Readable Copy
Safety of Minors
# Program Operations and Reporting Requirements:
Ensuring the Health and Safety of Youth

This training is for University of Minnesota
program leaders, direct service staff and volunteers in programs primarily serving minors

Safety of Minors Program Operations & Reporting Requirements: *Ensuring the Health & Safety of Youth* *for program leaders, direct service staff & volunteers in programs primarily serving minors* UNIVERSITY OF MINNESOTA Driven to Discover® policy.umn.edu/operations/minorsafety	Welcome to the Safety of Minors Training. Thank you for working with youth on behalf of the University of Minnesota! This training covers Program Operations and Reporting Requirements to ensure the Health and Safety of Youth. https://policy.umn.edu/operations/minorsafety
The University of Minnesota is committed to: Providing a safe environment for teaching, learning & community outreach Protecting the safety of minors who come to campus or other facilities to participate in University-sponsored programs	The University of Minnesota is committed to: • providing a safe environment for teaching, learning and community outreach, and • protecting the safety of minors who come to campus or other facilities to participate in University-sponsored programs
Program Leaders, Direct Service Staff & Volunteers in Programs Primarily Serving Minors policy.umn.edu/operations/minorsafety	In order to ensure the safety of all participants, the University of Minnesota has adopted practices for safe programming. **This training is for program leaders, direct service staff and volunteers in programs primarily serving minors.** Throughout this training the word "staff" is

	used to mean both employees and volunteers of the University of Minnesota. As an employee or volunteer for a U of M program for minors, you should receive an orientation to your role. This training covers basic information, but your program leader will provide you with specific information applicable to your program and role.
By the end of this training *Program Leaders, Direct Service Staff & Volunteers in Programs Primarily Serving Minors* will be able to: 1. Define who is covered by the Safety of Minors Policy 2. Understand youth program operations 3. Apply the safety of minors reporting requirements policy.umn.edu/operations/minorsafety	By the end of this training, you will be able to: • define who is covered by the Safety of Minors Policy • understand youth program operations, and • apply the safety of minors reporting requirements
1. Define who is covered Who is a minor? ✓ Anyone under the age of 18	1. Define who is covered by the Safety of Minors Policy We start with defining who is covered by the Safety of Minors Policy. A "minor" is anyone under the age of 18
1. Define who is covered Who is covered by the policy? ▪ Minors who are: ✓ Participating in University-sponsored programs held on or off the University property ✓ Enrolled in academic programs at the University ✓ Participating in programs run by non-University organizations on University property	Those covered by the Safety of Minors policy include: • participants in university-sponsored programs held on or off the university property • minors enrolled in academic programs at the University and/or • those participating in programs run by non-University organizations on University property
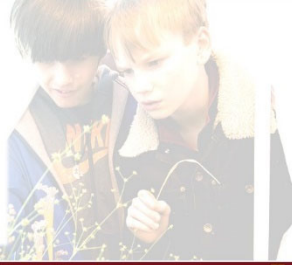
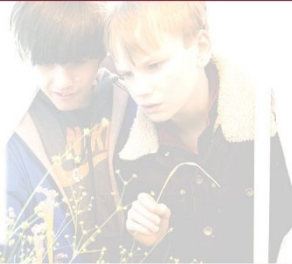|	
2. Program Operations ❑ Supervision ❑ Interaction with Youth ❑ Medical & Emergency Procedures & Planning ❑ Overnight Lodging & Transportation	2. Understand youth program operations Next, we will go through the program operations that provide an environment of quality, safety and fun! There are four areas of program operations covered in this training: • Supervision • Interaction with Youth • Medical and Emergency Procedures and Planning, and • Overnight Lodging and Transportation
2. Program Operations ❁ **Supervision** ❑ Interaction with Youth ❑ Medical & Emergency Procedures & Planning ❑ Overnight Lodging & Transportation	Let's start with Supervision.
Supervision **Adult to Youth Ratio** A *minimum* of <u>TWO</u> U of M program staff must be present at all times • 1:8 for ages 8 & younger • 1:10 for ages 9 to 14 • 1:12 for ages 15 & older *Supervision of minors is YOUR responsibility*	As program staff and volunteers providing direct programming to youth, the supervision of minors is your responsibility. When minors attend programs without a parent or guardian, a minimum of two University of Minnesota program staff must be present at all times. Generally, programs will maintain the following adult to youth ratios: • For ages 8 and younger, a ratio of 1:8 adult to youth is required • For ages 9 to 14, the ratio is 1:10 • And For ages 15 and older, the ratio is 1:12

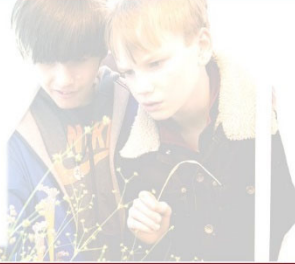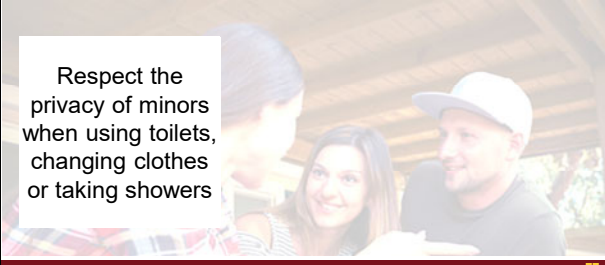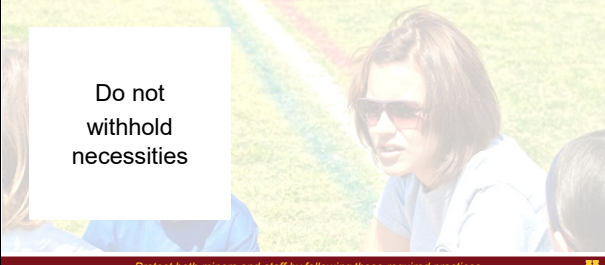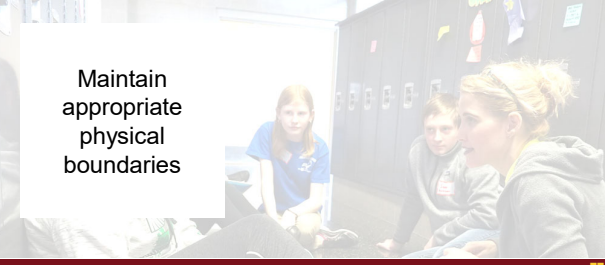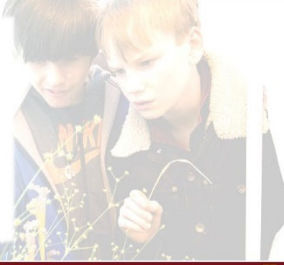|	
Supervision **Clarify Procedures for:** • A clear check-in & check-out process • Conducting regular headcounts • Safe movement to new locations • Accompanying minors to bathroom facilities • Handling medications & allergies *Supervision of minors is YOUR responsibility*	Before you begin programming, ask your program leader to clarify specific procedures, including: • the program check-in and check-out process • procedures for conducting a headcount on a regular basis during the program/activity • how to move minors to new locations, such as using a buddy system and having adults at the beginning and end to ensure groups stay together • when and how minors should be accompanied to bathroom facilities, and • how to best handle medications and allergies
2. Program Operations ✖ Supervision ✖ **Interaction with Youth** ❑ Medical & Emergency Procedures & Planning ❑ Overnight Lodging & Transportation	Next we'll discuss interactions with youth.
Interaction with Youth Stay with the participants at all times *Protect both minors and staff by following these required practices*	"Interactions with youth" covers practices that **are required** to protect both minors and staff. While working with youth programs, staff and volunteers must stay with the participants at all times. For example, don't leave the group to talk on your cell phone or visit with an acquaintance who is not associated with programming.

Interaction with Youth Avoid being alone with a minor *Protect both minors and staff by following these required practices*	Avoid being alone with a minor. When one-on-one consultation is needed for mentoring, discipline, or instructional purposes, the conversation should take place within view, yet, not hearing distance of others. Another staff member should be aware that this private conversation is taking place.
Interaction with Youth Respect the privacy of minors when using toilets, changing clothes or taking showers *Protect both minors and staff by following these required practices*	Respect the privacy of minors when using toilets, changing clothes or taking showers. Make sure all adults and youth are not using any recording devices or taking pictures in bathrooms or locker rooms.
Interaction with Youth Do not withhold necessities *Protect both minors and staff by following these required practices*	Do not withhold necessities such as food, water or shelter to modify behavior. Physical hazing, and initiation rituals that lead to embarrassment or that require youth to do anything that makes them fearful or uncomfortable are prohibited.
Interaction with Youth Maintain appropriate physical boundaries *Protect both minors and staff by following these required practices*	Do not engage in any behavior that is subject to mandatory reporting, including abuse and neglect. Do not engage in any other form of sexual misconduct such as sexual assault, sexual harassment, and stalking or relationship violence. Staff must maintain appropriate physical boundaries and take particular care when necessary to touch minors.

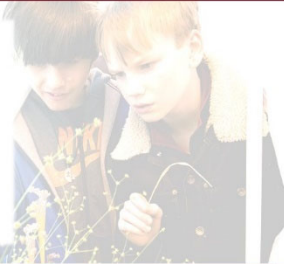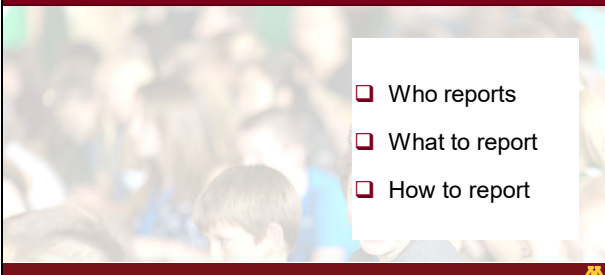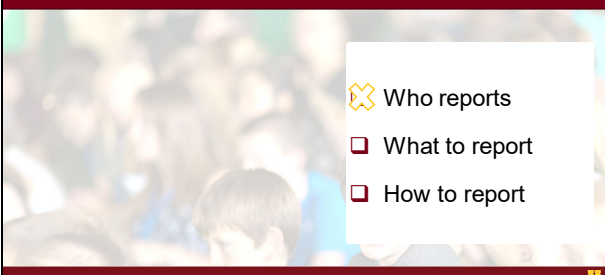|	
2. Program Operations ⊠ Supervision ⊠ Interaction with Youth ⊠ **Medical & Emergency Procedures & Planning** ❑ Overnight Lodging & Transportation	Now we'll cover medical and emergency procedures and planning. Generally, program leaders will handle all communications with emergency personnel, parents or guardians, participants, and media in an emergency.
Medical & Emergency Procedures & Planning • Ensure indoor & outdoor spaces are clean & safe • Accommodate spaces to meet needs of individuals with differing abilities & needs • Be prepared to modify programming in extreme weather • Know your role in emergency plans for fire, weather, intruders, lost or missing children & other emergencies *Monitor medical and emergency situations*	However the following are situations direct service staff and volunteers should monitor: • ensure indoor & outdoor spaces are clean & safe • accommodate spaces to meet needs of individuals with differing abilities & needs • be prepared to modify programming in extreme weather, and • know your role in emergency plans for fire, weather, intruders, lost or missing children & other emergencies Again, check with you program leader about specific medical and emergency plans and procedures.
2. Program Operations ⊠ Supervision ⊠ Interaction with Youth ⊠ Medical & Emergency Procedures & Planning ⊠ **Overnight Lodging & Transportation**	The last topic of program operations is overnight lodging and transportation.

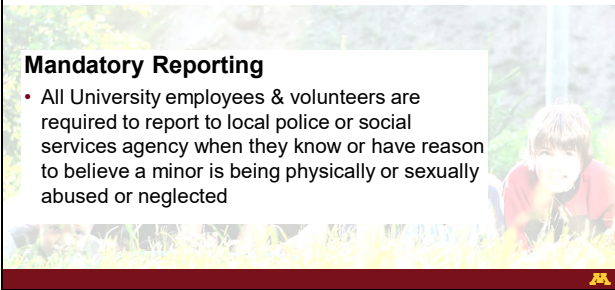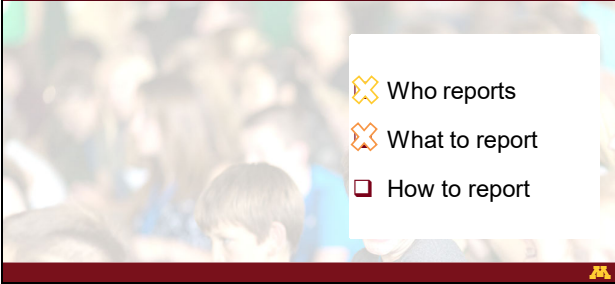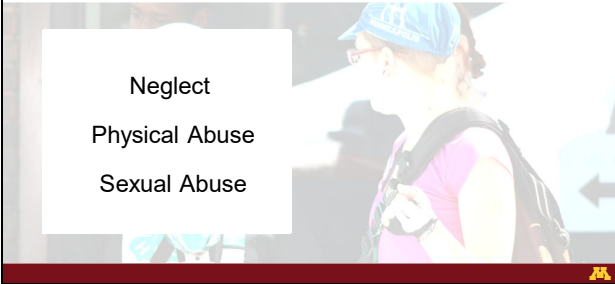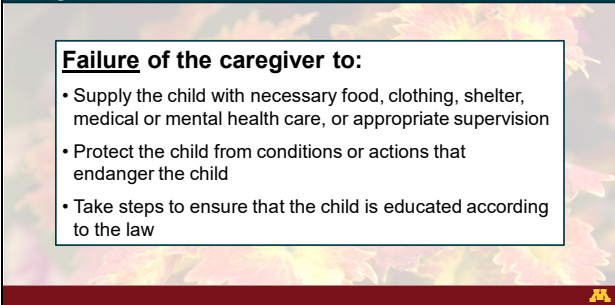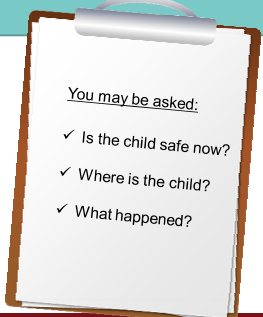|	
Overnight Lodging & Transportation Program Leaders will communicate practices that reduce risk: • Required ratio of youth to adults • Expected sleeping arrangements • Rules pertaining to transportation *Implement practices that reduce risk to minors*	Sometimes programs include overnight lodging or transportation. If your program includes those situations, your program leader will communicate practices that reduce the risk to minors, including: • the required ratio of youth to adults • expected sleeping arrangements, and • rules about transportation that must be followed
2. Program Operations ⊠ Supervision ⊠ Interaction with Youth ⊠ Medical & Emergency Procedures & Planning ⊠ **Overnight Lodging & Transportation**	This concludes section #2 on Program Operations.
3. Reporting Requirements ❑ Who reports ❑ What to report ❑ How to report	The final section is an overview of reporting requirements to ensure the safety of all minors. In this section we'll cover <u>who</u> reports, <u>what</u> to report, and <u>how</u> to report suspected abuse and neglect with young people from your programming.
3. Reporting Requirements ⊠ Who reports ❑ What to report ❑ How to report	We begin with WHO falls under mandatory reporting.

Who Reports **Mandatory Reporting** • All University employees & volunteers are required to report to local police or social services agency when they know or have reason to believe a minor is being physically or sexually abused or neglected	All University employees and volunteers, including student employees, are required to report to the local police or social services agency within 24 hours when they know or have reason to believe a minor is being physically or sexually abused, neglected, or has been within the past three years.
3. Reporting Requirements ❌ Who reports ❌ What to report ❑ How to report	Next we'll cover WHAT to report.
What to Report Neglect Physical Abuse Sexual Abuse	Minnesota law provides definitions of abuse and neglect. These are important to understand in order to determine WHAT you should report to authorities. Three types of abuse that will be defined are: • neglect • physical abuse, and • sexual abuse
Neglect **Failure of the caregiver to:** • Supply the child with necessary food, clothing, shelter, medical or mental health care, or appropriate supervision • Protect the child from conditions or actions that endanger the child • Take steps to ensure that the child is educated according to the law	Neglect is the most common form of maltreatment, and typically includes the failure of the minor's caregiver to: • supply the child with necessary food, clothing, shelter, medical or mental health care, or appropriate supervision • not protecting the child from conditions or actions that endanger the child, or • taking steps to ensure that the child is educated according to the law

Neglect **The Caregiver:** • Causes emotional harm to a child • Exposes a child to controlled substances during pregnancy	Neglect also occurs when the caregiver is • causing emotional harm to a child • finally, exposing a child to controlled substances during pregnancy may also be considered neglect
Physical Abuse • Any physical injury, threat of harm or substantial injury, inflicted by a caregiver upon a child other than by accidental means Physical abuse **does not** include reasonable & moderate physical discipline of a child that does not result in an injury	Physical abuse includes any physical injury, threat of harm or substantial injury, inflicted by a caregiver upon a child other than by accidental means. Physical abuse does not include reasonable and moderate physical discipline of a child that does not result in an injury.
Sexual Abuse • The threat of or subjection of a child to a criminal sexual act by a person responsible for the child's care, has a significant relationship to the child or is in a position of authority	Sexual abuse is defined as the threat of or subjection of a child to a criminal sexual act by a person responsible for the child's care, has a significant relationship to the child or is in a position of authority.
3. Reporting Requirements ⊠ Who reports ⊠ What to report ⊠ How to report	If you identify a need, the following procedures will walk you through HOW to report.

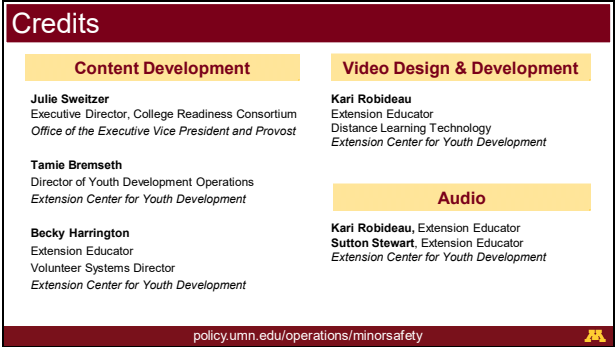|	
How to Report If you witness, suspect, or receive a report of child abuse or neglect on campus or in a University-sponsored program: 1. If a child may be in **immediate danger**, CALL 911 right away. ➜ After calling 911, take steps, if possible, to remove the child from the harmful situation 2. If the child is **not in immediate danger,** contact local law enforcement or a social service agency as soon as possible but within 24 hours	Follow these procedures if you witness, suspect, or receive a report of child abuse or neglect on campus or in a University-sponsored program. First, if the child may be in immediate danger, call 911 right away. This ensures help is on the way before trying to remove the child from harm. Then, after calling 911, take steps, if possible, to remove the child from the harmful situation If the child is not in immediate danger, contact local law enforcement or a social service agency as soon as possible, but within 24 hours.
How to Report 1. Reporting is straightforward. You will share only what you saw and heard. The agency will handle any investigation. 2. Employees and volunteers are encouraged to notify their supervisor after reporting. 3. Failure to report abuse may result in disciplinary action, which could lead to termination of employment.	Please take note of these three important points 1. Reporting is straightforward. You will share only what you saw and heard. The agency will handle any investigation. 2. Employees and volunteers are encouraged to notify their supervisor after reporting. 3. Failure to report abuse may result in disciplinary action, which could lead to termination of employment.
How to Report Preparation for Reporting Suspected or Witnessed Abuse or Neglect: You may be asked: ✓ Is the child safe now? ✓ Where is the child? ✓ What happened?	Reporting suspected or witnessed abuse or neglect can feel intimidating. The following information will help you prepare for this process. Most interviews are relatively short. Questions may include: - Is the child safe right now? - Where is the child? After the current safety of the child is assessed, they will ask you: - What happened?

How to Report

Preparation for Reporting Suspected or Witnessed Abuse or Neglect:

- Provide only the facts
- Trust the process
- Confidentiality

You may be asked:
- ✓ Is the child safe now?
- ✓ Where is the child?
- ✓ What happened?

It's important to provide only the facts. Do not share your assumptions or other details you might know about the family. When reporting to law enforcement or the social service agency you will report what you heard and saw, or what the child or another person told you.

You may be asked the same question in different ways; they are just trying to get the information they need. Again, only report what you heard and/or saw.

Trust the process; the agency personnel know what they are doing.

Finally, as a reporter, your identity is considered confidential. Likewise, other than notifying your supervisor of your report, maintain the confidentiality of the situation.

How to Report

No Retaliation Policy

No member of the University community may retaliate against an individual because of the individual's good faith

Individuals who believe that retaliation is occurring or has occurred should follow the reporting options available to them in Administrative Policy: *Reporting Suspected Misconduct*

A final note on reporting: the University has a No Retaliation Policy.

This means that no member of the University community may retaliate against an individual because of the individual's good faith.

Individuals who believe that retaliation is occurring or has occurred should follow the reporting options available to them in administrative policy: *Reporting Suspected Misconduct.*

CONCLUSION

Program Leaders, Direct Service Staff & Volunteers in Programs Primarily Serving Minors

are now able to:

1. Define who is covered by the Safety of Minors Policy

2. Understand youth program operations

3. Apply the safety of minors reporting requirements

policy.umn.edu/operations/minorsafety

This concludes the Safety of Minors Training: ***Program Operations and Reporting Requirements: Ensuring the Health and Safety of Youth***

As a program leader, direct service staff or volunteer in programs primarily serving minors, you are now able to:
- Define who is covered by the Safety of Minors Policy

	• Understand youth program operations, and • Apply the safety of minors reporting requirements. If you want to access the full Safety of Minors Policy, go to website provided below and for any questions, please contact your supervisor. https://policy.umn.edu/operations/minorsafety
Safety of Minors Program Operations & Reporting Requirements: *ensuring the health & safety of youth* *For program leaders, direct service staff & volunteers in programs primarily serving minors* UNIVERSITY OF MINNESOTA Driven to Discover® policy.umn.edu/operations/minorsafety	Thank you, again, for working with youth on behalf of the University of Minnesota!
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