

SELF ASSESSMENT PLANNING TOOL FOR IMPLEMENTING APS 10.13

A. REGISTRATION	RESOURCES FROM OYDPS	ACTIONS NEEDED
<p>Do you have a list of program staff, separated into authorized and other personnel? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you have a list of all sessions and their locations? (applicable to multi-session programs) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are your personnel assigned to sessions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Definition of Authorized Personnel Sessions vs Programs guidance</p>	
<p>B. REQUIREMENTS FOR AUTHORIZED PERSONNEL</p> <p><i>Background Screening</i></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><i>Training</i></p> <p>Does your onboarding process require completion of the UW <i>Reporting Suspected Child Abuse of Neglect and Promoting Safe Interactions with Youth</i> trainings? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you provide additional training that is expressly focused on providing safe and developmentally appropriate services to your youth population? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Conduct</i></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>Standards for Interaction with Youth can be integrated into an existing conduct code. Sample conduct code</p> <p>SafeCampus should be added to existing reporting process.</p> <p>Red flag behaviors tip sheet</p>	

C. 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

Information on [how to report](#)

D. SAFE ENVIRONMENTS

Have you assessed your program environment(s) from a youth’s perspective for potential safety hazards? Yes No

(STEM Programs) Have you reviewed the UW guide for youth safety in STEM environments and integrated these expectations into your program? Yes No N/A

Are there state or federal regulations regarding physical locations in which your program operates (e.g., use of vessels, medical settings, industrial equipment, hazardous materials) Yes No

[Safety Considerations for Youth in STEM Environments](#)

E. EMERGENCY & SAFETY PLANNING & RESPONSE

Does your program have a plan in place to respond to emergencies that specifically assess and address the needs of your youth population? Yes No

(Seattle Campus) Is your program included in your department/unit’s required Fire Safety and Evacuation Plan? Yes No N/A

Does your program inquire with participants about known health conditions, medication management or needs for accommodation? Yes No

[State](#) and [federal](#) regulations for youth employment and learning programs

Sample emergency plan (coming soon!)

[FSEP guidelines](#)
[FSEP template](#)

Protocols for managing health conditions/health related emergencies (coming soon!)

<p>Does your program have guidelines regarding which health conditions they can reasonably accommodate or which medications they can administer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does your staff training address responding to emergencies and health needs, and administering medication? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>F. PRIVACY</p> <p>Has your program reviewed the data that you collect using “privacy by design” principles, (e.g., to ensure that you are only collecting the minimum information needed to operate your program)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does your program provide notice to participants and their parent/guardian regarding privacy practices related to personal data? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does your program solicit consent from a parent/guardian for data collected on youth? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Privacy Policy for UW Youth Programs</p> <p>Privacy notice for UW Youth Programs</p> <p>Guidelines for soliciting consent Privacy consent form template</p>

