

YOUTH SAFETY & COMPLIANCE

Basic Training – Short Version

Oregon State University is committed to offering a physically, psychologically and emotionally safe environment for youth. The following expectations apply to everyone working with youth at OSU. All departments should refer to the full version of OSU's Youth Program Policies and Guidelines, located at <http://youth.oregonstate.edu>.

CULTURE OF RESPONSIBILITY (CoR) PRINCIPLES

All are expected to adopt a shared set of values and practices defining a “culture of responsibility” (CoR) for youth safety (**Sharing, Understanding, Acting**), and these principles should be communicated as an integral aspect of each program.

- **Sharing:** *Everyone* shares responsibility for ensuring safety at all times.
- **Understanding:** *Everyone* is responsible for understanding OSU's expectations and responsibilities to create and maintain a safe environment (see below).
- **Acting:** *Everyone* must act to resolve safety concerns in a timely fashion.

SUPERVISION GUIDELINES

- Faculty, staff and volunteers should **avoid situations where they are alone with one, unrelated youth**. Inform another volunteer or staff when this is unavoidable. Private conversations should happen at a distance from other youth, in view of other adults and not behind locked doors. A “Two Deep” policy where two or more adults are present with youth at all times is highly recommended.
- Youth should be within **visual and/or hearing supervision of volunteers or staff at all times**. Exceptions to visual supervision include bathroom or changing room use. Under these circumstances, staff or volunteers should respect youth privacy and, (a) remain within hearing supervision; and, as age appropriate, (b) dismiss youth to bathroom in groups of 3-5 to reduce risk.
- To avoid youth-youth abuse, **youth should not be left alone with another unrelated youth for more than a few minutes**. Be aware and check on youth to avoid prolonged time in bathrooms or changing rooms where they are not supervised. Groups of 3-5 youth are safer than two.

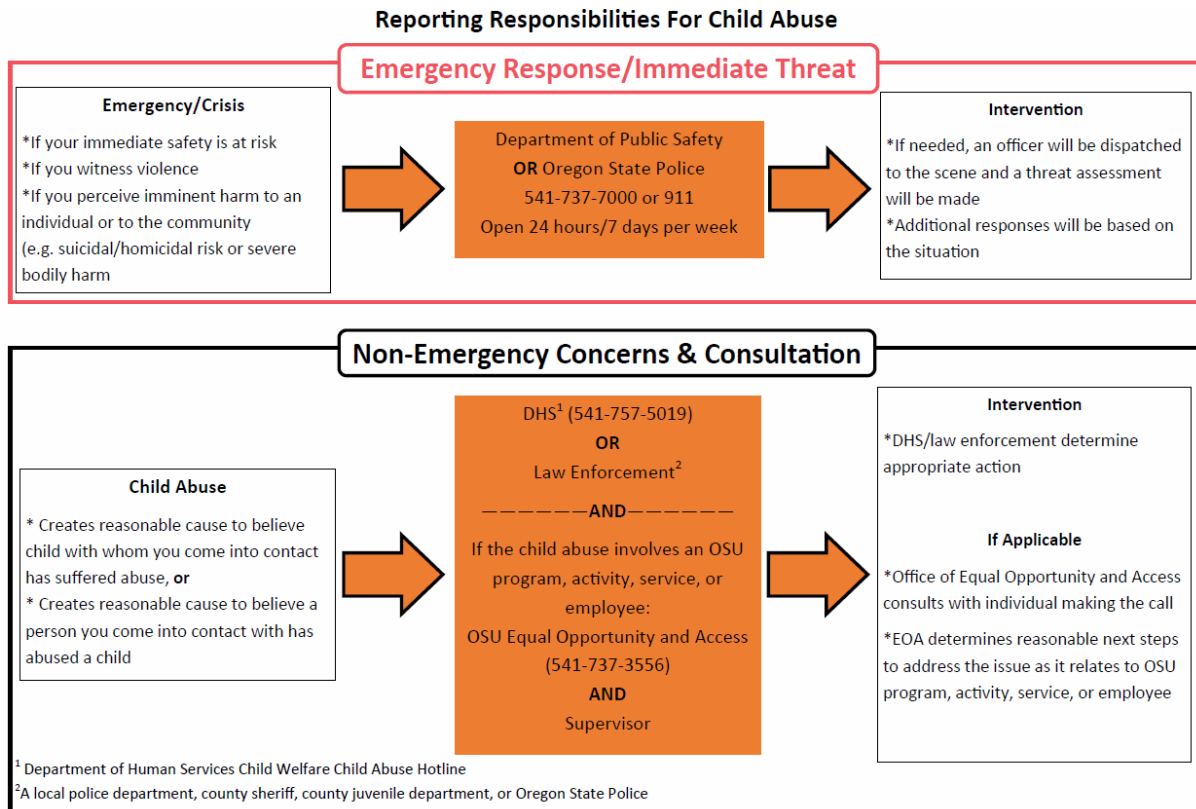
EXPECTATIONS FOR ADULTS WORKING WITH YOUTH

Share your enthusiasm! Inspire the youth! Focus on positive youth development! Plan proactively for safety.

- Create a welcoming environment with open spaces and without locked doors.
- Model respectful behavior for the participants, other staff and volunteers. Avoid inappropriate adult conversations and topics, including adult-oriented jokes or discussion of sexual interactions.
- Disciplinary measures should never include use of physical punishment or failure to provide necessities of care, such as food, water or shelter. Nor should punishments single out an individual for group ridicule.
- Observe the physical and emotional state of youth. Signs of injury or suspected child abuse **must be reported** (see following section).
- Maintain adult-youth boundaries. Staff should ensure that programs are psychologically and emotionally safe for everyone, in addition to physically safe.
- All communications (including cell phone and email communication) should be done on a public forum or with a third party included. Communicate on “group pages” on social media rather than privately “friending” youth.
- Inappropriate use of cameras, imaging, cell phones, or digital devices is prohibited. It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms, or other areas where privacy is expected by participants.
- Photos of youth cannot be shared by individuals.




REPORTING SUSPECTED CHILD ABUSE

All OSU employees are mandatory reporters of child abuse under Oregon law. Non-employees and OSU volunteers are also expected to follow these reporting procedures when serving in an official capacity with a university youth program. This means we are required to report reasonably suspected abuse to appropriate agencies immediately upon witnessing or being notified of suspected abuse. For information and training on mandatory reporting, see the Office of Equal Opportunity & Access webpage: <http://eoa.oregonstate.edu/mandatory-reporting-child-abuse-neglect>. As part of our CoR Principles, timely and diligent reporting of suspected abuse is critical for ensuring safe environments. Trust your instincts; if you see or suspect abuse, report it immediately.



REPORTING SEXUAL MISCONDUCT AND DISCRIMINATION – OSU EMPLOYEES ONLY

Most Oregon State University employees have an obligation to report incidents of sexual misconduct or discrimination. Responsible employees must immediately report any allegation of sexual misconduct or discrimination to the Office of Equal Opportunity and Access (“EOA”) when they become aware of or have reason to believe that a violation of the Sexual Misconduct and Discrimination has occurred. The university prohibits sexual misconduct of any kind, including sexual harassment, intimate partner violence, sexual exploitation, and stalking.

Required Sexual Misconduct Reporting Procedures	
<p>Who Must Consult?</p> 	<p>All OSU employees* are “Responsible Employees” and must contact the University Title IX Coordinator, Kim Kirkland, or her designee in EOA on disclosures of any form of sexual harassment, including sexual/dating/domestic violence and stalking.</p>
<p>When?</p> 	<p>Promptly after you have information about or reason to believe any form of sexual harassment is/has been experienced or perpetrated by an OSU student/staff/or faculty (at any time or place); occurred on OSU property; or occurred during an OSU activity.</p>
<p>How?</p> 	<p>Immediately contact the University Title IX Coordinator or EOA via the online reporting tool at http://eoa.oregonstate.edu/, by e-mail at equal.opportunity@oregonstate.edu, or by phone at 541-737-3556. EOA will consult with you to determine next reasonable steps.</p>