

Roles & Responsibility Levels in Youth Activities

DRAFT 10/8/2021

Youth Activities are offered for Minors under age 18, who are not yet University of Wisconsin students.

Authorizations

To be authorized for employment or volunteer duties with Youth (Minors ages 5-18) on behalf of UW, training is required according to these levels:

- **Level 1: Authorized Adult**
Duties with access to Youth (auth. to interact with Youth)
- **Level 2: Auth. Asst. Custodian**
Duties with Custodial Care (auth. to supervise Youth)
- **Level 4: Authorized Custodian**
Overall leadership of Activity (auth. as primary contact and understands all responsibilities)

Training obligations are aligned with roles in Youth Activities. The intent is to ensure understanding of duties at increasing levels of responsibility.

UW-Madison's Youth Protection Policy

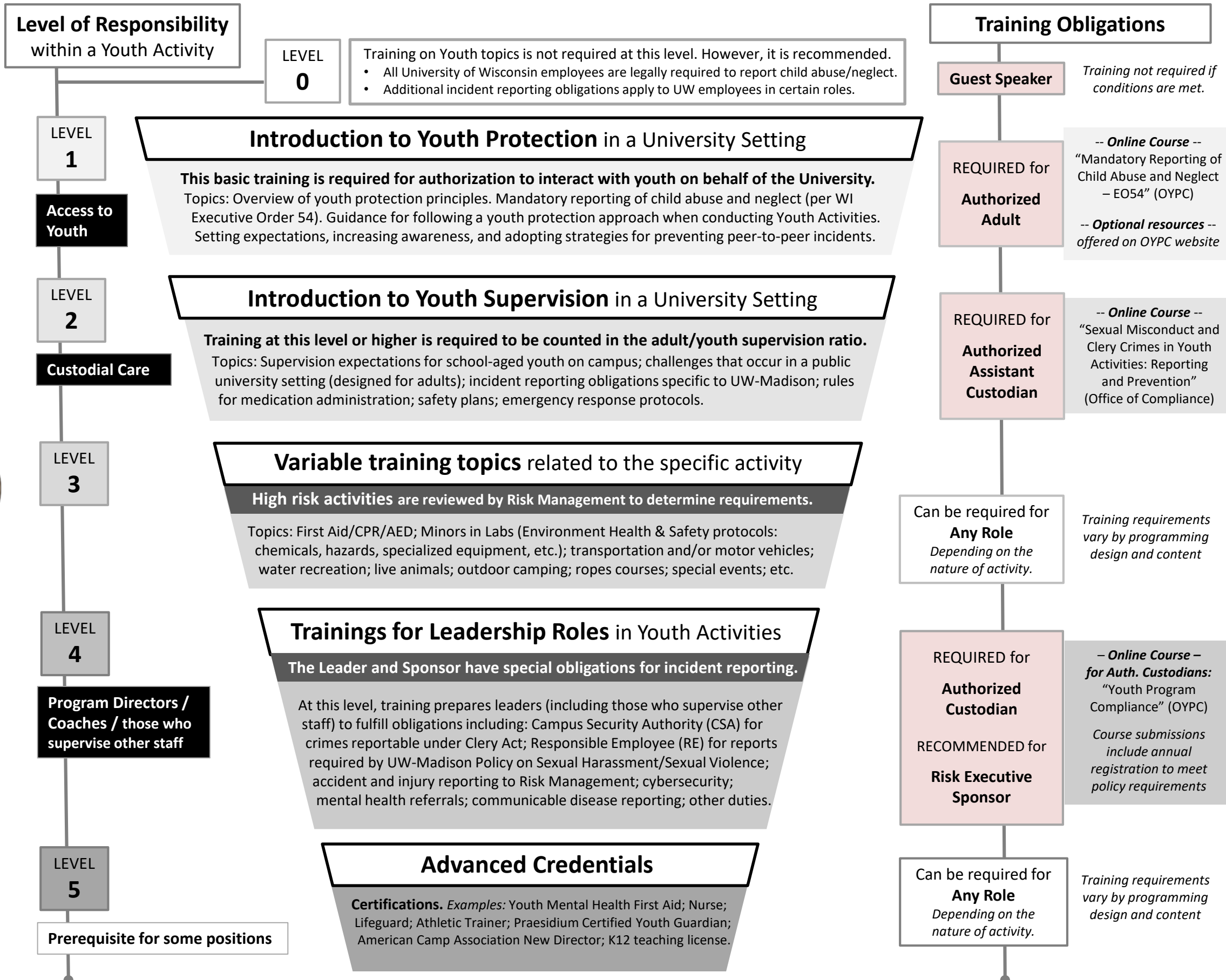
outlines expectations for operating activities with Youth (ages 5-18), including screening, training, and incident reporting requirements based on University policy and State and Federal laws.

Consultations and advising

for operating Youth Activities occur in partnership and collaboration with many university units, such as:

- Office of Youth Protection & Compliance (OYPC)
- Human Resources
- Risk Management
- Office of Compliance
- Legal Affairs
- Environment Health & Safety
- Cybersecurity (DoIT)
- UW Police
- University Housing

www.youthsafety.wisc.edu



Role Definitions

Authorized Adult: A University employee (any appointment type) or volunteer who interacts with Minors, within the scope of their job or under the direction of the University, and who has been authorized for this interaction by completing required screening and training. **Does not count in the supervision ratio.**

Authorized Assistant Custodian: An Authorized Adult who is counted in the supervision ratio for a Youth Activity and has been authorized for supervision responsibility by completing required screening and training.

Authorized Custodian: A University employee (not a student) who operates and is responsible for the logistics of a Youth Activity; ensures compliance with applicable policy and laws; may be counted in the supervision ratio; and who has been authorized for this role by completing required screening and training.

Guest Speaker: An individual who is invited to make a presentation, conduct a demonstration, or facilitate instruction during a Youth Activity for a limited and defined time (such as a one-time-only basis or a scheduled presentation series). A Guest Speaker is not required to be an Authorized Adult **only** if the following conditions are enforced:

- The Guest Speaker is never left alone with Youth / Minors under age 18.
- A Guest Speaker does not share contact information with Youth or encourage contact after the activity.
- The Guest Speaker role must not establish an ongoing relationship with a Youth Activity participant.

Risk Executive Sponsor (RES): The highest level Dean/Director of the school/college/division who is responsible for all operations of the unit, including approvals of youth activities.

Third Parties: A non-university organization or entity.

- *Special note:* Requirements (or equivalencies) apply to a Third Party Youth Activity that would be within the scope of the Youth Protection Policy if operated by the University.