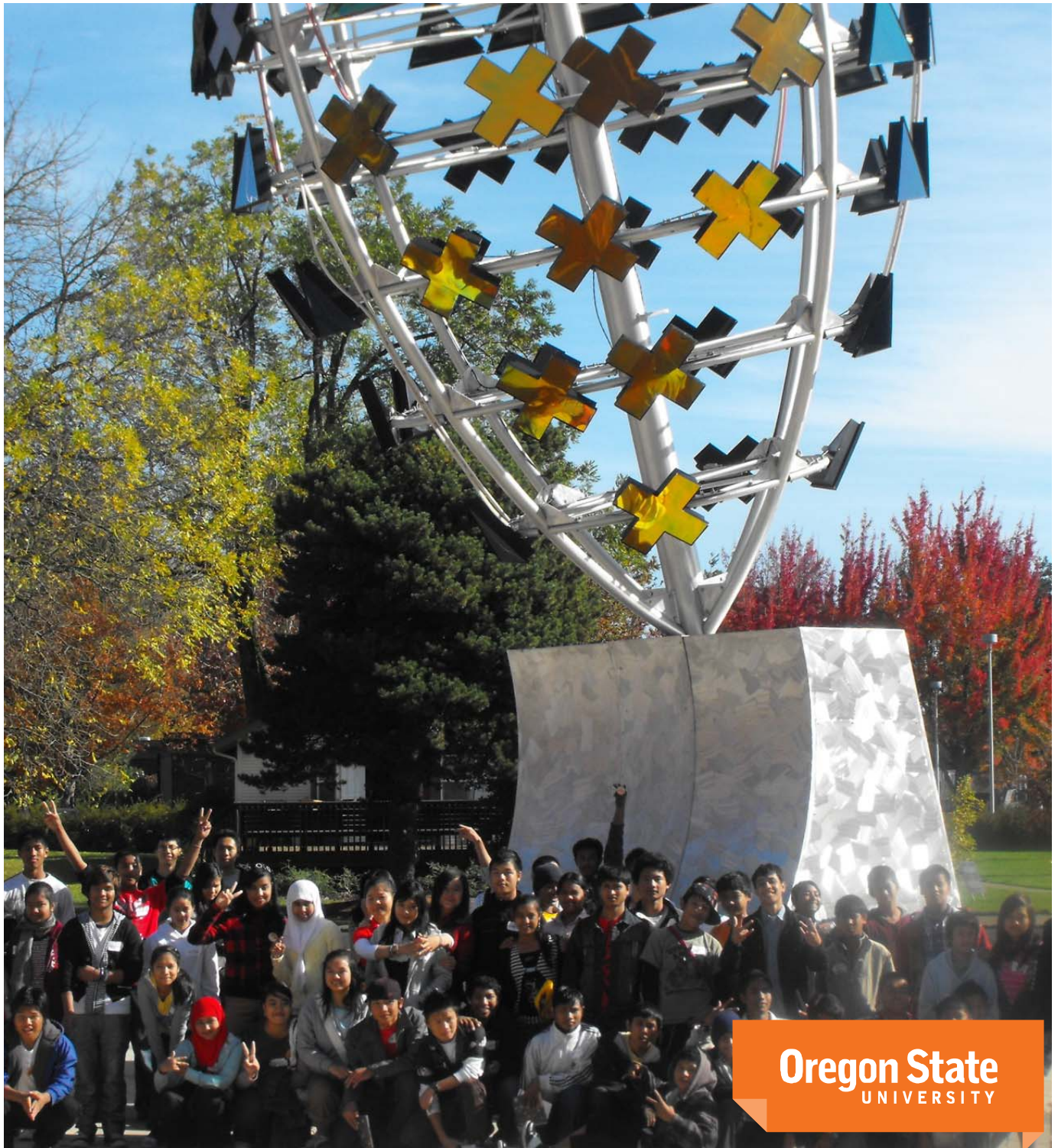


Oregon State University

Youth Program Policies and Guidelines



Developed by

The OSU Youth Outreach Leadership Council (YOLC)

Revised: April 26th, 2012

INTRODUCTION

Oregon State University has a vibrant and diverse community of youth-serving programs that are dedicated to providing safe and healthy learning environments for youth (ages 6-17). This document outlines policies, guidelines and best practices to help keep youth, faculty and staff safe. Note that these policies represent university-wide standards for all youth programs; particular programs, however, may have more stringent requirements (e.g., yearly criminal history checks for [state childcare certification](#)). For policy questions contact Kyle Cole (kyle.cole@oregonstate.edu) in Precollege Programs.

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I. RISK MANAGEMENT

At OSU we strive to provide safe and healthy learning environments for youth. To do this, it is essential to employ risk management techniques that will reduce or mitigate as much risk as possible. This guide utilizes the ACT model of risk management:

- Avoid: avoid risky behavior, cease risky action.
- Control: prevent or reduce the severity and or frequency of adverse incidents.
- Transfer: utilize insurance, contracts, and waivers to transfer risk to another party whenever possible.

The risk of accidents or abuse can be drastically reduced by following these guidelines and requirements.

Policies and Procedures for Working with Youth

The following policies represent broadly accepted standards of care for youth. **Deviations from the recommended policies require clearly documented justification and approval from the program director or department head. Deviations from the required policies will not generally be permitted.**

1. Individuals who perform functions or duties that regularly require interaction with minors in a private setting or without direct supervision on-site **must** receive a criminal history check.
2. Employees and volunteers who meet the above criteria and work with youth on an ongoing basis are required to have a new criminal history check every two years.
3. The recommended supervision ratio for **on-site** programs is one staff or volunteer for every ten youth (**1:10**). The recommended supervision ratio for overnight or **off-site** events is one staff or volunteer for every eight youth (**1:8**). If the youth participants are **younger than 3rd grade (or 8 years old)**, the recommended ratio is one staff or volunteer for every five youth (**1:5**). NOTE: these ratios may change for specific activity camps. See the American Camp Association supervision standards for more information: <http://www.acacamps.org/standards>.
4. Faculty, staff, and volunteers should avoid situations where they are alone with one, unrelated youth. Another faculty, staff and/or volunteer should be made aware prior to an unavoidable one-on-one event.
5. Youth should be within visual and/or hearing supervision of volunteers or staff at all times. Exceptions to visual supervision include bathroom or changing room use. Under these circumstances staff or volunteers should respect youth privacy but remain within hearing supervision by waiting nearby.

6. Faculty, staff and volunteers charged with supervising a group of youth will remain in sight and sound supervision of that group until relieved by another faculty, staff or volunteer.
7. Youth should not be in situations where they are alone with another unrelated youth for more than a few minutes. For example, avoiding prolonged periods in bathrooms or changing rooms reduces the risk of youth-youth abuse.
8. Avoid placing youth of widely differing ages (more than 3 years) in the same group. If this is not possible, closely supervise the group for appropriate interactions.
9. Faculty, staff or volunteers who do not follow these stated policies are not allowed to work with youth. (See Appendix: Code of Conduct example)

Additional Policies for Volunteers Working with Youth

1. Volunteers serving OSU youth programs are required to complete two forms annually. A) "Conditions of Volunteer Service and Tort Liability Coverage" identifies the OSU educational mission and OSU supervision as it relates to each volunteer, and B) "Volunteer Authorization of Volunteer Injury Coverage (VIC)" that defines a limited accident/illness insurance coverage that volunteers may accept or decline. (NOTE: these requirements will change as of July 1, 2012 when OUS begins a new insurance system).
2. Role descriptions communicate the duties and expectations of volunteers. Every volunteer should have a role description for each different role he/she holds in the organization.
3. "Short term" volunteers (volunteering for less than 3 events per year) who will not have contact with youth outside the presence of an OSU employee or designee are exempt from the application procedure set forth in Section II below. They are, however required to register on a "Short-Term Volunteer Agreement" form, and receive a brief (written and/or verbal) program orientation. See Appendix for form.
4. "Longer term" volunteers (volunteering for 3 or more events per year) should be screened through an application process that includes an application form, interview, criminal history check and reference support from at least two references who are not family members or roommates. See Section II below and Appendix for sample reference forms.
5. Volunteer service may be suspended or terminated at any time for any non-discriminatory reason at the discretion of the program supervisor or their designee. Dismissals shall be made in consultation with the OSU Office of General Counsel.

Social Controls to Protect Youth

Research reports that social norms established to protect youth in a community present a barrier to abuse. Support materials, trainings and supervision should reflect these social norms. Best-practice barriers to abuse include:

1. Parents and other responsible adults are invited to visit programs at any time. Safety is everyone's shared responsibility.
2. Learning occurs in open places where others may observe (through windows in doors) and feel welcome to enter easily (not behind closed or locked doors). Create an open, welcoming environment.
3. Two or more adults are engaged with youth. There is safety in numbers.
4. The physical and emotional state of all youth is observed each time they participate. Signs of injury or suspected child abuse must be reported. See abuse reporting requirements in Section V.
5. Lodging assignments are made so that no single adult is housed with a single, unrelated minor. There is safety in numbers. Safety is always the guiding principle.
6. The need for privacy is respected at all times, and specifically when youth are changing clothes or bathing. The appropriate adult action is to turn your back, provide a visual barrier (e.g., hold up a towel) or step out of the room (but remain within hearing supervision).
7. Personal space is respected for all participants. Appropriate touching is always visible, open, and not secretive. Appropriate touching avoids contact with private body parts. Touching should be in response to the need of the child - not the needs of the adult.
8. A buddy system is implemented to protect everyone. Youth should have a buddy when they are not with a larger group. However, avoid prolonged periods where youth are alone without adult supervision.
9. Disciplinary measures never include use of physical punishment or failure to provide necessities of care, such as food, water or shelter. Nor should punishments single out an individual for group ridicule.
10. Bullying, hazing or secret initiations are never allowed.
11. Youth are protected from inappropriate adult conversations and topics, including but not limited to adult-oriented jokes or discussion of sexual interactions.

Appropriate Boundaries Between Youth and Adults

Below is a list of frequently encountered areas of concern related to appropriate boundaries. None of these areas is always a definite indication of a problem. In fact, when done publicly and with proper supervisor approval, many would be considered well-intentioned and positive. However, when done without proper consideration and approval, they can be indicative of an adult or youth forming the beginnings of an inappropriate relationship. One goal of training should be to clearly define safe and respectful relationships and discuss potential areas for concern as listed below. Training should also ensure that supervisors are equipped to be on the lookout for these indicators and know when to look more closely at a situation as having potential for inappropriate boundary crossing.

- **Social media** communication with youth: Twitter, Facebook, Myspace, etc.
- **Cell phone** communication, including texting.
- **Outside-of-work interaction** including babysitting, providing transportation, taking a youth for a soda/treat as a reward, etc.
- **Discussing personal issues** and information with youth or within earshot of youth. This includes any subject that one would normally discuss with a same-age friend: i.e. relationships, finances, family, gossip-type information, etc.
- **Using coarse or foul language** around youth. Repeated use around youth can be a signal to youth that the adult is not concerned with social norms. In the extreme case, this is a method which a perpetrator will "cast a wide net" to elicit a response from a vulnerable youth.
- **"Holding contracts" with youth.** Holding a contract with a youth means agreeing to keep a secret with a youth, however innocuous it may seem. Example: Staff A observes Youth X taking an extra snack despite instructions that it is one snack/camper. Staff A responds by saying "It's a good thing only I saw you, Staff B would be really mad." Two things happen as a result. First, Staff A now has leverage with which to manipulate Youth X and Youth X now knows that Staff A is willing to operate outside the authority of the other staff. This is one of the most common precursors to deviant behavior by adults and youth.
- **Physical contact.** This issue has a great deal of complexity and requires some training. Training points include public/private contact, gender awareness, age awareness, frequency and the "needy" youth, awareness of one's own needs, the role of horseplay, etc.
- **Consistent application of authority among youth.** It is human nature to relate more closely to some youth than others. However, it becomes a boundary issue when adults apply their authority inconsistently and some youth receive consideration not available to others.

Media Policy

Advances in technology are enabling new forms of social interaction that may extend beyond the appropriate use of cameras or recording devices. The following policies are meant to ensure the appropriate use of digital media:

- **Inappropriate use of cameras, imaging, cell phones or digital devices is prohibited.** It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms or other areas where privacy is expected by participants.
- **Participants must sign a media release form** before pictures or videos can be used for reports, advertising or promotional materials. See the Appendix for liability waiver and media release forms. These forms must be used verbatim and cannot be modified by individual programs without approval by the Office of Risk Management or the Office of General Counsel.

II. SELECTING EMPLOYEES AND VOLUNTERS TO WORK WITH YOUTH

Volunteers interested in working with youth who will perform functions or duties that regularly require interaction with minors in a private setting, or without direct supervision on-site, must complete the following application process (steps a-d) to be approved to work with youth in OSU programs:

- a. Potential volunteer completes and submits an application, including three personal references. See Appendix for sample Volunteer Application.
- b. The volunteer applicant authorizes OSU to conduct a criminal history check. See Appendix for current authorization form.
- c. Program supervisor contacts three (3) personal references (by mail, e-mail or phone) provided by applicant (*to provide diverse and subjective perspectives of the applicant's character and trustworthiness for being responsible when working with youth*). See Appendix for Mail Form and Phone Form.
- d. Program staff provides program orientation for volunteer or employee role (*reinforcing applicant's personal commitment and ability for this role*).

As an optional step, program staff may choose to conduct an interview with potential volunteers. (*This step allows professional judgment regarding applicant's intentions and motivation for working with youth.*)

Employees apply through standard Human Resources procedures. When calling the potential employees personal references, the questions on the Volunteer Phone form can be valuable indicators for appropriateness for working with youth.

III. ORIENTATION AND TRAINING

A consistent orientation for all employees and volunteers, prepares them to make appropriate decisions and take appropriate actions in their role with OSU youth programs. Whether the program is on or off campus all volunteers and staff who work with youth must have adequate training to perform their duties. The recommended minimum is at least two (2) hours of training. Below is an outline for a 2-hour orientation to be conducted in person, via video, computer modules or a combination.

Outline for 2-hour Orientation and Training Session

What is the Relationship of this Program to OSU?

Understanding the value of the program/event

What is the mission of the program?

Q & A about role descriptions of the employee(s) and volunteer(s)

How Does OSU Protect Approved Volunteers?

Forms to Review and Sign

Adult Expectations

OSU Conditions of Volunteer Service (volunteers only)
OSU Volunteer Injury Coverage (volunteers only)

Policies and Procedures

Overview of policies and procedures for working with youth
Discussion about social controls to prevent child abuse
Appropriate boundaries between youth and adults
Preventing youth abuse of youth

Safety Procedures to Implement during Program/Event

Ratio of supervising adults to youth
Lodging arrangements
Check-in and check-out procedures
Emergency procedures: medical needs, weather, transportation, activities
Reporting accidents

When and How to Report Suspected Child Abuse

Signs of abuse
Protocol for reporting suspected abuse
Individual is protected when report is done in good faith
Practice skills through scenarios, "When a Youth Discloses..."

IV. Monitoring

Compliance with OSU policies and guidelines is the responsibility of the youth program leaders of each department or unit. For example, the program leader may be a program Director or Coordinator or an individual faculty member in an academic department. Program leaders will be asked on a yearly basis to verify that they understand their obligations and volunteers and staff working with youth have received adequate training.

The following records should be kept for at least two (2) years after the youth program or event:

- Volunteer and staff contact information and whether they received a background check
- Documentation of volunteer and staff training (training agenda and volunteer-signed code of conduct are best)
- Accident and incident log for the program or event. It is a good practice to record minor accidents even if a formal accident report is not filed with the Office of Risk Management.

V. Responding to Suspected Child Abuse

As of 1/1/2013 all OUS employees will become mandatory reporters of child abuse. Until then, it is the policy of Oregon State University that all faculty, staff and volunteers working with youth act in

accordance with expectations for mandatory reporters. This includes expectations that they report suspected abuse, or cause a report of such abuse to be made, to law enforcement officials within 24 hours of witnessing or being notified of suspected abuse.

(NOTE: the passage of bill HB 4016 in February 2012 added “Employees of higher education institutions, community colleges, public or private universities, and OHSU.” to the list of mandatory reporters beginning 1/1/13. <http://www.leg.state.or.us/12reg/measures/hb4000.dir/hb4016.en.html>).

While screening procedures for employees and volunteers improve safety, timely and diligent reporting of suspected abuse is critical for ensuring safe environments. Trust your instincts; if you see suspected evidence of abuse, report it immediately to your supervisor or Department of Human Services (DHS) Child Welfare **child abuse hotline**: 541-757-5019.

Abuse Reporting Procedure

A. Child Abuse – without sexual assault/harassment element

- If mandatory reporter, required reporting to DHS Child Welfare
- If not mandatory reporter, strong encouragement to report to DHS Child Welfare
- In all cases, required reporting to Supervisor
- In all cases, if imminent threat, required direct reporting to law enforcement (OSU Oregon State Police (OSP) unit and Department of Public Safety (DPS) if in Corvallis; if not in Corvallis, local law enforcement and DPS)
- In all cases, required reporting from Supervisor to DPS for Clery Acts statistic gathering and annual reporting. For a description of Clery Act crimes see:
http://oregonstate.edu/dept/security/ccr_clery_act/overview.php

B. Child Abuse – with sexual assault/harassment element

- If mandatory reporter, required reporting to DHS Child Welfare
- If not mandatory reporter, strong encouragement to report to DHS Child Welfare
- In all cases, required reporting to Supervisor
- In all cases, required to follow Office of Equity and Inclusion (OEI) reporting procedures
- In all cases, if imminent threat, required direct reporting to law enforcement (OSU OSP unit and DPS if in Corvallis; if not in Corvallis, local law enforcement and DPS)

C. Other Crimes

- In all cases, if imminent threat, required direct reporting to law enforcement (OSU OSP unit and DPS if in Corvallis; if not in Corvallis, local law enforcement and DPS)
- In all cases, required reporting to Supervisor
- In all cases, if Clery Act reportable crime, reporting to DPS for Clery Act statistic gathering and annual reporting. For a description of Clery Act crimes see:
http://oregonstate.edu/dept/security/ccr_clery_act/overview.php

When responding to a youth who discloses possible sexual abuse or maltreatment a report must be filed with the Office of Equity and Inclusion, see Appendix for “Employee Guidance for Responding to Disclosures of Sexual Violence or Harassment.” For more info: <http://oregonstate.edu/oei/shp>.

For more information see “Questions and answers about reporting abuse and neglect” at <http://www.oregon.gov/DHS/children/abuse/cps/report.shtml#top>

Department of Human Services Child Welfare for Benton, Linn and Lane Counties: [child abuse hotline 541-757-5019 local, 866-303-4643 toll free](http://www.oregon.gov/DHS/children/abuse/cps/cw_branches.shtml). To find the phone number for other Oregon counties: http://www.oregon.gov/DHS/children/abuse/cps/cw_branches.shtml

DEFINITIONS

Child Abuse - any assault, physical or mental injury (other than accident), rape, incest, sexual abuse, exploitation, negligent treatment, maltreatment, failure to provide adequately for needs, threatened harm or subjecting child to risk of harm to the child’s welfare (for a full definition see ORS 419B.005: <http://www.leg.state.or.us/ors/419b.html>).

Child sexual abuse-involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact that is accomplished by force or threat of force, regardless of the age of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity. Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.”¹

Child and Youth - in this document the terms “child” and “youth” are used interchangeably and are defined broadly to include minors under the age of 18.

FREQUENTLY ASKED QUESTIONS

What is a “Volunteer”?

A volunteer is a person that:

- OSU appoints in writing to perform official OSU business; and
- Receives no remuneration for his/her services to OSU; and
- OSU receives the primary benefit from the work performed by the volunteer; and
- Works at OSU’s request or consent under OSU’s direction and control.

What protection does OSU afford a volunteer?

ORS 30.285(1) says: "A public body will defend, save harmless and indemnify any of its officers, employees and agents... arising out of an alleged act or omission occurring in the performance of duty."

OSU volunteers are considered agents of OSU so long as:

- There is a clearly written position description for the volunteer; and
- The volunteers are trained to operate within their assigned duties.

OSU would not consider volunteers agents of OSU under the following circumstances:

- The volunteer is serving only his or her own interest.
- The volunteer is only serving the interest of another organization.
- The volunteer is clearly operating outside the scope of his or her duties.

Volunteers and Motor Vehicle Liability

If a volunteer uses a personally owned vehicle in the course of their duties, they are required to have automobile liability insurance to provide primary coverage for any accidents involving that vehicle. State provided automobile liability coverage will apply on a limited basis only after primary coverage limits have been exhausted. If driving duties are part of the volunteers written position description, he or she may use an OSU motor pool vehicle. Motor pool vehicles are covered by the State of Oregon Insurance Fund.

Volunteers and Worker's Compensation Insurance

Generally, worker's compensation insurance is not available for volunteers. If the volunteer is an official volunteer and has signed the Conditions of Volunteer Service form, there is some medical coverage available. This coverage is limited to only injuries due to an accident while performing the volunteer duties.

Volunteers and Reporting an Accident

Volunteers must report all accidents to their supervisor immediately.

Volunteer Forms

Oregon State University Conditions of Volunteer Service

This form must be signed by all volunteers in order for them to be recognized as agents of OSU. This recognition provides the protections noted above.

Authorized State Volunteer Partial Waiver and Release of Rights Under the Oregon Tort Claims Act ORS 30.260-300. This form represents the Optional Volunteer Injury Coverage and may be declined. There must be a signature declining the coverage or accepting the coverage. Also, this form contains the Parental Consent for minors to act as volunteers. All minors must have parental consent to be recognized as a volunteer for OSU.

What is “Special Event Insurance”?

Special Event Insurance covers accident medical expense benefits to persons who are generally not affiliated with the University but participate in University-sponsored short-term programs/events/activities. Such events/activities include but are not limited to sports camps for minors, non-sports clinics, 4-H events, and trips or tours for adults.

When does my program need Special Event Insurance?

You need Special Event Insurance when:

- a) Your program/event/activity is **held at OSU, or an OSU facility** (e.g., Hatfield Marine Science Center)
- b) Your program/event/activity is officially sponsored by OSU and **held at a non-OSU facility** (e.g., a school)
- c) Participants are NOT affiliated with OSU (i.e., they are NOT OSU students, staff or faculty)
- d) Participants are NOT participating in a K-12 school-sponsored program (e.g., NOT on a school-sponsored field trip).

When does my program NOT need Special Event Insurance?

You do not need Special Event Insurance when:

- a) Your program/event/activity **is held in a facility not owned or leased by OSU** (e.g., K-12 school or Boys and Girls Club) **AND** your program/event/activity is not sponsored by an OSU Department, Program or faculty/staff member.
- b) Participants are part of a K-12 school-sponsored program (e.g., field trips and tours)

What is the cost for the Special Event Insurance?

Less than \$2/participant or spectator

How do I purchase Special Event Insurance?

Special Event Insurance must be purchased PRIOR to the program/event/activity. To learn more:

<http://risk.oregonstate.edu/insurance/special>

Appendix

OSU Forms

- **State of Oregon Conditions of Volunteer Service** and Tort Liability Coverage (pg 1)
Volunteer Authorization of Volunteer Injury Coverage (VIC) (pg. 2)
(http://risk.oregonstate.edu/sites/default/files/forms/volunteerservice_wc_form_waiver_rev2010.pdf)
- **OSU Reports of Accident/Illness Form** [Http://oregonstate.edu/admin/hr/benefits/roa.pdf](http://oregonstate.edu/admin/hr/benefits/roa.pdf)
- **Criminal History Check Release Form:** <http://oregonstate.edu/admin/hr/isteam/forms/BGChkRlse.doc>
- **Employee Guidance for Responding to Disclosures of Sexual Violence or Harassment**
http://oregonstate.edu/oei/sites/default/files/sh_sv_response_final03.06.12.pdf

Youth Program Liability Waiver and Media Release

NOTE: The **Parent/Legal Guardian Acknowledgement and Release Form** below was developed in collaboration with the Office of Risk Management and was approved by the Department of Justice in March 2011. **The waiver must be used with the EXACT WORDING as it appears below (font size may be changed):**

Parent/Legal Guardian Acknowledgement and Release Form for Participation

Read this Acknowledgement and Release carefully and in its entirety. It is a binding legal document. After reading the information below, sign your name, acknowledging that you assume all risks associated with your child's participation in the above referenced activity ("ACTIVITY") and that you release the State of Oregon, acting by and through the State Board of Higher Education, on behalf of Oregon State University, its employees, directors, officers, and agents ("OSU") of any and all liability resulting from your child's participation in the ACTIVITY.

By signature below, I acknowledge my child's participation in the ACTIVITY may expose him/her to actions, events, and environments that may be hazardous to their person and property. I fully acknowledge the risks and hazards involved in this ACTIVITY and agree to assume all risk of loss, injury, death or property damage that may occur as a result of their participation in the ACTIVITY. My child has the physical capacity reasonably necessary to engage in ACTIVITY; however, in case of an emergency, accident or illness, I give permission for them to be treated by medical professionals if necessary and agree to be responsible for any expenses incurred as a result thereof. I release OSU from any and all claims against OSU for any loss, injury, death, or property damage that may result from my child's participation in this ACTIVITY. I agree my child will comply with all the rules and conditions of participating in the ACTIVITY, including OSU Rules and Regulations and applicable laws or rules where the ACTIVITY is occurring. **It is also my express intent that this Acknowledgement and Release shall bind my spouse, family members, heirs, guardians, legal representatives, and assigns. I further agree to save, hold harmless and indemnify OSU from any claim by myself and the aforementioned parties arising out of my child's participation in the ACTIVITY. By signing below, I hereby acknowledge that I am the Parent or Legal Guardian for the Participant enrolled in the ACTIVITY and that I have read this document in its entirety, understand it, and sign it voluntarily.**

Signature of Parent or Legal Guardian: _____ Date: _____
Printed Name of Parent or Legal Guardian _____ Child's Name: _____

In addition, by signature below, I authorize OSU, and those acting on behalf of to:
Record my child's participation and appearance in ACTIVITY on videotape or audiotape, in photographs, or in any other recorded medium. I understand that these recordings may be used in any medium, including print, Web, video, or audio.
Use my child's name, likeness, voice, and biographical material in connection with recordings.
Exhibit or distribute such recording in whole or part without restrictions or limitation for any educational or promotional purpose, which OSU and those pursuant to its authority, deem appropriate.

I waive any right I might have to inspect and/or approve the finished medium, or the use to which it may be applied. **By signing below, I hereby acknowledge that I am the Parent or Legal Guardian for the Participant enrolled in the ACTIVITY and that I have read this paragraph in its entirety, understand it, and sign it voluntarily, executing this release without compensation to myself.**

Signature of Parent or Legal Guardian: _____ Date: _____
Printed Name of Parent or Legal Guardian _____ Child's Name: _____

Last Revision Date: 3/2011, Approved by the ORM/OGC

OSU Youth Program Volunteer and Staff Code of Conduct (HMSC Example)

This Code of Conduct is an example that Hatfield Marine Science Center (HMSC) uses to state expected professional relationships between staff and children. It includes staff/staff interactions as well as staff/children interactions. The care and safety of other people's children is our number one priority. Your safety as staff, volunteers and program participants is of equal importance to us. Your signature on this document is acknowledgment that you understand the contents and are in complete agreement.

1. At no time during a program may any staff, volunteer or program participant be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them. Do not isolate a single child for discussion or discipline unless you are clearly visible in a public area.
2. Staff must never leave a child alone and unsupervised.
3. Bathroom supervision of children must always occur with another staff member or group chaperone within sight or hearing distance. Do not enter these areas when in use by a child of the opposite sex except when summoned in an emergency. Do not enter these areas when in use by a single child of any sex without others present.
4. Staff must not abuse children including:
 - Physical abuse- to strike, spank, shake, slap
 - Verbal abuse- to humiliate, intimidate, threaten
 - Sexual abuse- to inappropriately touch or speak
 - Mental abuse- to shame, withhold kindness, be cruel
 - Neglect- to withhold food, water, basic care such as medical or bathroom needs
5. Staff will respect a child's right not to be touched in ways that make them feel uncomfortable. Children are not to be touched between their waist and knees, front and back and the chest for a girl.
6. Staff should use positive techniques of behavior management, including redirection, positive reinforcement, and encouragement. Physical restraint is used only when necessary to protect the child or other children from harm, and must be documented with your supervisor and director.
7. Staff will respond to children, other staff and parents with respect and consideration and treat all children equally regardless of gender, race, religion, sexual orientation, economic background, or any type of physical or mental ability.
8. Staff members will refrain from intimate displays of affection towards other staff in the presence of children, parents, and staff.
9. Staff must appear clean, neat, and appropriately attired at all times. So that staff may be distinguished from guests, staff are required to wear staff shirts, vests, or their name badge while working.
10. Using, possessing, or being under the influence of alcohol, or illegal drugs during working hours is prohibited. The use of prescription drugs that may impair your judgment during working hours is also prohibited; see your supervisor so that your shift may be covered if you require them.
11. Smoking or use of tobacco in the presence of children or participants is prohibited.
12. Profanity, inappropriate jokes, and sharing intimate details of your personal life in the presence of children, or participants are prohibited. Doing such with other staff is unprofessional and always is at risk of being overheard.
13. Staff members must be free of contagious conditions that may adversely affect any child's physical or mental health and must not act in any way that adversely affects a child's physical or mental health. See your supervisor if you are too sick or stressed to work. And, please contact the Office of Equity and Inclusion if you have a physical or mental disability and believe you need reasonable accommodation to safely and effectively perform your duties.

14. Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
15. Staff members may not be alone with children they meet in OSU programming outside of OSU work. This includes babysitting, tutoring, sleepovers, inviting children to your home or taking them places. Any exceptions require a written explanation before the fact and are subject to the supervisor's knowledge and approval. Parents or guardians requesting your services directly should be referred to your supervisor.
16. Giving children personal contact information, including, but not limited to social networking websites, personal e-mail or home addresses and phone numbers is prohibited, unless exempted in writing by your supervisor.
17. Posting photos or info about children without parent or guardian permission is prohibited.
18. Staff members must not transport children in their personal vehicle in their job duties.
19. Under no circumstances should staff release day camp children to anyone other than the authorized parent, guardian, or other adult as documented by the parent or guardian on file.
20. Staff members are required to immediately report any instances of child abuse or neglect, whether at home, or during OSU programming to their supervisor. Suspicion or concerns about the possibility of abuse should also be reported to your supervisor. Your supervisor will make the call to the local Youth and Family Services.
21. In the event that a child discloses that they have been abused, listen to them but under no circumstances can you tell them that you will not disclose the information that they gave you. Ask no questions of any kind and recite the following four statements:
 - Thank you for telling me
 - I believe you
 - You have done nothing wrong
 - I will get help for you (not I will help you)

Reference Form for Volunteer Applicant

Oregon State University

NAME: _____ is applying to be a volunteer with the OSU _____
 _____ Program, and has given your name as a reference.

OSU asks for your help in selecting well-qualified people to serve in volunteer roles. Please complete and return this reference form as quickly as possible. To the extent allowed by law, information you provide will be treated in a confidential manner.

If you have questions or additional comments, you are welcome to call (name) _____ at the local office (phone number only) _____.

1. How long have you known the applicant? ____ Years / ____ Months
2. What is your relationship to the applicant? _____
3. Please rate how you would rate the applicant in each of the following qualities:

	Excellent	Good	Fair	Poor	Unknown	Comments
Understands children						
Communication skills						
Personal initiative						
Respect for others						
Positive attitude						
Sense of fairness						
Role model						
Sensitivity						
Flexibility						
Resourcefulness						
Patience						
Dependability						
Ability to complete a task						
Ability to organize						
Enthusiasm						
Sense of humor						

Please share your impressions and knowledge of the applicant's qualifications for a volunteer role, by using specific examples whenever possible.

4. Describe how well the applicant interacts and works with children/youth:

5. Describe how well the applicant interacts and works with adults:

6. How would you describe the applicant's ability to handle records and/or money?
 ____ Very good. I would trust this person with my organization's money and financial records.
 ____ Fair. The person would do O.K., but would need some help.

Volunteer Reference Check via Phone

Applicant's Name: _____

is applying for a volunteer position, to work with youth in OSU Programs as a

(Identify

the role and describe it as needed to help the reference respond effectively.)

(The applicant) has given your name as a reference.

I would like to ask you several questions.

Do you have a few minutes to talk? (pause)

Thank you. Your comments will be confidential.

1. How long have you known (the applicant)? _____

2. What is your relationship to (the applicant)? _____

3. Have you ever worked with (the applicant) in a volunteer capacity? _____

If yes, please describe: _____

4. Describe (the applicant's) attitude toward his/her volunteer work? _____

5. Would you consider this applicant a positive role model? ___Yes ___No Comments:

6. Describe a situation where you've observed (the applicant) interacting with children:

7. How does (the applicant) interact and work with adults? Describe a situation:

8. How does (the applicant) respond when he/she interacts with people who have opinions and actions different from his/her own? Please explain:

9. Is (the applicant) dependable? ___ Yes ___ No Comments:

10. (Use this question if it relates to the volunteer role.) How would you describe (the applicant's) ability to keep records, provide reports, and/or handle money?

11. What are (the applicant's) greatest strengths and weaknesses as they relate to working with people (youth or adults)?

Strengths

Weaknesses

12. Would you be willing to place your child, or any other child for whom you are responsible, in his/her supervision? Yes No Why or why not?

13. Do you know any reason why this person should **not** be considered for this volunteer role?
 Yes No If yes, please explain:

14. Would you recommend this applicant for this position?
 Very Strongly Yes With Some Hesitation No Comments:

Reference Name: _____

Interviewed By: _____ Date Interviewed: _____

Revised February 2012
M. Lesmeister

Short-Term Volunteer Agreement For a Youth Program or Event

A new form is needed for each event.

Program/Event: _____ Date(s): _____

Individuals who volunteer with the OSU program fewer than three (3) times during a year can be short-term volunteers during a single event. By registering below, the following individuals agree to volunteer and assist in the management and/or implementation of the program/event listed above. Short-term volunteers will act under the direction and guidance of an Oregon State University staff member or designated representative.

The following volunteers shall receive verbal **and/or** written: (a) description of their role during this program, (b) notification of risk(s) involved, and (c) review of emergency procedures as needed. Upon receiving this orientation, short-term volunteers are protected under OSU Tort Liability, but are not eligible for Volunteer Injury Coverage (VIC) insurance.

1. _____
Signature _____ Print Name _____
County _____ Address _____

2. _____
Signature _____ Print Name _____
County _____ Address _____

3. _____
Signature _____ Print Name _____
County _____ Address _____

4. _____
Signature _____ Print Name _____
County _____ Address _____

5. _____
Signature _____ Print Name _____
County _____ Address _____

6. _____
Signature _____ Print Name _____
County _____ Address _____

7. _____
Signature _____ Print Name _____
County _____ Address _____

Staff Signature: _____ **Date:** _____

TO DO

- The sponsoring program may purchase 'Special Event' accident insurance to cover short-term volunteers.
- This form shall be retained for three (3) years, with the group or office, sponsoring this event.
- If an individual listed above is involved in any accident/incident during event, form shall be retained for 7 years.

DO NOT

- Don't use this form for persons who are currently enrolled as volunteers and already covered by insurance.
- Don't use this form for volunteers chaperoning overnight events for youth, when a background check is required.

Revised 02/2012

Questions for Screening and Selecting Employees and Volunteers

The following questions may be used in a written application or personal interview. A single answer should not determine whether an applicant is selected or rejected. Along with other forms of information, answers to these questions can help you build a more complete picture of an applicant.

- ***What type of supervisory situation do you prefer?***

If applicants are very independent, they may not fit in an organization whose policies and procedures require close supervision.

- ***What age/sex of youth do you want to work with? How would you feel about working with a different age/sex?***

If an applicant seems fixated on one age/sex, be wary. However, it may be that the applicant has experience or is gifted with working with certain age groups. Asking follow-up questions about why an applicant has a strong preference can help you determine if there is cause for concern.

- ***Is there anyone who might suggest that you should not work with youth? Why or why not?***

- ***Why do you want the job?***

- ***What would you do in a particular situation?***

Set up scenarios that involve potential concerns, boundary issues, or youth protection policies and interactions to gauge the applicant's response. Be concerned if applicants disregard the organization's policies and procedures or handle a situation poorly.

- ***What makes you a good candidate for working with youth? What would your friends or colleagues say about how you interact with youth?***

- ***What other hobbies or activities do you enjoy?***

Determine if applicants have mature, adult relationships—not just relationships with youth.

References and Resources

- 1) Myers JEB, Berliner L, Briere J, Hendrix CT, Jenny C, Reid TA, editors. The APSAC handbook of child maltreatment. 2nd ed. Thousand Oaks (CA): Sage Publications; 2002. p. 55.
- 2) Saul J, Audage NC. Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures. Atlanta (GA): Centers for Disease Control and Prevention National Center for Injury Prevention and Control; 2007.
- 3) Accreditation Standards for Camp Programs and Services American Camp Association; 1998. Includes sample staff application form and voluntary disclosure form www.acacamps.org
- 4) The Guide to Safe Scouting by the Boy Scouts of America. Updated quarterly at: <http://www.scouting.org/HealthandSafety/GSS.aspx>.

OSU Youth Program Compliance Check List

Updated 4/26/12

The following checklist covers the required procedures for offering a youth program at OSU. Policy details can be found in the Youth Program Policies and Guidelines (YPPG) manual. Questions can be directed to Kyle Cole (kyle.cole@oregonstate.edu, phone: 541-737-8262)

Before your program starts:

Hiring staff and volunteers (YPPG pg.7)

- Volunteer Application and Reference Forms (3 references recommended)
- Volunteer State of Oregon Conditions of Volunteer Service and Tort Liability Coverage and Volunteer Authorization of Volunteer Injury Coverage (VIC) (YPPG pg. 13)
- Criminal history checks (YPPG pg. 3 and release form pg. 13)

Staff and Volunteer Training (minimum 2 hours)

- Supervision policies (YPPG pg. 3-4)
- Appropriate boundaries and social controls (YPPG pg. 5-6)
- Media policy (YPPG pg. 6)
- Emergency and abuse reporting procedures (YPPG pg. 8-9)

- Liability waiver and media release for each participant signed by their parent or guardian (YPPG pg. 13)
- Special Event Insurance (purchase from the Office of Risk Management prior to your event)
- Contracts from off-campus facilities or vendors must be signed by Office of Procurement and Contract Services (<http://pacs.oregonstate.edu/contracts>).

During your program:

- Follow recommended supervision ratios and procedures (YPPG pg. 3)
- Program logbook of incidents and accidents (YPPG pg. 8)

After your program:

- Submit actual number of participants to the Office of Risk Management for Special Event Insurance
- Retain participant and program records for two years (YPPG pg. 8)
- Submit program data for annual report here:

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dFZWUw2b3F6Zk9sUHN4b20xM19xcHc6MQ>