



California State University SAN MARCOS

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YOUTH PROTECTION: PROGRAM CHECKLIST

This checklist is designed to guide the required components of youth programming. It is intended for programs involving participants or attendees under the age of 18 (non-matriculated) who are considered to be in the care, custody, and control of CSUSM. Care, custody, and control refers to when an individual has primary responsibility for the supervision and safety of a youth at any given point throughout the activity or youth program. Programs may include, but are not limited to, camps (day and residential), clinics, workshops, recitals, tournaments, conferences, and competitions, whether held on campus or off campus.

Youth Programming Action Items

Use the following checklist to ensure all aspects of youth protection have been evaluated and completed.

Reference Materials: [CSUSM Managing Risk in Youth Programs Resource Guide](#)

[CSU Youth Protection Policy](#)

Program Registration

- ☐ Complete and submit the [Youth Protection and Program Registration Form](#).
- ☐ For residential or overnight camps, partner with CSUSM Corporation to confirm the dining component for participants and housing.

Program Elements

- ☐ Update, distribute and obtain signed copies of the following documents* for each program participant:
 - a. [Participant Program Registration](#)
 - i. Parent/legal guardian will be able to authorize whether the minor is allowed to sign themselves in and out of program (applicable to participants fourteen years of age and older)
 - b. [Medical Treatment Authorization](#)
 - c. [Media Release](#)
 - d. [General Release of Liability](#) (includes Promise not to Sue, Assumption of Risk and Agreement to Pay Claims)
 - e. [Parent Consent Form - Sign in and/or out](#)
 - f. [Parent and Participant Handbook](#) (signed acknowledgement)
 - i. Update Parent/Participant Handbook to include information specific to your program.
 - g. [Transportation of Minor Release](#) form, if field trip is part of programming

***All data gathered shall be confidential, shall not be disclosed, except as provided by law and shall be retained by department for 3 years or until the minor is 21, whichever is longer.**

- ☐ Ensure staff/volunteer* (chaperones) to student ratios are established and implemented:
 - a. 5 years and younger: One chaperone for every 6 youth participants with a minimum of two Chaperones. No overnight youth participants permitted.
 - b. 6-8 years: Minimum of two chaperones with 1:6 ratio for "overnight youth participants" and 1:8 ratio for "day youth participants."
 - c. 9-14 years: Minimum of two chaperones with 1:8 ratio for "overnight youth participants" and 1:10 ratio for "day youth participants."

- d. 15-18 years: Minimum of two chaperones with 1:10 ratio for "overnight youth participants" and 1:12 ratio for "day youth participants."

*If you would like to operate outside of the above ratios, contact IRM. Approval is required by IRM and not guaranteed.

Employee Onboarding and Training

- ☐ Send staff/volunteer names (and whether they are a designated Authorized Person) to IRM for training and tracking purposes. Email aperreault@csusm.edu for Tracking and Training spreadsheet. IRM will initiate applicable screening with applicable Human Resources office (OHR or Corporation).
- ☐ Ensure livescan, mandated reporter and national sex offender registry check requirements have been met for all staff/volunteers, per CSU Technical Letter HR 2017-17.
- ☐ [Provide staff/volunteers with access information to Praesidium online Youth Protection courses](#) (via [Learnerweb](#)) and ensure all training has been completed prior to start of program. For applicable training and how to access, review pages 9-10 of the CSUSM Managing Risk in Youth Programs Resource Guide (the "Resource Guide").
- ☐ Provide staff/volunteers the [Staff and Volunteer Youth Protection Handbook](#) for review. Obtain Signed Acknowledgment (last page of staff handbook) from each staff member and volunteer and submit a copy to IRM.
- ☐ Send staff/volunteer names (and whether they are a designated Authorized Person) to IRM for training and tracking purposes. Email aperreault@csusm.edu for Tracking and Training spreadsheet.
- ☐ Establish and communicate program procedures to staff/volunteers, to include:
 - a. Program responsibilities and expectations
 - b. Conduct/Program rules for staff and volunteers, see pages 12-13 of the Resource Guide
 - c. Appropriate interactions with and supervision of youth, including electronic communication in/outside of program
 - d. Program policies and procedures
 - e. What to do in the event of a crisis or emergency; completing incident/accident reports
 - f. Safety and security precautions
 - g. Prohibited harassment and reporting obligations, see pages 14-16 of the Resource Guide
 - h. Structured/unstructured time: mealtimes, bathroom trips, locker room visits, nighttime (if an overnight camp), free-time activities
 - i. CSUSM Anti-Discrimination expectations/reporting
 - j. Prohibition of retaliation against youth, families, parents, guardians, and staff/volunteers who report
 - k. Attendance and reporting missing participants, releasing participants early
- ☐ For residential or overnight stay camps and programs, coordinate training date with IRM, for mandatory in-person staff/volunteer training. Training required for all authorized persons.
- ☐ Ensure Authorized Persons are fully compliant (i.e., online training, HR clearance, signed employee acknowledgement).

Program Operations

- ☐ Create [Program Participant List](#) (confidential) for Program Director. Program Director should have this at all times.
- ☐ Prepare/utilize [Check-In and Out Log](#) sheet. Programs should edit for sign-in and out each day by parent/legal guardian.
- ☐ Provide an age-appropriate orientation to participants at the start of a program, or virtually for a residential program (content for orientation found on page 7 of the Resource Guide, under Program Elements and on page 10 of the Staff and Volunteer Training Handbook, under Safety and Security Procedures).

Additional Considerations

Not required by CSU Youth Protection Policy but strongly recommended.

Emergency Planning

☐ Establish procedures for the following emergency situations:

- a. Alleged physical or sexual abuse of a participant
- b. Allergic reaction
- c. Lost or missing participant or staff member
- d. Fire
- e. Weather
- f. Crime (for example, an assault or homicide)
- g. Death, illness, or injury of a participant or staff member

Note: Procedures should include considerations for participants with physical mobility limitations, such as wheelchairs, visual impairments, and hearing implants.

☐ Identify first aid and CPR certified staff/volunteers and AED locations. It is recommended that program staff have basic CPR/First aid training.

☐ Follow abuse reporting protocols and minor incident notification found in the Resource Guide, pgs. 17-19.