Roles & Responsibility Levels in Youth Activities

Youth Activities are offered for Minors under age 18, who are not yet University of Wisconsin students.

**Level 1: Authorized Adult**
- Duties with access to Youth (auth. to interact with Youth)
- Duties with Custodial Care (auth. to supervise Youth)

**Level 2: Authorized Custodian**
- Overall leadership of Activity (auth. as primary contact and understands all responsibilities)
- Training obligations are aligned with roles in Youth Activities. The intent is to ensure understanding of duties at increasing levels of responsibility.

**Level 3: Authorized Assistant Custodian**
- Prerequisite for many university units, such as:
  - Coaches / Program Directors / Risk Executive Sponsor (RES)
  - Authorized Custodian: The Leader and Sponsor have special obligations for incident reporting.

**Level 4: Authorized Adult**
- Training on Youth topics is not required at this level. However, it is recommended.
  - All University of Wisconsin employees are legally required to report child abuse/neglect.
  - Additional incident reporting obligations apply to UW employees in certain roles.

**Level 5: Authorized Custodian**
- Training not required if conditions are met.
- Optional resources – offered on OYP website
- Online Course – "Sexual Misconduct and Clery Crimes in Youth Activities: Reporting and Prevention" (Office of Compliance)

**Training Obligations**
- Training requirements vary by programming design and content.
- Online Course – "Mandatory Reporting of Child Abuse and Neglect – E6SA" (OYP)
- Course submissions include annual registration to meet policy requirements.

**Advanced Credentials**
- Examples: Youth Mental Health First Aid; Nurse; Lifeguard; Athletic Trainer; Praesidium Certified Youth Guardian; American Camp Association New Director; K12 teaching license

**Variable training topics** related to the specific activity:
- High risk activities are reviewed by Risk Management to determine requirements.
- Topics: First Aid/CPR/AED; Minors in Labs (Environment Health & Safety protocols: chemicals, hazards, specialized equipment, etc.); transportation and/or motor vehicles; water recreation; live animals; outdoor camping; ropes courses; special events; etc.

**Trainings for Leadership Roles** in Youth Activities:
- The Leader and Sponsor have special obligations for incident reporting.
- At this level, training prepares leaders (including those who supervise other staff) to fulfill obligations including: Campus Security Authority (CSA) for crimes reportable under Clery Act; Responsible Employee (RE) for reports required by UW-Madison policy on Sexual Harassment/Sexual Violence; accident and injury reporting to Risk Management; cybersecurity; mental health referrals; communicable disease reporting; other duties.

**Consultations and advising** for operating Youth Activities occur in partnership and collaboration with many university units, such as:
- Office of Youth Protection (OYP)
- Human Resources
- Risk Management
- Office of Compliance
- Legal Affairs
- Environment Health & Safety
- Cybersecurity (DoIT)
- UW Police
- University Housing

**Relevant Website**
- www.youthsafety.wisc.edu

**Risk Executive Sponsor (RES):**
- The highest level Dean/Director of the school/college/division who is responsible for all operations of the unit, including approvals of youth activities.

**Third Parties:**
- A non-university organization or entity.
  - Special note: Requirements (or equivalencies) apply to a Third Party Youth Activity that would be within the scope of the Youth Protection Policy if operated by the University.

**Authorizations**

**To be authorized for employment or volunteer duties with Youth (ages 5-18) on behalf of UW, training is required according to these levels:**
- **Level 1:** Authorized Adult
- **Level 2:** Authorized Custodian
- **Level 4:** Authorized Custodian

**Consultations and advising:***
- Required screening and training.
- Training not required if conditions are met.
- Online Course – "Sexual Misconduct and Clery Crimes in Youth Activities: Reporting and Prevention" (Office of Compliance)

**UW-Madison’s Youth Protection Policy**
- Outlines expectations for operating activities with Youth (ages 5-18), including screening, training, and incident reporting requirements based on University policy and State and Federal laws.

**Introduction to Youth Protection in a University Setting**
- This basic training is required for authorization to interact with youth on behalf of the University.
  - Topics: Overview of youth protection principles. Mandatory reporting of child abuse and neglect (per WI Executive Order 54). Guidance for following a youth protection approach when conducting Youth Activities.
  - Setting expectations, increasing awareness, and adopting strategies for preventing peer-to-peer incidents.

**Introduction to Youth Supervision in a University Setting**
- Training at this level or higher is required to be counted in the adult/youth supervision ratio.
  - Topics: Supervision expectations for school-aged youth on campus; challenges that occur in a public university setting (designed for adults); incident reporting obligations specific to UW-Madison; rules for medication administration; safety plans; emergency response protocols.

**Variable training topics** related to the specific activity:
- High risk activities are reviewed by Risk Management to determine requirements.
- Topics: First Aid/CPR/AED; Minors in Labs (Environment Health & Safety protocols: chemicals, hazards, specialized equipment, etc.); transportation and/or motor vehicles; water recreation; live animals; outdoor camping; ropes courses; special events; etc.

**Trainings for Leadership Roles** in Youth Activities:
- The Leader and Sponsor have special obligations for incident reporting.
- At this level, training prepares leaders (including those who supervise other staff) to fulfill obligations including: Campus Security Authority (CSA) for crimes reportable under Clery Act; Responsible Employee (RE) for reports required by UW-Madison policy on Sexual Harassment/Sexual Violence; accident and injury reporting to Risk Management; cybersecurity; mental health referrals; communicable disease reporting; other duties.

**Advanced Credentials**
- Examples: Youth Mental Health First Aid; Nurse; Lifeguard; Athletic Trainer; Praesidium Certified Youth Guardian; American Camp Association New Director; K12 teaching license

**Training Obligations**
- Training not required if conditions are met.
- Optional resources – offered on OYP website
- Online Course – "Mandatory Reporting of Child Abuse and Neglect – E6SA" (OYP)
- Course submissions include annual registration to meet policy requirements.

**Role Definitions**
- **Authorized Adult:** A University employee (any appointment type) or volunteer who interacts with Minors, within the scope of their job or under the direction of the University, and who has been authorized for this interaction by completing required screening and training. Does not count in the supervision ratio.
- **Authorized Custodian:** An Authorized Adult who is counted in the supervision ratio for a Youth Activity and has been authorized for supervision responsibility by completing required screening and training.
- **Authorized Custodian:** A University employee (not a student) who operates and is responsible for the logistics of a Youth Activity; ensures compliance with applicable policy and laws, may be counted in the supervision ratio; and who has been authorized for this role by completing required screening and training.

**Guest Speaker:** An individual who is invited to make a presentation, conduct a demonstration, or facilitate instruction during a Youth Activity for a limited and defined time (such as a one-time-only basis or a scheduled presentation series). A Guest Speaker is not required to be an Authorized Adult only if the following conditions are enforced:
- The Guest Speaker is never left alone with Youth / Minors under age 18.
- A Guest Speaker does not share contact information with Youth or encourage contact after the activity.
- The Guest Speaker role must not establish an ongoing relationship with a Youth Activity participant.

**Risk Executive Sponsor (RES):**
- The highest level Dean/Director of the school/college/division who is responsible for all operations of the unit, including approvals of youth activities.

**Third Parties:**
- A non-university organization or entity.
  - Special note: Requirements (or equivalencies) apply to a Third Party Youth Activity that would be within the scope of the Youth Protection Policy if operated by the University.