM OYDPS	ACTIONS NEEDED
<p>Background Screening</p> <p>Do all personnel who have supervisory, custodial, caregiving or chaperone responsibilities, or unsupervised access to youth receive a criminal background check via UW HR? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Training</p> <p>Does your onboarding process require completion of the UW <i>Reporting Suspected Child Abuse of Neglect</i> and <i>Promoting Safe Interactions with Youth</i> trainings? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you provide additional training focused on providing safe and developmentally appropriate services to your youth population? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you provide additional on-the-job training or coaching to help personnel hone their skills? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Conduct</p> <p>Does your personnel onboarding process include reviewing a code of conduct? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do personnel agree in writing that they will uphold the code of conduct? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Background check rationale and process through UW HR</p> <p>Unsupervised access definition</p> <p>Required trainings available here</p> <p>Suggested additional training content available here</p> <p>Sample conduct code Standards for Interaction with Youth can be integrated into existing conduct codes</p>	
<p>Reporting</p> <p>Do you have a “see something, say something” policy to encourage personnel to report behaviors of concern among staff and/or participants? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you provide training to personnel on their child abuse and neglect reporting duties? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>SafeCampus should be added to existing reporting processes. Red flag behaviors tip sheet</p> <p>Information on how to report</p>	

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.