

The University of Wisconsin Oshkosh
Policy 003
Minor Protection and Adult Leadership



1. PURPOSE

The purpose of this policy is to provide for the appropriate supervision of minors not enrolled or accepted for enrollment at University of Wisconsin Oshkosh who are involved in University-sponsored programs, programs held at the University via written agreement or sponsorship and/or programs housed in University facilities at all geographic locations.

The University of Wisconsin Oshkosh has adopted the following policy for the safety and well-being of minors that attend our various programs for minors. This policy is primarily for the protection of minors; however, it also serves to protect adult employees and volunteers.

2. RESPONSIBLE OFFICER

Executive Sponsor: Vice Chancellor for Administrative Services

Policy Contact: Director of Risk Management (or designee)

3. SCOPE

This policy applies to the University of Wisconsin Oshkosh employees (including volunteers) who sponsor, operate, or participate in programs which include contact with minors (other than minors who are enrolled students or employees of the University). This includes but is not limited to workshops, sport camps, academic camps, conferences, and similar activities. Any outside groups or organizations that contract with the University to use University facilities for programs must warrant that they follow the Minor Protection and Adult Leadership Policy.

This policy establishes a minimum standard of conduct relating to the supervision of and interactions with minors. It does not supersede any stricter standards set by divisions, departments, or programs that apply to supervision of and interaction with minors, including the supervision of minors who are participating in University research, which is overseen by a campus Institutional Research Board. This policy does not reflect additional requirements which programs must meet as outlined in other State, UW System or UW Oshkosh policy.

University daycare and preschool services or services provided by a licensed health care provider (or employee or volunteer acting under the direction of a licensed healthcare provider) are not included in the definition of university facilities and will follow applicable laws, regulations, and separate policies that reflect the unique activities that occur in those locations.

This policy does not apply to events on campus that are open to the general public, or locations generally open to the public, and which minors attend at the sole discretion of their parent(s) or legal guardian(s), or private events where minors attend under parental or legal guardian supervision. Any other program or activity that believes it should be exempt from this policy must contact the Director of Risk Management or his/her designee to request an exemption.

4. BACKGROUND

The University of Wisconsin Oshkosh continues to expand our youth outreach programs, camps, and clinics. As such, we must be committed to ensuring that the safety and well-being of each participant is the number one priority when a parent or guardian entrusts their child, who is participating in youth programs, to our university.

The University community recognizes minors as a potentially vulnerable population that require special attention and protections. This policy has been established to assist in our efforts of maintaining a safe environment for youth.

5. DEFINITIONS

Authorized Adult -

Any person with a completed background check, eighteen (18) years of age or older, and in a paid or unpaid supervisory or leadership position.

Minor -

A person under the age of eighteen (18) who is not enrolled or accepted for enrollment at the University. Students who are dually enrolled in University programs while also enrolled in elementary, middle or high school are not included in this policy unless such enrollment includes overnight housing in University facilities.

One-on-One Contact –

Unsupervised interaction between an Authorized Adult and a participant in a program without at least one other Authorized Adult, parent, guardian, family member or other minor being present.

Programs -

Programs and activities offered by various academic or administrative units of the University. Non-University groups that use University facilities for programs must have an agreement.

This includes but is not limited to workshops, sport camps, academic camps, conferences, and similar activities. Outside groups or organizations that contract with the University to use University facilities for programs must warrant that they follow the Minor Protection and Adult Leadership Policy.

University Facilities -

Facilities owned by, or under the control of, the University.

6. POLICY STATEMENT

1. One-on-one contact between an adult and a minor is prohibited. A group setting must be maintained at all times which means that one-on-one contact between adults and minors is not permitted during the duration of the program.

a. Exceptions:

- i. The case of a child and parent, guardian, or family member relationship.
- ii. Instructional settings where one-on-one tutoring ensues. In such settings, free access to the instructional setting by authorized persons to and from any space must be maintained at all times. Examples to achieve this include: no window or door coverings that would restrict or eliminate visibility into the room and ensuring doors that are used to enter and exit the space are unlocked and accessible. In such settings it is strongly encouraged to leave doors open when feasible.
- iii. Authorization by the Director of Risk Management (or designee). The UW Oshkosh risk manager (or designee) may grant limited exceptions to this policy. Factors to be considered in evaluating an exception are:
 1. One-on-one contact should not be permitted unless it would fundamentally alter the nature of the service being provided. If one-on-one contact is permitted, free access to and from any space must be maintained.
 2. The number of adults present must be sufficient to ensure adequate supervision of minors at all times.

2. **Supervision.** An appropriate ratio of staff members (adults) to campers (minors) must be maintained. *See Appendix for recommended adult to student (minor) ratios.*
3. **Overnight events.** In the case of adults supervising minors overnight, other than the minor's own parent, guardian or family member, an Authorized Adult should not enter a minor's room, bathroom facility, or similar area without another Authorized Adult in attendance, consistent with the policy of not having one-on-one contact with minors.
4. **Privacy of youth respected.** Adults must respect the privacy of minors in situations such as changing clothes and taking showers, whenever possible. Intrusions are permitted only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
5. **Inappropriate use of cameras, imaging, or digital devices prohibited.** Use of such device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants is prohibited.
6. **Appropriate use of cameras, imaging, or digital devices during normal program activities.** Unless the written consent of a parent or legal guardian is obtained, Authorized Adults are prohibited from using or distributing pictures, videos, or other images of minors participating in normal program activities.
7. **Emergency Exception.** The requirements of this policy may be temporarily suspended if an emergency situation warrants it (e.g., one adult accompanies a minor to the emergency room, is summoning law enforcement, or is searching for a missing minor). An alternative adult must join the group to reestablish leadership as soon as feasible.
8. **Violations.** Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.
9. **Responsibilities**

Office of Risk Management	<ul style="list-style-type: none"> • Provides policy oversight to ensure compliance with campus policy • Conducts periodic reviews of the policy with campus departments • Implements needed changes to the policy • Coordinates any necessary training opportunities
Deans and Directors	<ul style="list-style-type: none"> • Ensures the college/division/department is consistently applying and complying with this policy • Communicates division strategy to all employees
College/Division/Department	<ul style="list-style-type: none"> • Defines consistent parameters within the guidelines of this policy to address specific needs • Ensures supervisors are consistently applying and complying with this policy
Supervisor	<ul style="list-style-type: none"> • Ensures and monitors employee compliance with this policy
All UW Oshkosh Employees	<ul style="list-style-type: none"> • Understands this Minor Protection and Adult Leadership policy • Reports incidences of perceived or actual non-compliance of this policy to appropriate campus authorities

7. EXTERNAL REFERENCES

Agriculture, Trade and Consumer Protection ch. ATP 78, Recreational and Educational Camps

<https://docs.legis.wisconsin.gov/code/register/2016/726B/insert/atcp78>

Department of Children and Families ch. 252, (2009), Licensing Rules for Day Camps for Children

<https://dcf.wisconsin.gov/files/publications/pdf/202.pdf>

8. RELATED POLICIES AND PROCEDURES OF UW OSHKOSH AND UW SYSTEM

Mandatory Reporting of Child Abuse and Neglect (Executive Order 54)

<https://equity.uwosh.edu/executive-order-54/>

Human Resources Process on Hiring Volunteers

<https://hr.uwosh.edu/supervisors-toolkit/>

Human Resources Criminal Background Check Request, Policy and Procedure

<https://hr.uwosh.edu/forms/>

Institutional Research Board Standard Operating Procedures

<https://grants.uwosh.edu/sample-page/research-compliance/institutional-review-board-irb/irb-sops/>

UW System Administrative Policy 180, Child Care Centers

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/child-care-centers/>

Appendix – Adult to Student (Minor) Ratios

Minor Protection and Adult Leadership Policy
ADULT TO STUDENT RATIOS (RECOMMENDED)

Grade/Age Group	Situation	Ratios
<i>PreK - 1</i> <i>(age 3 - 4)</i>	Day Camp	1:4
<i>PreK - 1</i> <i>(age 4 - 5)</i>	Day Camp	1:6
<i>PreK - 1</i> <i>(age 5 - 6)</i>	Day Camp	1:10
<i>PreK - 1</i> <i>(age 6 and under)</i>	Residential (Overnight) Camp	1:4

<i>2nd - 4th</i> <i>(over age 6)</i>	Classroom Setting	1:10
	Field Trip	Minimum of 2 adults, with a ratio of 1:10
	Water Activities/Recreational Sports	1:10
	Residential (Overnight) and Day Camp	1:10

<i>5th - 8th</i>	Classroom Setting	1:18
	Field Trip	Minimum of 2 adults, with a ratio of 1:10
	Water Activities/Recreational Sports	1:10
	Residential (Overnight) and Day Camp	1:10

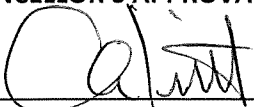
<i>9th - 12th</i>	Classroom Setting	1:18
	Field Trip	Minimum of 2 adults, with a ratio of 1:10
	Water Activities/Recreational Sports	1:10
	Residential (Overnight) and Day Camp	1:10

*****Refer to ATCP 78 & DCF 252 for additional requirements*****

9. REVISION HISTORY

5/5/2016	Policy origination due to UW System Administrative mandate
1/17/2018	Approved by University Staff Senate
1/30/2018	Approved by OSA Assembly and Senate
2/6/2018	Approved by Faculty Senate
2/8/2018	Approved by Senate of Academic Staff
2/14/2018	Approved by Chancellor

10. CHANCELLOR'S APPROVAL


Chancellor's signature

2/16/2018
Date