

Administrative Policy



<i>Item</i>	<i>Details</i>
Policy Title:	Youth Protection Policy
Policy Category:	Public Safety & Environment Health & Safety Policies Ethics, Legal & Compliance Policies Student Policies Employment, Benefits & Workplace Policies
Related Procedure(s)/ Guideline(s):	Youth Protection Operations Manual (In Process of Being Developed) Guidelines for Youth Camps on Campus (In Process of Being Developed)
Policy Owner:	Chief Human Resource Officer
Date Approved:	4/2/24
Review Dates:	
Revision Dates:	
Policy Scope:	Students, Employees, and Other Stakeholders
Policy Statement:	<p>Southwest Wisconsin Technical College (the College or Southwest Tech) is committed to ensuring the safety and well-being of all members of the college community and recognizes that minors on campus are a vulnerable population that requires special consideration. While the College provides a safe and productive environment that is conducive for effective learning and employment for students and employees and welcomes visitors, there are minimum standards for the protection of minors and to ensure compliance with applicable laws. While these standards are primarily for the protection of minors, they also serve to protect those adults administering youth programs/activities.</p> <p>Minors on campus, especially where there is an overnight component, expose the College to risk and administrative burdens that require special preparation and management.</p> <p>Minors are welcome on campus when the purpose of their visit is to attend classes they are registered in or to participate in college-</p>

sanctioned activities specifically scheduled and designed for their benefit.

Minor children accompanying students are not permitted in labs due to safety concerns, institutional liability, and the potential for disruption of the learning environment. Children are not permitted in theory classrooms. Exceptions may be allowed only under rare, short-term, and non-recurring circumstances with advanced permission from the classroom instructor.

Defintions

Abuse means any of the following:

- Physical injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to, lacerations (wounds), broken nose, burns, internal injuries, severe or frequent bruising, or great bodily harm.
- Sexual abuse including sexual intercourse or sexual contact with a child under the age of 16, sexual exploitation, and forced viewing of sexual activity.
- Emotional damage for which the child's parents or caretaker has neglected, refused, or been unable for reasons other than poverty, to obtain the necessary treatment or to take steps to improve symptoms. Emotional damage means harm to a child's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal, or aggression.

Authorized Adult: Individuals, age 18 and older, paid or unpaid, who are authorized to interact with youth participants as part of a covered activity. This includes, but is not limited to, faculty, staff, volunteers, students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as chaperones, coaches, instructors, etc. Authorized adults cannot have unsupervised access to minors.

Certificate of Insurance: A document issued by an insurer which evidences that insurance coverage exists and provides information such as insurer, insurance agency, insured, types and amounts of insurance, policy numbers, effective dates, limits, certificate holder, cancellation procedure, special provisions, additional insured, and the name of the representative authorizing the policy.

College Facilities: Facilities owned by, leased by, or otherwise under the control of, the College, the SWTC Foundation, or the SWTC Real Estate Foundation.

Custodial Care: The temporary responsibility for the supervision, care, or control of minors without accompanying parents, guardians, or chaperones.

Designated Individual: An authorized adult who is counted in the supervision ratio for a covered activity. Designated individuals are responsible for ensuring the care and safety of youth participants in covered activities. Additional training is required for authorized adults serving as designated individuals.

Direct Contact: Positions with the possibility of care, supervision, guidance, or control of children or routine interaction with children.

Electronic Contact: contact via telephone, text message, pager, through social media or any other form of electronic means.

Mandatory Reporter: All college employees are considered mandated reporters for child abuse or neglect purposes as defined by Wisconsin State Statutes 48.981(2)(a).

Minor: Any youth that has not attained the age of 18 (eighteen) years.

Neglect means: Failure, refusal, or inability on the part of the parent or other caretaker of a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.

One-On-One Contact: Personal, unsupervised interaction between any Authorized Adult, Designated Individual, or Program Director and a participant without at least one other Authorized Adult, parent or legal guardian being present. This does not apply to dual credit students within a classroom but does apply to instructor office hours. Any one-on-one contact with minors must be done in a public space that is observable and interruptible, not behind closed doors.

Program Director: The individual responsible for the planning and direct oversight of a specific program.

Programs: Programs and activities offered by various academic or administrative units of the College or by approved non-college groups using college facilities.

Sponsoring Unit: The academic or administrative unit of the College which offers a program or gives approval for third party use of facilities.

Third-Party Contractors: Persons not employed by the College offering or providing Youth Programs on College owned or controlled property. This includes, guest, visitors and businesses, external organizations and third-party contractors,

To protect the safety of minor participants and visitors and to avoid disruptive behavior, minors accompanying employees, students, or visitors must be under the constant supervision of a responsible adult while on college property or on the site of any approved off-campus class or other college event.

The Youth Protection Policy applies to all youth programs offered by the College or by approved non-college groups (Third Party Contractors) using campus facilities. The following scenarios are not considered youth programs as referenced in this policy:

- Recruiting visit activities which involve youth visiting campus with their parents/guardians OR Any activity that is planned or held for the direct purpose of recruiting / admitting minors as prospective students (e.g. admissions visits and campus tours). This includes minors participating in events such as preview days, pre-enrollment/ registration visits, and campus tours, as these activities are also “events open to the general public.”
- Minors whose primary reason for being on-campus is as an enrolled student in credit-bearing academic courses;
- Minors employed by the College when hired in a role that is not associated with a youth program or third-party program;
- Children enrolled in the Southwest Tech Child Care Center;
- Activities sponsored by CESA or any K-12 school where parents/guardians or chaperones maintain custodial care of the minors. The activities will still need approval by Southwest Tech;
- Events open to the general public;
- Approved (IRB) research;
- Campus tours, and
- Private events on campus where minors attend under parental or legal guardian supervision.

Visitors, guests, external organizations or third-party contractors providing or offering youth activities in college facilities must provide satisfactory evidence of compliance with all requirements of this policy prior to the scheduled program or activity and must maintain compliance throughout the duration of their activities and use of college facilities. Third-party contractors will need to provide the following before being approved to hold the youth activity on college facilities:

- A Certificate of Insurance (COI) must be on file prior to the event being fully approved. All Southwest Tech mandatory insurance requirements must be met within the COI. Any required insurance must be maintained for the duration of the activity.
- A Third-Party Facilities Use Agreement for Youth Programs must be signed by both the third-party program director and Southwest Tech administration prior to the start date of the event.

This policy establishes and requires compliance with the following:

- Minimum standards of conduct when interacting with minors (see Standards of Conduct when Interacting with Minors Section);
- Registration requirements for youth-involved programs including parental release form, emergency contact information, Medical Treatment Authorization form, and a listing of any pre-existing physical, mental or medical conditions the minor may have, including any disabilities or allergies that could impact their participation in the program. Media and liability releases are also part of the registration process;
- Adequate supervision of minors while they are on College property (see Staffing Ratios Section);
- Assignment of a staff member to Program Director who is at least 21 years of age to be accessible to participants;
- Resident Assistants for overnight activities must be at least 21 years of age.
- Requirements that the program director will provide and supervise Authorized Adults who must be at least 18 years of age;
- Requirement to have a current background check on record with the College prior to beginning work with minors for all Authorized Adults, Designated Individuals, and Program Directors;
- Background checks that have any negative or questionable entries must be reviewed and approved by

the Chief Human Resources Officer or designee prior to the individual working with minors.

- Non-College organizations or contractors may be required to provide references prior to approval.
- Mandatory training requirements for all authorized staff (paid and non-paid) working with minors to include at a minimum:
 - SWTC's Child Protection-Related Policies including:
 - Nondiscrimination policies
 - Mandated reporting/reporting to college
 - Behavioral standards for interacting with minors
 - Jurisdictional definitions of mandatory reporters, sexual assault, and stalking
 - Practical information for Identifying, Preventing, Receiving Reports, and Reporting Sexual Misconducts Involving Minors including:
 - Bystander attitudes that may allow misconduct to continue
 - Safe and positive option for bystander to take to prevent harm or intervene
- Authorized Adults, Designated Individuals, and Program Directors are required to notify the appropriate Human Resources representative of any arrest or conviction of an offense within 72 hours of knowledge of the arrest or conviction.
- Responsibilities of the Authorized Adults and Designated Individuals must include, at a minimum, informing program participants about safety and security procedures, College rules, rules established by the program, and behavioral expectations.
- Authorized Adults, Designated Individuals, and Program Directors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergency(ies).
- Pursuant to policy and law, all College employees, shall report child abuse or neglect immediately per Wisconsin State Statutes 48.981(2) if the employee, in the course of employment, observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur.
- Screening processes for authorized adults (paid and unpaid) including background checks, driver's record check, and state and national sex offender registries.

- Third party contractors or other external organizations conducting youth activities during college-sponsored events or using Southwest Wisconsin Technical College facilities must certify to the College in writing that all program staff have been subject to a criminal background check (including sex offender registry check) within the 12 months immediately preceding the program date. In addition, the contractor or organization must agree to keep the college informed of arrests or convictions occurring during the activity.

Staffing Ratios

Supervision needs may vary depending on the nature of the activity. To the greatest extent possible, efforts should be made to ensure the presence of at least two program staff when supervising or in direct contact with minors. Southwest Tech requires a minimum of one First Aid/CPR-certified adult to be present for the duration of a youth program. At minimum, the following recommended adult-to-minor ratios should be maintained:

Adult to Participant Ratios			
Grade Level or Age Group	Classroom Setting	Field Trip & Other Activities*	Residential (overnight) and Day Camp
5 th – 12 th Grades (11 to <18 years old)	18	10	10
*Field trips involving minors necessitate a minimum of two adult chaperones.			

Special considerations and additional attention to staff planning may be required if an activity, such as a camp, has an overnight stay component.

Reporting Child Abuse or Neglect

According to Wisconsin Statutes 48.981(2), all College employees are mandated reporters and shall report any claim of child abuse or neglect.

- Reports shall be made, personally or by telephone, to one of the following:
 - Grant County Department of Social Services
8820 Highway 35 and 61 South
Lancaster, WI 53813

Office Hours: 608-723-2136

After Hours: 608-723-2157

[Other WI County Departments of Social Services](#)

- Fennimore Police Department
860 Lincoln Ave
Fennimore, WI 53809
Office: 608-822-3215
- After reporting to the appropriate authority, complete a written report to the Southwest Tech [Campus Safety](#) team or call 608-822-2097.
- If a child is in imminent danger or the abuse is in progress, call 9-1-1 and report the circumstances immediately to law enforcement, and then follow the reporting steps listed above.

Reporting Sexual Misconduct

To report any sexual misconduct, the Title IX Coordinators designated below have been authorized to coordinate and oversee the College's compliance with Title IX.

Title IX Coordinator:

Krista Weber, Chief Human Resources Officer
kweber@swtc.edu, (608) 822-2315
Building 300, Room 319

Deputy Title IX Coordinators:

Holly Clendenen, Chief Student Services Officer
hclendenen@swtc.edu, 608-822-2362
Building 400, Room 480

Dan Imhoff, Executive Director of Facilities, Safety, & Security

dimhoff@swtc.edu, 608-822-2401
Building 500, Room 514

Standards of Conduct When Interacting with Minors

Southwest Wisconsin Technical College provides a safe, productive environment conducive for effective learning and employment for students and employees and welcomes visitors while maintaining minimum standards of conduct for the protection of minors and to ensure compliance with applicable laws.

Authorized Adults, Designated Individuals, and Program Directors participating in programs and activities covered by this Policy shall not:

- Engage in one-on-one contact with minors, unless absolutely necessary: there must be two or more adults present during activities where minors are present. Any one-on-one contact with minors must be done in a public space that is observable and interruptible, not behind closed doors.
 - Does not apply when there are high school students participating in pre-enrollment visitation.
 - Does not apply to licensed psychologists providing psychological and counseling services to minors.
- Have any direct electronic programmatic contact with minors without another adult being included in the communication.
 - Does not apply when there are high school students participating in pre-enrollment visitation.
- Have no personal, non-programmatic related electronic communications with participants (email, phone, text, Facebook, etc.) prior to or during the youth program.
- Take pictures of minors or post information about minors to social media sites without written permission from a parent/guardian.
- Meet participants off-site or off-hours without prior written approval.
- Give personal gifts of any kind to participants.
- Engage in abusive conduct of any kind toward, or in the presence of, a minor.
- Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
- Pick up minors from or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian.
- Provide alcohol, tobacco products, illegal drugs, or medication to any minor. The College cannot assume responsibility for the administration of medicines to anyone participating in any activity held on campus.
- Make sexual materials in any form available to minors participating in programs or activities covered by this Policy or assist them in any way in gaining access to such materials.

Other Information

If an allegation of inappropriate conduct has been made against an Authorized Adult participating in a program, they shall discontinue any further participation in programs and activities

	<p>covered by this Policy until such allegation has been satisfactorily resolved.</p> <p>Authorized personnel/signatories for non-college groups using college facilities must provide the College with a written acknowledgement of</p> <p>their awareness of, understanding of and responsibility for compliance with all Policy requirements.</p> <p>Non-College Third Party Contractors and other outside Organizations must also have the following on file:</p> <ul style="list-style-type: none">a) Assumption of Riskb) Hold Harmless Provisionc) Indemnificationd) Medical Acknowledgement/consent to treate) Photography and Video Releases <p>Non-College contractors and other organizations may not use College logo, mascot, name or other intellectual property of the college without advance written approval from the Executive Director of Marketing.</p> <p>Employees violating this policy will be disciplined. The severity of the discipline shall be determined by the College in its sole discretion and in accordance with its disciplinary procedures outlined in the SWTC Employee Handbook</p>
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