





# Background

## Introduction

The California State University (CSU) campuses have a wide range of activities including camps, clinics,

**Background check:** Background checks are to be conducted in accordance with CSU Technical Letter HR 2017-17.

**Care, Custody and Control:** When an individual has primary responsibility for supervision of a youth at any given point throughout the activity or youth program.

**One-on-one interaction:** Any intentional interaction where an Authorized Person is alone with a youth.

**Program Sponsor:** The Program Sponsor is the appropriate University administrator. e.g., Dean, Associate Vice President, Assistant Vice President or Third Party responsible for authorizing or approving the Program and ensuring the Program follows the criteria set forth in these guidelines. The Program Sponsor will be identified as a central contact for Program information.

A Program Sponsor should be pre-designated for any program.

A Program Sponsor can delegate the management of certain components of a Youth Activity to a Program Director. The delegation is limited to the general oversight, day-to-day planning, coordination, and implementation of the Program and its essential components and does not alleviate the Program Sponsor from ultimate responsibility for applying these guidelines to their program.

**Third Party or Co-sponsored Programs:** A Third Party is an off-campus entity who is utilizing resources/facilities on campuses to operate a youth program. A Co-sponsored program is an activity or program undertaken, engaged in or conducted jointly by the University and a Third Party.

**Program Director:** The Program Director, e.g., Faculty, Director, provides general oversight of the program and manages day-to-day planning, coordination, and implementation of the program and its essential components, if so delegated by the Program Sponsor.

# Operational Guidelines

## Program Registration

Registration for Youth Programs and Youth Activities should be submitted to the Youth Program Officer (or designee) at least 60 days prior to the start of each event or activity.

Program registration should include the following information (See sample form as Attachment A):

1. Preliminary registration by Program Sponsor
  - a. Program Sponsor's name and contact information (phone and email)
  - b. Program Supervisor's name and contact information (phone and email)
  - c. Department name
  - d. Youth Program/Activity
    - i. Description
    - ii. Date/Time
    - iii. Number of overnights (if applicable)
    - iv. Anticipated number of participants
    - v. Anticipated age of participants
  - e. Staff (volunteer)/participant ratios
  - f. Physical site available (facility use)
  
2. Final registration by Program Sponsor
  - a. Participants information
    - i. Participant information
      1. Names/address
      - ii. Orientation materials provided
      - iii. Waivers obtained
    - b. Program Staff/Volunteer information
      - i. Program Volunteer information
        1. Name/address
      - ii. E1-2.1 (m)-6.4 (e)-3 (rg)13.4 (e)-3 (n)2.3 (c)-1.9 (y)6.3 (c)-1.9 (o)-6.6 (
      - iii. Background Check complete
      - iv. O1-2.1 (rie)-3 (n)2.3 (t)-3 (at)-3 (i)10.6 (o)-6.6 (n)10 Tc 0 Tw 4.674 0 T to the stat o1-3.7 (f)2.7 ( th)16.1 (e p)5.3 ()13.2 (o)-3.7 (g)5.7 ()13.1 (a) The Facilities License agreement should include language that requires all individuals responsible for youth

consistent with these guidelines



position. The University reserves the right to repeatedly conduct

1. Procedures for notifying a youth's parent/legal guardian in case of emergency, including medical or behavioral situations.
2. Information for parents/legal guardians on how to contact the participant during the program.
3. Program rules and conduct expectations for participants in the program, including the fact that participants must abide by all CSU regulations and may be removed from the program for failure to do so. Program rules and expectations **must** include the following:

- Pr



- In-room visitation by participants of the opposite gender;
- Visitation by non-participant guests. Visitations should be restricted to public spaces in the building and only during approved hours specified by the program;
- Requirement that separate accommodations are to be provided for Authorized Persons and youth, except when youth are housed with their parents or gmush.9 (d)-0.8 ( )J4 ( (d)-0.7 (i)-3.5 8-2.8 (t.6 (is)-t6 (

# Training

## Staff and Volunteer Training

Program directors should provide training to program staff and volunteers that addresses the following topics:

1. Program responsibilities and expectations; and
2. Conduct rules for staff and volunteers; and
3. Appropriate interactions with and supervision of youth; and
4. Program and applicable University policies and procedures; and
5. What to do in the event of a crisis or emergency; and
6. Safety and security precautions; and
7. Prohibited conduct, including but not limited to, harassment and reporting obligations; and
8. Mandated reporter and University reporting protocols for suspected child abuse, sexual assault, or child pornography; and
9. University Anti-Discrimination policies, including but not limited to, Title IX prohibited conduct; and
10. Prohibition of retaliation against youth, families, parents, guardians, and staff/volunteers who report allegations of misconduct or inappropriate conduct, including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a youth, and violations of Anti-Discrimination expectations, per current CSU policies and requirements; and
11. Conduct rules for staff and volunteers.

## Rules for Youth Program and Staff Volunteers

Program directors are expected to notify program staff and volunteers of applicable program rules, including conduct expectations. Program staff and volunteers must abide by all University regulations and may be removed from the program for violation of such rules. Program rules for program staff and volunteers **must** include the following:

1. The supervision ratio should include the number of Authorized Persons who must be present during activities where youth are present; and
- 2.

- b. Reasonable efforts must be made to involve more than one adult in any electronic contact with an individual or single youth.
- c. Staff/volunteers should ensure another adult staff/volunteer is present when communicating with youth in private areas (e.g.: restrooms, bedrooms, study lounges, and similar areas).
- d. If handling an emergency when only one youth is present, the adult responding should make reasonable efforts to contact another adult to come and assist as immediately as possible.
- e. Communication and containment (s)9..4 (m)4 (i)-3.2 (t)-6 (h)-0.7 ( )J(n)-0.8 ( (t)-5 0 (n)2.3 (t)-388 0 Td8 im)

14. Authorized Persons may not provide alcohol or illegal drugs to any youth participant; and
15. Authorized Persons may not provide prescription drugs or any medication to any youth participant, unless the adult is a medical professional who has been specifically authorized in writing by the parent or legal guardian to administer the medication as required for the youth participant's care or emergency treatment; and
16. Authorized Persons may not make sexual materials in any form available to youth participants or assist them in any way in gaining access to such materials; and
17. Authorized Persons may not retaliate against youth, families, parents, guardians, and staff/volunteers who report allegations of misconduct, inappropriate conduct, or violations of the University's anti-discrimination policy; and
18. If an allegation of misconduct or inappropriate conduct (including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a youth) or violation of the University's anti-discrimination policy is made against an Authorized Person, the Authorized Person must be immediately removed from any and all further participation in any programs and activities until the allegation has been satisfactorily resolved.

## Transportation of Youth

Units operating a youth program that involves transportation of youth as part of the program activity should adopt the following requirements:

1. Authorized Persons that transport youth must have completed the Defensive Driving Program and should be enrolled in the California DMV driver pull notice program; and
2. To the extent possible, the use of an Authorized Person's private vehicle for transporting youth should be avoided. However, if a private vehicle is used, the driver(s) must follow all CSU guidelines for use of personal vehicles for University business; and
3. More than one Authorized Person must be present in the vehicle unless there are multiple youth present for the duration of the transportation. At no time, should an Authorized Person be one-on-one with a youth while in a vehicle; and
4. University youth programs utilizing commercial transportation services must follow CSU guidelines related to commercial transportation.

## Concussion Awareness

Units operating a youth athletic activity must comply with the requirements of the University concussion practices and follow return to play/return to work guidelines.

# Abuse Reporting Protocols

California Law and CSU Policy related to Suspected Child Abuse or Neglect

The University is dedicated to maintaining zero tolerance for abuse. As such, it is imperative that everyone actively participate in the protection of youth and in the safeguarding of youth on and off campus. For purposes of this document, the terms child abuse and neglect include, but are not limited to, the following: physical abuse, verbal abuse, sexual abuse, emotional abuse, neglect, and economic exploitation.

All employees and volunteer

CSU Policy: Background Check Policy (HR 2017-17)

CSU Policy: Discrimination, Harassment, Retaliation Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Employees and Third Parties (EO 1096):

<https://calstate.policystat.com/policy/6743499/latest/>

CSU Policy: Mandated Reporting of Child Abuse and Neglect (EO 1096): <https://calstatepolicy.com/policy/6743499/latest/>



**Participants:**

- Roster of Participants (Name, Birth Date, Email, Parent/Guardian, Contact info, Emergency Contact),
- Participants orientation documentation
  - Handbook
  - Code of Conduct requirements
- Informed Consent/Hold Harmless Waiver
- Media Waiver (if applicable)
- Medical Treatment Authorization

**Records for Program Staff/Volunteers:**

- Roster of Staff/Volunteer with emergency contact information for volunteers
- Each staff/faculty screened/interviewed
- Reviewed background checks
- Confirmed completed training for staff and volunteers
  - Mandated reporter
  - Expected behavior for working with children
  - Reviewed and signed University Code of Conduct

**Certification of Content Check Box**

Initial: I understand that no individual may serve as an Authorize Adult until they have completed and passed a background check and received the above-mentioned training.

**Submit for Final Approval**



**ATTACHMENT B – CSU GENERAL RELEASE OF LIABILITY  
RELEASE OF LIABILITY, PROMISE**

a lawyer of my choosing prior to signing this document.

Participant Signature: \_\_\_\_\_

Participant Name (print):

Date:

## ATTACHMENT C: MEDIA RELEASE

### VISUAL/AUDIO MEDIA RELEASE FORM

Program/Activity Name: \_\_\_\_\_

I grant permission to the State of California; the Trustees of The California State University; California State University, [campus name] and their employees, officers, directors, volunteers and agents (collectively “University”) to take and use visual/audio images of me. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. University will not materially alter the original images. I agree that University owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as university-sponsored websites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-university uses. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them.

I release the State of California; the Trustees of The California State University; California State University, [campus name] and their employees, officers, directors, volunteers and agents (collectively “University”), including any firm authorized to publish, broadcast and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking or use of the images or printed material used with the images.

I am 18 years or older. **I understand the legal consequences of signing thi**

I am the parent or legal guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me. **I understand I have the opportunity to consult with a lawyer of my choosing prior to signing this document.**

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Print Name of Minor Participant's Parent/Guardian

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Date

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Signature of Minor Participant's Parent/Guardian

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Minor Participant's Name

# ATTACHMENT D: MEDICAL TREATMENT AUTHORIZATION FORM

Youth Program/Activity: \_\_\_\_\_

Name of Participant: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Existing Medical Coverage: \_\_\_\_\_ Plan # \_\_\_\_\_

Known Allergies: \_\_\_\_\_

Current Medications: \_\_\_\_\_

I hereby voluntarily permit my child to participate in the [Program/Activity] at [Campus name].

While my child is attending or traveling as part of this Activity/Program, I HEREBY AUTHORIZE THE STAFF/ADULT VOLUNTEER, or in his/her absence or disability, any adult accompanying or assisting in ax54s(-t6 (D))44