

# Special Events Involving Youth at UW Seattle

## SAFETY PLANNING CHECKLIST & RISK MITIGATION PLAN

Name of Group: \_\_\_\_\_

Group Contact Name and Email: \_\_\_\_\_

Student Activities Office Advisor Name: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Location(s): \_\_\_\_\_

URL for Group/Event Website, if applicable: \_\_\_\_\_

UW department(s) involved in hosting this activity, if applicable: \_\_\_\_\_

Age of youth participants: (check all that apply)

- Age 5 and under
- Age 6-11
- Age 12-14
- Age 15-17

Are youth accompanied by parent/guardian?  YES /  NO

IF NO: Ensure you have written parent consent for participation; supervision needs to be addressed in your checklist and plan.

Estimated number of youth participants: \_\_\_\_\_ Adult to youth ratio: \_\_\_\_ adults to \_\_\_\_ youth

Recommended supervision ratios: (per [American Camp Association](#))

- >Age 5: 1 adult to 6 youth
- Age 6–8: 1:8
- Age 9–14: 1:10
- Age 15–17: 1:12

### SAFETY PLANNING CHECKLIST:

Please check the box for those that apply. These questions help identify potential risks associated with your activity. If you check YES, recommendations for risk mitigation are below.

#### STAFF CONSIDERATIONS

##### YES

- Does your activity involve adults being alone with youth for any period of time, or require event staff to be responsible for supervision, custodial care, chaperoning, or caregiving for youth?
  - o IF YES:
    - Ensure that staff are background checked, meeting or exceeding the standards of UW's [background check process](#).
    - Ensure that staff are trained for youth specific interactions including both best practices and appropriate boundaries, as well as handling reports of suspected child abuse and neglect.
    - Ensure that staff are aware of conduct expectations and have a plan for reporting violations of these expectations to the proper authorities.

## SAFE ENVIRONMENT CONSIDERATIONS

### YES

- Does the location of your activity include possible hazards including stairs, windows that open, moving machinery, water features such as pools or fountains, cliffs or other height-based hazards, or other: \_\_\_\_\_?
  - IF YES: Block off areas where such hazards exist to prevent youth from getting injured.
- Do youth have access to stairwells, locker rooms, private rooms or other areas where they could be isolated from the group?
  - IF YES: Ensure proper supervision and signage to prevent youth from wandering away or inadvertently ending up in these spaces.
- Does the activity involve visits to any location that could pose an additional risk to participants' safety?
  - IF YES: Plan for how to prevent injury while in these locations.
- Is the activity in a location where people not affiliated with the event can easily enter into the space?
  - IF YES: Ensure there is a clearly designated space for your event to prevent those not participating from entering without permission.
- Does the activity occur during non-business hours, such as evening or weekend?
  - IF YES: Ensure that the facility being used is aware that your after-hours event involves youth. It may also be useful to notify UWPD that you will have a group of youth present during an evening or weekend.

## EMERGENCY AND SAFETY PLANNING AND RESPONSE CONSIDERATIONS

### YES

- Do any activities involve components where there is a possibility of injury or illness? For example:
  - Physical activity (besides basic functions such as walking, sitting, standing for limited amounts of time)? Describe: \_\_\_\_\_
  - Use of materials or equipment that can cause illness or injury? Describe: \_\_\_\_\_
  - Involve food that can cause allergic reactions to some individuals? Describe: \_\_\_\_\_
  - IF YES: Acknowledgment of Risk (AOR) form must be completed by your group, and signed by parents. Develop or adopt a health safety plan to deal with health related emergencies - both due to known health conditions and emergent problems
- Does the location of your event lack basic amenities such as bathrooms, water or shelter in the case of a natural disaster or inclement weather?
  - If YES: Consider a location that has access to bathrooms and shelters, so youth can use facilities and take cover in the case of bad weather. Develop or adopt a comprehensive emergency preparedness plan.

## OTHER

### YES

- Do any activities require transporting youth from one location to another (excluding walking between facilities on campus)?
  - NOT ALLOWED
- Does your activity involve overnight stays?
  - NOT ALLOWED
- Do you require changing clothes between activities?
  - NOT ALLOWED

**RISK MITIGATION PLAN:**

For each section where you marked yes above, describe specific plans to address the risks you marked.

**STAFF CONSIDERATIONS**

**SAFE ENVIRONMENT CONSIDERATIONS**

**EMERGENCY AND SAFETY PLANNING AND RESPONSE CONSIDERATIONS**

**Comments from Office for Youth Programs Development and Support**

The comments included below are intended to be educational in nature, and do not represent any authority held by the Office to approve an event hosted by an RSO.

**Submitted to SAO Advisor**

RSO Officer Name: \_\_\_\_\_ Title: \_\_\_\_\_

RSO Email: \_\_\_\_\_ RSO Cell Phone: \_\_\_\_\_

RSO Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submitted to OYPDS (uwminors@uw.edu)**

SAO Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed by the Office for Youth Programs Development and Support**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_