

The University of California – Management of Youth Activities

Updated by the Office of Risk Services, December 2012

The University of California Office of the President (UCOP), campuses, and Department of Agriculture & Natural Resources (ANR) have taken an integrated approach to this issue which utilizes a combination of best practices guidelines, training and insurance.

Office of Risk Services – Best Practices Guidance

The OPRS Directors and Managers are frequently called upon by their campus constituents to provide guidance and “best practices” for working with youth.

We provide the following guidance and resources, which are included as Appendices at the end of this document:

- Best Practices for Managing Minors on Campus (Appendix A)
- Best Practices Checklist: Minors on Campus (Appendix B)
- Best Practices for Managing Early Childhood Learning Centers and Playgrounds on Campus (Appendix C)
- Best Practices Checklist: Early Childhood Learning Centers (Appendix D)
- Best Practices for Hosting Youth Camps on Campus (Appendix E)
- Best Practices Checklist: Hosting Youth Camps on Campus (Appendix F)

Some of our campuses have implemented the “See Something, Say Something” campaign which encourages people to speak up when something should be reported. This document is generic, but can be altered to include child protection messages. An example of the UCSD “See Something, Say Something” materials is included as Appendix G.

Insurance

The University of California could be subject to allegations of sexual misconduct and molestation. The Office of Risk Services (OPRS) recently placed sexual misconduct and molestation insurance coverage to provide financial protection for the university, the campuses, and the medical centers; and to meet increasing contractual requirements that mandate this coverage, particularly in circumstances where students, staff, faculty, and volunteers are engaged in teaching, recreational, and clinical activities with children.

The policy covers damages and claims expenses that the University is legally liable to pay due an actual or alleged act of abuse. Molestation, mistreatment or maltreatment of a sexual nature, including but not limited to any sexual involvement, sexual conduct or sexual contact, regardless of consent; and negligent employment, investigation, supervision, training or retention of or failure to report to proper authorities, a person who committed any act of abuse, molestation, mistreatment or maltreatment of a sexual nature.

Coverage includes the following but only while performing activities on behalf of The University that have been authorized or sponsored by The University:

- Employees including part time, seasonal and temporary employees

- Executive officers, directors and trustees for the conduct of University business in the course and scope of their employment
- Volunteers
- Individual employed in a supervisory, managerial or confidential position
- Substitute teachers, student teachers, coaches, counselors or clergy

Coverage **does not** apply to:

- Loss arising out of any claim, if prior to the date of the act that gave rise to the claim, any insured was aware of any allegation or complaint of sexual misconduct made against the same individual as accused in the claim
- Any individual insured who participates in or assists in any act of sexual misconduct or molestation. A defense will be provided until adjudication or admission of participation in such act.

In addition, coverage may be denied if the carrier discovers that the individual involved was not appropriately fingerprinted and/or had the appropriate background checks.

The program also provides access to loss control services provided by Praesidium. Praesidium is in the business of providing services which aid in the prevention of sexual misconduct. Those services include:

- consultation
- training
- risk assessments
- policy development
- training materials development
- background investigation reports
- litigation support services

For assistance and additional resources please contact your campus and/or health system risk manager: <http://www.ucop.edu/risk-services/staff-contacts/campus-risk-managers/index.html>

Campuses

Each of our campus recreation departments hosts camps which cater to children (e.g., soccer, baseball, tennis, etc.) camps. In 2007 the Risk Management Leadership Council (RMLC) formed a workgroup specifically charged with identifying best practices for child protection, coming up with a systemwide standard and disseminating that information throughout the system. The workgroups consist of representatives from each campus and ANR. The majority of the participants are people who work in Campus Recreation/Athletic Departments and either manage and/or work directly with programs for children. The charge of the group is attached as Appendix H.

As part of their work, the group shared “best practices” from their particular campuses. Here is a sample excerpt from the UCLA Recreational staff manual:

MANDATED REPORTING

As a member of UCLA Recreation Youth Programs you are required to abide by the State of California's child abuse policy. As employees, you fall within the law's definition of "child-care custodians" and therefore are mandated, by California State Law, to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation. You must sign a statement confirming that you have been informed of your responsibility. Do not hesitate to report to your supervisor any suspicion you may have of child abuse or neglect. Please know that your identity will be protected as we cannot by law require our employees to disclose his or her identity to anyone.

The workgroup has reviewed the best practices of the ACA (American Camping Association) and other colleges and Universities. The workgroup's intent is to develop a universal set of best practices for all locations.

ANR – Youth Programs And Youth Protection

The Department of Agriculture and Natural Resources (ANR) at the University of California manages several large youth programs, including the 4-H Youth Development Program (4-H YDP), sponsoring over 100,000 youth. The 4-H program website, which provides a complete description of their structure within the University of California, is available at <http://www.ca4h.org/Administration/>

Many years ago, ANR developed a protocol for managing youth activities and put together a multiple page bulletin giving guidance to those staff and volunteers that work in the program. This is an excerpt from their Health and Safety modules (available online at <http://www.ca4h.org/Administration/Policies/Chapter11/>), which directly address youth protection:

IV. YOUTH PROTECTION

A. Introduction

- 1. UC and the 4-H YDP are committed to protecting members in a proactive manner against child abuse and/or neglect. These policies are primarily for the protection of members; however, they also serve to protect adult volunteers and 4-H YDP staff from false accusations of abuse.*
- 2. The 4-H YDP is required to insure the safety of all its members while participating in 4-H YDP activities. In order to better help 4-H YDP staff and adult volunteers recognize and report child abuse, a [Child Safety Information for Adult Volunteers](#) brochure and a [Child Safety Online Training: Creating Safe Spaces for Youth](#) have been developed.*

B. Supervision of Members

Protection of youth is of utmost importance in the California 4-H YDP. Therefore, 4-H YDP staff, adult volunteers and members should adhere to these policies at all times.

- 1. There will be two (2) adult volunteers with members at all times.*

2. *In some occasions it may be impractical to have two (2) appointed adult volunteers present; in these situations there should be one (1) appointed adult volunteer and another adult or 4-H YDP staff member (one of which must be at least 21 years of age.*
3. *The adult in charge of the event must be an adult volunteer as appointed by the county director.*
4. *In general, no one-on-one interactions should occur in private. This includes between members and adults or among youth. If personal discussions are necessary, they should be conducted in an area that is in view of other adult volunteers and members.*

C. *Supervision in Vehicles*

1. *Adults should not be alone in vehicles with members.*
2. *Adult volunteers should not be one-on-one in a vehicle with members other than their own child.*
3. *Adult volunteers must have current [Youth Medical Release and Health History Form \(PDF\)](#) and Health History Form from parents/guardians before transporting members in any vehicle to any 4-H YDP activity or event.*

Since ANR has well-developed policies regarding the youth protection, other locations use their guidelines and practices as the model from which they can build their programs.

Best Practices for the Prevention of Child Abuse and Sexual Molestation

The document Risk Management for Child Abuse (Appendix I) is the template for best practices for the prevention of child abuse and sexual molestation.

Opportunity

While the campuses have good programs in place, there is always room for improvement.

- Of particular concern is the law that states everyone working with minor children should have a background check and be fingerprinted. Although this may not have prevented a Penn State and/or Syracuse scandal, it can prevent a location from employing known predators. ANR is the only division that systematically follows this law. Other locations, such as recreational sports at UCLA also fingerprint and background check for their programs.
- Leverage the new insurance program and associated required guidelines for coverage to drive compliance.
- Implement “See Something, Say Something” campaign at all locations.

Appendix A. Best Practices for Managing Minors on Campus

Appendix B. Best Practices Checklist: Minors on Campus

Appendix C. Best Practices for Managing Early Childhood Learning Centers and Playgrounds on Campus

Appendix D. Best Practices Checklist: Early Childhood Learning Centers

Appendix E. Best Practices for Hosting Youth Camps on Campus

Appendix F. Best Practices Checklist: Hosting Youth Camps on Campus

Appendix G. UCSD “See Something, Say Something” campaign materials

Appendix H. RMLC Camps Workgroup Charge

Appendix I. Risk Management for Child Abuse