

Youth Programs Policy Manual

Contents

- Youth Programs Policy Manual 1
- Introduction..... 2
- Organization..... 2
 - Proposals for New Programs 3
 - Minors on Campus Advisory Committee 3
 - Responsibilities of the Designated Program Director 3
- Registration of Youth Programs 4
- Required Policies 5
 - Cash Handling Procedures 5
 - Criminal Background Checks..... 5
 - Self-Disclosure Requirement..... 5
 - “Minors on Campus” Training Requirement..... 5
 - Incident and Accident Reporting 6
 - First Aid/CPR/Bloodborne Pathogens Training..... 6
 - Emergency Preparedness Requirements..... 6
 - Orientation requirements for participants 6
 - Pick Up and Drop Off Locations 7
 - Staffing 7
 - Reference Checks..... 7
 - Crisis Management 7
 - Liability Waivers..... 7
 - Contact Information..... 7
- Requests for Policy Modification/Exemption..... 8
- Appendix A: Medical Protocol 9
- Appendix B: Discipline Protocol 10
- Appendix C: Incidents and Accident Reporting Protocol..... 11
- Appendix D: Extreme Weather/Hawk Alert Protocol/Missing Student 14
- Appendix E: Policies Effecting Youth Programs Housed by 17
 - University Housing & Dining 17

Introduction

In accordance with the Minors on Campus Policy (<https://opsmanual.uiowa.edu/community-policies/minors-campus>), these policies govern University of Iowa Youth Programs that include participants who are under the age of 18 and who are not accompanied by a responsible adult. University Youth Programs include, but are not limited to, tutoring, mentoring, lessons, summer camps, academic programs and student organization events which include participants under the age of 18 and who are not accompanied by a responsible adult. Both residential and non-residential programs are included, as are programs that take place off campus at locations such as Iowa Lakeside Labs or the Iowa Center for Higher Education in Des Moines. For example, a program that brings students under the age of 18 to campus for an overnight stay would be covered by these policies. A School of Music program in which parents leave children on campus to participate is covered by these policies. A program that involves elementary school students visiting campus with a teacher from their elementary school are not covered. Hawkeye Visit Days, which involve students visiting campus with parents or guardians to preview our programs, are not covered.

All University Youth Programs must abide by the Youth Programs Policy Manual with the exception of the following:

- a. Minors who are Visitors in the workplace (in accordance with the University's Visitors in the Workplace policy);
- b. Minors working for the University as employees;
- c. Minors admitted for enrollment at the University;
- d. Minors enrolled at the University;
- e. Minors attending events on campus, such as a performance at Hancher Auditorium, or events sponsored by the University that are open to the general public;
- f. Minors on school/organization trips accompanied by an adult chaperone by their school/organization throughout the trip;
- g. Minors attending official admission events hosted by the University Admissions Office, such as Hawkeye Visit Days;
- h. Minors participating in pre-enrollment visitation or recruiting activities governed by NCAA or US Department of Health and Human Services regulations; and
- i. Minors receiving medical and/or clinical care or treatment at the University of Iowa.

Organization

The Office of the Executive Vice President and Provost, and the Office of Risk Management, exercise ultimate authority over University Youth Programs. Each program shall have a designated program director whom is responsible for ensuring policy compliance, for updating contact information, and for registering. The program director shall report to its governing Vice President through an appropriate organizational unit. Each organizational unit shall appoint an administrator who will be responsible for that unit's youth programs.

It is the responsibility of the organizational unit to which the program reports to monitor and to ensure such compliance with this manual.

The director shall administer the program and coordinate internal and external communication. The supervisor may be the same person as the administrator.

Proposals for New Programs

Youth Programs that are to be affiliated with The University of Iowa must be proposed by a 50% or greater faculty or staff member. Applications should be submitted to the administrator in the appropriate organizational unit. A proposal for a new program must be approved by the organizational unit that will supervise the program, by the Minors on Campus Advisory Committee, by the appropriate Vice President and by the Office of the Provost before the program can be advertised or opened.

Minors on Campus Advisory Committee

An administrative committee has been formed to monitor and provide guidance on the application of this policy manual to new and existing University Youth Programs; to create operational procedures related to the registration, approval, and appeals processes for University Youth Programs, and to provide timely reviews and/or revisions of this policy in accordance with the requirements of the UI Operations Manual. The minors on campus advisory committee shall consist of representatives from:

- Chair, Risk Management – Emily Robnett
- The Office of the Provost – as appointed
- Department of Athletics – Josh Berka
- University Youth Programs – Paul Bellus
- Research – Rich Hichwa
- Human Resources – Keith Becker
- Housing and Dining – Carrie Kiser-Wacker

This committee shall:

- Develop and distribute the Youth Program Policy Manual
- Review campus policies for sponsored youth programs
- Provide advice on liability waivers
- Review programs on a periodic basis and assess the need for revision in existing guidelines by reviewing
 - Incidence of participant injury and illness;
 - Unfavorable events and situations;
 - Issues reported by staff;
 - Changes in legal requirements and legal issues experienced at other institutions
 - Any activities that present unusual problems or concerns.
- Identify what types of incidents must be reported and to whom they must be reported.
- Convene meetings with program directors as appropriate.

Responsibilities of the Designated Program Director

- Crisis preparedness
 - Prepares an inclement weather protocol
 - Prepares for emergency medical care plan
- Health and Safety

- Coordinates review of participant accommodations with appropriate departmental units
- Assures individuals with special needs (medical, physical, other) are identified and made known to camp administrators
- Conducts a pre-program inspection of the facilities and equipment to ensure that facilities and equipment are in good condition
- Assures drinking water and toilet facilities are available at off-campus sites
- Assures emergency medical services are available
- Maintains an injury, illness, and incident log including:
 - Names of participants involved
 - Nature of the injury, illness or incident
 - How it occurred
 - Emergency action taken
 - Other actions taken including parent notification (if applicable)
 - Narrative section to expand in detail including the name(s) of the staff involved and the action taken by each during and after the event
- Retains all permission slips, medical forms, consent forms, and emergency contact information, assuring that appropriate forms are signed by the participant and parent or guardian prior to allowing the participant to engage in activities
- Assures that staff who reside in the residence halls with minors or who accompany minors when the program director is not available, have access to all program permission slips, medical forms, consent forms, and emergency contact information at any time day or night
- Assures appropriate and expeditious action is taken for rule violations or other unacceptable behavior
- Assures participants are appropriately supervised
- Performs appropriate notification about incidents
- Communication
 - Retains emergency contact information for parents/guardians
 - Coordinates emergency contact with parents/guardians and campus crisis communications
- Training and orientation
 - Oversees the orientation and training of program counselors and staff
 - Prepares and ensures delivery of an orientation for participants
 - Assures sufficient time is allocated to the participant orientation and employee training programs

Registration of Youth Programs

All youth programs must be registered with the Provost and Executive Vice President/Office of Risk Management at the following URL: <https://sharepoint.uiowa.edu/sites/provost/youthprograms>. Registration requires Hawk ID and password to login. As part of the registration process, all University Youth Programs are required to submit information about anticipated number of participants, program location, start and end dates of program, and emergency contacts for the program. All Youth Programs are required to submit participant data for each program when it is available. Data fields required are first name, last name, email address, home address, home city, home state, home zip code, birth date, high school graduation date (month/year), parent/guardian name, and parent/guardian phone number.

Required Policies

Cash Handling Procedures

Each program shall have a written cash handling procedure that complies with all university processes and regulations (<https://afr.fo.uiowa.edu/cash-handling>).

Criminal Background Checks

Criminal Background Checks should be administered by the sponsoring department's unit HR representative. The Operations Manual, Section II Community Policies, Chapter 16 informs the policy for criminal background checks for programs hosting minors. Programs will conduct a criminal background check on each person who works directly with minors or who would be alone with minors in the course of the job; this check must be completed before the person is allowed to participate materially in any University Youth Program. This includes but not limited to graduate/undergraduate student assistants, faculty, staff, volunteers, and consultants or contractors. Programs should identify which positions will require criminal background checks and which will not. For example, a volunteer invited to speak to a group, but who will not interact with minors outside of this duty or be alone with a minor, may be exempt from such a background check. Employment application forms should reflect the requirement that a background check be performed and the person found eligible to work with minors. All current employees are subject to criminal background checks if their duties place them in direct contact with minors, prior to commencing those duties. Background checks must be conducted for anyone at the point of hire. If a break in employment occurs, a new criminal background check must be processed and evaluated. All current employees will undergo a criminal background check at least every five years.

Self-Disclosure Requirement

Anyone in direct contact with minors must complete a self-disclosure form prior to a criminal background check. Anyone whose duties place them in direct contact with minors must notify the unit's/department's senior HR leadership representative of any arrest or conviction of a serious misdemeanor or felony, and/or any arrest or conviction that has or may have a nexus to their university activities involving minors within 72 hours of such arrest or conviction.

“Minors on Campus” Training Requirement

All youth program staff whose job duties bring them in direct contact with minors must complete “Minors on Campus” training at the time of hire and prior to having contact with minors. This training must be completed at least once every three years or if there is a break in employment, upon rehire. This training is available through [ICON](#). Staff program orientation must include discussions of the implications of these rules/guidelines specific to their program.

Incident and Accident Reporting

Programs will have clearly defined policies for reporting incidents and for maintaining records of such reports. Incidents to be covered by the policy include sexual misconduct, injuries, illnesses, law violations, Code of Student life violations, and bill and cash handling issues. Incidents that involve a violation of University of Iowa policies must be reported to the administrator. Potential violation of local, state, or federal laws must be reported to the University of Iowa Police and the administrator. The administrator shall under both circumstances inform the appropriate Vice President through appropriate departmental channels. All incidents of sexual misconduct must be reported as specified by the University Policy on Sexual Misconduct; child abuse must be reported to the proper authorities as required by University policy and State of Iowa Code. All University employees who in the course of employment receive information related to physical or sexual abuse of Minors must immediately report such information in accordance with University of Iowa Physical and Sexual Abuse of Children Policy (Op. Manual Part II, Ch. 15 at <https://opsmanual.uiowa.edu/community-policies/physical-and-sexual-abuse-children>).

First Aid/CPR/Bloodborne Pathogens Training

All programs shall have clearly defined procedures for managing situations requiring first aid, minor medical care, and medical emergencies. At least one or more fulltime staff member(s) shall be certified in Standard, Community, or Basic First Aid and Bloodborne Pathogens training with age-appropriate CPR if access to EMS is 30 minutes or less. All programs with access to EMS greater than 30 minutes must have at least one or more fulltime staff member(s) certified in wilderness first aid and age-appropriate CPR. Participants should be informed about procedures regarding injuries, medical care and medical emergencies; participants should know which staff member is first-aid/CPR and Bloodborne Pathogens certified.

Emergency Preparedness Requirements.

Programs shall provide information to participants in preparation for bad weather or evacuation (<https://opsmanual.uiowa.edu/community-policies/extreme-weather-protocol>).

Orientation requirements for participants

All programs shall provide an orientation for participants. Topics to be covered will include:

- Program Rules and Regulations
- Discipline procedures for participants
- Facilities that are off limits and activities that are not permitted
- Program harassment policy (hazing, harassment, sexual misconduct)
- Policy on alcohol and illicit drug consumption
- Program security
- Emergency evacuation procedures
- Inclement weather program
- How to report injury or illness
- How to report a hazard
- How to report other concerns

Pick Up and Drop Off Locations

Commuter programs shall provide for safe pick up/drop off locations; these locations shall be clearly communicated to parents and guardians. These locations shall be supervised by a program employee. In areas designated as pick up/drop off sites without adequate parking, parents should be reminded that stopping and double parking in the traveled portion of a street is illegal and unsafe. If adequate legal parking space is not readily available, they may be required to park farther away and walk to pick up their child and escort them to their vehicle.

Staffing

The appropriate counselor to participant ratio of 1:10 for age 15 and older, 1:8 for age 9-14, and 1:6 for age 6-8 shall be maintained. One on one contact between one program participant and one program employee should be minimized; to the extent possible, a program participant should not be alone with a program staff member.

Reference Checks

When possible, all volunteers and employees should provide references before employment by the program. The director is responsible for checking references to ensure that the person has the appropriate background and skills to contribute to the program.

Crisis Management

The Office of Strategic Communication (OSC) is the primary point of contact for media inquiries. In the event of a crisis, all communication with external constituents, excluding parents, guardians and participants, should be coordinated with OSC. Programs should have a clear protocol for handling communications with parents and guardians and participants in the case of a crisis. Parents and guardians should be informed about who to contact regarding their children in a crisis situation.

Liability Waivers

Directors shall maintain copies of appropriate liability waivers. All waivers used by the program shall be approved by Risk Management.

Contact Information

Each program shall distribute (in hard copy or on a website) to its employees, volunteers, and participating families an outline of the reporting structure for each program, to include:

- Contact information for the program director (director)
- Contact information for the program director's direct supervisor (Supervisor)
- Contact information for the administrator in each organizational unit who has been assigned responsibility for the Unit's youth programs (administrator)
- Contact information for the Vice President or designee to which the unit reports (VP)

- Contact information for the Office of the Provost
- Contact information for University Police

Requests for Policy Modification/Exemption

When a guideline(s) would adversely affect the integrity of the programmatic activity being conducted the program director must document why the guideline(s) cannot be followed and must explain what measures would be in place to protect the minor participant, program staff, and the University of Iowa. Any variance must be presented to the Minors on Campus Advisory Committee at least 90 days prior to the start of program activities. The Minors on Campus Advisory Committee shall be appointed by the Executive Vice President and Provost, and may consist of representatives from:

- Chair, Risk Management – Emily Robnett
- The Office of the Provost – Lon Moeller
- Department of Athletics – Josh Berka
- University Youth Programs – Paul Bellus
- Research – Rich Hichwa
- Human Resources – Keith Becker
- Housing & Dining – Carrie Kiser-Wacker

The Minors on Campus Advisory Committee shall consult with the Office of General Counsel when evaluating appeals for exemption to any guidelines. Exemptions can be granted per event or on a permanent basis.

Appendix A: Medical Protocol

1. All programs shall have clearly defined procedures for managing situations requiring first aid, minor medical care, and medical emergencies.
2. Prior to the start of program activities, all programs shall require participant's parent(s)/guardian(s) to complete a medical information form and encourage completion of a consent for treatment form. No program will allow a student to participate in activities without a completed medical history form. This information should accompany the minor participant when seeking medical care unless it is an emergency.
3. All programs must have at least one or more fulltime staff member(s) trained in appropriate first aid level, age-appropriate CPR, and Blood Borne Pathogen training.
4. All programs are required to inform participants about procedures regarding injuries, medical care, and medical emergencies.
5. All programs must inform all participants which staff member(s) is/are first-aid/CPR and Blood Borne Pathogens certified.
6. All programs will retain detailed documentation of injury/illness to participants. At a minimum, the following information will be collected and reported to Director of Youth Programs in addition to any other appropriate university unit requiring information:
 - a. Names of participants involved
 - b. Nature of injury, illness, or incident
 - c. How it occurred, date, and time it occurred
 - d. Emergency action taken
 - e. Other actions taken including parent notification
 - f. Narrative section to expand in detail including the name(s) of the staff involved and the action taken by each during and after the event

7. Contact information for Director of Youth Programs:

Paul Bellus
Director of Youth Programs
W701 SSH
(319) 335-1969 office phone
Paul-bellus@uiowa.edu email

Appendix B: Discipline Protocol

1. All programs shall have clearly defined procedures for managing situations requiring student discipline.
2. Prior to the start of program activities, all programs shall require the participant and the participant's parent(s)/guardian(s) to complete an agreements form. No programs will allow a student to participate in activities without a completed agreement form.
- 3 All programs are required to inform participants about procedures regarding program rules including reporting, discipline action, rights, responsibilities, and definition.
4. All programs are expected to respond expeditiously to reported rule violations.
5. All programs are expected to protect the due process rights of students.
6. All programs are expected to take appropriate action in response to rule violations. Sexual misconduct, harassment, discrimination, suspected child abuse, and potential violation of local, state, or federal laws have specific reporting protocol that must be followed.
7. All programs are expected to make available necessary resources to protect alleged victims.
8. All programs will retain detailed documentation of disciplinary actions to participants. At a minimum, the following information will be collected and reported to Director of Youth Programs in addition to any other appropriate University unit requiring information:
 - a. Names of participants involved
 - b. Nature of rules violation
 - c. How it occurred
 - d. Action taken to protect the alleged victim
 - e. Action taken to discover facts
 - f. Disciplinary action taken
 - g. Other actions taken including parent notification
 - h. Narrative section to expand in detail including the name(s) of the staff involved and the action taken by each during and after the event

9. Contact information for Director of Youth Programs:

Paul Bellus
Director of Youth Programs
W701 SSH
(319) 335-1969 office phone
Paul-bellus@uiowa.edu email

Appendix C: Incidents and Accident Reporting Protocol

The Youth Programs Policy Manual refers to a number of incidents that require reporting and maintaining records of reports. This list includes: accidents, bill and cash handling issues, child abuse, Code of Student Life violations, injuries, law violations, and sexual misconduct. All programs will retain detailed documentation of incidents and accidents. At a minimum, the following information will be collected and reported to Director of Youth Programs in addition to any other appropriate University unit requiring information (see additional reporting requirements below):

Incidents log/Dated

- a. Nature of incident (examples: cash handling issue, room issue, hazard, fire alarm, or flood in laundry)
- b. How was incident discovered
- c. How was incident addressed
- d. Current state of incident (resolved, still being investigated, etc.)
- e. Narrative section to expand in detail including who was incident reported to

Contact information for Director of Youth Programs:

Paul Bellus
Director of Youth Programs
W701 SSH
(319) 335-1969 office phone
Paul-bellus@uiowa.edu email

Accidents/Property Loss/Physical Injury

Any incident that may involve a claim or should be covered by insurance (e.g. property damage or loss to a university facility or equipment, physical injury to staff or participant, or vehicle accident) shall be reported to Risk Management. The appropriate forms along with when to use which form can be found on the Risk Management Forms page [Risk Management Forms](#).

Child Abuse

Child abuse must be reported to the proper authorities as required by university policy and State of Iowa Code. All staff of Youth Programs are mandatory reporters. Call the Child Abuse Hotline at 1-800-362-2178. Please be ready to provide identifying information and the whereabouts of the child. You may remain anonymous. If you believe the child is in imminent danger, CALL 911 immediately. Chapter 15 of the University's Operations Manual provides guidance on reporting ([Ops Manual Chapter 15](#)).

Management/Media Inquiries into Incidents

Direct all media inquiries to The Office of Strategic Communication in the event of a crisis. In the event of a crisis, all communication with external constituents, excluding parents, guardians and participants, should be coordinated with OSC. Programs should have a clear protocol for handling communications with parents and guardians and participants in the case of a crisis. Parents, guardians, participants

should be informed about who to contact on campus regarding their children when a crisis situation arises on campus.

Harassment and Discrimination

All incidents of harassment and discrimination must be reported as specified by the University Policy on Harassment and Discrimination. It is important for you to inform participants that you are a mandatory reporter in such cases and that confidentiality should not be assumed. You can provide a participant with a list of confidential resources (see <http://www.uiowa.edu/homepage/safety/confidentiality.html>).

To File a Complaint

In most cases, complaints may be filed on an informal or formal basis. The goal of an informal complaint is to remedy the conflict and restore a positive work/academic environment or determine a resolution, which effectively stops the behavior. With a formal complaint, an investigation is conducted to establish whether there is a reasonable basis for believing that a violation of University policy has occurred.

To file a formal complaint, contact one of the following:

- [Equal Opportunity and Diversity](#) (319) 335-0705
- [Office of Student Life](#) (319) 335-3557

To file an informal complaint, contact one of the following:

- Dean, director or departmental executive officer
- Unit human resources representative
- [Equal Opportunity and Diversity](#)

To file a criminal complaint, contact:

- [University of Iowa Police](#)

Note: When making a formal, informal, or criminal complaint, do not assume confidentiality. For more information, see the page on [Confidentiality](#).

Sexual Misconduct

All incidents of sexual misconduct must be reported as specified by the University Policy on Sexual Misconduct. The UI Sexual Misconduct Response Coordinator serves as the contact person for students making formal complaints about sexual misconduct, stalking, and/or domestic violence.

Monique DiCarlo
(319) 335-6200
Monique-dicarlo@uiowa.edu

Violations of Iowa policies and local, state, or federal laws

Incidents that involve a violation of University of Iowa policies must be reported to the Administrator. Potential violation of local, state, or federal laws must be reported to University of Iowa Police and the Administrator. In both instances, the Administrator shall inform the appropriate Vice President.

Appendix D: Extreme Weather/Hawk Alert Protocol/Missing Student

1. All programs shall have clearly defined procedures for managing extreme weather events and Hawk Alerts.
2. All programs must inform students about extreme weather and Hawk Alert procedures including how to contact the Director if a participant becomes separated from the group.

Sample Procedures (Tornado)

1. Remain calm. When a tornado warning is sounded (it will be a long steady whistle/horn noise), all participants must relocate to a refuge area, designated as interior corridors on lower levels or basements of buildings. If you are not in a building and one is nearby, proceed to the nearest building and take shelter if time permits. If no building structure is around, find the nearest low level land and lie down protecting your head.
2. Staff should conduct a roll call of all participants and report back to the Program Director to verify all participants are accounted for in shelters if events permit.
3. Participants should be provided Director's phone number. Participants should locate the nearest shelter and seek cover. After seeking cover, the participant should call the Director if they are not with a staff member and have not been accounted for in an official roll call if events permit.
4. After the warning has passed, all participants should be accounted for.
5. Advise participants to call home to inform parent(s)/guardian(s) that they are well.

Sample Procedures (Heat Advisory)

1. Inform participants a heat advisory is in effect for that day.
2. Provide detail about how a person can stay hydrated and cool during this period. Provide information about drinking water and avoiding fluids that speed dehydration. Warn against long exposure to the outside elements. Be sure to schedule breaks for rehydration purposes.
3. Provide information about symptoms of dehydration.
4. If activities will occur off site, the program will provide or ensure participants have access to drinking water.

Sample Procedures (Hawk Alert)

1. Remain calm. There are a number of reasons for Hawk Alerts. Listen to the message closely and follow the details. Many Hawk Alerts are for information purposes, some will alert to events that are more serious and require action.
2. The Director will inform all staff if a Hawk Alert is issued to assure staff and participants are aware of all alerts. This will require staff to be able to be contacted.

3. If extreme measures for safety are required, staff will comply with all University Public Safety orders.

4. The Director will inform all staff when an alert has expired.

5. If an alert occurs during a transition period and students are not in direct supervision of staff, all staff will conduct a roll call upon convening class/program and report to the program director.

Sample Procedure (Missing Student)

1. Remain calm. Conduct a roll call at the beginning of each session. If a student is not accounted for, ask if anyone has seen the student. If no one knows of the student's whereabouts, wait 10 minutes to see if the student shows up for the event.

2. After 10 minutes, call the Director to report a student missing. If you have set up a location for students who do not know where to go can meet until a staff member arrives and helps them out. The Director should be able to assist the student in finding your location. If the student is not there, the Director can check other classrooms and the student's dorm room to locate the student. If none of these options work, the Director should have phone numbers available to call to locate the missing student.

3. If all of these efforts fail, the Director will contact Public Safety and report a missing student.

It is easier to prevent these events by ensuring students know their schedules, have a location to meet if they are lost, staff has direct access to student's phone, students are provided access to the Director's phone in case of emergency.

Sample Procedure (Winter Weather-cancellation)

1. Monitor the weather and cancel the program if there are travel advisories in the area. If participants arrive and then the weather deteriorates, there is a risk the parent will be unable to safely pick up the participant. This would create a situation of housing participants overnight.

2. Follow the actions of local area school districts.

3. All programs are cancelled if the University cancels services due to weather.

4. Be prepared to make this decision early enough to contact all participants. Plus, contact local radio stations, TV stations, and other broadcasters listing the program as cancelled.

Sample Procedure (Winter Weather-early dismissal)

1. Follow the actions of the local area school districts. If participants arrive and then the weather deteriorates there is a risk the parent will be unable to safely pick up the participant. This would create a situation of housing participants overnight.

2. All programs are cancelled if the University cancels services due to weather.

3. Contact all parents of participants announcing the early dismissal of program. Plus, contact local radio stations, TV stations, and other broadcasters listing the program as early dismissal.

The University's Extreme Weather Protocol

CHAPTER 22: EXTREME WEATHER PROTOCOL

<https://opsmanual.uiowa.edu/community-policies/extreme-weather-protocol>).

Appendix E: Policies Effecting Youth Programs Housed by University Housing & Dining

Responsibility

University of Iowa residence hall facilities are designed for post-high school adults who are able to function independently without direct supervision. The buildings are not designed for occupancy by minors. Because adult residents are not monitored during the academic year, University Housing & Dining (UH&D) does not maintain a large, full-time staff nor does it hire staff trained to monitor individual residents. Pre-adult summer camp/conference sponsors must keep in mind the need to supervise young, non-adult campers/attendees when planning their summer camp/conference programs.

UH&D expects that departments which sponsor a summer program housed in UH&D facilities will be responsible for the health and safety of its pre-college participants and live-in staff. UH&D will make its adult housing facilities available to non-adult secondary students enrolled in summer camp/conference programs provided the sponsoring program abides by the following residence hall policies and expectations. Staff members appointed by departments who fail to comply with UH&D standards of behavior are subject to immediate disqualification.

For every summer camp/conference housed in the University of Iowa residence halls, UH&D will provide the following:

- A live-in departmental liaison. This liaison will be available to meet on a daily basis with youth camp/conference sponsors if needed; will facilitate and provide training to youth camp/conference counselors and staff; and will provide technical expertise to questions and problems that arise in dealing with safety and security issues for live-in residents.
- Training. The live-in departmental liaison and staff will train youth camp/conference counselors and staff on residence hall safety and security issues, facilities, policies, expectations and emergency procedures. This residence hall training should be a small portion of the overall training that departments offer for their staff/counselors.
- Four 24-hour desks. During summer months, four 24-hour desks will be in operation - one each in Burge, Currier/Stanley, Hillcrest, and Slater will be open on a 24-hour basis only while conferences/camps are housed in the building. The Petersen desk will be open 8:00 a.m. to 12 a.m. (midnight) daily.
- A night patrol guard. A Department of Public Safety guard will patrol the public areas inside and outside the residence halls from 12 a.m. (midnight) to 6 a.m. daily.
- Locked secondary entrances. In most buildings, only one exterior door will be kept unlocked from 6:00 a.m. until midnight.
- Locked entrances from midnight to 6:00 a.m. All entrances of every residence hall will be locked minimally from 12 a.m. (midnight) to 6:00 a.m. (Some building entrances will be locked for longer time periods.)

For every summer camp/conference housed in University of Iowa residence halls, conference/camp sponsors and staff are required to:

- Comply with the UI policy requiring background checks for volunteers and employees. This applies to all summer camp/conference personnel who will live in the residence halls and who have been selected to work with pre-college students, under the age of 18. The University of Iowa has had a background check policy in place since 2005 that requires all final candidates for security sensitive positions have a criminal background check completed before being hired. See <http://hr.uiowa.edu/policies/background-checks> and check with your Human Resources representative for more information.
- Support UH&D's summer eligibility requirement which states that registered sex offenders are not eligible for UI summer camp and conference housing.
- Adhere to the UI policies governing minors on campus http://provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/YouthProgramsPolicyManual.pdf. Hire the appropriate number of camp counselors (determined by the sponsoring department) to supervise youth participants.
- Comply with university policy regarding mandatory child abuse reporting, found in the *Operations Manual* (Part II, Section 15) at <https://opsmanual.uiowa.edu/community-policies/physical-and-sexual-abuse-children/university-iowa-employee-guidance-child-abuse>
- Train camp/conference counselors on the day-to-day functions of the summer camp/conference program as well as implementing UH&D policies.
- Orient individual summer camp/conference participants on sponsoring department camp/conference policies and on residence hall safety and security policies. A copy of the *UH&D Summer Guidebook* which lists safety policies will be provided to the sponsoring department for distribution to participants prior to their arrival.
- Send a copy of the *Summer Guidebook* or a URL to all youth campers prior to their arrival on campus, primarily so parents/guardians may be familiar with residence hall amenities and policies. UH&D will provide as many hard copies of the *Summer Guidebook* as needed.
- Adhere to all of the residence hall policies as detailed in the *Summer Guidebook*.
- Include relevant information regarding the residence halls in the sponsoring program's communication with participants and parents/guardians.
- Provide the UH&D liaison with a program timetable of events/sessions prior to the beginning of each conference.
- Counselors/staff hired by the sponsoring department must complete a daily log and submit the log to the building's information desk (youth camps/conferences).

- Counselors/staff hired by the sponsoring department must have regular contact with the UH&D liaison (collegiate/adult camps & conferences) and keep the liaison informed of any safety and security related situations as they occur. (These duties may be performed by a head counselor instead of the conference sponsor.)
- The sponsoring department must accept charges for vandalism or room damage when those charges can be directly attributed to an individual or a specific camp by the UH&D Conference Specialist.
- Supervision of camp participants. In addition to following all building safety and security policies, counselors/staff hired by the sponsoring department must:
 1. Be available to supervise the dining room during meals;
 2. Be available to respond to safety concerns that arise in individual campers' rooms;
 3. Ensure the relationship between counselors and attendees remains professional at all times;
 4. Maintain confidentiality regarding disciplinary actions when conversing with campers/conference attendees;
 5. Adhere to UH&D's substance-free environment. All camp/conference counselors and staff, regardless of age, are not permitted to possess or consume/use alcohol, illegal drugs or any smoking products anywhere on The University of Iowa campus;
 6. Adhere to UH&D's self-destructive behavior policy. Any counselors/staff who engage in self-destructive behavior must accept responsibility for their actions and are subject to disciplinary action, including being asked to leave the halls;
 7. Comply with the University's Policy on Sexual Harassment, the Policy on Consensual Relationships, the Policy on Violence, and the University Policy on Human Rights found at <http://www.uiowa.edu/~our/opmanual>.
- Respect UH&D's right to confront campers/conference attendees displaying inappropriate behavior. (Any further action, such as disciplinary measures, would be taken in cooperation with the sponsoring department.)
- Respect UH&D's right to discipline counselors/staff. Although collaborative decisions are preferable, UH&D retains the right to discipline live-in staff/counselors, up to and including removal from the residence halls, for violations of residence hall policies, violations of the university's Human Rights, or Sexual Harassment Policy or the Policy on Violence (see above policy links), or for extreme disruptive behavior. Live-in staff/counselors found in violation of any of the aforementioned policies may be asked to leave the residence halls, and UH&D staff members will notify their employer. If the employer (conference sponsor) is the first to become aware that a live-in staff/counselor's behavior is in violation of policy, then they must contact their UH&D liaison or UH&D's Conference Specialist immediately.
- Contact the UH&D's liaison to arrange safety and security training for all youth camp counselors/staff regarding residence hall facilities, policies, expectations, and emergency procedures. (This residence hall training should be a small portion of the overall training that department sponsors conduct for their staff/counselors.)
- Attend UH&D training sessions with counselors/staff, as the conference sponsor.

- Review the current *Summer Guidebook* and all policies of the residence halls as they apply to residents and campers (see the “Policies and More” section of the *Summer Guidebook*). This material will be reviewed during counselor training sessions provided by UH&D.
- Failure to adhere to the above requirements may jeopardize the ability of a particular camp/conference to contract for residence hall housing for future conference seasons.

Specific Recommendations for Youth Camps/Conferences:

The following list details recommendations that UH&D has compiled to assist camp/conference sponsors in managing youth groups in the residence halls.

- To provide close supervision of youth campers/conference attendees, the appropriate counselor-to-participant ratio of 1:10 for age 15 and older, 1:8 for age 9-14, and 1:6 for age 6-8 shall be maintained. One on one contact between one program participant and one program employee should be minimized; to the extent possible, a program participant should not be alone with a program staff member. (Source: UI Youth Programs Manual, http://provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/YouthProgramsPolicyManual.pdf.)
- It is required that all youth campers/conference attendees be supervised while in the residence halls and while in dining facilities (see previous page, this document). In addition, it is recommended that camp/conference counselors hired by the sponsoring department monitor the main building entrances, make rounds of the buildings, check for stray campers/conference attendees, check for unlocked room doors and exterior building doors, and provide programming activities.
- It is recommended that conference sponsors have an emergency contact and an emergency number available at all times for each participant.
- For instances of building emergencies or natural disasters, it is recommended that camp/conference sponsors establish an emergency site to gather participants and conduct roll call.
- If a youth camper/conference attendee becomes ill or is injured while attending a University of Iowa camp/conference, it is recommended that parents or guardians are notified by the conference sponsor and that this notification take place on the day of the accident or illness and before the child goes to bed for the night. It is recommended that the UH&D liaison is contacted at the same time the parents/guardians are notified.
- In cases of theft, assault, or any other criminal violation in the residence halls, it is recommended that the conference sponsor contacts the UH&D liaison immediately. Parents/guardians of the child(ren) affected and the appropriate law enforcement agency should also be contacted. It is also recommended that the UH&D liaison is contacted immediately whenever law enforcement is involved or criminal activity is suspected (even if the incident has occurred off residence hall property). Experience and liability concerns have shown that it is best if individual minors do not meet with police officers alone without camp counselors/staff or the UH&D liaison present.

- When the behavior of any child in the residence halls is destructive, harmful, or otherwise inappropriate, it is recommended that the problem is reported to the UH&D liaison. It is recommended that parents/guardians also are notified.
- Campers/conference attendees should be reminded to keep their doors locked at all times, especially when the rooms are not occupied or when the occupants are asleep. Once campers/attendees leave the building or floor, it is recommended that counselors check to ensure that doors are locked.
- It is recommended that conference sponsors discourage campers/attendees from bringing excessive amounts of money or valuables with them to the residence halls. It is also recommended that camper/attendees have personal property insurance. UH&D does not carry insurance on the personal property of any resident and does not provide a system for safekeeping of valuables such as airline tickets and money.