

Youth Programs and Compliance

Required Training for Minors on Campus Policy

**Programs and Activities That Involve
the Participation of Minors**

WINSTON-SALEM STATE UNIVERSITY



WSSU

Why Is This Training Necessary?

- We must meet requirements of [Minors on Campus Policy](#)
- Causes:
 - Lifetime of pain and suffering
 - Damage to WSSU's
 - Reputation
 - Financial stability
 - Insurability
- Prevention, identify, and reporting of abuse
- Obligation to provide a safe environment

University Resources and Your Program

- Read Minors on Campus Policy
- Review the WSSU Youth Program Coordinator Handbook
- Reference resources at <https://www.wssu.edu/camps>
- Review your program's
 - Rules and guidelines for interacting with minors in-person and online.
 - Process for incident/accident reports, behavioral issues and accidents.
 - Crisis communication plan.
 - Policy for handling disciplinary issues.

Behavioral Expectations

Those working with minors in WSSU programs or activities shall NOT

- **Have contact with minors in seclusion**
 - Two or more Covered Individuals are to be present when minors are present
- Enter a minor's room, bathroom facility, or similar area without another Covered Individual in attendance
- Share accommodations with minors
 - Unless a parent/guardian sharing with own children
- Engage in abusive conduct of any kind toward or in the presence of a minor

Behavioral Expectations (continued)

Those working with minors in WSSU programs or activities shall NOT

- Strike, hit, administer corporal punishment to, or touch in any inappropriate or illegal manner any minor.
- Provide alcohol or illegal drugs to any minor.
 - Also, must not provide prescription drugs or any medication to a minor, unless specifically authorized in writing by the parent or legal guardian as being required in the minor's care. Call 911 as in any case for emergencies.
- Use a personal vehicle to transport a minor.

Behavioral Expectations (continued)

Those working with minors in WSSU programs or activities shall NOT

- Use personal texts, email, or social media to communicate with minors outside of the official program.
- Expose minors to sexually explicit materials
- Engage in any other conduct deemed inappropriate as defined by WSSU.

Risk Management Best Practices

1. Identify areas of risk
2. Structure activities to avoid or mitigate the risk.

Typical areas of concern are

- Transportation
- Locker rooms and restrooms
- Electronic communication
- Health, medical conditions, and allergic reactions
- Labs and field work
- Overnight stays
- Transitions

Risk Management Best Practices

- Provide the forms:
 - “Program Expectations for Staff, Volunteers and Others” to all staff members who have access to participants
 - “Program Expectations and Parental Permission” to all parents and guardians of participants
- Encourage parents/guardians participants to notify program leadership if something seems out of line with expectations
- Follow “Guidelines for Interacting with Minors Online”

Required Ratios for Adequate Supervision

5 Years and Younger

- 1:5 for overnight stays
- 1:6 for day programs

6-8 Years Old

- 1:6 for overnight stays
- 1:8 for day programs

9-14 Years Old

- 1:8 for overnight stays
- 1:10 for day programs

15-17 Years Old

- 1:10 for overnight stays
- 1:12 for day programs

Emergency Planning

Know your safety plans for

- Thunderstorms and hurricanes
- Tornadoes
- Fire emergencies
- Lost of missing participant
- Active shooter
- Public Safety

In an emergency, refer to your

- Crisis communication plan
- RamAlerts

Health and First Aid

- Collect participants'...
 - Emergency contacts
 - Insurance
 - Allergies
 - Conditions requiring treatment
 - Activity restrictions
 - Record of medications
 - Permission to treat
- Document and inform parents / guardians of accidents/incidents
- Staff should be trained in first aid and CPR/AED.
- Review procedures for Epi Pens and Anaphylaxis
- Avoid heat exhaustion and dehydration
- Medicine:
 - Store securely
 - No administering
 - No purchasing
 - Emergency: 911

Protecting Data and Privacy Best Practices

- Only collect information that is needed for your program.
- Give the participant/parent/guardian
 - Ability to review and correct
 - Ability to delete if cancelling participation
- Transparency of data:
 - What you collect
 - How you use it
 - With whom it's shared
 - Where it is stored / how it is archived
 - When it will be deleted

Protecting Data and Privacy Best Practices (continued)

- Protect data from non-necessary use.
- Limit who has access to the data.
- Do not collect ultra-sensitive data
 - Social Security Numbers
- Do not share highly sensitive data via email
 - Health information

Identifying and Reporting Child Abuse

- Who are abusers?
 - Usually known by the child
 - Can be calculated and impulsive
 - In-person or online
- Effect: long-lasting negative effects to individual and community
- [Video resource](#)



Four Types of Child Abuse

1. Physical
2. Emotional / psychological
3. Neglect
4. Sexual

Physical Abuse

Non-accidental physical injury

- Ranging from minor bruises to severe fractures to death
- As a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting, burning, etc.
- Inflicted by a
 - Parent
 - Caregiver
 - Other person that has responsibility for a child

Emotional or Psychological Abuse

Pattern of behavior that impairs a child's emotional development or sense of self-worth, including

- Constant criticism
- Threats
- Rejection
- Exposure to domestic violence



Neglect

Failure to provide for a child's basic needs including

- Physical
- Medical
- Emotional

Sexual Abuse

Sexual abuse is any sexual act between

- an adult and a minor or
- between two minors when one exerts power over the other.

[Online resource](#)

Warning Signs of Abuse or Neglect of Minors

- Frequent and/or unexplained injuries
- Hyper-vigilant
- Pattern injuries
- Shies away from touch – flinches
- Inappropriate clothing to cover injuries
- Extreme behaviors
- Lack of attachment
- Excessively withdrawn, over-compliant, fearful, or anxious about doing something wrong
- Acts parentified (domineering) or infantile (younger than actual)
- Bad hygiene
- Clothes ill-fitting, filthy, or inappropriate for weather
- Untreated illness and or injuries

Warning Signs of Abuse or Neglect of Minors (continued)

- Unsupervised or left alone
- Dirty home
- Trouble walking or sitting
- Inappropriate knowledge or interest displayed of sexual acts or seductive behavior
- Reluctancy to change clothes in front of others
- STD or pregnancy
- Runs away from home
- Attempted self-harm or suicide

[Online resource](#)

Disclosure to You

Ask four questions

1. What happened?
2. Who did this to you?
3. When did this happen?
4. Where were you when this happened?

Asking additional questions may contaminate a case

ALWAYS REPORT IT. It is a crime to know of abuse and not report it.

[Online resource](#)

Best Practices for Listening and Responding

- Avoid denial
- Provide a safe environment
- Reassure the child
- LISTEN CAREFULLY
- Do not make assumptions
- Do not interrogate
- Make no promises
- Document exact quotes
- Be supportive and non-judgmental
- Seek advice

Reporting Requirements

For Incidents of Suspected Abuse or Neglect or Improper Conduct

Duty to Report:

- Any person or institution who has cause to suspect that any juvenile is abused, neglected, or has died as a result of maltreatment must report the case to the director of the Department of Social Services in the county where the juvenile resides or is found.
- Must report to local law enforcement if the child is a victim of a violent offense, sexual offense, or misdemeanor child abuse under North Carolina General Statute 14-318.2.

Emergency Contacts

- Police:
 - 911 or on campus, 336.750.2911 (emergency)
 - 336.750.2900 (non-emergency)
 - campussafety@wssu.edu
- Director of Conferences, Institutes, and Contract Management:
 - 336.750.2121
 - futrellcg@wssu.edu
- Department of Social Services for Forsyth County:
 - 336.703.3503
 - 336.703.2287 (after 5:00 p.m. and on weekends/holidays)

Guidelines for Protecting Minors

- Respect the rights and dignity of all individuals.
- Embrace diversity and ensure all practices and activities are inclusive.
- Enact a zero-tolerance policy for bullying.
- Set expectations for participants that encourage peer-to-peer friendships but discourage intimacy or sexual behavior.
- Be alert for indications that seem “not right.”
- Know your program’s behavior incident report procedure.

Resources

- Office of Conferences and Institutes
 - 336.750.2121
 - conferences@wssu.edu
 - <https://www.wssu.edu/camps>
- Forsyth County Department of Social Services
 - 336.703.3503
 - www.co.forsyth.nc.us/dss
- University Police
 - 336.750.2911 (emergency)
 - 336.750.2900 (non-emergency)
 - campussafety@wssu.edu
 - <https://www.wssu.edu/about/chancellors-office/chief-of-staff/police-public-safety/index.html>
- Endchildabusefullstop.webs.com
- www.childwelfare.gov
- www.acf.hhs.gov

Contact

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